

# AGENDA

## MEETING NO. 7

June 22, 2023

P.O. BOX 820  
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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, June 22, 2023

### First Nations Acknowledgement

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – June 22, 2023</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
8-21	Board Meeting Minutes – May 18, 2023	Approve
22-27	Committee of the Whole Meeting Minutes - June 8, 2023	Receive
28-31	Regional Transit Committee Meeting Minutes - June 8, 2023	Receive
32-35	Rural/Agriculture Committee Meeting Minutes - June 8, 2023	Receive

### DELEGATION

#### LAKE BABINE NATION (approx. 1 hour presentation)

Chief Murphy Abraham, Betty Patrick, Director of Implementation, and Dominique Nouvet, Legal Council, Lake Babine Nation  
Cory Waters, Chief Negotiator, Negotiations and Regional Operations Division, Ashlyn Schwaiger, Director, Land Strategies and services Branch, and Ian Hollingshead, Negotiator, Negotiations and Regional Operations Division, Ministry of Indigenous Relations and Reconciliation

RE: Lake Babine Nation Foundation Agreement Update

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<u>PAGE NO.</u>	<u>ELECTORAL AREA PLANNING</u>	<u>ACTION</u>
	<u>Bylaw for 1<sup>st</sup> and 2<sup>nd</sup> Reading</u>	
36-50	Danielle Patterson, Senior Planner OCP Amendment and Rezoning Application RZ D-01-23 - 1 <sup>st</sup> and 2 <sup>nd</sup> Reading Report OCP Amendment Bylaw No. 2006, 2023 and Rezoning Bylaw No.2007, 2023 Electoral Area D (Fraser Lake Rural)	Recommendation
	<u>Bylaws for 3rd Reading</u>	
51-57	Danielle Patterson, Senior Planner Rezoning Application RZ B-01-22 3 <sup>rd</sup> Reading Report, Bylaw 2005, 2023 Electoral Area B (Burns Lake Rural)	Recommendation
58-68	Cameron Kral, Planning Technician Rezoning Application RZ A-01-23 3 <sup>rd</sup> Reading Report, Bylaw 2004, 2023 Electoral Area A (Smithers/Telkwa Rural)	Recommendation
	<u>Other Items</u>	
69	Advisory Planning Commission Minutes Electoral Area D (Fraser Lake Rural) - May 3, 2023	Receive
70	Advisory Planning Commission Minutes Electoral Area D (Fraser Lake Rural) - May 23, 2023	Receive
71-72	Advisory Planning Commission Minutes Electoral Area F (Vanderhoof Rural) - May 23, 2023	Receive
73	Advisory Planning Commission Minutes Electoral Area A (Smithers/Telkwa Rural) - June 5, 2023	Receive

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PAGE NO.DEVELOPMENT SERVICESACTIONALR Applications

74-84	Danielle Patterson, Senior Planner ALR Application 1251 Non-Farm Use (Removal of Soil) - Electoral Area A (Smithers/Telkwa Rural)	Recommendation
85-96	Danielle Patterson, Senior Planner ALR Application 1253 Non-Farm Use (Removal of Soil) - Electoral Area A (Smithers/Telkwa Rural)	Recommendation
97-109	Danielle Patterson, Senior Planner ALR Application 1255 Subdivision Electoral Area D (Fraser Lake Rural)	Recommendation

Mines Referral

110-115	Cameron Kral, Planning Technician Notice of Work Referral No. 7410295 Electoral Area A (Smithers/Telkwa Rural)	Recommendation
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Land Referral

116-118	Rowan Nagel, GIS/Planning Technician Crown Land Referral No. 7410304 Electoral Area D (Fraser Lake Rural)	Recommendation
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Other

119-124	Jason Llewellyn, Director of Planning Regional Housing Initiative	Recommendation
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ENVIRONMENTAL SERVICES

125-126	Alex Eriksen, Director of Environmental Services – Purchase of Two Skid Steers	Recommendation
127-131	Alex Eriksen, Director of Environmental Services – Agricultural Plastics Recycling -2022 Update	Receive

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<u>PAGE NO.</u>	<u>ENVIRONMENTAL SERVICES (CONT'D)</u>	<u>ACTION</u>
132-134	Janette Derksen, Waste Diversion Supervisor -Implementation Plan for the Houston & Fraser Lake Recycle BC Depots	Receive
<u>ADMINISTRATION REPORTS</u>		
135-136	Wendy Wainwright, Deputy Director of Corporate Services – Committee Meeting Recommendations - June 8, 2023	Recommendation
137-182	John Illes, Chief Financial Officer – Statement of Financial Information (SOFI)	Recommendation
183-189	John Illes, Chief Financial Officer – Growing Communities Fund Reserve	Recommendation
190-191	John Illes, Chief Financial Officer – Chinook Community Forest	Recommendation
192	Nellie Davis, Manager of Regional Economic Development- Canada Community Building Fund BC – Village of Telkwa Application to Electoral Area A (Smithers/Telkwa Rural)	Recommendation
193-199	Nellie Davis, Manager of Regional Economic Development- Joint Accessibility Advisory Committee Establishment	Recommendation
200-228	Cameron Hart, Economic Development Assistant -2022 Annual Report	Recommendation
<u>ADMINISTRATION CORRESPONDENCE</u>		<u>ACTION</u>
229	Taylor Bachrach, Member of Parliament, Skeena-Bulkley Valley – Letter to the Honourable Omar Alghabra, MP, Minister of Transport – Commercial Vehicle Drivers Hours of Service Regulations	Receive

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<u>PAGE NO.</u>	<u>ADMINISTRATION CORRESPONDENCE (CONT'D)</u>	<u>ACTION</u>
230-231	British Columbia Utilities Commission -Pacific Northern Gas Ltd. – PNG Commodity Costs Consolidation – Project No. 1599482 -Regulatory Timetable	Receive
232-235	Union of BC Municipalities – 2023 NCLGA Resolution(s)	Receive

SUPPLEMENTARY AGENDA

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

RECEIPT OF VERBAL REPORTS

NEW BUSINESS

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKOMEETING NO. 6Thursday, May 18, 2023

<b>PRESENT:</b>	Chair	Mark Parker
	Directors	Gladys Atrill – via Zoom Shane Brienen Martin Elphee Judy Greenaway Clint Lambert Linda McGuire Shirley Moon Kevin Moutray Chris Newell – via Zoom Michael Riis-Christianson Stoney Stoltenberg Sarrah Storey – via Zoom 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 Jason Berlin, Senior Building Inspector – arrived at 1:06 p.m., left at 1:08 p.m. Megan D’arcy, Regional Agriculture Coordinator Nellie Davis, Manager of Regional Economic Development – arrived at 11:43 a.m., left at 12:15 p.m. Justin Greer, First Nations Liaison – arrived at 1:17 p.m., left at 1:30 p.m. Cameron Hart, Economic Development Assistant – arrived at 1:00 p.m., left at 1:22 p.m. John Illes, Chief Financial Officer Jordan Illes, FireSmart Summer Student Jason Llewellyn, Director of Planning – arrived at 1:15 p.m. Deneve Vanderwolf, Regional Transit Coordinator/Planning Technician – arrived at 11:43 a.m., left at 12:15 p.m. Wendy Wainwright, Deputy Director of Corporate Services Christopher Walker, Emergency Program Coordinator Grace Zayac, FireSmart Summer Student Hannah Zayac, Planning Summer Student

CALL TO ORDER

Chair Parker called the meeting to order at 11:18 a.m.

FIRST NATIONS ACKNOWLEDGEMENT



**AGENDA &  
 SUPPLEMENTARY AGENDA**

Moved by Director Riis-Christianson  
 Seconded by Director McGuire

2023-6-1

"That the Board Meeting Agenda of May 18, 2023 be approved; and further, that the Supplementary Agenda be dealt with at this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**MINUTES**

Board Meeting Minutes  
 May 4, 2023

Moved by Director Elphee  
 Seconded by Director Stoltenberg

2023-6-2

"That the Board Meeting Minutes of May 4, 2023 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Board Meeting Minutes  
 April 20, 2023

Moved by Director Stoltenberg  
 Seconded by Director Greenaway

2023-6-3

"That the Board Meeting Minutes of April 20, 2023 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Natural Resources Committee  
 Meeting Minutes-May 4, 2023

Moved by Director Elphee  
 Seconded by Director Riis-Christianson

2023-6-4

"That the Board receive the Natural Resources Committee Meeting Minutes for May 4 , 2023."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**SUMMER STUDENT STAFF  
 INTRODUCTION**

Jason Llewellyn, Director of Planning introduced Hannah Zayac, Planning Summer Student. Christopher Walker, Emergency Program Coordinator introduced Grace Zayac and Jordan Illes, FireSmart Summer Students,. He also noted that Emma Moore, who was not able to be in attendance has returned to the RDBN as the Protective Services Summer Student.

## **ELECTORAL AREA PLANNING**

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

Rezoning Application  
RZ RDBN B-01-22, 1<sup>st</sup> & 2<sup>nd</sup>  
Reading Report, Bylaw  
2005, 2023 – Electoral  
Area B (Burns Lake Rural)

Moved by Director Riis-Christianson

Seconded by Director Elphee

2023-6-5

1. "That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2005, 2023 be given first and second reading this 18<sup>th</sup> day of May, 2023 and subsequently taken to Public Hearing.

2. That the Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 2005, 2023 be delegated to the Director or Alternate Director for Electoral Area B."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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

Rezoning Application RZ  
RDBN 04-21, 3<sup>rd</sup> Reading for  
Rezoning Bylaws 1996, 2023,  
1997, 2023, 1998, 2023, and  
1999, 2023

Moved by Director Lambert

Seconded by Director Riis-Christianson

2023-6-6

1. "That the Regional District Board receive the Report of the Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 1996, 2023, Regional District of Bulkley-Nechako Rezoning Bylaw No. 1997, 2023, Regional District of Bulkley-Nechako Rezoning Bylaw No. 1998, 2023 and Regional District of Bulkley-Nechako Rezoning Bylaw No. 1999, 2023.

2. That Regional District of Bulkley-Nechako Rezoning Bylaw No. 1996, 2023, Regional District of Bulkley-Nechako Rezoning Bylaw No. 1997, 2023, Regional District of Bulkley-Nechako Rezoning Bylaw No. 1998, 2023 and Regional District of Bulkley-Nechako Rezoning Bylaw No. 1999, 2023 be given third reading this 18<sup>th</sup> day of May, 2023."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **Other Items**

Advisory Planning  
 Commission Minutes  
 Electoral Area A (Smithers/  
 Telkwa Rural)

Moved by Director Stoltenberg  
 Seconded by Director Greenaway

2023-6-7

"That the Board receive the Advisory Planning Commission Minutes for Electoral Area A (Smithers/Telkwa Rural)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **DEVELOPMENT SERVICES**

#### **ALR Application**

ALR Non-Farm Use and  
 Subdivision Application  
 No. 1257 – Electoral Area  
 A (Smithers/Telkwa Rural)

Moved by Director Stoltenberg  
 Seconded by Director Riis-Christianson

2023-6-8

1. "That the Board receive the Public Submissions on the Supplementary Agenda.

2. That Agricultural Land Reserve Application 1257 be recommended to the Agricultural Land Commission for denial.

3. And, that should the ALC approve the application BC Hydro be required to make a financial contribution to the Smithers Farmers Institute equal to the market value of the agricultural land removed from agricultural use for the capacitor station."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

#### **Land Referral**

Crown Land Referral  
 BC Hydro Capacitor Station  
 Referral- Electoral Area A  
 (Smithers/Telkwa Rural)

Moved by Director Stoltenberg  
 Seconded by Director Lambert

2023-6-9

"That the Comment Sheet be provided to BC Hydro as the Regional District's comments to the referral regarding BC Hydro's Capacitor Station on Walcott Road."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### Other Items

Community Investment and  
 the Environmental  
 Assessment Process: A  
 Discussion Paper

Moved by Director Brienen  
 Seconded by Director Stoltenberg

2023-6-10

"That the Board receive the Community Investment and the Environmental Assessment Process: A Discussion Paper."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### REGIONAL TRANSIT

2023/2024 Annual  
 Operating Agreement with  
 BC Transit

Moved by Director Stoltenberg  
 Seconded by Director Wiebe

2023-6-11

"That the Board receive the 2023/2024 Annual Operating Agreement; and that the Board approve entering into the Agreement with BC Transit."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Transit Service Bylaw  
 Amendment

Moved by Director Wiebe  
 Seconded by Director Lambert

2023-6-12

"That the Board direct staff to initiate the process to amend "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016" to increase the requisition limit to \$200,000 and include interested Electoral Areas as identified at the June 8, 2023 Rural/Agricultural Committee Meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding the following:

- Potential future cost concerns due e.g. Granisle's new bus is seeking a cost increase to the final price from the date it was ordered 14 months ago
  - o Step approach - \$5 for each community you travel through
- No access to service in Fort St. James
  - o Residents travelling to Vanderhoof to access the service
- Municipal and electoral area participation in the Regional Transit Service
- Low ridership fees marginally offset the cost of the service

**REGIONAL TRANSIT (CONT'D)**

- Potential option to lobby for the Province to remove carbon tax on fuel costs for transit services to reduce the cost
- Opportunity to advocate for the Province to provide cost certainty at UBCM
- Considering the greater benefit that allows connections and supports for those needing transportation to access groceries, medical and social service programs and other resources
  - o Decrease in hitch hikers along the highway 16 corridor since implementation of transit service
- History of the implementation of the Regional Transit System
- Alternate agencies that provide transit passes for those that may not have the funds to purchase passes
- Director Atrill has recently been appointed to the BC Transit Board
  - o The Board received a report regarding the supply chain issues impacting the purchase of new buses
- COVID Funding used in 2022/2023 to offset cost of the service
- Grant-in-aid contributions
- First Nations financial contributions.

**Break for lunch at 12:15 p.m.**

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

**ADMINISTRATION REPORTS**

RDBN 2022 - Strategic Plan

Moved by Director Stoltenberg  
 Seconded by Director Wiebe

2023-6-13

"That the Board adopt the Regional District of Bulkley-Nechako's 2022 – 2026 Strategic Plan as presented."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## ADMINISTRATION REPORTS

UBCM Convention 2023 Moved by Director Greenaway  
-Sept 18-22, 2023, Vancouver, B.C. – Attendance Authorization Seconded by Director Stoltenberg  
-Resolution Deadline, Minister/  
Ministry Staff Meetings

2023-6-14

“That the Board authorize attendance of Rural Directors at the UBCM Convention from September 18-22, 2023 in Vancouver, B.C.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following was discussed:

- NCLGA Resolutions will be brought forward to UBCM
- At the NCLGA Conference a resolution was passed for Northern Health Environmental workers to be educated in the north
  - o Economic development – any delay critical - significant cost if holding up project
  - o Shortage of structural/mechanical engineers is impacting projects
  - o Important to have training options through CNC/UNBC
- Potential UBCM Resolutions regarding:
  - o Community Investment and the Environmental Assessment Process: A Discussion Paper
  - o Carbon tax exemption for public transportation
- Scheduling a meeting with the Minister of Agriculture to discuss:
  - o Veterinarian shortage
  - o Agricultural Land Reserve/Agricultural Land Commission
  - o Impacts/concerns electronic logbooks for hauling cattle
    - MP Bachrach has written a letter to the Transport Minister of Canada
- Northwest B.C. Resource Benefits Alliance (RBA) briefing
- Housing and support for housing
- Strategy for meeting with Ministers at UBCM
  - o RDBN Strategic Plan
- Invite the MLA’s from the region to attend RDBN meetings
- Joint meetings with member municipalities and other Regional Districts.

**ADMINISTRATION REPORTS (CONT'D)**

Grant in Aid for Areas B  
 (Burns Lake Rural) and  
 E (Francois/Ootsa Lake Rural)  
 -S. Luke's on the Lake

Moved by Director Riis-Christianson  
 Seconded by Director Lambert

2023-6-15

"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 St. Luke's on the Lake Society for the construction of a lawn shed."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Grant in Aid for Area D  
 (Fraser Lake Rural)  
 -Nechako Environment  
 Stewardship Society

Moved by Director Lambert  
 Seconded by Director Stoltenberg

2023-6-16

"That the Board approve allocating \$5,000 in Electoral Area D (Fraser Lake Rural) Grant in Aid monies to the Nechako Watershed Stewardship Society for the Living Lakes Monitoring Project on Fraser Lake."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Lakes District Arts and Culture  
 Fund Request - Eagle Creek  
 Recreation Commission  
 Centennial Event

Moved by Director Lambert  
 Seconded by Director Wiebe

2023-6-17

"That the Eagle Creek Recreation Commission be given \$5,000 in Lakes District Arts and Culture Fund monies for the Western Days Centennial Celebration Event."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

Canada Community-Building Moved by Director Stoltenberg  
Fund BC – Telkwa Museum Seconded by Director Atrill  
Society Application to  
Electoral Area A (Smithers/Telkwa  
Rural)

2023-6-18

1) "That the Board authorize contributing up to \$30,000 of Electoral Area A (Smithers/Telkwa Rural) Canada Community-Building Fund BC allocation monies to Cultural Infrastructure Project at the Telkwa Museum, and further,

(Participants/Weighted/Majority)

2) That the Board authorize the withdrawal of up to \$30,000 from the Federal Gas Tax Reserve Fund."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Elphee removed himself from the meeting at 1:19 p.m. due to a conflict of interest with a family relation being a member of the Community Arts Council.

Canada Community-Building Moved by Director Greenaway  
Fund BC – Community Arts Seconded by Director McGuire  
Council of Fort St. James  
Application to Electoral Area C  
(Fort St. James Rural)

2023-6-19

1) "That the Board authorize contributing up to \$8,000 of Electoral Area C (Fort St. James Rural) Canada Community-Building Fund BC allocation monies to Cultural Infrastructure Project at the Pope Mountain Arts Building, and further,

(Participants/Weighted/Majority)

2) That the Board authorize the withdrawal of up to \$8,000 from the Federal Gas Tax Reserve Fund."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Elphee returned to the meeting at 1:20 p.m.



### ADMINISTRATION REPORTS (CONT'D)

Director Lambert removed himself from the meeting at 1:20 p.m. due to a conflict of interest as a member of the Francois-Tchesinkut Recreation Commission.

Canada Community-Building Fund BC – Francois-Tchesinkut Recreation Commission Application to Electoral Area E (Francois/Ootsa Lake Rural) Moved by Director Stoltenberg  
 Seconded by Director Riis-Christianson

2023-6-20

1) "That the Board authorize contributing up to \$57,350 of Electoral Area E (Francois/Ootsa Lake Rural) Canada Community-Building Fund BC allocation monies to a Recreation Infrastructure project at the Francois Lake Hall, and further,

(Participants/Weighted/Majority)

2) That the Board authorize the withdrawal of up to \$57,350 from the Federal Gas Tax Reserve Fund."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Lambert returned to the meeting at 1:21 p.m.

Director Lambert removed himself from the meeting at 1:21 p.m. due to a conflict of interest as a Board Member of the Francois Ootsa Sportsman's Association.

Francois Ootsa Sportsman's Association – NDIT Resolution of Support Moved by Director Riis-Christianson  
 Seconded by Director Stoltenberg

2023-6-21

"That the Board supports the application to Northern Development Initiative Trust from the Francois Ootsa Sportsman's Association for the Range Cabin Renovation project."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Lamber returned at 1:22 p.m.

Cultural Awareness Learning Session Moved by Director Stoltenberg  
 Seconded by Director Wiebe

2023-6-22

"That the Board receive the First Nations Liaison's Cultural Awareness Learning Session memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### ADMINISTRATION REPORTS (CONT'D)

RDBN Reference Guide to  
 First Nations in the Region

Moved by Director Lambert  
 Seconded by Director Greenaway

2023-6-23

"That the Board receive the First Nations Liaison's RDBN Reference Guide to First Nations in the Region memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

North Central Local  
 Government Association  
 Conference – May 9-12, 2023  
 Dawson Creek, B.C.

Directors Atrill, Brienen, Greenaway, McGuire, Moon, Moutray, Stoltenberg, Storey and Wiebe attended the NCLGA Conference. Chair Parker attended the event virtually. The following was noted:

- Good conference, panels and Keynote Speakers
- Informative and educational
- Director Atrill participated in a Brownfield/Industrial tour of a former pulp mill and learned of remediation possibilities
- Director Greenaway, Moutray and McGuire attended the Health Communities Forum which spoke of recruitment, retention, daycare, housing, and other key topics
- Chair Parker and Director Stoltenberg attended the Home-Grown Climate Session. The following was discussed:
  - Collaboration in the north on climate change and green energy
  - The Province current pause on windmill initiatives
  - Communities utilizing solar energy for power generation
- Chair Parker also commented that the NCLGA Strategic Planning Session was well presented
- Due to the wildfires in northeastern BC and Alberta it was smoky in the area.

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

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

- Attended UBCM Advocacy Days with the following key topics:
  - Community Safety
  - Housing – Affordability Crisis and Community
  - Economic Development – Supporting Communities in Transition
- Will be attending FCM in Toronto May 25-28<sup>th</sup>
- Village of Fraser Lake received its new Fire Truck
- Current wildfire situation
- Village of Fraser Lake is working on funding for air scrubbers.

Electoral Area F (Vanderhoof Rural) -Update

Director Moon attended the Fraser Basin Council meeting and spoke of the commitment of presenting a northern community perspective.

District of Fort St. James -Update

Director Elphee provided the following update:

- Fort St. James has been experiencing a number of break-ins over the last few weeks
- The District has begun preliminary works on a splash park
- The District of Fort St. James is currently without a CAO.

Town of Smithers – Update

Director Atrill provided the following Town of Smithers update:

- Rosenthal Road Stabilization works
  - Due to high water levels the riverbank is eroding and creating the increased and exacerbated destabilization of the road
  - Rip rap is being used to stabilize the area
- Town of Smithers Fire Chief is retiring after over 30 years of service and is in the recruitment process for a new Fire Chief.

District of Houston – Update

Director Brienon noted Houston continues to move through its transition from the Canfor Sawmill closure. Due to the sawmill closure John Brink, Brink Group of Companies will be closing the Pleasant Valley Remanufacturing Plant in Houston.

Electoral Area C (Fort St. James Rural)

Director Greenaway commented she toured the construction of the new Senior Housing Complex in Fort St. James. It is a 36-unit facility and 26 of the units have been spoken for. The facility is planning to open December 2023.

Village of Burns Lake – Update

Director Wiebe mentioned that there was a break in at a local business in Burns Lake overnight and they experienced significant loss.

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

District of Vanderhoof  
-Update

Director Moutray noted that the Nechako River at Vanderhoof is experiencing low water levels.

Electoral Area A (Smithers Rural) – Update

Director Stoltenberg commented that Ebenezer Flats in Smithers is experiencing highwater levels.

Village of Granisle – Update

Director McGuire noted the following:

- Attended a meeting with Northern Health at NCLGA
  - RCMP call to service for Mental Health concerns in the community from July 2022-March 2023 has increased 25%
  - In the past Granisle had a Northern Health Mental Health professional visit the community
  - Granisle requested that Northern Health reinstate that service to support mental health in the community
- Village of Granisle Town Hall Meeting regarding a 5.26% tax increase approved by Council
- Columbarium has been ordered and will be installed at the Village of Granisle Cemetery this summer
- Refurbishing the Granisle sign at Highway 16 and 118.

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

Chair Parker provided the following update:

- Attended a meeting with the University of Northern B.C. and Lara Beckett, Chair, Regional District of Fraser-Fort George in Vanderhoof regarding programing and funding of a veterinarian program.
- Wildfires and Flooding Events throughout the region
  - Board experience of the Emergency Management Process
  - Staff provided the Emergency Response Quick Reference Guide for Elected Officials
  - Update process for Board.

Receipt of Verbal Reports

Moved by Director Stoltenberg  
 Seconded by Director McGuire

2023-6-24

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**IN-CAMERA MOTION**

Moved by Director Stoltenberg  
Seconded by Director Lambert

2023-6-25

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

- Appointment
- Labour relations
- Request for Quote
- Regional Transit.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Lambert  
Seconded by Director Stoltenberg

2023-6-26

“That the meeting be adjourned at 1:52 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, June 8, 2023**

<b>PRESENT:</b>	Chair	Mark Parker
	Directors	Shane Brienen Leroy Dekens Judy Greenaway Clint Lambert Linda McGuire Shirley Moon Kevin Moutray Chris Newell Michael Riis-Christianson Stoney Stoltenberg Sarrah Storey Henry Wiebe
	Directors Absent	Gladys Atrill, Town of Smithers Martin Elphee, District of Fort St. James
	Alternate Directors	Judith Friesen, District of Fort St. James Frank Wray, Town of Smithers
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services John Illes, Chief Financial Officer Nellie Davis, Manager of Regional Economic Development – arrived at 10:49 a.m., left at 11:05 a.m. Justin Greer, First Nations Liaison – via Zoom Jason Llewellyn, Director of Planning – arrived at 10:49 a.m. Wendy Wainwright, Deputy Director of Corporate Services
	Others	Elijah Newell, Electoral Area G (Houston/Granisle Rural) Fred Sam, Councillor, Nak'azdli Whut'en

**FIRST NATIONS ACKNOWLEDGEMENT****CALL TO ORDER** Chair Parker called the meeting to order at 10:47 a.m.

**AGENDA &  
 SUPPLEMENTARY AGENDA**

Moved by Director Brienen  
 Seconded by Director Lambert

C.W.2023-5-1

"That the Agenda of the Committee of the Whole meeting of June 8, 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 – April 6, 2023

Moved by Director Stoltenberg  
 Seconded by Director McGuire

C.W.2023-5-2

"That the Committee of the Whole Meeting Minutes of April 6, 2023 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**REPORTS**

Regional Solid Waste Advisory  
 Committee

Moved by Director Dekens  
 Seconded by Director Brienen

C.W.2023-5-3

"That the Committee receive the Director of Corporate Services' Regional Solid Waste Advisory Committee memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Canada's Rural & Remote  
 Broadband Community  
 (CRRBC) Western Conference  
 and Expo – November 2-3, 2023  
 in Kelowna

Moved by Director Lambert  
 Seconded by Alternate Director Wray

C.W.2023-5-4

"That the Committee recommend that the Board authorize attendance of Director Riis-Christianson at the 2023 Canada's Rural & Remote Broadband Community (CRRBC) Western Conference and Expo November 2-3, 2023 in Kelowna, B.C."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## REPORTS (CONT'D)

### Union of BC Municipalities -Minister Meetings/Ministry Staff Meetings/Resolutions

Moved by Director Storey  
Seconded by Alternate Director Wray

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

"That the Committee recommend to the Board that the Minister Meeting requests be submitted for the 2023 Union of BC Municipalities Convention as amended to include: a meeting with the Honourable Murray Rankin, Minister of Indigenous Relations and Reconciliation and the Honourable Nathan Cullen, Ministry of Land, Water and Resource Stewardship regarding First Nations Engagement/Collaboration meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Scheduling meetings with the following Ministry Staff was also discussed:

- Roly Russell, Parliamentary Secretary for Rural Development
  - cost of living and issues for northern BC residents
- BC Emergency Health Services
- Staff will bring forward a report to a future Board Meeting for Ministry Staff meeting consideration.

### BC Hydro – UBCM Meeting Request

Moved by Director Storey  
Seconded by Director Stoltenberg

#### C.W.2023-5-6

"That the Committee receive the Director of Corporate Services' BC Hydro – UBCM Meeting Request memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following discussion took place:

- Correspondence the Town of Smithers received from BC Hydro regarding its grant-in-lieu of taxes allocation
- Topics for discussion at UBCM
  - o Rural internet access to BC Hydro poles
  - o Three phase power on the Southside of Francois Lake.



## REPORTS (CONT'D)

Invitation – Tachick Lake  
 Healing Centre Ground-  
 breaking Ceremony

Moved by Alternate Director Wray  
 Seconded by Director Lambert

-June 12, 2023, 10 a.m. to 2 p.m.

C.W.2023-5-7

“That the Committee recommend that the Board authorize the attendance of Chair Parker and Director Moon at the Tachick Lake Healing Centre Ground-breaking Ceremony on June 12, 2023.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

District of Houston - Letter  
 of Support Request

Moved by Director Stoltenberg  
 Seconded by Director Newell

C.W.2023-5-8

“That the Committee recommend that the Board provide a Letter of Support to the District of Houston for their funding application to the Northern Healthy Communities Fund - Capacity Building Program.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Draft 2022 Annual Report

Moved by Director Dekens  
 Seconded by Director Storey

C.W.2023-5-9

“That the Committee receive the Economic Development Assistant’s Draft 2022 Annual Report memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## CORRESPONDENCE

Elaine Taylor – Proposed BC  
 Hydro Project CAP3: Capacitor  
 Station at Telkwa

Moved by Director Stoltenberg  
 Seconded by Director Riis-Christianson

C.W.2023-5-10

“That the Committee receive the correspondence from Elaine Taylor – Proposed BC Hydro Project CAP3: Capacitor Station at Telkwa.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### CORRESPONDENCE (CONT'D)

TransCanada Yellowhead Highway Association - Letter to the Honourable Rob Fleming, Minister of Transportation and Infrastructure Moved by Director  
 Seconded by Director

C.W.2023-5-11

"That the Committee receive the correspondence from the TransCanada Yellowhead Highway Association to the Honourable Rob Fleming, Minister of Transportation and Infrastructure."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### SUPPLEMENTARY AGENDA

#### ADMINISTRATION CORRESPONDENCE

Ministry of Indigenous Relations and Reconciliation -Preparations for the Province of BC, Lake Babine Nation and Government of Canada meeting with the RDBN on June 22, 2023 Moved by Director Storey  
 Seconded by Director Greenaway

C.W.2023-5-12

"That the Committee receive the correspondence from the Ministry of Indigenous Relations and Reconciliation – Preparations for the Province of BC, Lake Babine Nation and Government of Canada meeting with the Regional District of Bulkley-Nechako on June 22, 2023."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### NEW BUSINESS

Save Your Public Post Offices Director Storey reported concerns that Canada Post is reviewing the 1994 Moratorium on closing post offices and is opening privatized post offices in rural communities. She has contacted MP Taylor Bachrach and Roly Russell, Parliamentary Secretary for Rural Development regarding concerns with Canada Post's potential closure of rural post offices. Concerns were discussed regarding the potential privatization of posts offices. Director Lambert indicated that the model utilized to open a post office on the Southside of Francois Lake when Canada Post closed its Post Office is not a suitable model that should be repeated.

**NEW BUSINESS (CONT'D)**

Director McGuire indicated that the Village of Granisle also received the notification regarding the potential change to Canada Post Office in their community.

**IN-CAMERA MOTION**

Moved by Director Storey  
 Seconded by Director Stoltenberg

**C.W.2023-5-13**

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

- Labour Relations
- Legacy Funding
- Provincial Memorandum of Understanding
- Northwest B.C. Resource Benefits Alliance (RBA)."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Moved by Director Greenaway  
 Seconded by Director Newell

**C.W.2023-5-14**

"That the meeting be adjourned at 11:13 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-NECHAKOREGIONAL TRANSIT COMMITTEE MEETING(Committee of the Whole)Thursday, June 8, 2022

<b>PRESENT:</b>	Chair	Mark Parker
	Directors	Shane Brien Leroy Dekens Judy Greenaway Clint Lambert Linda McGuire Shirley Moon Kevin Moutray Chris Newell Michael Riis-Christianson Stoney Stoltenberg Sarrah Storey Henry Wiebe
	Directors Absent	Gladys Atrill, Town of Smithers Martin Elphee, District of Fort St. James
	Alternate Directors	Judith Friesen, District of Fort St. James Frank Wray, Town of Smithers
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services Jason Llewellyn, Director of Planning Deneve Vanderwolf, Planning Technician/Regional Transit Coordinator Wendy Wainwright, Deputy Director of Corporate Services
	Others	Michael Coulson, Transit Planner, City of Prince George- via Zoom Elijah Newell, Electoral Area G (Houston/Granisle Rural) Lindsay Taylor, Government Relations Manager, BC Transit Aaron Thompson, Planner, Service Review Lead, BC Transit - via Zoom

CALL TO ORDER

Chair Parker called the meeting to order at 1:00 p.m.

**AGENDA**

Moved by Director Stoltenberg  
 Seconded by Director Brienen

RTC.2023-1-1

"That the Regional Transit Agenda of June 8, 2023 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES**

Regional Transit Committee  
Minutes – March 17, 2022

Moved by Director Riis-Christianson  
 Seconded by Director McGuire

RTC.2023-1-2

"That the Regional Transit Committee meeting minutes of March 17, 2022 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**DELEGATION**

**BC TRANSIT – Lindsay Taylor, Manager, Government Relations and Aaron Thompson, Planner, Service Review Lead RE: Transit Future Service Plan Highway 16**

Chair Parker welcomed Lindsay Taylor, Manager, Government Relations and Aaron Thompson, Planner, Service Review Lead, BC Transit.

Ms. Taylor and Mr. Thompson provided a PowerPoint Presentation.

**Transit Future Service Plan Highway 16**

- Territorial Announcement
- Background
- Introduction
- Transit Today
- Engagement
- Transit Need
- Impacts and Response to COVID-19
- Strategies, Service Improvements, and Infrastructure
- Affordability
- Safety
- Promotion and Communication
- Fleet
- Service Improvements: Ease of Implementation
- Infrastructure Priorities
- BC Transit Future Initiatives
- Acknowledgments.

## DELEGATION (CONT'D)

### BC TRANSIT – Lindsay Taylor, Manager, Government Relations and Aaron Thompson, Planner, Service Review Lead RE: Transit Future Service Plan Highway 16

The following was discussed:

- Safety issue
  - o Variety of issues
    - Most common – safety at stops – drug use/aggressive behaviour
    - Where on-board issues are reported BC Transit reviewing and looking at how to address
  - o Reports of discomfort by some riders due to excessive intoxication of people
    - BC Transit does not put drivers in the position of enforcement – no enforcement
      - When addressing intoxicated individuals drivers can contact their operations department to have RCMP meet them at the next stop to address the individual
      - Working with local governments/municipalities for them to make the call
      - Working with RCMP and have them regularly check when possible
  - o Fares
    - Potentially increase the fee for service
    - As part of the agreement with the province fares will be maintained until March 2025F
    - Will review and take into consideration the potential of creating fees per zone
  - o Using the exterior of the bus for advertising opportunities
    - Revenue would go to the local government for the local costing of the service
    - BC Transit will explore possible opportunities
  - o Potential sponsorship of the service
  - o Collaboration with existing groups and transportation service providers
  - o BC Transit meets with Northern Development Initiative Trust (NDIT) regularly
    - Will be working with them to determine gaps
    - Support connectivity of already existing services
  - o Fort St. James
    - Seniors bus that transports seniors to appointments in Prince George
    - Binche Whut'en has a bus that goes to Prince George twice a week
    - Currently there is no general public bus service
  - o Adding routes and the need to add additional buses
  - o Next Steps
    1. BC Transit will provide report to the Ministry of Transportation and Infrastructure
    2. BC Transit develops an MOU outlining commitment
    3. BC Transit develops a Service Plan that will include areas where local government wants to explore expansion opportunities.

Chair Parker thanked Ms. Taylor and Mr. Thompson for attending the meeting.

## REPORT

### Draft Transit Future Service Plan – Highway 16

Moved by Director Brienen  
 Seconded by Director Dekents

### RTC.2023-1-3

“That the Committee receive the Draft Transit Future Service Plan – Highway 16 report.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following was discussed:

- NDIT Northern Community Shuttle Program
  - Nee Tahi Buhn Band Community Bus
  - A community bus for Fort St. James
  - Chair Parker will follow-up with Directors Lambert and Friesen
- Direction for the Committee moving forward
  - Service is not sustainable without an Increased level of funding and cost certainty
  - Rural/Agriculture Committee discussion regarding Electoral Area participation in the transit service
  - Bring forward for Board consideration to increase the requisition limit and determine direction regarding new service or increased service.

## ADJOURNMENT

Moved by Director Dekens  
 Seconded by Director Greenaway

### RTC.2023-1-4

“That the meeting be adjourned at 1:37 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-NECHAKORURAL/AGRICULTURE COMMITTEE MEETINGThursday, June 8, 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 John Illes, Chief Financial Officer Jason Llewellyn, Director of Planning Wendy Wainwright, Deputy Director of Corporate Services Deneve Vanderwolf, Regional Transit Coordinator/Planning Technician – left at 2:30 p.m.
Others	Linda McGuire, Village of Gransile Kevin Moutray, District of Vanderhoof – left at 2:39 p.m. Elijah Newell, Electoral Area G (Houston/Granisle Rural) Lindsay Taylor, Manager, Government Relations, BC Transit – left at 2:30 p.m.

**CALL TO ORDER** Chair Lambert called the meeting to order at 1:39 p.m.

**AGENDA** Moved by Director McGuire  
Seconded by Director Greenaway

RDC.2023-4-1 “That the Rural/Agriculture Committee Agenda for June 8, 2023 be approved.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

**MINUTES**

Rural/Agriculture Committee Meeting Minutes  
-April 6, 2023 Moved by Director Riis-Christianson  
Seconded by Director Parker

RDC.2023-4-2 “That the minutes of the Rural/Agriculture Committee meeting of April 6, 2023 be approved.”

(All/Directors/Majority) CARRIED UNANIMOUSLY



## DEVELOPMENT SERVICES

### Land Referral

Crown Land Application  
Referral No. 7410293  
Electoral Area F (Vanderhoof  
Rural)

Moved by Director Moon  
 Seconded by Director Stoltenberg

RDC.2023-4-3

"That the comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 7410293."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## REGIONAL TRANSIT

Electoral Area Participation  
in the Transit Service

Moved by Director Stoltenberg  
 Seconded by Director Greenaway

RDC.2023-4-4

"That the Committee receive the Director of Planning's Electoral Area Participation in the Transit Service memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding the following:

- Bylaw amendment process for each Electoral Area Director wanting to participate in the RDBN Regional Public Transit and Para-Transit (Highway 16) Service
  - o 2/3 majority vote of participants
  - o Bylaw sent to the Ministry of Municipal Affairs for consideration
  - o Timeline
- Elector Assent and Alternative Approval process
- Require cost certainty from the Provincial and Federal Government
- First Nations funding and Federal Government funding
- Scenarios based on participation of Electoral Areas and potential impacts to municipalities
  - o Electoral Areas not wanting to move forward - provide information to staff
- Electoral Areas ability to join the service at any time
- Ridership numbers

## REGIONAL TRANSIT

- Funding the Service
  - o COVID-19 Funding utilized to continue service in 2023
  - o Past support of service through grant in aid
  - o Provincial grants at the start of the service have expired
  - o The potential increased costs for the continuation of the service
  - o Bus stops capital infrastructure funded by the Ministry of Transportation and Infrastructure
  - o Funding ratio for municipalities/electoral areas
  - o Review funding once participation of electoral areas is determined
- Tax rates based on:
  - o Population
  - o Land and improvements
  - o Improvements only
- Service was started to address the missing and murdered indigenous people along Highway 16
- Lobbying the Province.

## NEW BUSINESS

Cattle Liner Rollover – Morice Forest Service Road Chair Lambert mentioned that a cattle liner rolled over on the Morice Forest Service Road recently. Some of the livestock perished. BC Cattlemen’s Association is exploring acquiring emergency response trailers.

Agricultural Land Commission -Compliance and Enforcement Director Moon noted that the Agricultural Land Commission (ALC) recently had their Compliance and Enforcement Officials visit throughout the region. They visited some properties within the Agricultural Land Reserve (ALR) in Electoral Area F (Vanderhoof Rural). The ALC Compliance and Enforcement Officials also met with RDBN staff.

The following was discussed:

- The Agricultural Land Commission possibly attending a future meeting
- Awareness of the ALC Compliance and Enforcement Officials visit through the region.

## IN-CAMERA MEETING MOTION

Moved by Director Stoltenberg  
 Seconded by Director Greenaway

RDC.2023-4-5

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

- Legacy Funding.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Newell  
Seconded by Director Parker

RDC.2023-4-5

"That the meeting be adjourned at 2:39 p.m."

(All/Directors/Majority)

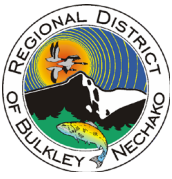
CARRIED UNANIMOUSLY

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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:** Danielle Patterson, Senior Planner

**Date:** June 22, 2023

**Subject:** Combined OCP and Rezoning Application RZ D-01-23  
First and Second Reading for Bylaw No. 2006 and Bylaw No. 2007

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### **RECOMMENDATION:**

**(all/directors/majority)**

1. That the Board consider and approve the consultation identified in the attached consultation checklist.
  2. That “Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Amendment Bylaw No. 2006, 2023” be given first and second reading and subsequently be taken to Public Hearing.
  3. That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 2007, 2023” be given first and second reading and subsequently be taken to Public Hearing.
  4. That the Public Hearing for “Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Amendment Bylaw No. 2006, 2023” and “Regional District of Bulkley-Nechako Rezoning Bylaw No. 2007, 2023” be delegated to the Director or Alternate Director for Electoral Area D.
- 

### **EXECUTIVE SUMMARY**

The application requests an Official Community Plan (OCP) amendment and a rezoning amendment for a 3.0 ha portion of the subject property. The applicants wish to redesignate a 3.0 ha portion of the subject property from the Resource (RE) land use designation to the Rural Residential (RR) land use designation, so that the entire property would be designated RR. Similarly, the applicants wish to rezone a 3.0 ha portion of the subject property from the Rural Resource Zone (RR1) to the Small Holdings Zone (H1), so that the entire subject property would be zoned H1. The purpose of this applicant is to redesignate and rezone to facilitate a three-lot subdivision of the subject property.

The proposed amendments and proposed subdivision fit the character of the area and no negative impacts are anticipated. Planning Department staff recommend Bylaw Nos. 2006 and 2007 receive first and second readings.

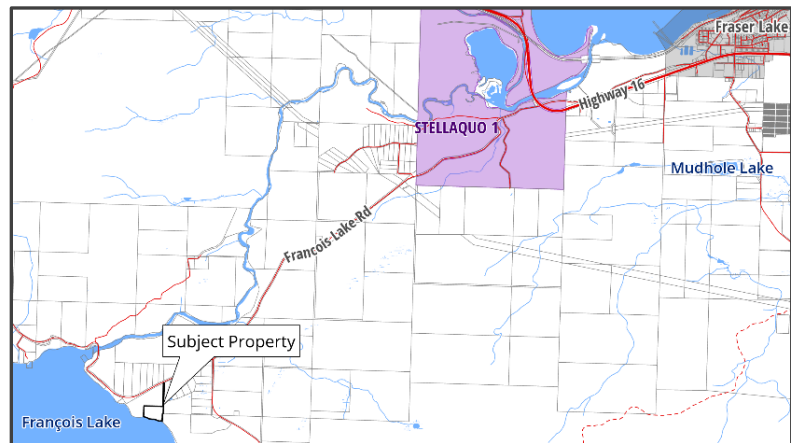
## APPLICATION SUMMARY

<b>Name of agents/owners:</b>	Kenneth McAllister and Judith Troberg
<b>Electoral area:</b>	Electoral Area D (Fraser Lake Rural)
<b>Subject property:</b>	Lot 1, District Lot 70, Range 4, Coast District and District Lot 2562, Range 5, Coast District, Plan PRP42232 (PID 024-130-176)
<b>Property size:</b>	7.16 ha (17.7 ac)
<b>OCP designation:</b>	Rural Residential (RR) Designation and Resource (RE) in the Endako, Fraser Lake and Fort Fraser Rural Official Community Plan (the OCP)
<b>Zoning:</b>	Small Holdings (H1) Zone and Rural Resource (RR1) Zone in RDBN Zoning Bylaw No. 1800, 2020 (the Zoning Bylaw)
<b>ALR status:</b>	Not in the ALR
<b>Building inspection:</b>	Not within building inspection area
<b>Fire protection:</b>	Not within a Fire Protection Area
<b>Existing land use:</b>	Residential
<b>Location:</b>	731 Francois Lake Road on Francois Lake, approximately 5 km southwest of Stellaquo 1 IR and approximately 9.5 km southwest of the Village of Fraser Lake (see map below)

### Proposed Official Community Plan (OCP) and Zoning Amendment:

The applicants have a 7.16 ha property with approximately 4.16 ha designated Rural Residential (RR) and approximately 3.0 ha designated Resource (RE). The land designated RR is zoned Small Holdings (H1) and the land designated RE is zoned Rural Resource (RR1). The applicants request that 3.0 portion of the property be

redesignated RR and rezoned H1 so the entire property would have the same land use designation and the same zoning (see Applicant Submission). The applicants' request these amendments to facilitate a three-lot subdivision of the subject property.



## DISCUSSION

The applicants have an existing single family dwelling roughly in the centre of the property that was built approximately 25 years ago. The property is accessed via an easement from the neighboring property at 725 Francois Lake Road (see Subject Property map). The subject property also has an undeveloped panhandle leading directly to Francois Lake Road that could be utilized for future access.

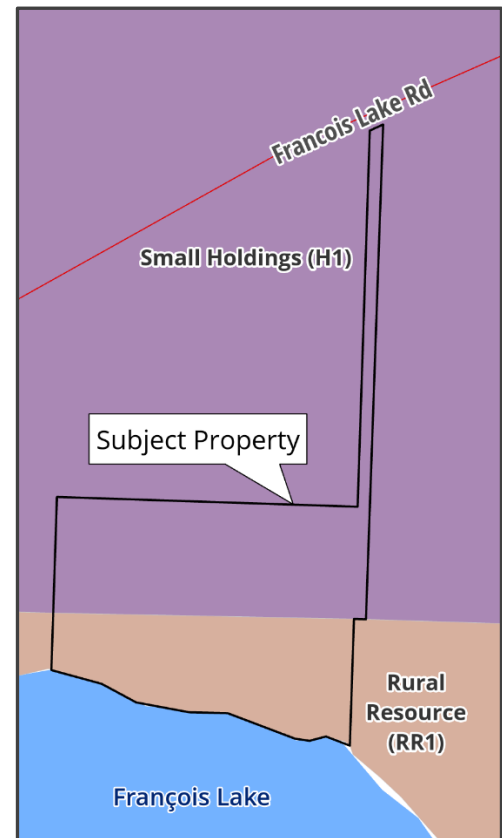
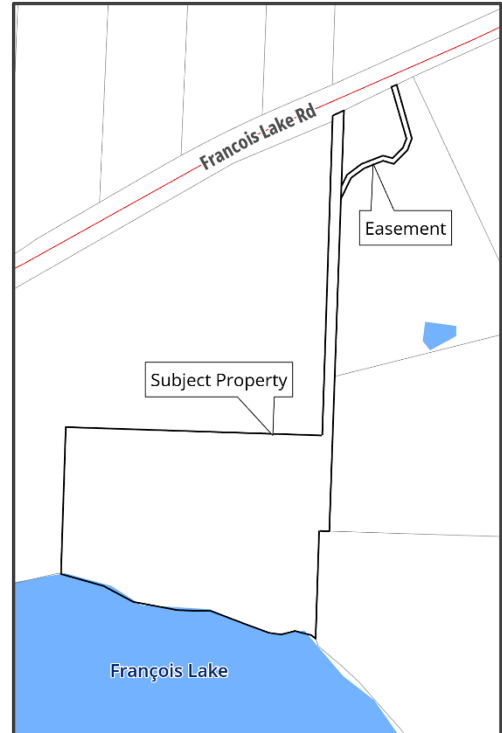
The applicants stated at the Advisory Planning Commission (APC) meeting that they intend to use the easement for their proposed subdivision.

The Ministry of Transportation and Infrastructure's Provincial Approving Officer determines the adequacy of road access to each proposed parcel as part of the subdivision review process, which is based on subdivision requirements outlined in the *Land Title Act*.

## OCP designation

In the RE designation, only uses directly associated with agriculture and grazing, mineral or aggregate extraction, fish and wildlife management, wilderness-oriented recreation, and necessary institutional, public, utility or transportation services use are permitted. A very limited amount of low-density residential use may be permitted within the RE designation, where appropriate. The minimum parcel size within the RE designation is 8 ha (19.77 ac) and the subject property does not meet this minimum parcel size requirement.

Approximately 4.16 ha (10.28 ac) of the subject property is designated RR in the OCP. OCP policy section 3.4.2(1) states "[l]ow to moderate density residential (fee simple and bare land strata) subdivisions, recreational and other unobtrusive uses will be permitted in the Rural Residential designation. Limited forms of agriculture may be permitted within the implementing zoning bylaw". The RR designation generally supports parcels with 2 ha or larger.



## Zoning

The H1 Zone allows one Single Family Dwelling on properties with areas under 4 ha (9.88 ac) and two Single Family Dwellings on 4 ha or greater.

The RR1 Zone allows no more than the following combinations per parcel:

- a) one Single Family Dwelling and up to three Cabins;
- b) one Two Family Dwelling and up to two Cabins; or
- c) up to four Cabins.

If the rezoning of the subject property was supported, the change in zoning would allow the following densities on the subject property:

- With no subdivision: a maximum of two single family dwellings (two per parcel).
- With an approved three-lot subdivision: a maximum of three single family dwellings (one per parcel).

The property is bordered on the north by a neighbourhood of H1 Zoned properties. To the south of the subject property area lands zoned RR1, including some Crown lands.

## Existing Covenant and Environmental Considerations

There is a covenant registered on title for the subject property that does not permit the construction of buildings, a mobile home or unit, modular home, or structures within 7.5 metres of Francois Lake. Additionally, the covenant prohibits the construction of any part of a sewage system within 60 metres of Francois Lake.

The Zoning Bylaw has additional setback regulations, which state no building or structure can be within 15 metres of the natural boundary of any lake, marsh or pond.

The OCP identifies the subject property as a landscape corridor in the Provincial Lakes South Sustainable Resource Management Plan. Landscape corridors maintain connectivity within the landscape, allowing movement and dispersal of animal and plant species. OCP Policy 4.4.2(2) encourages development proponents to incorporate protection and enhancement of these areas and associated values in the design of development within the Plan area. The applicants have been provided with this information as well as copies of the Regional District Sustainable Rural Land Development Checklist and Waterfront Development Guide. It is also noted the shoreline of the subject property is of a considerable elevation from Francois Lake.

## CONSULTATION FOR OCP AMENDMENTS

The *Local Government Act* requires local governments to consider consultation with persons, organizations and authorities it considers will be affected by an OCP amendment. Specifically, the local government must:

- (a) consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing, and
- (b) specifically the RDBN Board should consider if consultation is required with:
  - the board of any regional district that is adjacent to the area covered by the plan,
  - the council of any municipality that is adjacent to the area covered by the plan,
  - First Nations,
  - school district boards, greater boards and improvement district boards, and
  - the Provincial and federal governments and their agencies.

Additionally, the *Local Government Act* requires that local governments consult with the local School District regarding any amendment to an OCP. Staff recommend that the Board consider and approve the consultation options outlined in the consultation checklist. The referral responses list below outlines which options have, to date, have been asked to provide a referral response.

## REFERRAL RESPONSES

At their May 3, 2023, **Electoral Area D Advisory Planning Commission** (APC) meeting, the APC passed a resolution as follows:

*"The Area D APC recommends the Regional Board support the proposed OCP/Rezoning application".*

The **Village of Fraser Lake** has no objections to the proposal (see Attachments for referral response letter).

No response was received by **Stellat'en First Nation**, the **Ministry of Forests**, or **School District No. 91 – Nechako Lakes** as of the writing of this report.

## ATTACHMENTS:

1. Appendix A: OCP Amendment Consultation Checklist
2. Applicant submission
3. Village of Fraser Lake referral response letter
4. Bylaw No. 2006
5. Bylaw No. 2007



**Appendix A**

Official Community Plan (OCP) Amendment  
Consultation Checklist

Associated OCP amendment application number: RZ D-01-23

Associated OCP Amendment Bylaw number: 2006

**Special Conditions**

- Agricultural Land Reserve
- Zoning Bylaw Floodplain Overlay
- Environmentally sensitive area
- Potential contaminated site
- Within 800 metres of a controlled access or Provincial Highway
- Crown land
- Other (specify) \_\_\_\_\_

**Consideration of affected persons, organizations, and authorities**

Prior to the Public Hearing for the OCP bylaw amendment, consideration has been given to consultation with the following:

Local Governments

- Cariboo Regional District
- Regional District of Fraser Fort George
- Regional District of Kitimat-Stikine
- Regional District of Peace River
- Village of Vanderhoof
- District of Fort St James
- Village of Fraser Lake
- Village of Burns Lake
- District of Houston
- Village of Telkwa
- Village of Granisle
- Town of Smithers
- Electoral Area D Advisory Planning Commission

Government Agencies

- Ministry of Transportation and Infrastructure
- Ministry of Agriculture and Food
- Ministry of Environment and Climate Change Strategy
- Ministry of Tourism, Arts, Culture and Sport
- Ministry of Forests

- Northern Health
- Department of Fisheries and Oceans
- Agricultural Land Commission

#### First Nations

- |   |  |
|---|--|
| <input type="checkbox"/> Binche Whut'en                           | <input checked="" type="checkbox"/> Nee Tahi Buhn Band     |
| <input type="checkbox"/> Ts'il Kaz Koh (formerly Burns Lake Band) | <input type="checkbox"/> Nuxalk Nation                     |
| <input type="checkbox"/> Cheslatta Carrier Nation                 | <input type="checkbox"/> Office of the Wet'suwet'en        |
| <input type="checkbox"/> Doig River First Nation                  | <input type="checkbox"/> Saik'uz First Nation              |
| <input type="checkbox"/> Halfway River First Nation               | <input type="checkbox"/> Skin Tye Nation                   |
| <input type="checkbox"/> Heiltsuk Nation                          | <input checked="" type="checkbox"/> Stelat'en First Nation |
| <input type="checkbox"/> Kitselas First Nation                    | <input type="checkbox"/> Takla Lake First Nation           |
| <input type="checkbox"/> Lake Babine Nation                       | <input type="checkbox"/> Tl'azt'en First Nation            |
| <input type="checkbox"/> Lheidli T'enneh First Nation             | <input type="checkbox"/> Tsay Keh Dene Nation              |
| <input type="checkbox"/> Lhoosk'uz Dené Nation                    | <input type="checkbox"/> Ulkatcho First Nation             |
| <input type="checkbox"/> McLeod Lake Indian Band                  | <input type="checkbox"/> West Moberly First Nations        |
| <input checked="" type="checkbox"/> Nadleh Whut'en                | <input type="checkbox"/> Wet'suwet'en First Nation         |
| <input type="checkbox"/> Nak'azdli Whut'en                        | <input type="checkbox"/> Witsset First Nation              |
| <input type="checkbox"/> Nazko First Nation                       | <input type="checkbox"/> Yekooche First Nation             |

#### School Districts

- School District No. 91 – Nechako Lakes
- School District No. 54 – Bulkley Valley
- Improvement Districts

#### Public



- Immediate neighbours (within 200 metres of subject property)
- Surrounding neighbourhood
- Region wide
- Public Hearing
- Other (specify) - RDBN Website (Public Hearing webpage only)

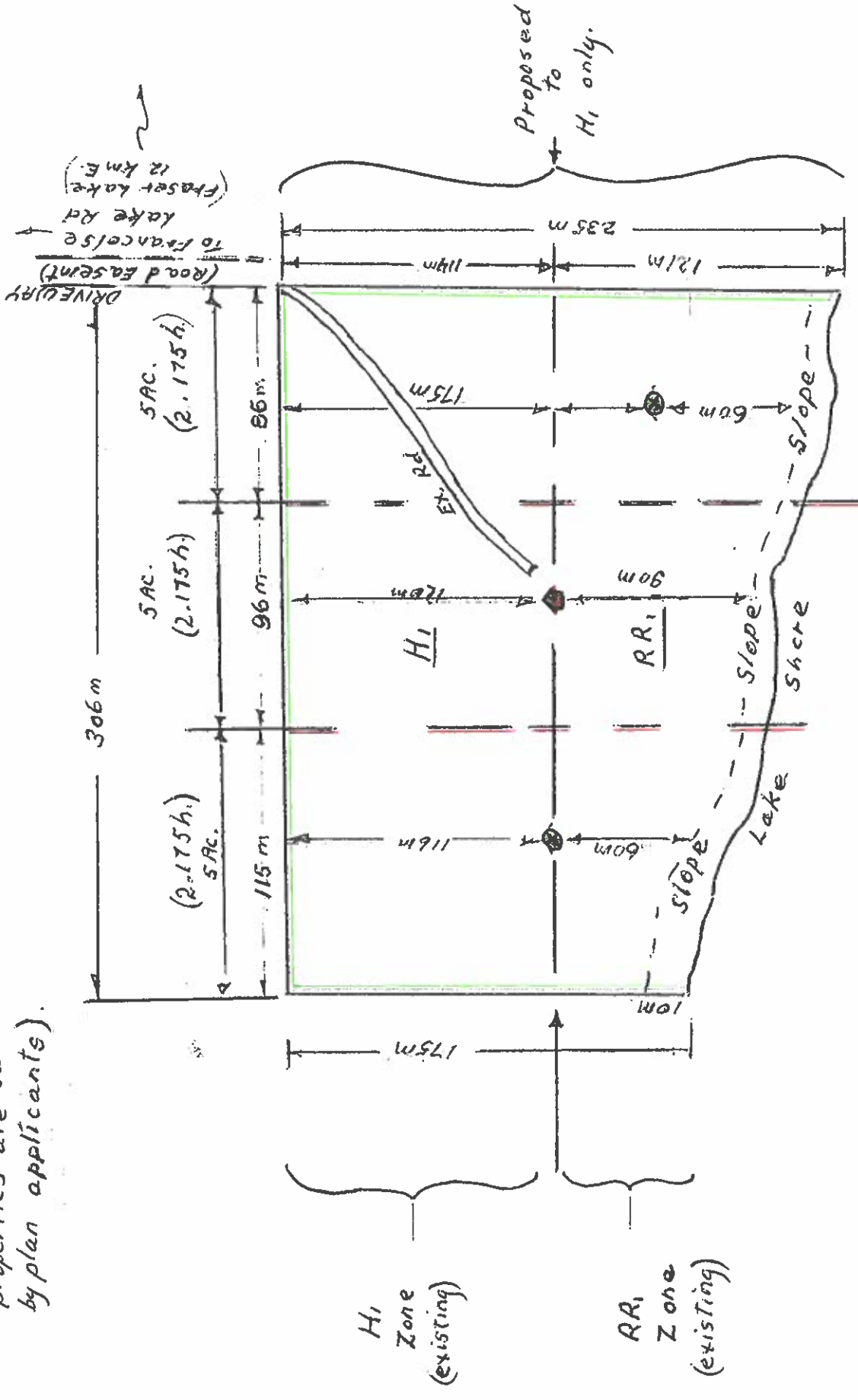
Site Plan

(NOT TO SCALE)

Proposed Zoning Change:  
 From Combined RR<sub>1</sub> AND H<sub>1</sub>  
 To H<sub>1</sub> only.

(NOTE: Immediate surrounding properties are owned by plan applicants).

Summary  
 Total Area: 6.53 hectares  
 ZONE RR<sub>1</sub> = 2.96 " "  
 ZONE H<sub>1</sub> = 3.57 " "  
 Existing Family dwel.   
 Proposed Family dwel.   
 (approx).



Françoise L.

Note: Current house (red.) is only building (1500sq ft).

#### 4. Requested Amendment

Proposed Amendment to Zoning Bylaw: To rezone a property from one that is currently located in two zones (RR1 and H1) to one that occupies a single H1 Zone.

The existing property of 6.53 hectares (16.13 acres) - see enclosed map - is equally divided by an RR1 zone to the south and an H1 zone to the north. This is an awkward designation.

The rezoning applicants' existing single family dwelling is presently located in the centre of the 6.53 hectares and a rezoning is required to enable the property to be located within a single zone: the H1 zone. This amendment would better reflect the future designation of the property, as it is already a small holding. It is appropriate to note that the existing single family dwelling was established prior to the inception of the original Regional District Official Community Plan.

Proposed Amendment to the O.C.P.: The zoning application remains within the policies that are used to guide decisions on planning and land use management in the Regional District of the Bulkley Nechako Zoning, by-law # 1800, 2020, Section 14.0 - small holdings zone H1 permitted uses (b) Single Family Dwellings. The objectives in the application clearly remain within H1 zoning.

We hope to establish three single family dwellings on the present property by dividing it into three parcels: two parcels of 2.1875 hectares (5 acres) and one parcel of 2.18 hectares (5.4 acres). A subdivision of this kind is consistent with the Provincial Land Act, Section 514, which requires a minimum of 5 acres (2.175 hectares) for a single family dwelling. Without the approval of the present rezoning request, it will be impossible to divide our property into three parcels. It should also be noted that the rezoning and subsequent subdivision of the property aligns with measures to address the current shortage of housing in the province.

We, the applicants, have owned and properly managed this property and have lived in the community for over thirty years. We intend to continue to do so.

Reason for Application: This application responds to and complies with the Rural Residential Designation within 3.4 Designation (see 3.4.1 Objectives of the O.C.P.)

This requested small re-zoning only affects the O.C.P. by a minor shift of the current 6.53 hectares from Rural Resource Designation to Rural Residential Designation. The present single family dwelling has been located on the property for the past 20 years.

The surrounding acreage is still in its natural state and the applicants are determined that this unspoiled state will continue to remain so into the far future.

The existing single piece of property of 6.53 hectares is presently divided by an H1 zone on the north and an RR1 zone on the south. A single family dwelling exists exactly on this dividing line.

Re-zoning is required in order to subdivide the land to establish 3 pieces of property each as a single family dwelling.

Upon rezoning, the existing home would be located centrally on 2.18 hectares (5.4 acres) and flanked by a home on either side, each located on its own 2.17 hectare (5 acre) parcel (see enclosed map).

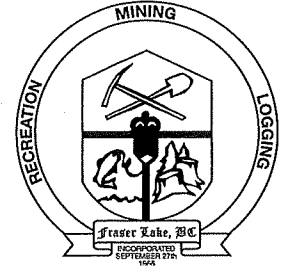
The existing rural character of the Plan Area will remain unchanged. There neither will be negative impact on the natural environment, nor will the zone change affect the RR1 and the H1 surrounding designated areas. The neighbouring properties to the area and the lakeshore will be unaffected as they are all enclosed by acreages that are single family dwelling and H1 or RR1 zoned.

This specific rezoning will not result in unprotected habitats or incompatible land uses.

The current proposal to rezone the existing combined RR1 and H1 zones on one piece of property into a single property located on an H1 zone only, will allow the owners' extended family to live in a rural setting while protecting and preserving the rural character of the area.

Finally, because the intended single family dwellings are far from any municipality, their individual water and septic needs will be self-contained and will not require a higher level of community service.

# Village of Fraser Lake



Regional District of the Bulkley Nechako  
37, 3<sup>rd</sup> Avenue,  
P.O. Box 820,  
Burns Lake, B.C.  
VOJ 1E0

June 9, 2023

Attention: Deneve Vanderwolf

Re: Kenneth McAllister & Judy Troberg – Rural Residential subdivision application

On May 24, 2023, our Mayor and Council reviewed the information provided by the RDBN staff report regarding Mr. McAllister and Ms. Torberg's application for rezoning their property to Rural Residential and for a subdivision of that same acreage on Francois Lake. The subject property is described by PID: 024-130-176.

Council concluded there are no concerns related to the proposed subdivision. The modest increase to residential density that will result from this subdivision will have no impact on the Village, or the services provided by the Village.

Should you require further information, please feel free to contact our office.

Thank you,

Rodney J. Holland, Chief Administrative Officer  
Village of Fraser Lake  
P.O. Box 430  
Fraser Lake, B.C.  
VOJ 1S0





**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**BYLAW NO. 2006**

A Bylaw to Amend “Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Bylaw No. 1865, 2019”

---

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

That “Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Bylaw No. 1865, 2019” be amended such that a ± 3.0 ha portion of these lands be redesignated from “Resource (RE)” to “Rural Residential (RR)”.

Lot 1, District Lot 70, Range 4, Coast District and District Lot 2562, Range 5, Coast District, Plan PRP42232 as shown on Schedule “A”, which is incorporated in and forms part of this bylaw.

This bylaw may be cited as “Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Amendment Bylaw No. 2006, 2023”.

READ A FIRST TIME this 22<sup>nd</sup> day of June 2023.

READ A SECOND TIME this 22<sup>nd</sup> day of June 2023

PUBLIC HEARING HELD this \_\_\_\_ day of \_\_\_\_

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

I hereby certify that the foregoing is a true and correct copy of “Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Amendment Bylaw No. 2006, 2023”.

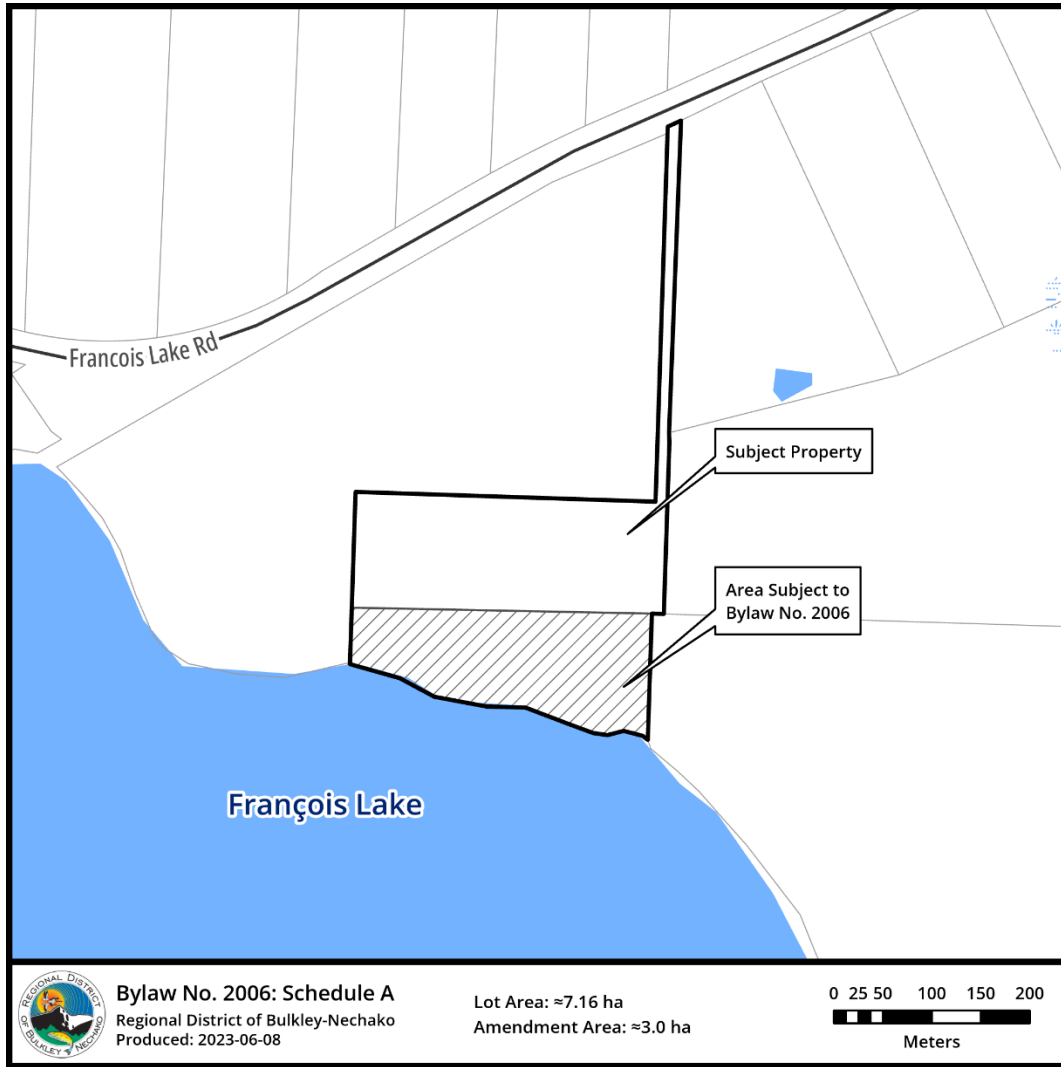
DATED AT BURNS LAKE this \_\_\_\_ day of \_\_\_\_

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

ADOPTED this \_\_\_\_ day of \_\_\_\_

\_\_\_\_\_  
Chairperson

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

**SCHEDULE "A" BYLAW NO. 2006**

A ± 3.0 ha portion of the lands legally described as Lot 1, District Lot 70, Range 4, Coast District and District Lot 2562, Range 5, Coast District, Plan PRP42232, be redesignated from "Resource (RE)" to "Rural Residential (RR)".

I hereby certify that this is Schedule "A" of Bylaw No. 2006, 2023.

---

Corporate Administrator





**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**BYLAW NO. 2007**

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:

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended such that a ± 3.0 ha portion of these lands are rezoned from the "Rural Resource Zone (RR1)" to the "Small Holdings Zone (H1)"

Lot 1, District Lot 70, Range 4, Coast District and District Lot 2562, Range 5, Coast District, Plan PRP42232 as shown on Schedule "A", which is incorporated in and forms part of this bylaw.

This bylaw may be cited as "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2007, 2023".

READ A FIRST TIME this 22<sup>nd</sup> day of June 2023

READ A SECOND TIME this 22<sup>nd</sup> day of June 2023

PUBLIC HEARING HELD this \_\_\_\_ day of \_\_\_\_

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

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2007, 2023".

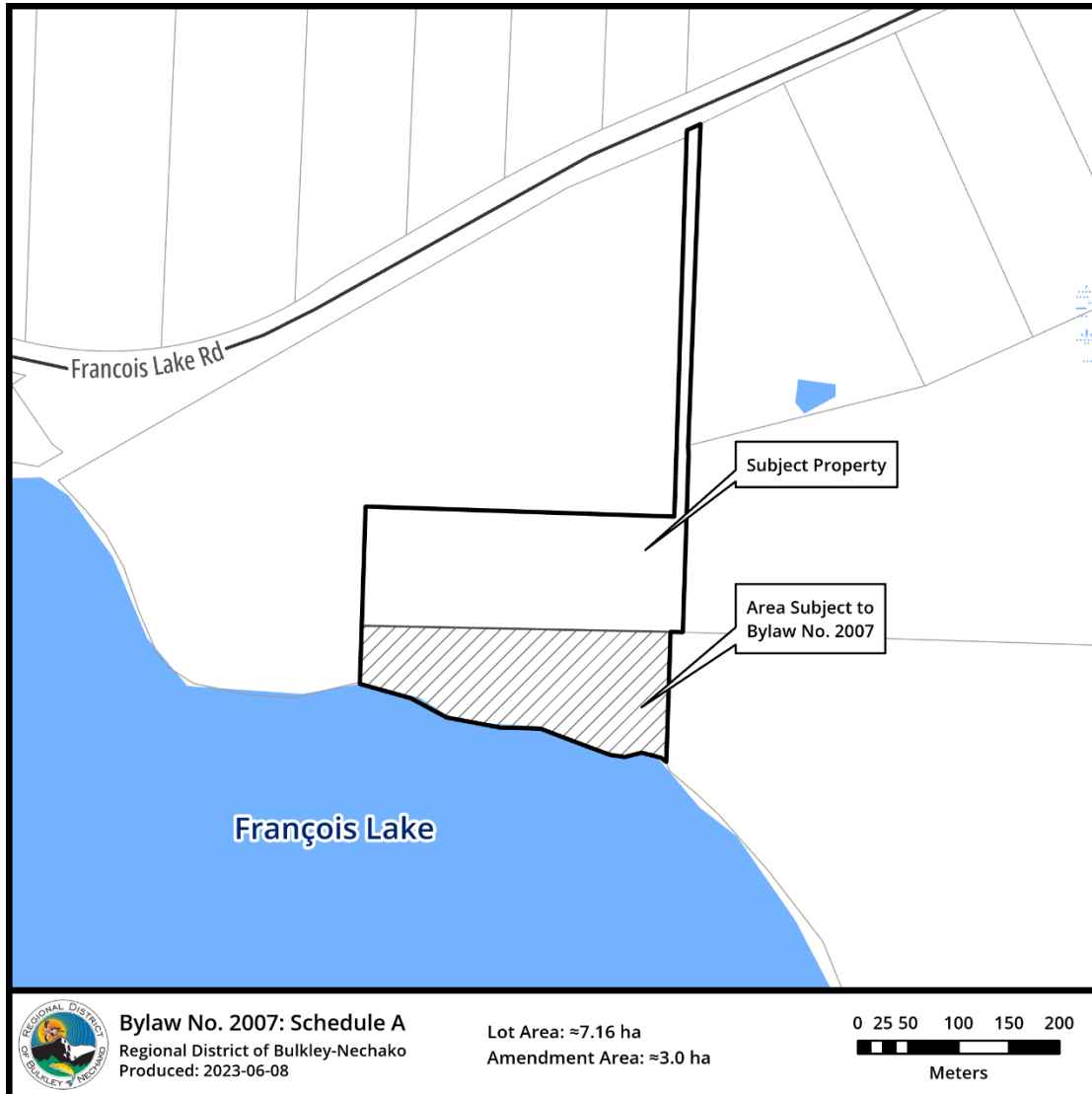
DATED AT BURNS LAKE this \_\_\_\_ day of \_\_\_\_

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

ADOPTED this \_\_\_\_ day of \_\_\_\_

\_\_\_\_\_  
Chairperson

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

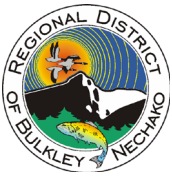
**SCHEDULE "A" BYLAW NO. 2007**

A ± 3.0 ha portion of the lands legally described as Lot 1, District Lot 70, Range 4, Coast District and District Lot 2562, Range 5, Coast District, Plan PRP42232, be rezoned from the "Rural Resource Zone (RR1)" to the "Small Holdings Zone (H1)".

I hereby certify that this is Schedule "A" of Bylaw No. 2007, 2023.

---

Corporate Administrator



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Danielle Patterson, Senior Planner  
**Date:** June 22, 2023  
**Subject:** Rezoning Application RZ B-01-22  
Third Reading for Rezoning Bylaw No. 2005, 2023

---

### **RECOMMENDATION:**

**(all/directors/majority)**

1. That the Regional District Board received the Report of the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2005, 2023".
  2. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2005, 2023" be given third reading.
  3. And that should Bylaw No. 2005, 2023 be supported at third reading, adoption not be considered until a covenant is registered on title, to the satisfaction of the Director of Planning.
- 

### **EXECUTIVE SUMMARY**

This application requests a rezoning of the subject property from the Small Holdings Zone (H1) to the Civic/Institutional Zone (P1) to facilitate the construction of a church. There is some concern that a large church in the proposed location at the end of a rural residential road may have a negative impact on rural residents living along the road. To address this concern the applicant has offered to register a covenant on title of the subject property limiting the use of the property to a church and single family dwelling; restricting the size of the church building to an occupant capacity of 100-persons; and restricting the future subdivision of the property.

Planning Department staff recommend Bylaw No. 2005 receive third reading.

## APPLICATION SUMMARY

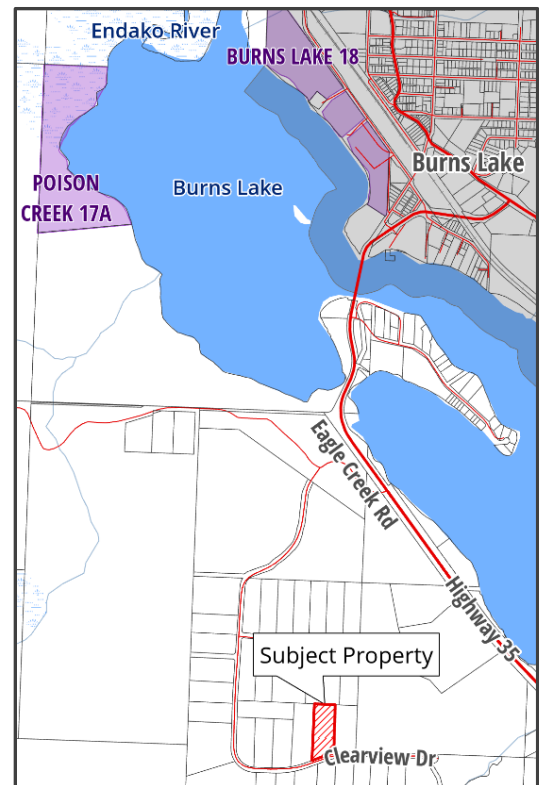
<b>Name of Agent/Owner:</b>	Jeannette Sholander, agent for Seventh-Day Adventist Church, DBA Lakes District SDA Company
<b>Electoral Area:</b>	B (Burns Lake Rural)
<b>Subject Property:</b>	Lot 12, District Lots 1890 and 1898, Range 5, Coast District, Plan 10853 (PID 005-079-501)
<b>Property Size:</b>	2.52 ha (6.23 ac)
<b>OCP Designation:</b>	Rural Residential Designation in the "Burns Lake Rural and Francois Lake (North Shore) Official Community Plan"
<b>Zoning:</b>	Small Holdings Zone (H1) in RDBN Zoning Bylaw No. 1800, 2020 (the Zoning Bylaw)
<b>ALR Status:</b>	Not in the ALR
<b>Existing Land Use:</b>	Vacant Land
<b>Location:</b>	Clearview Drive, about 2 km from the Village of Burns Lake, Poison Creek 17A Reserve, and Burns Lake Band 18 Reserve

## Proposal:

The applicant is proposing to rezone the subject property from Small Holdings Zone (H1) to the Civic/Institutional Zone (P1) to allow the construction of a church. The application includes a proposal to register a covenant on title of the subject property limiting its use to a church/place of worship and single family dwelling; restricting the size of the church building to an occupant capacity of 100-persons; and prohibiting subdivision of the subject property.

## DISCUSSION

The local Seventh-Day Adventist Church and its members are renting space from a small church with limited parking in the Village of Burns Lake. The applicant stated they want to develop their own building to have adequate space for parking, church programming, and religious services for their members.



## Official Community Plan (OCP)

The subject property and the lands that surround it are designated Rural Residential in the OCP. The Rural Residential designation is intended to provide opportunities for people to live in a rural setting in a sustainable and responsible manner, while protecting and preserving the rural character of the area.

While the Rural Residential designation does not contain policies supporting civic or institutional uses such as a church, the Civic Institutional Designation Policy 3.6.2(2) states *“the Regional Board will permit additional Civic institutional uses by way of re-zoning, without the requirement for an OCP amendment subject to the following criteria:*

- (a) there is a demonstrated need for the proposed service;*
- (b) the proposed civic institutional use will not create an amount of traffic that will adversely affect the rural character of the area;*
- (c) the proposed civic institutional development will minimize negative impacts on the environment;*
- (d) the proposed civic institutional use will minimize negative impacts on neighbouring land uses or property owners; and,*
- (e) the proposed civic institutional use has the support of the Agricultural Land Commission if the land is within the Agricultural Land Reserve (ALR).”*

Should the Regional District Board determine the rezoning application is inconsistent with the above OCP policy, the application should not be supported without an OCP amendment. Given the limited scale and scope of the proposed development staff are of the opinion that the rezoning is consistent with the OCP.

## Zoning

The existing H1 Zone allows agriculture, a single family dwelling, a two family dwelling, and a kennel (on parcels greater than 2 ha) as principal uses.

The proposed P1 Zone would allow the proposed church, as well as several other uses such as a clubhouse, a community care facility, community recreation, a farmers' market, and other institutional uses, including school, cemetery, and visitor information centre (see



Attachments - Zoning Bylaw definitions for Principal Uses in the P1 Zone - for details). The permitted secondary uses in the P1 Zone are a single-family dwelling or dwelling unit in a building containing a principal use.

The minimum parcel area in the P1 Zone is 1 ha (2.47 ac) without a community water system, which would allow the subject property to be potentially subdivided into two parcels.

### **Neighbourhood impact and covenant on title**

The applicant's submission states they believe the traffic from the church would not be a concern, noting that Eagle Creek Fairgrounds is nearby. Churches within the rural area are typically located at the intersection of collector roads. The proposed location is within a rural residential subdivision near the end of Clearview Drive which is a dead end road with steep sections, accessed via Eagle Creek Road and Highway 35.

Given the nature of the access and location of the subject property within an established rural residential area, the Planning Department has some concerns regarding the impact of the proposal. In response to these noted concerns, the applicant has offered to voluntarily register a covenant on title of the subject property to the satisfaction of the Director of Planning, prior to the adoption of Rezoning Bylaw 2005. The covenant language would:

- Restrict the use of the property to a church/place of worship, a single family dwelling, and related accessory structures/uses.
- Restrict the size of the church/place of worship to a size which restricts the maximum occupant load to 100-persons.
- Prohibit the subject property from being subdivided.

Without the above noted covenant, staff would evaluate the proposed rezoning based on the uses and scale of development permitted in the P1 Zone. Staff would have notable concerns with such an application. Should Rezoning Bylaw No. 2005 be given third reading, staff recommend a covenant be registered on title, to the satisfaction of the Director of Planning, prior to the Board's consideration of adoption of the bylaw.

### **REFERRAL RESPONSES**

At the February 28, 2023, **Electoral Area B Advisory Planning Commission** (APC) meeting, the APC stated, as follows:

*"The APC recommends the Board support the application subject to confirmation that use is limited to a 60-person capacity church through a restrictive covenant. The APC also recommends the applicant engage with the community."*

Since the APC meeting, the applicant modified their original proposal from a 60-person church to a 100-person church. In response to the APC's suggestion for engagement with the community, the applicant informed staff that they have surveyed neighbouring residents (see applicant submission for details).

The Regional District's Protective Services Department provided the following comment;

*"It is recommended that FireSmart standards are in place in the development of the property and is maintained at the FireSmart standard. It is noted that the property is within fire protection, but according to the Wildland Urban Interface the area is at a Risk Class of one (highest class) for the Burns Lake and surrounding area."*

The **Village of Burns Lake** has no concerns regarding the proposal and the Burns Lake Fire Department stated, *"Concerns from the Burns Lake Fire Department would be that they conform to the BC Building Code, specifically sections 3.2.5.6 which addresses fire department access, and 3.2.5.7 which addresses adequate water supply for firefighting."*

No response was received by **Ts'il Kaz Koh First Nation** or **Stellat'en First Nation** as of the writing of this report.

No response was received by the Ministry of Transportation and Infrastructure (MoTI) regarding potential traffic implications. As the subject property is more than 800 m from an intersection with Highway 35, approval of MoTI is not required. MoTI confirmed the proposed church would require a Commercial Access Permit.

## **PUBLIC HEARING**

The Public Hearing for Bylaw No. 2005 was held on Monday, June 12, 2023, and five members of the public attended (see Attachments for [link to Public Hearing documents](#)) The Report of the Public Hearing will be provided to the Board on a supplementary agenda.

## **ATTACHMENTS:**

1. [Link to Public Hearing documents](#)
2. Bylaw No. 2005



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**BYLAW NO. 2005**

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:

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended such that the following lands are rezoned from the Small Holdings Zone (H1) to the Civic/Institutional Zone (P1):

Lot 12, District Lots 1890 and 1898, Range 5, Coast District, Plan 10853, as shown on Schedule "A", which is incorporated in and forms part of this bylaw.

This bylaw may be cited as "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2005, 2023".

READ A FIRST TIME this 18<sup>th</sup> day of May, 2023.

READ A SECOND TIME this 18<sup>th</sup> day of May, 2023.

PUBLIC HEARING HELD this 12<sup>th</sup> day of June, 2023.

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

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2005, 2023".

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

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

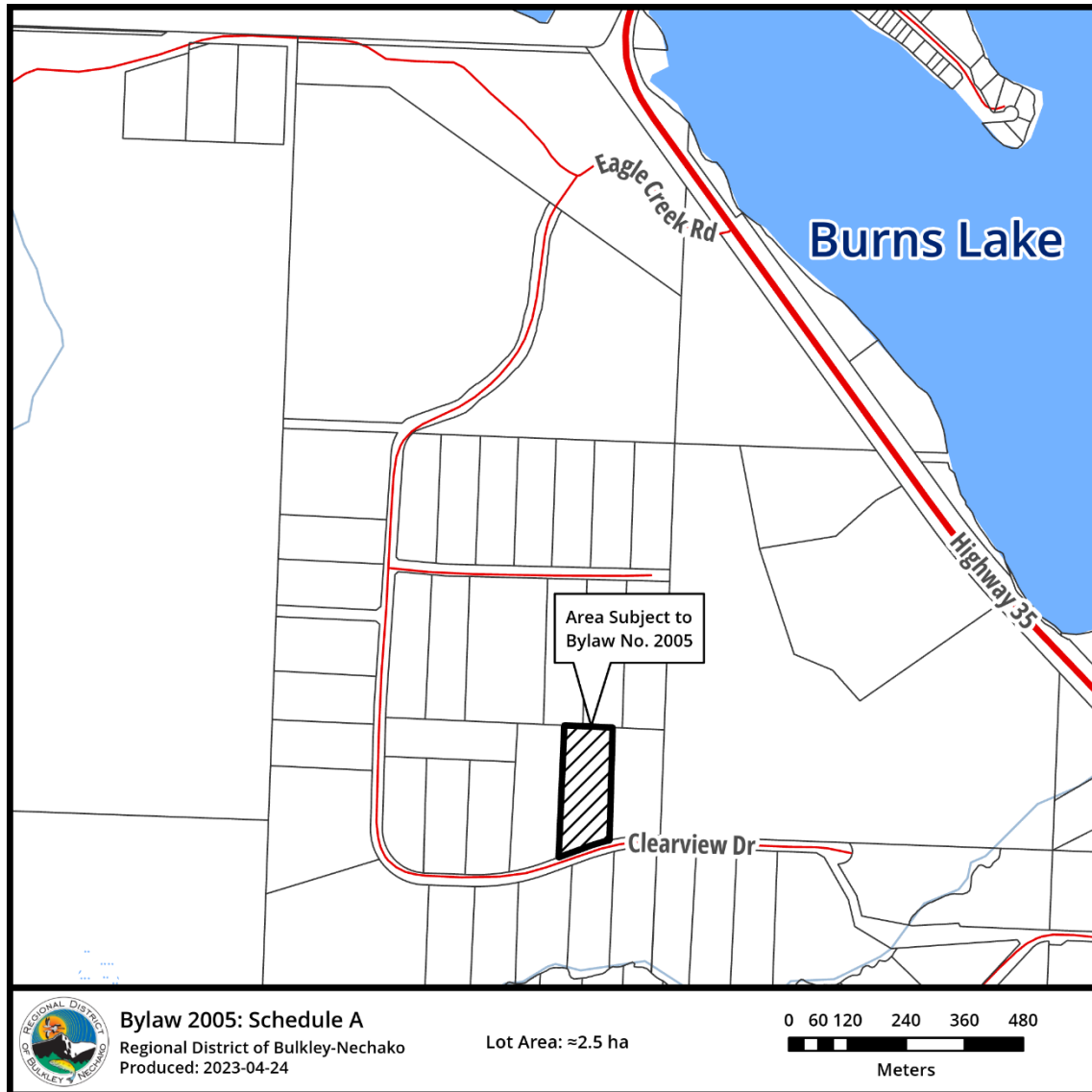
ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Chairperson

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



**SCHEDULE "A" BYLAW NO. 2005**



Lot 12, District Lots 1890 and 1898, Range 5, Coast District, Plan 10853, being rezoned from the Small Holdings Zone (H1) to the Civic/Institutional Zone (P1).

I hereby certify that this is Schedule "A" of Bylaw No. 2005, 2023.

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



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cameron Kral, Planning Technician  
**Date:** June 22, 2023  
**Subject:** Rezoning Application RZ A-01-23  
Third Reading for Rezoning Bylaw No. 2004, 2023

---

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

1. That the Board receive the Report of the Public Hearing for “Regional District of Bulkley-Nechako Rezoning Bylaw No. 2004, 2023”.
2. That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 2004, 2023” be given third reading.

---

### Executive Summary

The proposed rezoning of the subject property from the Small Holdings (H1) Zone to the Small Holdings – Additional Dwelling (H1A) Zone will allow the property owner to construct a second dwelling on the property. The proposed second dwelling fits the character of the neighborhood. No negative impacts are expected from this rezoning.

Planning Department staff recommend Bylaw No. 2004, 2023 receive third reading.

Pursuant to Section 52(3)(a) of the *Transportation Act*, the proposed bylaw requires approval from the Ministry of Transportation and Infrastructure after third reading and before adoption, because the subject property is within 800 m of an intersection on Highway 16.

**APPLICATION SUMMARY**

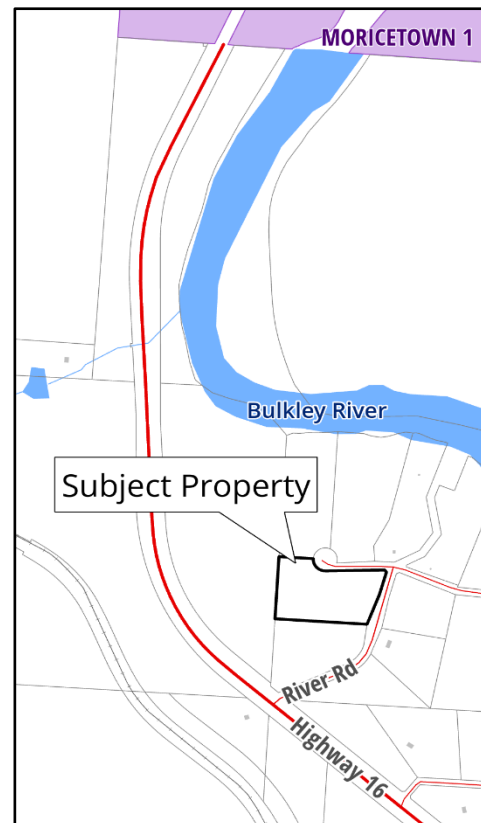
<b>Name of agent/owner:</b>	Daryn Larson
<b>Electoral area:</b>	Electoral Area A (Smithers Telkwa/Rural)
<b>Subject property:</b>	24151 River Road, Lot 11, District Lot 1129, Range 5, Coast District, Plan PRP14918 (PID 023-640-146)
<b>Property size:</b>	3.69 ha (9.12 ac)
<b>OCP designation:</b>	Rural Residential (RR) Designation in Smithers Telkwa Rural Official Community Plan, Bylaw No. 1704, 2014
<b>Zoning:</b>	Small Holdings (H1) Zone in Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 (the Zoning Bylaw)
<b>ALR status:</b>	Not in the ALR
<b>Building inspection:</b>	Within the building inspection area
<b>Fire protection:</b>	Outside the fire protection area
<b>Existing land use:</b>	Vacant
<b>Location:</b>	19 km northwest of the Town of Smithers and 1.3 km south of Witset.

**Proposed rezoning:**

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

The subject property is currently vacant. In May 2022, the RDBN issued a building permit to the applicant for a 225.66 m<sup>2</sup> (2,429 ft<sup>2</sup>) single family dwelling but construction has not yet started.

The applicant is proposing to construct a 83.6 m<sup>2</sup> (900 ft<sup>2</sup>) dwelling. The H1 Zone only permits one Single Family Dwelling. Therefore, the applicant wishes to rezone to H1A to allow the proposed second Single Family Dwelling.



## DISCUSSION

### Official Community Plan (OCP)

The subject property is designated Rural Residential (RR) in the Smithers/Telkwa Rural OCP. OCP policy 3.4.2(7) states a rezoning application to allow a second single family dwelling on a parcel under the RR designation may only be considered under the following circumstances:

- “(a) The subject property is a minimum of 2 hectares (5 acres) in size or larger, or a 2<sup>nd</sup> single family dwelling exists and is legal but non-conforming to zoning.*
- (b) It has been demonstrated that the parcel can accommodate an on-site sewage disposal system for two dwellings.*
- (c) The development is compatible with adjacent land uses and maintains the rural character of the area.*
- (d) The parcel is not located within a floodplain or on other hazard lands.*
- (e) The development addresses wildlife and ecological values.*
- (f) And, the future subdivision of the land into a parcel smaller than 2 hectares (5 acres) is prohibited.”*

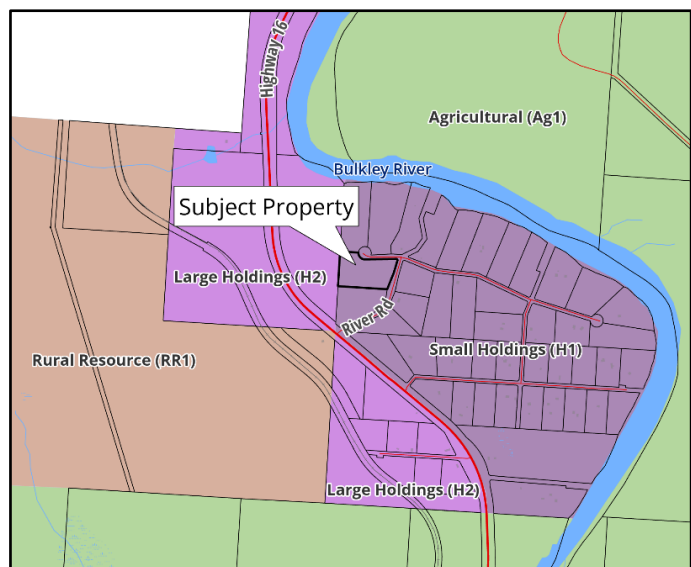
The applicant provided a site investigation report from a Registered Onsite Wastewater Practitioner (see applicant submission) stating that the subject property can support both proposed dwellings. Conformity with Northern Health regulations is ensured as part of the building permit process.

There are no known notable wildlife or ecological values on the subject property and there are no known hazards.

### Zoning

The subject property is zoned H1 in the RDBN Zoning Bylaw. The H1 Zone allows one Single Family Dwelling on properties under 4 ha (9.88 ac). The H2 Zone allows two Single Family Dwellings, only one of which can exceed a gross floor area of 120 m<sup>2</sup> (1,290 ft<sup>2</sup>).

The subject property is in an area that is predominantly zoned H1. It is adjacent to a 55 ha (135.93 ac) vacant parcel along Highway 16 that is in the Large Holdings (H2) Zone (see Zoning Map to the right).



**Staff Comments**

The proposal aligns with OCP's Rural Residential policies for considering a second single family dwelling on the subject property. No negative impacts are anticipated from this rezoning.

Planning Department staff recommend Bylaw No. 2004, 2023 receive third reading.

**REFERRAL RESPONSES**

At their April 3, 2023 meeting, the Electoral Area 'A' Advisory Planning Commission (APC) recommended approval of the rezoning.

The Town of Smithers had no concerns or comments.

The Ministry of Transportation and Infrastructure (MOTI) stated:

*"The Ministry sees little to no impact to our infrastructure system. Pursuant to section 52(3)(a) of the Transportation Act, [MOTI] is prepared to endorse the amended Bylaw after third reading. Please forward the adopted bylaw for our signature".*

**PUBLIC HEARING**

The Public Hearing for Bylaw No. 2004, 2023 was held on Wednesday, May 24, 2023 (see attached Public Hearing Report and [Public Hearing documents](#)).

**ATTACHMENTS**

1. Report of the Public Hearing for Bylaw No. 2004, 2023
2. [Public Hearing documents](#) (Link)
3. Proposed Bylaw No. 2004, 2023

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
REPORT OF THE PUBLIC HEARING FOR BYLAW NO. 2004  
May 24, 2023**

Report of the Public Hearing held at 7:00 pm, Wednesday, May 24, 2023 by Zoom video/conference call regarding "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2004, 2023".

**ATTENDANCE:**

**Registered Attendees:**

None

**Registered and Not Identified as Attending:**

Daryn Larson, applicant, 24151 River Road  
Ellen and Dave Anderson

**RDBN Directors:**

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

**RDBN Staff:**

Cameron Kral, Planning Technician (Recording Secretary)  
Danielle Patterson, Senior Planner

**CORRESPONDENCE:** The written submission to this Public Hearing is attached to this Public Hearing Report as Appendix A.

**CALL TO ORDER:** The meeting was called to order by Chair Stoltenberg at 7:01 PM.

**BUSINESS:**

Chair Stoltenberg Introduced himself and provided an overview of Bylaw 2004 and the Public Hearing process. Chair Stoltenberg stated a link to the Public Hearing package was posted in the Zoom chat and available on the RDBN website. They said that input is being requested for Bylaw 2004.

Chair Stoltenberg Asked the applicant, Daryn Larson if they would like to speak first. No response received.

Chair Stoltenberg Asked if anyone else, who was not called upon already, would like to speak. No response received.


Chair Stoltenberg Asked if there were any comments on Bylaw 2004 three times in a row. No response received.

Chair Stoltenberg

Asked a final time for any comments on Bylaw 2004. No response received.

Chair Stoltenberg

Closed the meeting at 7:16 PM.

  
Stoney Stoltenberg, Chairperson

  
Cameron Kral, Recording Secretary

**Appendix "A"**  
**Report of the Public Hearing for Bylaw No. 2004, 2023**

<b>Submitted by</b>	<b>Address</b>
Ellen and Dave Anderson	None



**From:** [RDBN Planning](#)  
**To:** [Danielle Patterson](#); [Cameron Kral](#)  
**Subject:** FW: Zoning amendment  
**Date:** Wednesday, May 24, 2023 8:33:32 AM

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-----Original Message-----

From: Ellen Anderson [REDACTED]  
Sent: Tuesday, May 23, 2023 4:50 PM  
To: RDBN Planning <[planning@rdbn.bc.ca](mailto:planning@rdbn.bc.ca)>  
Subject: Zoning amendment

[EXTERNAL EMAIL] Please do not click on links on open attachments from unknown sources.

To whom it may concern,

Re: RDBN File No. A-01-23

I am the owner of the property on Canyon Rd which is across the road from the property application for rezoning. My husband and I would like to be included in the Public hearing. We are wondering how this may affect our property taxes and if the covenants on this property would be lifted. The covenants are the same for all of the properties on Canyon rd and River rd. They are regarding Square footage of one single family dwelling, not having a business on your property.

Thank you for the opportunity to discuss this.

Ellen and Dave Anderson  
Sent from my iPhone



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**BYLAW NO. 2004**

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:

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

Lot 11, District Lot 1129, Range 5, Coast District, Plan PRP14918, as shown on Schedule "A", which is incorporated in and forms part of this bylaw.

This bylaw may be cited as "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2004, 2023".

READ A FIRST TIME this 4<sup>th</sup> day of May, 2023.

READ A SECOND TIME this 4<sup>th</sup> day of May, 2023.

PUBLIC HEARING HELD this 24<sup>th</sup> day of May, 2023.

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

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2004, 2023".

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

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

Approved pursuant to section 52(3)(a) of the *Transportation Act* this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
  
\_\_\_\_\_  
for Minister of Transportation & Infrastructure

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

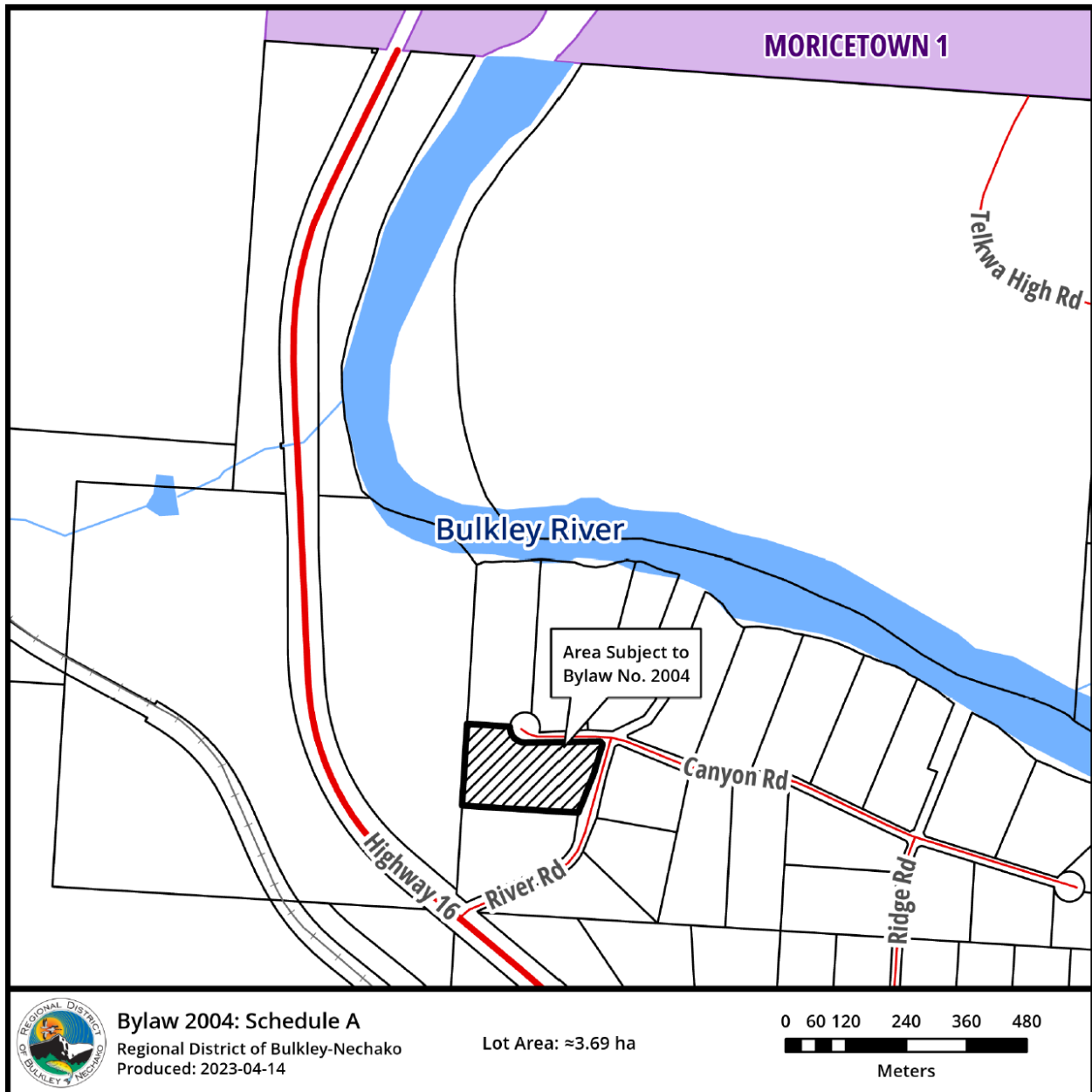
\_\_\_\_\_

Chairperson

\_\_\_\_\_

Corporate Administrator

**SCHEDULE "A" BYLAW NO. 2004**




Lot 11, District Lot 1129, Range 5, Coast District, Plan PRP14918, being rezoned from the Small Holdings Zone (H1) to the Small Holdings – Additional Dwelling Zone (H1A).

I hereby certify that this is Schedule "A" of Bylaw No. 2004, 2023.

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

Advisory Planning Commission  
Meeting Minutes

Electoral Area D	Meeting Date: May 3, 2023, 7:00pm	Meeting Location: Zoom
<b>Attendance</b>		
<u>APC Members</u> <input type="checkbox"/> <del>Dave Brown</del> <input checked="" type="checkbox"/> Art Blomquist <input checked="" type="checkbox"/> Trevor Tapp <input checked="" type="checkbox"/> Shelley Campbell (iPad 2)	<div style="border: 1px solid black; padding: 5px; transform: rotate(-15deg);"> <p style="font-size: 24px; font-weight: bold; margin: 0;">RECEIVED</p> <p style="font-size: 18px; font-weight: bold; margin: 0;">MAY 19 2023</p> <p style="font-size: 12px; margin: 0;">REGIONAL DISTRICT OF BULKLEY-NECHARO</p> </div>	<u>Electoral Area Director</u> <input checked="" type="checkbox"/> Director Mark Parker <input type="checkbox"/> <del>Alternate Director Jason Regnier</del>  <u>Other Attendees</u> <input checked="" type="checkbox"/> Kenneth McAllister, applicant <input checked="" type="checkbox"/> Judith Troberg, applicant <input checked="" type="checkbox"/> Danielle Patterson, RDBN Senior Planner
Chairperson: Art Blomquist, Acting Chair		Secretary: Shelley Campbell
Call to Order: 7:06 pm		
<b>Agenda:</b> 7:00 – 7:10 pm (addition to agenda): Meeting Chair 7:10 – 7:30 pm: RZ D-01-23 (McAllister-Troberg)		
Applications (Include application number, comments, and resolution)  <u>Meeting Chair:</u>  Trevor Tapp stated he was not present at the meeting where he was assigned Chair and would like to decline the role of Chair. The APC agreed for T. Tapp to decline the Chair role; to have Art Blomquist as Acting Chair for this meeting; and to ask Dave Brown if he would Chair at the next APC meeting.  <u>RZ D-01-23 (McAllister-Troberg)</u>  A. Blomquist asked the applicants for a summary of their proposal. Kenneth McAllister and Judith Troberg stated they have a home in the middle of the subject property and would like to subdivide it into 3 parcels to build two more homes for family. The property would need to be rezoned to H1 to allow that to happen.  APC members asked the applicants about water and access. K. McAllister and J. Troberg stated the house is serviced by a well, not the lake. Each parcel would have the same access but their own septic.  Discussion: Had no concerns with the OCP/Rezoning application. Staff confirmed that with rezoning the property would be allowed two single family dwellings without a subdivision.  Resolution: Area D APC recommends the Regional Board support the proposed OCP/Rezoning application.		
Meeting Adjourned: 7:22 pm	Secretary Signature 	

Advisory Planning Commission  
Meeting Minutes

Electoral Area D	Meeting Date: May 23, 2023	Meeting Location: Zoom
Attendance		
<u>APC Members</u> <input checked="" type="checkbox"/> Dave Brown <input checked="" type="checkbox"/> Art Blomquist <input checked="" type="checkbox"/> Trevor Tapp <input checked="" type="checkbox"/> Shelley Campbell	<b>RECEIVED</b> <b>JUN 02 2023</b> <b>REGIONAL DISTRICT OF</b> <b>BULKLEY-NECHAKO</b>	<u>Electoral Area Director</u> <input checked="" type="checkbox"/> Director Mark Parker  <u>Other Attendees</u> <input checked="" type="checkbox"/> Danielle Patterson, RDBN Senior Planner
Chairperson: Art Blomquist, Acting Chair		Secretary: Shelley Campbell
Call to Order: 7:15 pm		
<u>ALR 1255:</u>  Staff noted a typo in referral report, which states the application would be referred to the Electoral Area F APC. It should read Electoral Area D APC.  Discussion: <ul style="list-style-type: none"> <li>• Keeping the same number of parcels to make two more equal parcels, makes sense. In current formation, the larger lot is difficult to access.</li> <li>• Smaller parcel could be effective for intensive farming. Soil in this area is good. Area grows good alfalfa.</li> <li>• Discussion around what is the required land size is required in this region to make a living for different types of agriculture and what lot sizes are to the benefit of agriculture.</li> </ul> The APC came to a consensus that they recommend the Board of Directors support the application as presented.		
Meeting Adjourned: 7:33 pm	Secretary Signature: 	

**Advisory Planning Commission  
Meeting Minutes**

Electoral Area F	Meeting Date: May 23, 2023 7:00 pm	Meeting Location: CNC Meeting Room
<b>Attendance</b>		
<u>APC Members</u> <input checked="" type="checkbox"/> Mike Pritchard <input checked="" type="checkbox"/> Henry Klassen <input checked="" type="checkbox"/> Ben Rodts <input checked="" type="checkbox"/> Barb Ephrom <input checked="" type="checkbox"/> Kelly Gehrmann	<u>Electoral Area Director</u> <input checked="" type="checkbox"/> Director Shirley Moon <input checked="" type="checkbox"/> Alternate Director Alex Kulchar  <u>Other Attendees</u> <input checked="" type="checkbox"/> Brad Miller, Bam Bam Trucking <input checked="" type="checkbox"/> Fred Fortin, Pittman Asphalt <input type="checkbox"/> _____ <input type="checkbox"/> _____	
Chairperson: Henry Klassen	Secretary: Barb Ephrom	
Call to Order: 7:05 pm		
Agenda: 7:00-7:30	<input checked="" type="checkbox"/> TUP F-01-23 <input checked="" type="checkbox"/> TUP C-01-23	
<u>Applications (Include application number, comments, and resolution)</u>		
<p>TUP F-01-23- Fred Fortin (Pittman Asphalt) explained the application. He also said that previously they had hauled aggregate to Dunkley &amp; Hampton properties, made the asphalt there, then hauled it to where it was needed. This application would allow them to be more cost effective by having everything all in one place. They are willing to be flexible with their working hours but haven't spoken to the area residents yet. Henry Klassen spoke to a few of the residents &amp; confirmed that they hadn't been contacted by the applicant.</p> <p>We discussed a 3 month trial use of the area for <del>esta</del> asphalt production &amp; if the area residents didn't like it - then the plant would be removed.</p>		

TUP F-01-23

Motion reads that this TUP F-01-23 be approved with the provision that formal consultation be taken with local residents affected by the sounds, smoke, dust & smell

Motion moved by Mike Fritchard  
2<sup>nd</sup> by Kelly Gehrmann

The motion was unanimously approved.

Meeting Adjourned 7:50pm

Secretary Signature *Barb Gehrmann*



**Advisory Planning Commission  
Meeting Minutes**

<b>Electoral Area A</b>	<b>Meeting Date: June 5, 2023</b>	<b>Meeting Location: Virtually via Zoom</b>
<b>Attendance</b>		
<u>APC Members</u>		<u>Electoral Area Director</u>
<input checked="" type="checkbox"/> Natalie Trueit-MacDonald		<input checked="" type="checkbox"/> Director Stoney Stoltenberg
<input checked="" type="checkbox"/> Bob Posthuma		<input type="checkbox"/> <del>Alternate Trevor Krisher</del>
<input checked="" type="checkbox"/> Sandra Hinchliffe		<u>Other Attendees</u>
<input checked="" type="checkbox"/> Andrew Watson		<input type="checkbox"/> <del>Jason Llewellyn, Director of Planning</del>
<input type="checkbox"/> <del>Alan Koopman</del>		<input checked="" type="checkbox"/> Danielle Patterson, Senior Planner
		<input checked="" type="checkbox"/> John Perry and Wendy Perry
		<input type="checkbox"/> _____
Chairperson: Sandra Hinchliffe		Secretary: Natalie Trueit-MacDonald
Call to Order: 7pm		
<b><u>Agenda</u></b>		
7:00 pm: ALR 1260		
Applications (Include application number, comments, and resolution)		
ALR 1260 – APC recommends approval		
Meeting Adjourned 7:25pm	Secretary Signature <i>NCT-Mac</i>	



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Danielle Patterson, Senior Planner  
**Date:** June 22, 2023  
**Subject:** ALR Non-Farm Use (Removal of Soil) Application No. 1251

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

That Agricultural Land Reserve Application No. 1251 be recommended to the Agricultural Land Commission for approval and that the ALC ensure appropriate phased remediation throughout the life of the gravel pit.

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**EXECUTIVE SUMMARY**

This applicant is requesting Agricultural Land Commission (ALC) approval of a Non-Farm Use - Removal of Soil (NFU) to remove 50,000 m<sup>3</sup> of gravel from a 7.8 ha portion of the subject properties over 10 years. The subject property has been operated as sand and gravel pit for over 20 years. The reclamation plan states the lands will be restored for livestock.

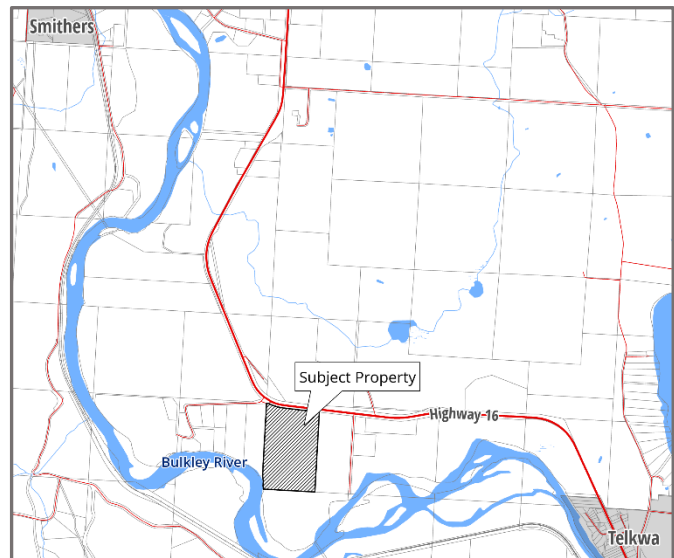
Staff recommend the application be forwarded to the ALC with a recommendation to support.

## APPLICATION SUMMARY

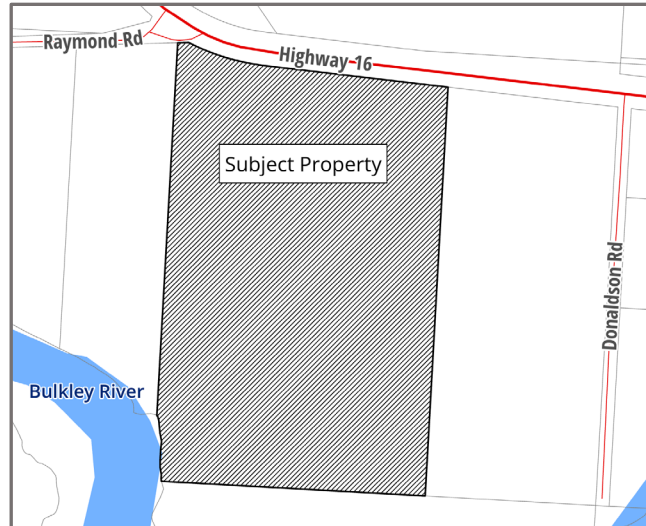
<b>Name of Agent/Owners:</b>	Greg Burns (owner/agent) and Robin Burns (owner)
<b>Electoral Area:</b>	A (Smithers/Telkwa Rural)
<b>Subject Property:</b>	6105 Hwy 16, legally described as The Fractional Southwest 1/4 of Section 4, Township 4, Range 5, Coast District, Except Plans 11348, PRP14394, and PRP41187 (PID 015-630-048)
<b>Property Size:</b>	37.45 ha (92.55 ac)
<b>OCP Designation:</b>	Agriculture (AG) in "Regional District of Bulkley-Nechako Smithers Telkwa Rural OCP Bylaw No. 1704, 2014" (the OCP)
<b>Zoning:</b>	Agricultural (Ag1) Zone in the "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw)
<b>Existing Land Uses:</b>	Sand and gravel pit/ residential
<b>Location:</b>	At the corner of Hwy 16 and Raymond Road, about 2.3 km from the Village of Telkwa and 3.7 km from the Town of Smithers. The land to the north is Hwy 16/ a dairy farm. The land to the south is vacant land/ the Bulkley River. To the west are multiple residences on a parcel in the R7 (Manufactured Home Park) Zone, and to the east is a gravel pit.
<b>Non-Farm Use Area:</b>	7.8 ha (19 ac) proposed in application plus 11.6 ha (28.7 ac) existing non-farm use area for gravel extraction.

## PROPOSAL

The purpose of this application is to allow the continued operation of a sand and gravel pit on lands that are in the Agricultural Land Reserve (ALR) as a Non-Farm Use - Removal of Soil (NFU). According to the applicant, the sand and gravel pit has been in operation for over 20 years.



The applicant confirmed that over the 10-year project duration, the total proposed soil removal area is 7.8 ha (19 ac) and the proposed volume of material to be removed is 50,000 m<sup>3</sup> (~65,400 yd<sup>3</sup>). The applicant proposes operations from 6:00 am to 6:00 pm, from April to November. The application indicates the aggregate will be crushed and screened (see Applicant Submission). A crushing and screening plant will require a Temporary Use Permit (TUP) from the Regional District. The applicant is waiting on the outcome of the Regional District's recommendation to the Agricultural Land Commission (ALC) before submitting a TUP.



## DISCUSSION

### Official Community Plan (OCP)

The subject property is designated Agriculture (AG) under the OCP. The intent of the designation is to preserve and encourage the utilization of land for agricultural purposes. OCP Policy 3.1.2(2) states “[t]he Provincial Ministry should ensure that agricultural lands used for aggregate extraction are adequately restored for agricultural purposes”. Additionally, OCP policies 3.1.2(6) states:

*“6) Non-farm use of agricultural land shall be avoided. Applications for exclusions, subdivisions, and non-farm uses within the Agricultural Land Reserve may only be considered under the following circumstances.*

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

## Zoning

The property is zoned Agricultural (Ag1) pursuant to the Zoning Bylaw. The Zoning Bylaw cannot regulate the removal or deposit of soil; however, zoning can regulate screening and crushing which is not permitted use in the Ag1 Zone.

## Ministry of Energy, Mines and Low Carbon Innovation (MEMLCI) and ALC History

In 1992, the ALC approved two extraction pits totalling 20 ha on the subject property for a three-year term. The sand and gravel pit did not have any authorization from the ALC between 1995 to 1998. In 1998, the ALC extended the 1992 approval to 2001.

The applicants received a Mines Permit in 1998 (amended in 2014) from MEMLCI.

In 2010, the ALC received an NOI application to extract gravel and an exclusion application for the subject property. Both were refused by the ALC.

In 2014, the ALC authorized a NOI to extract gravel from a 10.4 ha area. Both the ALC NOI and the MEMLCI permits expired in 2019.

In 2020, the applicant submitted a Notice of Work (NoW) new Mines Permit to MEMLCI, which also required an approved NFU application from the ALC. In 2020, the RDBN Board recommended approval of the NFU, provided the ALC require the applicant to develop an invasive weed management plan and revise the existing reclamation plan.

In 2022, the ALC's Soil and Fill Panel refused the NFU application. The Panel noted they found contradictory statements about agricultural capability in the Reclamation Plan and that the agrologist's recommendation to reclaim land for wildlife habitat rather than agricultural use did not align with the ALC's mandate. This application is a re-submission of the 2020 proposal with a new reclamation plan.

## Planning Department Comments: Reclamation Plan and Agricultural Capability

The applicant has provided a reclamation plan to reclaim the site for livestock ([see link](#)). There has been some progressive reclamation work undertaken within the gravel pit as well as some areas previously disturbed but not yet fully reclaimed (see attached Applicant Submission). The applicant stated that heavy equipment is inspected and washed prior to coming onsite to help prevent the spread of invasive plants.

While the Canada Land Inventory mapping shows the subject property's agricultural capability as approximately 30% Class 4 soils and 70% Class 5 soils (see Appendix A), based on the Agricultural Capability Assessment submitted with the application ([see link](#)), the portion of the lands that were Class 5 soils and have been remediated from past gravel extraction are now Class 4 and Class 2 soils. Class 2 is prime soil and higher than the typical Class 3 prime soil found in the region.

## Referral Comments

At their May 1, 2023 meeting, the **Electoral Area 'A' Advisory Planning Commission** (APC) recommended approval of the application. They discussed that there are always concerns with crushing operations disturbing neighbours.

The **RDBN Agriculture Coordinator's** referral response states, *"the existing gravel pit could be considered a benefit to the community, and as is referenced in the reclamation plan, it appears as though the landowners intend to remediate the site (in phases) so that it can potentially be used for agriculture. In addition to washing down machinery, it would be a good idea for the gravel pit owner/operators to ensure that they can recognize regionally invasive plants and noxious weed species (e.g., orange hawkweed, Dalmatian toadflax, the knapweeds, etc.). The establishment of a monitoring protocol for both vegetated and non-vegetated areas of the site would be a proactive way to prevent the establishment and spread of noxious and invasive plant species"*.

The **Ministry of Agriculture and Food** provided a referral letter (see Attachments), which discusses a potential rezoning/OCP amendment, edge planning, and suggests RDBN staff inform the applicant of the ALC's "Policy P-13 Reclamation Plans for Aggregate Extraction", if not done so already.

The applicant has been informed that screening and crushing would require a TUP. The applicant was directed to ALC Policy P-13 during the application review.

A referral response from the **Ministry of Transportation and Infrastructure** was not received at the time of writing this report.

## ATTACHMENTS

1. Appendix A – Agriculture Capability
2. Appendix B – Surrounding ALR Applications
3. [Submitted ALR Application \(see link\)](#)
4. [Applicant Reclamation Plan \(see link\)](#)
5. [Agricultural Capability Assessment \(see link\)](#)
6. Ministry of Agriculture and Food referral letter

## Appendix A

### Agricultural Capability based on Canada Land Inventory Mapping

**99.5%** of the subject lands are:

30% Class 4M (soil moisture deficiency)

70% Class 5MP (soil moisture deficiency and stoniness)

**0.5%** of the subject lands are:

Class 5IM (Inundation and soil moisture deficiency)

**Class 4** Land in this class has limitations that require special management practises or severely restrict the range of crops, or both.

**Class 5** Land in this class has limitations that restrict its capability to producing perennial forage crops or other specially adapted crops.

### Agricultural Capability Map



**APPENDIX B:****Surrounding Applications**

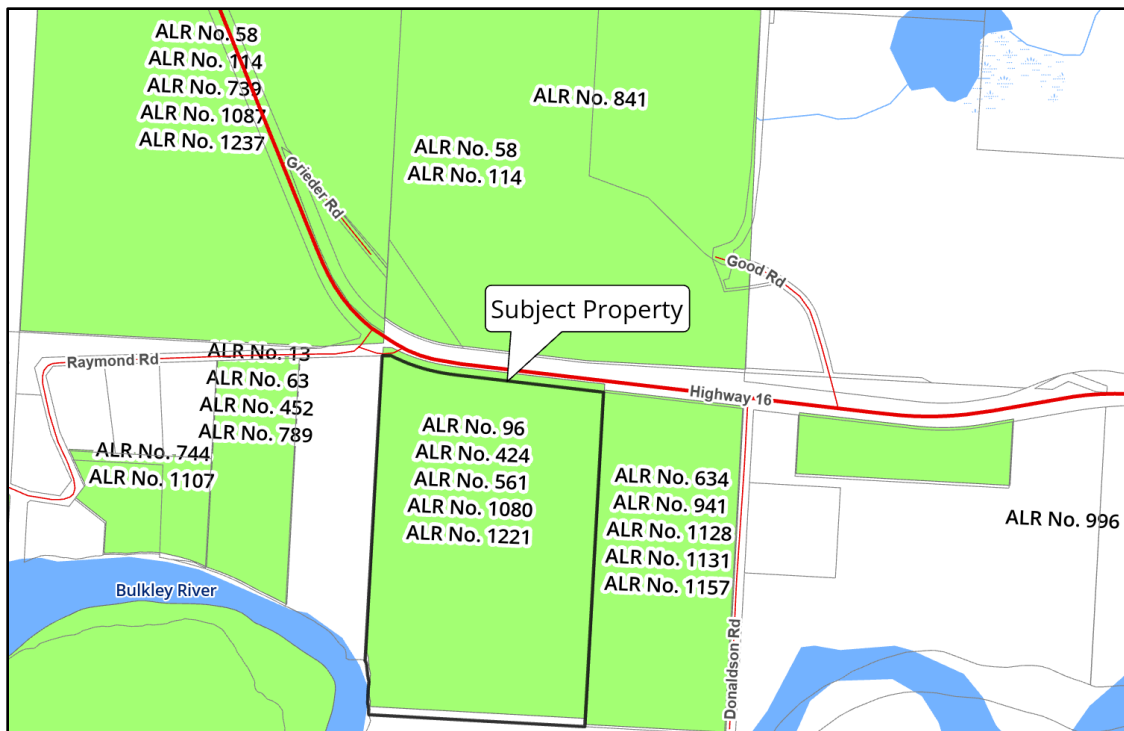
<b>ALR Application</b>	<b>Legal Description</b>	<b>Summary</b>	<b>Recommendation</b>
<b>13</b>	Lot 2, SE 1/4 of Section 5, Township 4, Range 5, Coast District, Plan 7322	Request to remain in the ALR but to establish a trailer court.	Staff: Denial
			Board: Approval
			ALC: Denied
<b>58</b>	NE 1/4 of Section 5, Township 4, Range, Coast District	Application to subdivide 5 ac from the parent property, located between the old and new Hwy 16.	Staff: Approval
			Board: Approval
			ALC: Approved
<b>63</b>	Lot 2, SE 1/4 of Section 5, Township 4, Range 5, Coast District	Application to subdivide parcel into 4 ±5 ac lots.	Staff: Denial
			Board: Approval
			ALC: Denied
<b>96</b> (Subject property)	Fractional SW 1/4 of Section 4, Township 4, Range 5, Coast District	Application to construct a barn and place a mobile home.	Staff: Approval
			Board: Approval
			ALC: Approved
<b>114</b>	NE 1/4 of Section 5, Township 4, Range 5, Coast District	Application to have an auto wrecking storage facility.	Staff: Denial
			Board: Denial
			ALC: Denied
<b>424</b> (Subject property)	Fractional SW 1/4 of Section 4, Township 4, Range 5, Coast District	Application to subdivide two parcels ±8.1 ha each from the ±64 ha parent property and subdivide the remainder into 2 ha lots.	Staff: Denial
			Board: Denial
			ALC: Denied
<b>452</b>	Lot 2, SE 1/4 of Section 5, Township 4, Range 5, Coast District, Plan 7322	Application to subdivide ±9 ha into ±2 ha parcels.	Staff: Approval
			Board: Approval
			ALC: Denied
<b>561</b> (Subject property)	Fractional SW 1/4 of Section 4, Township 4, Range 5, Coast District	Application to subdivide ±24 ha from the ±64 ha parent property.	Staff: Approval
			Board: Approval
			ALC: Approved
<b>634</b>	Lot 1, Section 4, Township 4, Range 5, Coast District, Plan 11348	Application to exclude the subject property from the ALR.	Staff: Approval (for NFU not exclusion)
			Board: Approved
			ALC: Denied
<b>739</b>	NE 1/4 of Section 8, Township 4, Range 5, Coast District;	Application to subdivide ±2.1 ha parcel.	Staff: Approval
			Board: Approval
			ALC: Approved



	NE 1/4 of Section 5, Township 4, Range 5, Coast District, except Plans 8398 and 14394		
<b>744</b>	Lot 3, Section 5, Township 4, Range 5, Coast District, Plan 7322	Application to subdivide 2.43 ha from the 6.03 ha parent property.	Staff: Approval
			Board: Approval
			ALC: Denied
<b>789</b>	Lot 2, SE 1/4 of Section 5, Township 4, Range 5, Coast District, Plan 7322	Application to subdivide 9.19 ha into four lots of single family homesites.	Staff: Denial
			Board: Denial
			ALC: Denied
<b>841</b>	NW 1/4 of Section 4, Township 4, Range 5, Coast District	Application to subdivide ±64 ha into one ±62 ha lot and one ±2.02 ha lot.	Staff: Approval
			Board: Approval
			ALC: Approved
<b>941</b>	Lot A, Section 4, Township 4, Range 5, Coast District, Plan 11348, except Plan 14965	Application for a concrete batch plant.	Staff: Approval
			Board: Approval
			ALC: Denied
<b>996</b>	Block B, District Lot 1096, Range 5, Coast District, except Plan 14846	Application to subdivide ±61.64 ha into three lots consisting of ±16.39 ha, ±21.85 ha and ±23.39 ha.	Staff: Denial
			Board: Approval
			ALC: Denied
<b>1080</b> (Subject property)	Fractional SW 1/4 of Section 4, Township 4, Range 5, Coast District, except Plans 11348, 14394 and 41187	Application to exclude property from the ALR.	Staff: Denied
			Board: Denied
			ALC: Denial
<b>1087</b>	NE 1/4 of Section 5, Township 4, Range 5, Coast District, except Plans 8398 and 14394	Application for removal of sand and gravel to operate a temporary asphalt plant.	Staff: Approval
			Board: Approval (for removal of sand and gravel)
			ALC: Approved (conditional)
<b>1107</b>	Lot 3, Section 5, Township 4, Range 5, Coast District, Plan 7322	Application to subdivide 6 ha into two parcels of 3.5 ha and 2.5 ha	Staff: Approval (conditions)
			Board: Approval (conditions)
			ALC: Approved
<b>1128</b>	Lot A, Section 4, Range 5, Coast District, Plant		Staff: Approval
			Board: Approval

	11348, except Plan 14965	Application for Non-Farm Use to legalize an existing motocross track.	ALC: Approval (conditions)
<b>1131</b>	Lot A, Section 4, Township 4, Range 5, Coast District Plan 11348, except Plan 14965	Application for Non-Farm Use to legalise an existing metal scrap and salvage operation.	Staff: Approval
			Board: Approval
			ALC: Approval (conditions)
<b>1157</b>	Lot A, Section 4, Township 4, Range 5, Coast District, Plan 11348, except Plan 14965	Application for Non-Farm Use (removal of soil)	Staff: Application closed (NOI approved)
			Board: N/A
			ALC: N/A
<b>1221 (Subject property)</b>	Fraction SW 1/4 of Section 4, Range 5, Coast District, except Plans 11348, 14394 and 41187	Application for Non-Farm Use (removal of soil) to continue operating an existing sand and gravel pit.	Staff: Approval
			Board: Approval
			ALC: Denied
<b>1237</b>	NE 1/4 of Section 5, Township 4, Range 5, Coast District, except Plans 8393 and 14394	Application to renew existing approved non-farm use for an existing gravel pit (2010) and expand the area of the pit.	Staff: Approval
			Board: Approval
			ALC: Approval (conditions)

**Surrounding Applications Map**





June 12, 2023

Local government file: ALR 1251  
ALC ID: 67672

Deneve Vanderwolf  
Planner Technician /Regional Transit Coordinator  
Planning Department  
Regional District of Bulkley-Nechako  
VIA EMAIL: [Deneve.Vanderwolf@rdbn.bc.ca](mailto:Deneve.Vanderwolf@rdbn.bc.ca)

**Re: ALC Non-Farm Use (Removal of Soil) referral – sand and gravel pit (PID: 015-630-048)**

Dear Deneve Vanderwolf,

Thank you for providing Ministry of Agriculture and Food (Ministry) staff with the opportunity to comment on the proposed Agricultural Land Commission (ALC) application to continue operating a sand and gravel pit on a 37.45-hectare parcel along Highway 16 west of Telkwa within the Agricultural Land Reserve (ALR). Ministry staff offer the following comments:

- Ministry staff note that the parcel includes a residence, a poultry meat and egg operation, and is zoned Agricultural (Ag1). A zoning bylaw amendment will be required to permit the proposed use. The parcel also has an Official Community Plan (OCP) designation of Agriculture (AG), and as noted in the referral material, OCP Policy 3.1.2(6) describes when non-farm uses in the ALR will be considered. Regional District staff may wish to review Policy 3.1.2(6) circumstances 'a' through 'g' with the applicant to determine if an OCP amendment will be required, if not done so already.
- The provided Reclamation Plan (GR Pit Reclamation Plan Resubmission, Ecologic Consultants, October 31, 2022) states that "...the overall land use target for reclaimed areas will be agriculture uses per the ALC's [Policy P-13 Reclamation Plans for Aggregate Extraction](#) (ALC 2021)" (PDF page 16). Regional District staff may wish to review ALC Policy P-13 with the applicant which provides substantial guidance on what reclamation plans submitted to the ALC "should include", if not done so already.

Appendix A includes 'Best Management Practices for Aggregate Extraction Activities Occurring in the Agricultural Land Reserve'.

- Ministry staff also note that while the ALC application states that “buffers will be left along property lines as required by mines and zoning regulations” and that vegetation “...will be left where possible to provide screening for visual, noise and dust.”, no additional details or measurements for buffers are apparent in the provided material. Regional District staff may consider reviewing the proposed plans with the applicant, referencing the Ministry’s [Guide to Edge Planning](#) and ALC’s [Landscape Buffer Specifications](#), to ensure consistency with suggested guidelines and/or certain requirements, if not done so already. As stated in the Guide, “When designed and installed properly...” “...buffers can mitigate the effects of noise, light, and dust or spray drift.” (PDF page 19).
- The provided referral report indicates that “The applicant states that heavy equipment is inspected and washed prior to coming onsite to help prevent the spread of invasive plants” (PDF page 3). While the provided Reclamation Plan does not explicitly reference this, Section 4.1.4 (Reclamation Monitoring) references measures that include activities of qualified environmental monitors or technicians conducting surveys and monitoring, specifically monitoring invasion or re-establishment of invasive plants species, and prescription adjustments (page 17). Ministry staff note that gravel pits are continually disturbed sites, perfect for the establishment of invasive plants. Weeds can greatly reduce the productivity of agricultural areas and under the provincial *Weed Control Act* the land occupier has a legal obligation to control noxious weeds on the site.

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

Sincerely,

Gregory Bartle, Land Use Planner  
Ministry of Agriculture and Food  
Phone: (778) 974-3836  
Email: [Gregory.Bartle@gov.bc.ca](mailto:Gregory.Bartle@gov.bc.ca)

John Stevenson  
Regional Agrologist – Smithers  
Ministry of Agriculture and Food  
Ph: 250-876-6873  
Email: [john.j.stevenson@gov.bc.ca](mailto:john.j.stevenson@gov.bc.ca)

Email copy: Agricultural Land Commission, [ALC.Referrals@gov.bc.ca](mailto:ALC.Referrals@gov.bc.ca)



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Danielle Patterson, Senior Planner  
**Date:** June 22, 2023  
**Subject:** ALR Non-Farm Use (Removal of Soil) Application No. 1253

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

That Agricultural Land Reserve Application No. 1253 be recommended to the Agricultural Land Commission for approval. And that the ALC ensure appropriate phased remediation throughout the life of the gravel pit, with specific consideration given to the time of Site A reclamation.

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**EXECUTIVE SUMMARY**

This applicant is requesting Agricultural Land Commission (ALC) approval of a Non-Farm Use - Removal of Soil (NFU) to remove 6,000 m<sup>3</sup> of gravel annually from a 13.52 ha portion of the subject property over 25 years along with the continued use of mining equipment and sediment ponds. The subject property has operated as sand and gravel pit for over 20 years. The reclamation plan states the lands will be restored for agriculture.

Staff recommend the application be forwarded to the ALC with a recommendation to support, with the request that the ALC ensure appropriate and timely phased remediation throughout the life of the gravel pit.

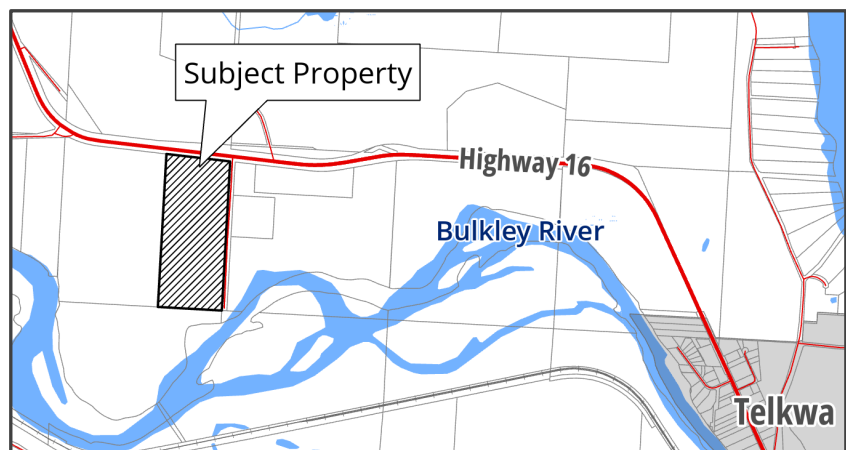
## APPLICATION SUMMARY

<b>Name of Agent/Owner:</b>	West Fraser Concrete Ltd.
<b>Electoral Area:</b>	A (Smithers/Telkwa Rural)
<b>Subject Property:</b>	Lot A, Section 4, Township 4, Range 5, Coast District, Plan 11348, Except Plan PRP14965 (PID 004-310-128)
<b>Property Size:</b>	22.69 ha (56.06 ac)
<b>OCP Designation:</b>	Agriculture (AG) in "Regional District of Bulkley-Nechako Smithers Telkwa Rural OCP Bylaw No. 1704, 2014" (the OCP)
<b>Zoning:</b>	Agricultural (Ag1) Zone in the "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw)
<b>Existing Land Uses:</b>	Sand and gravel pit
<b>Location:</b>	At the corner of Hwy 16 and Donaldson Road, about 2.3 km from the Village of Telkwa and 3.7 km from the Town of Smithers. To the north is Hwy 16 and a dairy farm. To the south is vacant land and the Bulkley River. To the west is a gravel pit and to the east is the Smithers/Telkwa Transfer Station and Recycling Depot.
<b>Non-Farm Use Areas:</b>	<p><b>Total Area</b> = 13.52 ha (33.41 ac)</p> <p><b>Site A</b> = existing 6.96 ha (28.7 ac) gravel pit</p> <p><b>Site B</b> = proposed new 6.56 ha (16.21 ac) gravel pit</p>

## PROPOSAL

The purpose of this application is to allow the continued operation of existing gravel operations on Site A and new gravel extraction on Site B of the subject property. The subject property has been mined for over 20 years.

The applicant proposes removing 6,000 m<sup>3</sup> (~7,850 yd<sup>3</sup>) of material per year from Site B and continued use of infrastructure on Site A. The applicant proposes seasonal operations, from March to December of each year, from 7:00 am to 6:00 pm, Monday to Friday.

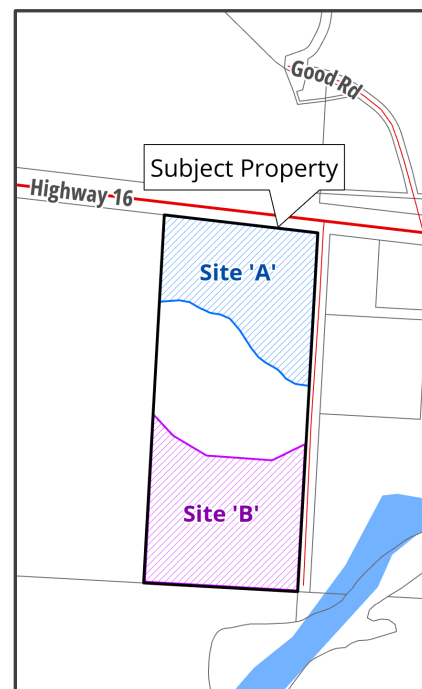


The application proposes screening and crushing operations on Saturdays. Staff have informed the applicant that screening and crushing cannot legally occur prior to the issuance of a Temporary Use Permit (TUP) from the Regional District.

The applicant states the life of the mine is 25 years. The NFU application focuses on aggregate extraction on Site B and the wash plant, sedimentation ponds, and product stockpiles on Site A for a duration of nine years, with reclamation plans over the next five years.

## DISCUSSION

The property contains a gravel pit processing equipment, and a closed RDBN landfill. The applicant states aggregate extraction on Site A is complete. Approximately nine per cent of the site contains illegal aggregate processing equipment, a wash plant, and sediment pond; approximately four per cent contains stockpiled topsoil, and approximately 11 per cent contains stockpiled extracted aggregate. The applicant states sixty-five percent of Site A reclamation shall be completed by the end of 2023, with approximately 50 per cent (3.51 ha) reclaimed to date. The remainder of the site area appears to be access road.



Proposed Site B is approximately 45 m from the Bulkley River, based on RDBN aerial mapping. It contains lands cleared and stripped as part of the historical landfill, an access road with gate, a pit, and proposed future aggregate extraction sites.

## Official Community Plan (OCP)

The subject property is designated Agriculture (AG) under the OCP. The intent of the designation is to preserve and encourage the utilization of land for agricultural purposes. OCP Policy 3.1.2(2) states “[t]he Provincial Ministry should ensure that agricultural lands used for aggregate extraction are adequately restored for agricultural purposes”. Additionally, OCP policies 3.1.2(6) states:

*“6) Non-farm use of agricultural land shall be avoided. Applications for exclusions, subdivisions, and non-farm uses within the Agricultural Land Reserve may only be considered under the following circumstances.*

- (a) There is limited agricultural potential within the proposed area.*
- (b) Soil conditions are not suitable for agriculture.*
- (c) Neighbouring uses will not be compromised.*

*(d) Adequate provisions for fencing are provided, where a proposed development is adjacent to an existing agricultural use.*

*(e) The application is in the best interest of the community.*

*(f) The proposed development considers and addresses potential impacts and potential improvements to recreational features and the environment, including wildlife habitat.*

*(g) And, traffic management issues will be considered and addressed appropriately”.*

Planning staff note that other than the lack of information on full reclamation of the subject property, the applicant’s proposal appears to align with a substantial number of the above noted OCP policies.

## **Zoning**

The property is zoned Agricultural (Ag1) pursuant to the Zoning Bylaw. The Zoning Bylaw cannot regulate the removal or deposit of soil. Aggregate processing (such as screening and crushing) is not a permitted use on the subject property.

## **Property History**

In 1986, the ALC denied a request to exclude the property from the ALC, stating a willingness to consider other applications for specific industrial uses.

In 1998, the ALC approved a five-year Soil Conservation Act Permit for the extraction of gravel.

In 2001, the ALC denied a request to exclude the property for the purposes of a concrete batch plant. The ALC stated the property had agricultural potential and the exclusion could have negative impacts on surrounding agricultural lands.

In 2002, a five-year Soil Conservation Act Permit for the extraction of gravel that was approved in 1998 was issued as the ALC had received the required letter of credit associated with the reclamation requirements.

In 2012 the RDBN initiated enforcement action regarding the illegal operation of a motocross track and scrap and salvage operation on the property. At this time site contamination concerns associated with the scrap and salvage operation on Site B were noted. In 2013, the ALC approved a five-year NFU permit for a seasonal motocross facility, subject to full site remediation of a site formerly used for scrap and salvage. It is not known if the site was remediated.

In 2023, in addition to this ALC NFU application, the applicant has applied to MEMLCI for an amended Notice of Work, which has been referred to the Regional District and is included in the June 22, 2023, Board Meeting agenda.



### **Existing Sand and Gravel Permit and Reclamation Plan**

The applicant has an Amended Sand and Gravel Permit from MEMLCI (Permit Number G-2-131; Mine Number 0200455) issued in 2014 for the subject property (see [Submitted ALC Application](#)). The existing permit is for 5,000 m<sup>3</sup> per year (1,000 m<sup>3</sup> less than the current proposal) in Site A only. The permit requires a 5 m buffer to be maintained, lands to be remediated to an “agriculture” standard, and direction on working around watercourses.

While the applicant’s reclamation plan proposes reclaiming 0.5 ha of Site B, ([see link](#)), it does not include a timeline for the closure of the gravel pit and full reclamation of Sites A and B. Mitigation measures for noise, dust, groundwater, invasive plants, erosion, and sediment control were also provided. Final reclamation shall be for agriculture, to reference to the potential for livestock grazing and potential crops such as alfalfa.

### **Referral Comments**

At their May 1, 2023 meeting, the **Electoral Area ‘A’ Advisory Planning Commission (APC)** recommended approval of the application.

The **Ministry of Agriculture and Food** provided a referral letter (see Attachments), which discusses a potential rezoning/OCP amendment, edge planning, and suggests RDBN staff inform the applicant of the ALC’s “Policy P-13 Reclamation Plans for Aggregate Extraction”, if not done so already.

The applicant has been informed that screening and crushing would require a TUP. The applicant was directed to ALC Policy P-13 during the application review.

A referral response from the **RDBN Agriculture Coordinator** was not received at the time of writing this report.

### **ATTACHMENTS**

1. Appendix A – Agriculture Capability
2. Appendix B – Surrounding ALR Applications
3. [Submitted ALC application \(see link\)](#)
4. [Applicant Reclamation Plan \(see link\)](#)
5. Ministry of Agriculture and Food referral letter

## Appendix A

### Agricultural Capability based on Canada Land Inventory Mapping

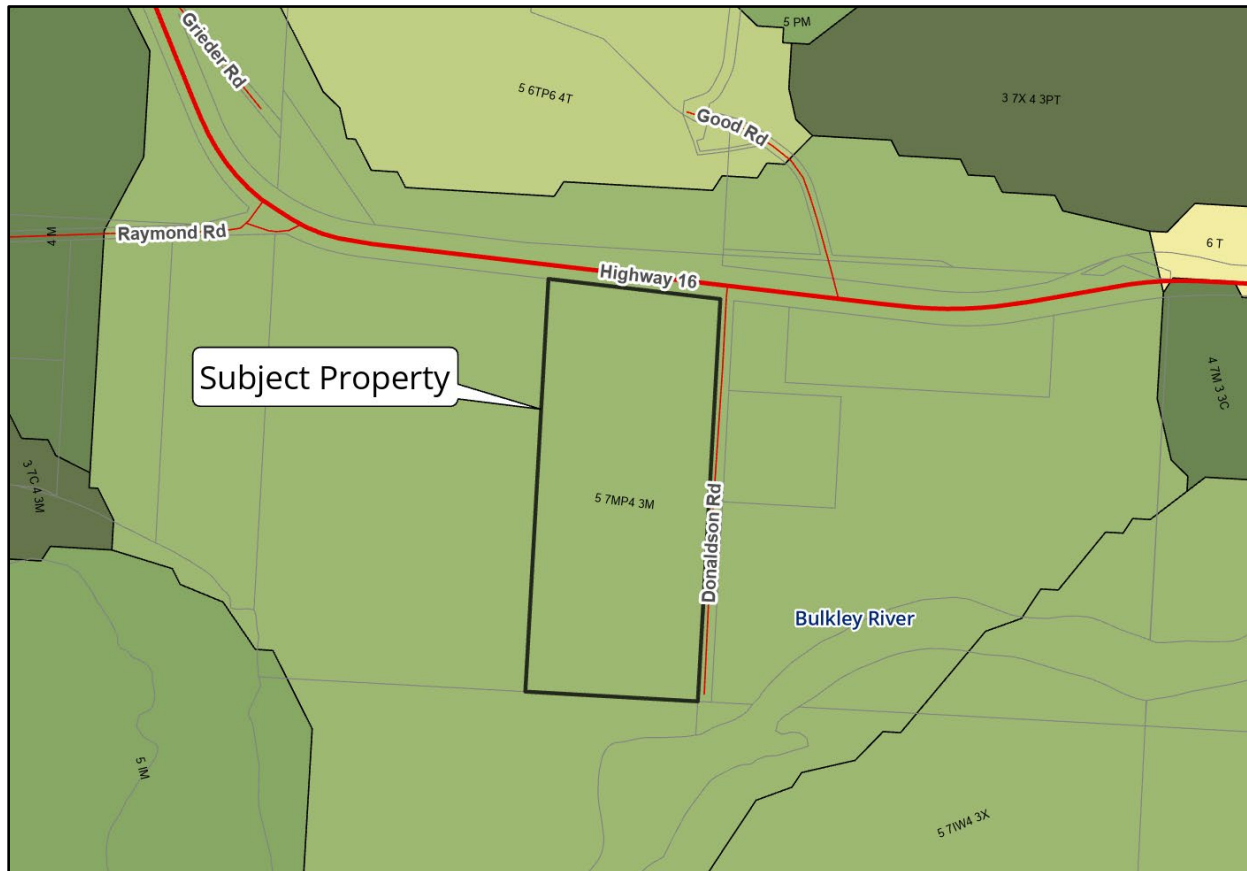
30% Class 4M (limited by soil moisture deficiency).

70% Class 5MP (limited by soil moisture deficiency and stoniness).

**Class 4** Land in this class has limitations that require special management practises or severely restrict the range of crops, or both.

**Class 5** Land in this class has limitations that restrict its capability to producing perennial forage crops or other specially adapted crops.

### Agricultural Capability Map



## APPENDIX B:

## Surrounding Applications

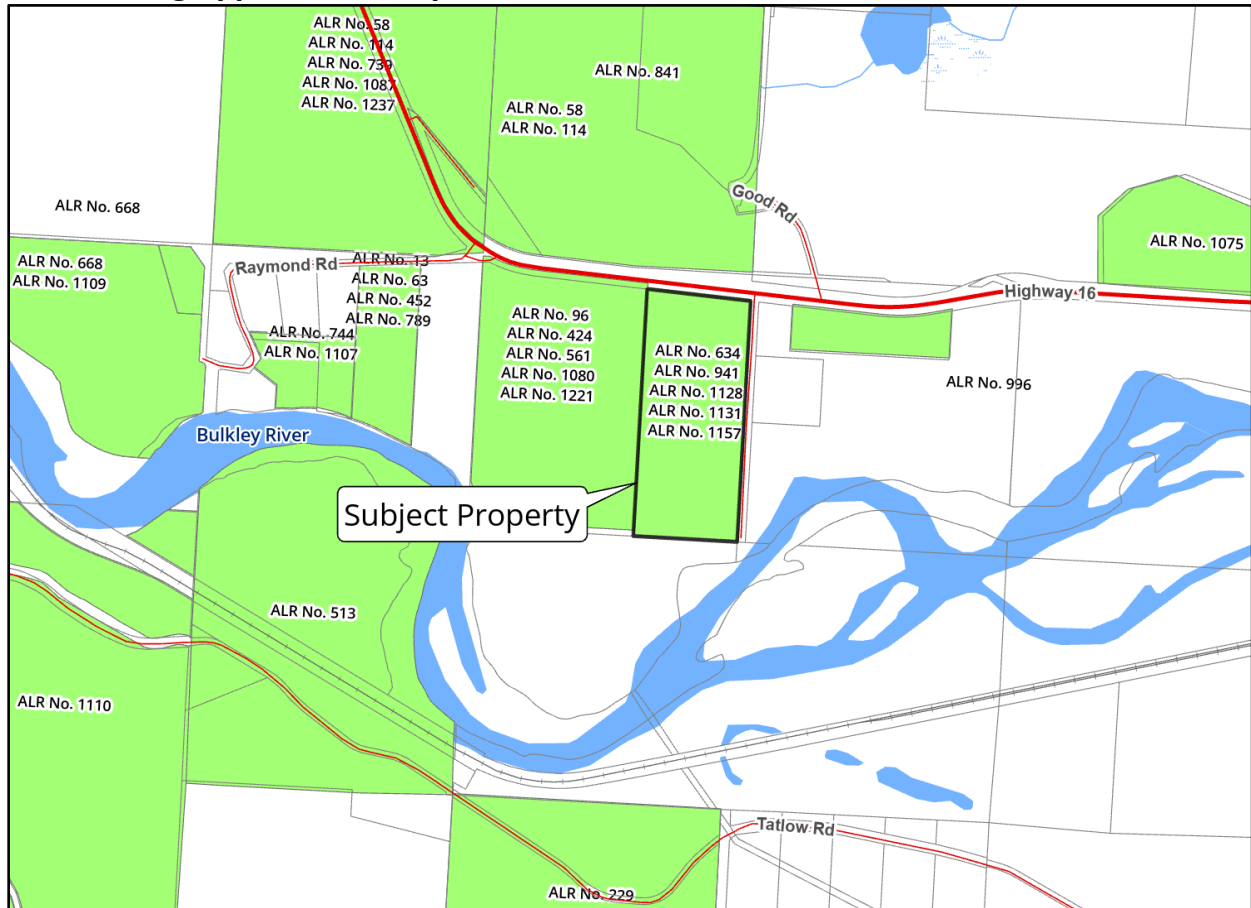
ALR Application	Legal Description	Summary	Recommendation
13	Lot 2, SE 1/4 of Section 5, Township 4, Range 5, Coast District, Plan 7322	Application to establish a trailer park.	Staff: Denial
			Board: Approval
			ALC: Denied
58	NE 1/4 of Section 5, Township 4, Range 5, Coast District	Application to subdivide 5 ac from the subject property between old and new highway 16.	Staff: Approval
			Board: Approval
			ALC: Approved
63	Lot 2, SE 1/4 of Section 5, Township 4, Range 5, Coast District	Application to subdivide subject property into four 5 ac lots.	Staff: Denial
			Board: Approval
			ALC: Denied
96	Fraction SW 1/4 of Section 4, Township 4, Range, Coast District	Application to construct a barn and mobile home.	Staff: Approval
			Board: Approval
			ALC: Approved
114	NE 1/4 of Section 5, Township 4, Range 5, Coast District	Application to use land for auto wrecking storage facility.	Staff: Denial
			Board: Denial
			ALC: Denied
229	P of C NW Corner of the SW 1/4 of Section 33, Township 5, Range 5, Coast District	Application to subdivide the proposed lands.	Staff: Denial
			Board: Denial
			ALC: Denied
424	Fractional SW 1/4 of Section 4, Township 4, Range 5, Coast District	Application to subdivide two $\pm 8.1$ ha parcels from $\pm 64$ ha and subdivide the remainder into 2 ha lots.	Staff: Denial
			Board: Denial
			ALC: Denied
452	Lot 2, SE 1/4 of Section 5, Township 4, Range 5, Coast District, Plan 7322	Application to subdivide $\pm 9.0$ ha into $\pm 2$ ha lots.	Staff: Approval
			Board: Approval
			ALC: Denied
513	Frac SE 1/4 Sec 5, Tp 4, R5L, exc 7322 & 9089; Frac NE 1/4 Sec 32, Tp 5, R5L, exc GTP Rly R/W, as shown on R/W Plan 1096	Application to subdivide 3.7 ha from 48.6 ha	Staff: Approval
			Board: Approval
			ALC: Denied

<b>561</b>	Fractional SW 1/4 of Section 4, Township 4, Range 5, Coast District	Application to subdivide ±24 ha from ±64 ha.	Staff: Approval
			Board: Approval
			ALC: Approved
<b>634 (Subject property)</b>	Lot 1, Section 4, Township 4, Range 5, Coast District, Plan 11348	Application to exclude the subject property from the ALR.	Staff: Approval (Non-Farm Use only)
			Board: Approval
			ALC: Denied
<b>668</b>	Fractional SW ¼ of Section 5, Township 4, Range 5, Coast District, except all that portion lying south of the Bulkley River.	Application to subdivide ±2.02 ha from the subject property for a homesite.	Staff: Denial
			Board: Denial
			ALC: Approved
<b>739</b>	NE 1/4 of Sec 8, Tp 4, R5C; NE 1/4 of Sec 5. Tp 4, R5C, exc Pls 8393 & 14394	Application to subdivide a ±2.1 ha parcel.	Staff: Approval
			Board: Approval
			ALC: Approved
<b>744</b>	Lot 3, Section 5, Township 4, Range 5, Coast District, Plan 7322	Application to subdivide 2.43 ha from 6.03 ha.	Staff: Approval
			Board: Approval
			ALC: Denied
<b>789</b>	Lot 2, SE 1/4 of Section 5, Township 4, Range 5, Coast District, Plan 7322	Application to subdivide 9.19 ha into four lots.	Staff: Denial
			Board: Denial
			ALC: Denied
<b>841</b>	NW 1/4 of Section 4, Township 4, Range 5, Coast District	Application to subdivide ±64 ha into ±62 ha and ±2.02 lots.	Staff: Approval
			Board: Approval
			ALC: Approved
<b>941 (Subject property)</b>	Lot A, Section 4, Township 4, Range 5, Coast District, Plan 11348, except Plan 14965	Application to use a concrete batch plant.	Staff: Approval
			Board: Approval
			ALC: Denied
<b>996</b>	Frac SE 1/4 Sec 4, Tp 4, R5C, exc the most easterly 10 chains, exc Block A & R/W Plan 14394	Application to subdivide ±6.07 ha from parent property to develop an abattoir and processing facility.	Staff: Approval
			Board: Approval
			ALC: Approved
<b>1075</b>	Lot 1, District Lot 256, Range 5, Coast District, Plan 14250, except Plan 14966	Application to use a sawmill, wood grinder and debarker.	Staff: Approval
			Board: Approval
			ALC: Approved

<b>1080</b>	Fractional SW 1/4 of Section 4, Township 4, Range 5, Coast District, except Plans 11348, 14394 & 41187	Application to exclude property from the ALR.	Staff: Denied
			Board: Denied
			ALC: Denial
<b>1087</b>	NE 1/4 of Section 5, Township 4, Range 5, Coast District, except Plans 8393 & 14394	Application to allow the removal of soil and to operate an asphalt plant.	Staff: Approval
			Board: Approval (only removal of soil)
			ALC: Approved (conditions)
<b>1107</b>	NE 1/4 of Section 5, Township 4, Range 5, Coast District, except Plans 8398 & 14394	Application to subdivide 6 ha into one 3.5 ha parcel and one 2.5 ha parcel.	Staff: Approval (conditional)
			Board: Approval (conditional)
			ALC: Approved
<b>1109</b>	Lot B, Section 5, Township 4, Range 5, Coast District, Plan 660	Application to allow the expansion of an existing guest ranch.	Staff: Approval
			Board: Approval
			ALC: Approved (conditions)
<b>1110</b>	Block A, District Lot 5104, Range 5, Coast District, except Plans 1157 & 9394	Application to allow a pet crematorium.	Staff: Approval
			Board: Approval
			ALC: Approved
<b>1128 (Subject property)</b>	Lot A, Section 4, Township 4, Range 5, Coast District, Plan 11348, except Plan 14965	Application for Non-Farm Use to legalize an existing motocross track and metal scrap and salvage (joint application with 1131)	Staff: Approval
			Board: Approval
			ALC: Approved (5 years + conditions)
<b>1131 (Subject property)</b>	Lot A, Section 4, Range 5, Coast District, Plan 11348, except Plan 14965	Application for Non-Farm Use to legalize an existing motocross track and metal scrap and salvage (joint application with 1128).	Staff: Approval
			Board: Approval
			ALC: Scrap yard to be removed.
<b>1157 (Subject property)</b>	Lot A, Section 4, Township 4, Range 5, Coast District, Plan 11348, except Plan 14965	Application for Non-Farm Use for placement and removal of soil.	Closed (Notice of Intent approved)
<b>1221</b>	Fractional SW 1/4 of Section 4, Range 5, Coast	Application for Non-Farm Use (remove soil) to	Staff: Approval
			Board: Approval

	District, except Plans 11348, 14394 & 41187	continue existing sand and gravel pit.	ALC: Denied
<b>1237</b>	NE 1/4 of Section 5, Township 4, Range 5, Coast District, except Plans 8393 & 14394	Application to renew Non-Farm Use for existing gravel pit and expand it.	Staff: Approval
			Board: Approval
			ALC: Approval (conditions)

**Surrounding Applications Map**





June 12, 2023

Local government file: ALR 1253  
ALC ID: 67769

Deneve Vanderwolf  
Planner Technician /Regional Transit Coordinator  
Planning Department  
Regional District of Bulkley-Nechako  
VIA EMAIL: [Deneve.Vanderwolf@rdbn.bc.ca](mailto:Deneve.Vanderwolf@rdbn.bc.ca)

**Re: ALC Non-Farm Use (Removal of Soil) referral – gravel pit (West Fraser Concrete Ltd.)  
(PID 004-310-128)**

Dear Deneve Vanderwolf,

Thank you for providing Ministry of Agriculture and Food (Ministry) staff with the opportunity to comment on a proposed Agricultural Land Commission (ALC) application to start and continue operating two gravel pits on a 22.69-hectare parcel along Highway 16 west of Telkwa within the Agricultural Land Reserve (ALR). Ministry staff offer the following comments:

- Ministry staff note that the subject parcel has an Agriculture (AG) designation in its Official Community Plan (OCP), and while there is currently no agricultural activity taking place on the parcel, OCP Policy 3.1.2(6) specifies when non-farm uses in the ALR will be considered. Regional District staff may wish to assess the Policies seven conditions with the applicant to determine if an OCP amendment will be required, if not done so already. The subject parcel is also zoned Agricultural (Ag1) with a zoning bylaw amendment requirement to permit the proposed use.
- Ministry staff also note the ALC's [Policy P-13 Reclamation Plans for Aggregate Extraction](#) (adopted April 2021) provides considerable direction on what topics should be included in submitted reclamation plans. If not done so already, Regional District staff may wish to review this document, including Appendix A 'Best Management Practices for Aggregate Extraction Activities Occurring in the Agricultural Land Reserve' with the applicant to confirm alignment with their

provided Reclamation Plan ((West Fraser Concrete Ltd. Meerdink: Landfill Pit, March 2023).

- As noted in the Ministry's [Guide to Edge Planning](#), "When designed and installed properly," "...buffers can mitigate the effects of noise, light, and dust or spray drift." (PDF page 19). The provided Reclamation Plan indicates that the proposal will meet the 5-meter setback requirement from property lines as per Part 10.5.8 of the [Health, Safety and Reclamation Code for Mines in BC](#), 2021). Ministry staff note however that there are no apparent additional details or measurements provided regarding vegetative criteria. Regional District staff may wish to assess the proposed plans with the applicant, referring to the ALC's [Landscape Buffer Specifications](#) document and Ministry's Guide to Edge Planning to confirm alignment with any relevant requirements and suggested guidelines.
- Weeds can greatly reduce the productivity of agricultural areas and under the provincial *Weed Control Act* the land occupier has a legal obligation to control noxious weeds on the site. Gravel pits are continually disturbed sites, perfect for the establishment of invasive plants. Ministry staff note that the provided Reclamation Plan Section 4.6 (Invasive Plant Management) contains notation that management of the site will include "...measures to prevent and control invasive plants and noxious weeds from becoming established on the site, including site roads." (PDF page 20). A site-specific weed prevention and control plan, with a special emphasis on clean equipment prior to being brought on site, can help reduce the spread of weeds. Regional District staff may wish to consider reviewing the described Section 4.6 measures with the applicant to clarify their intentions.

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

Sincerely,

Gregory Bartle, Land Use Planner  
Ministry of Agriculture and Food  
Phone: (778) 974-3836  
Email: [Gregory.Bartle@gov.bc.ca](mailto:Gregory.Bartle@gov.bc.ca)

John Stevenson  
Regional Agrologist – Smithers  
Ministry of Agriculture and Food  
Ph: 250-876-6873  
Email: [john.j.stevenson@gov.bc.ca](mailto:john.j.stevenson@gov.bc.ca)

Email copy: Agricultural Land Commission, [ALC.Referrals@gov.bc.ca](mailto:ALC.Referrals@gov.bc.ca)





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Danielle Patterson, Senior Planner  
**Date:** June 22, 2023  
**Subject:** ALR Subdivision Application No. 1255

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### **RECOMMENDATION:**

**(all/directors/majority)**

That Agricultural Land Reserve Subdivision Application No. 1255 be recommended to the Agricultural Land Commission for approval.

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### **EXECUTIVE SUMMARY**

This applicant is requesting Agricultural Land Commission (ALC) approval for a parcel boundary adjustment between two existing properties, which is considered a type of subdivision. The applicant proposes adjusting the boundary between a 13.9 ha parcel and a 64-ha parcel to create two parcels nearly equal in area (38.1 ha and 39.1 ha). The subject properties are vacant lands.

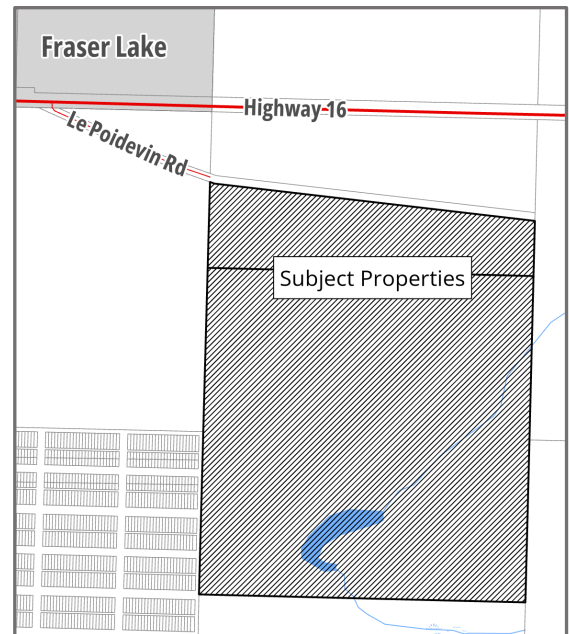
No negative impacts to agriculture are anticipated from the proposal which complies with RDBN parcel size regulations. Planning staff recommend the application be forwarded to the ALC with a recommendation to support.

**APPLICATION SUMMARY**

<b>Name of Agent/Owner:</b>	Traxler Haines, Barrister & Solicitors, agent for Alvina Plowman and Michael Plowman
<b>Electoral Area:</b>	Electoral Area D (Fraser Lake Rural)
<b>Subject Properties:</b>	The South ½ of the North ½ of District Lot 2014, Range 5, Coast District, Except Plan 3081 (PID 009-935-339)  The South ½ of District Lot 2014, Range 5, Coast District (PID 009-935-266)
<b>Property Size:</b>	<b>The South ½ of the North ½:</b> ~13.9 ha (~34.3 ac)  <b>The South ½:</b> ~64.8 ha (~160 ac)
<b>OCP Designation:</b>	Agriculture (AG) in the “Endako, Fraser Lake and Fort Fraser Rural Official Community Plan” (the OCP)
<b>Zoning:</b>	Agricultural (Ag1) Zone in the “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020” (the Zoning Bylaw)
<b>Existing Land Use:</b>	Undeveloped land
<b>Location:</b>	Le Poidevin Rd, off Hwy 16 East, approximately 420 m from the Village of Fraser Lake, approximately 2.2 km from Seaspunkut 4 IR, and approximately 3.7 km from Stellaquo 1 IR.
<b>Proposed Subdivision:</b>	Lot A: 38.1 ha (94.1 ac)  Lot B: 39.1 (96.6 ac)

**PROPOSAL**

The applicant is requesting Agricultural Land Commission (ALC) approval for parcel boundary adjustment between the two existing parcels, which is considered a form of subdivision (see Attachments for the applicant’s ALC submission). The proposed boundary adjustment would create two parcels that are nearly equal areas (Lot A = 38.1 ha and Lot B =



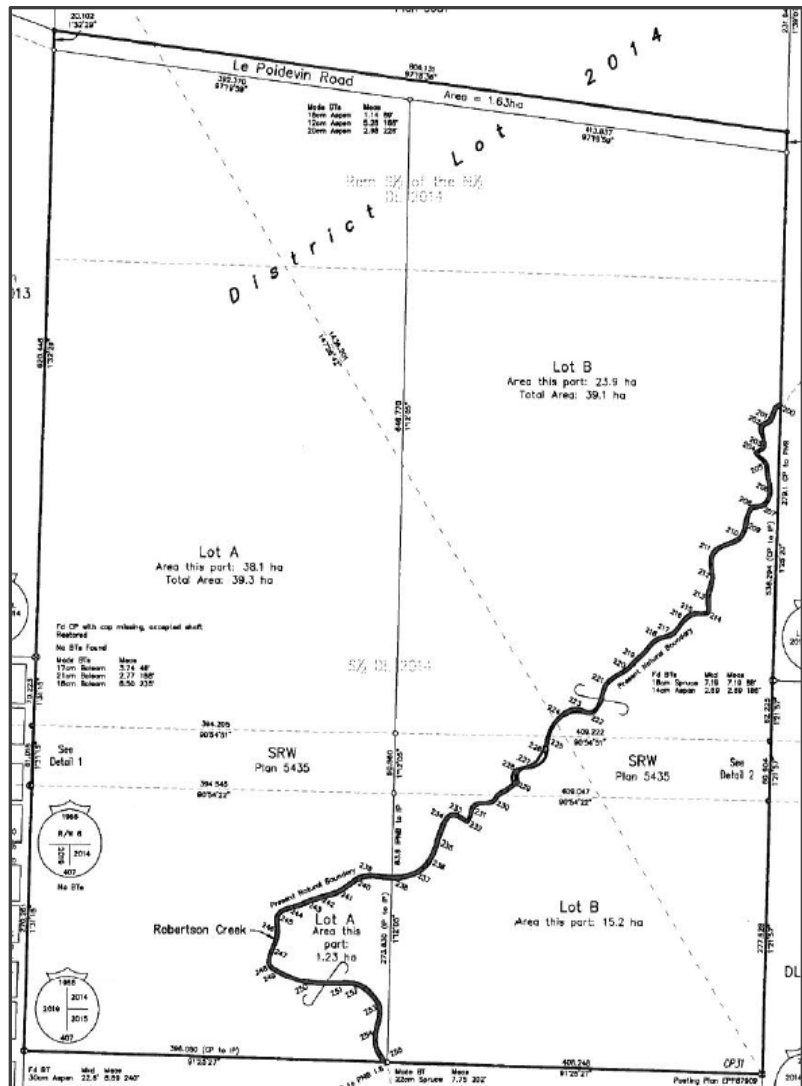
39.1ha) and relocate the east-west property line to run north-south, as shown in the applicant's site plan to the right.

## DISCUSSION

These properties are vacant and undeveloped lands. The application stated the property owners would like to hay farm on the land. According to the agent, they believe "subdivision of the land to make smaller lots would help them in the future when they want to sell the land as a farm". The applications notes the land is flat, has a creek running through it and without subdivision is too large to attract future buyers.

## Official Community Plan (OCP)

The lands are designated Agriculture (AG) under the OCP. The intent of this designation to preserve lands for farming and other related activities. Section 3.1.2 of the OCP has the following policies relating to this subdivision proposal:



*"(3) A minimum parcel size of 16 hectares (39.5 acres) is supported. Applications to permit smaller parcels may be considered where the requirements of Section 3.4.2(9) are adequately met, and the proposed subdivision will not have a net negative impact on the agricultural use of the lands being subdivided or surrounding agricultural lands."*

*(4) New roads and utility and communication corridors required in the Plan area should minimize the negative impact on existing and potential agricultural operations.*

*(5) Wherever possible contiguous areas of agricultural land will be preserved to ensure that agriculture and associated activities are protected from potentially incompatible land uses."*

## Zoning

The subject property is zoned Agricultural (Ag1). The proposal complies with the minimum parcel size at subdivision for the Ag1 zone, which is 16 ha (39.5 ac).

## Road Access

With the existing parcel configuration, the smaller of the two parcels is accessed via Le Poidevin Road and the larger of the two parcels does not have access from any developed roads. The proposed parcel boundary adjustment would make both parcels accessible via Le Poidevin Road.

## Agricultural Capability Soil Classifications

The soil classifications for the subject properties are approximately 51.5 per cent 4C, 45 per cent Class 5X, and 4.5 per cent 6T (see Appendix A for details).

## Referral Responses

At their May 23, 2023 meeting, the **Electoral Area 'D' Advisory Planning Commission** (APC) recommended the Board support the application as presented.

The **RDBN Agriculture Coordinator** stated this proposal “doesn’t appear from the application that the agricultural potential of the subject properties will be compromised by the proposed boundary change”.

The **Ministry of Agriculture and Food** provided a letter providing broad comments on impact on land value per hectare from subdivisions, and links to resources for the landowner (see Attachments).

The **Village of Fraser Lake** provided a letter stating they are supportive of the proposal (see Attachments).

A referral response from **Stellat'en First Nation** was not received at the time of writing this report.

## ATTACHMENTS

1. Appendix A – Agriculture Capability
2. Appendix B – Surrounding ALR Applications
3. ALC submission
4. Ministry of Agriculture and Food referral response letter

## Appendix A

### Agricultural Capability based on Canada Land Inventory Mapping

**85.2%** of the subject lands are:

60% Class 4C (limited by adverse climate [excluding precipitation]).

40% Class 5X (limited by cumulative and minor adverse conditions).

**14.8%** of the subject lands are:

70% Class 5X (limited by cumulative and minor adverse conditions).

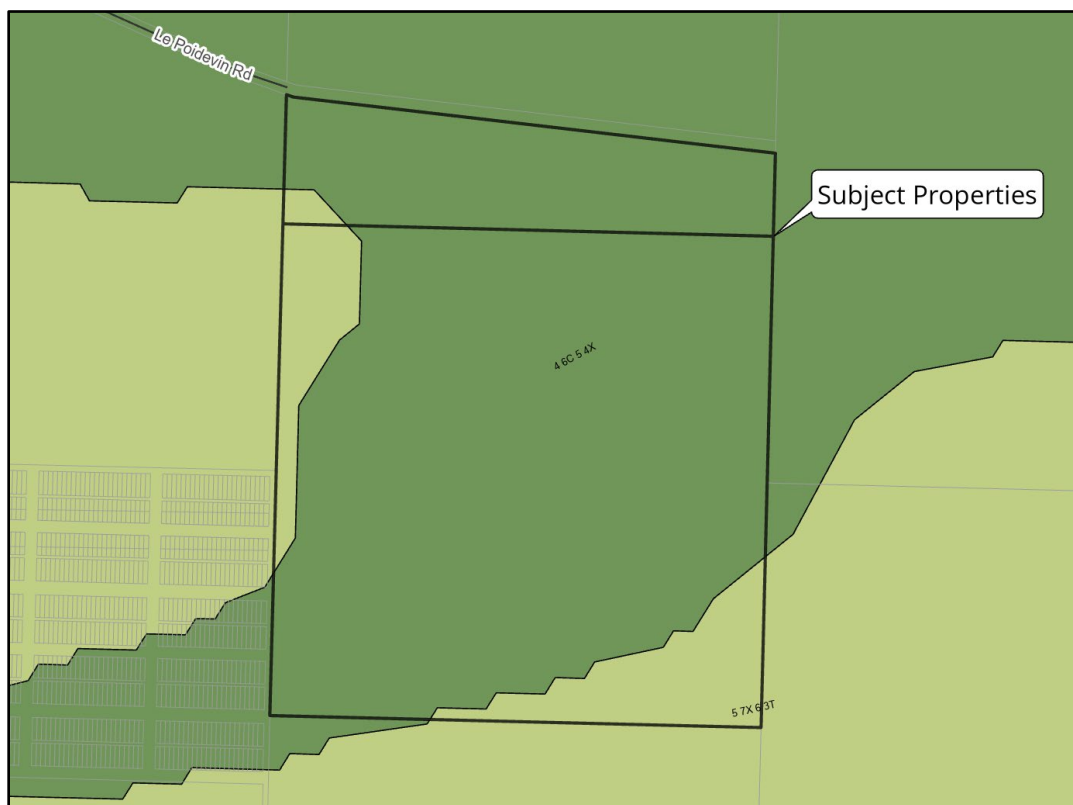
30% Class 6T (limited by topography).

**Class 4** Land in this class has limitations that require special management practises or severely restrict the range of crops, or both.

**Class 5** Land in this class has limitations that restrict its capability to producing perennial forage crops or other specially adapted crops.

**Class 6** Land in this class is nonarable but is capable of producing native and or uncultivated perennial forage crops.

### Agricultural Capability Map

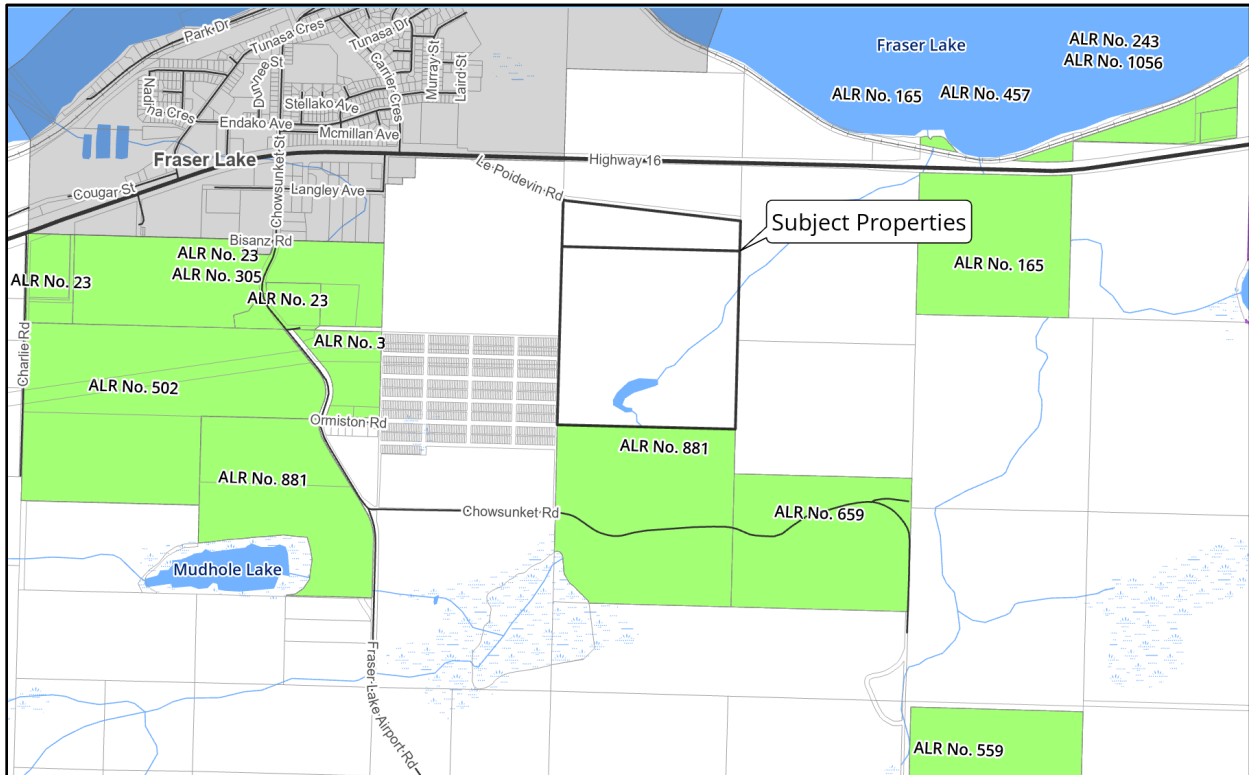


**APPENDIX B:****Surrounding Applications**

<b>ALR Application</b>	<b>Legal Description</b>	<b>Summary</b>	<b>Recommendation</b>
<b>3</b>	Lot 2023 and N 1/2 of Frac. W 1/2 of Lot 2018, Range 5, Coast District	Application to subdivide 10 ac from 13 ac of land on the east side of Chowsunket Road.	Staff: Denial
			Board: Approval
			ALC: Approved
<b>23</b>	District Lot 2017, Range 5, Coast District	Application to exclude land from the ALR.	Staff: Denial
			Board: Denial
			ALC: Denied (Approved subdivision of three 5 ac lots)
<b>165</b>	District Lot 2021, Range 5, Coast District	Application to subdivide one ±2 ac lot and one ±3.4 ac lot from 130 ac.	Staff: Approval
			Board: Approval
			ALC: Approved
<b>243</b>	District Lot 2022A, Range 5, Coast District, Except Plans 1152 & 6141	Application to subdivide 5 ac from 22.15 ac.	Staff: Approval
			Board: Denial
			ALC: Approved
<b>305</b>	District Lot 2017, Range 5, Coast District, Except Plans 5704, 6467, 6468, 8442 & 8488	Application to subdivide 120 ac into two lots of 80 and 40 ac.	Staff: Approval
			Board: Approval
			ALC: Approved
<b>457</b>	Lot 2, District Lot 2021, Range 5, Coast District, Plan 9141	Application to place a mobile home on the property.	Staff: Approval
			Board: Approval
			ALC: Approved
<b>502</b>	District Lot 2023 and the Frac. W 1/2 of District Lot 2018, Range 5, Coast District	Application to subdivide 0.3 ha from 94.13 ha.	Staff: Denial
			Board: Denial
			ALC: Approved
<b>559</b>	S 1/2 of the SW 1/4 of Sec. 7, Tp 16, R5, CD NW ¼ of Sec. 25 NE 1/4 of Sec. 26, Tp 9, Range 4, Coast District	Application to include land into the ALR.	Staff: Approval
			Board: Approval
			ALC: Approved
<b>659</b>		Application to subdivide ±22 ha from 48.9 ha.	Staff: Approval
			Board: Approval

	The South 1/2 of District Lot 2024, Range 5, Coast District		ALC: Denied
<b>881</b>	E 1/2 of DL 2018, R5, CD, Exc. Pl. 5844 DL 2015, R5, CD	Application to subdivide two lots of 46 and 63 ha into 4, 1, 2, 42 and 58 ha.	Staff: Approval
			Board: Approval
			ALC: Denied
<b>1056</b>	District Lot 2022A, Range 5, Coast District, Except Plans 1152, 6141 & 9568	Application to subdivide into two lots of 2 and 4.93 ha.	Staff: Approval
			Board: Approval
			ALC: Approved

**Surrounding Applications Map**



\* ROBERT A. TRAXLER      ROGER W. HAINES  
\* BRAD E. L. DOUGLAS    \* JACQUELINE L. TRUDEL  
\* MURRAY S. BARTSCH    LUKE E. G. CUTBILL

DONNA M. STELMOCK (Retired)  
R. GLEN NICHOLSON (Retired)  
DAVID E. JONES (Retired)

\* DENOTES LAW CORPORATION

# TRAXLER HAINES

barristers & solicitors

SCOTIA BANK BUILDING  
614 - 1488 - 4TH AVENUE  
PRINCE GEORGE, B.C. V2L 4Y2

TELEPHONE: (250) 563-7741  
FAX: (250) 563-2953

Our File: 21-4532-101/BELD

May 9, 2023

Delivered By Email: Danielle.patterson@rdbn.bc.ca

Regional District of Bulkley-Nechako  
37 – 3<sup>rd</sup> Avenue  
Burns Lake, BC V0J 1E0

Attention: Planning Department – Danielle Patterson

Dear Madam:

RE: ALR Application ID: 67512  
Registered Owner: Michael Robert Plowman & Alvina Stefanie Plowman  
Legal: PID 009-935-266 The South ½ of District Lot 2014 Range 5 Coast District, and  
PID 009-935-339 The South ½ of the North ½ of District Lot 2014 Range 5 Coast  
District Except Plan 3081

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Further to your email of April 26, 2023, please see our further responses to your questions:

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

The land currently sits vacant and undeveloped and is not being used.

**Question 2. What is purpose of the proposal:**

Our clients would like to build a hay farm on the land. They feel that a subdivision of the land to make the lots smaller would help them in the future when they want to sell the land as a farm.

**Question 3. Why do you believe this parcel is suitable for subdivision:**

Our clients believe this land is suitable for subdivision as it is undeveloped flat land and there is a natural creek running through the land, and in its present unsubdivided form it is too large to attract future buyers.



**Question 4. Does the proposal support agriculture in the short or long term:**

Our clients intend to continue using the land for several years before selling the subdivided portions for future agricultural purposes.

We trust you will find the enclosed in order. Should you require anything further, please feel free to contact the writer.

We look forward to hearing from you.

TRAXLER HAINES

Per:



BRAD E.L. DOUGLAS

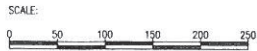
BELD/pw

c.c. Michael Plowman & Alvina Plowman

Of the South 1/2 of District Lot 2014  
 And the South 1/2 of the North 1/2 of District  
 Lot 2014 Except Plan 3081 Both of Range 5  
 Coast District

Pursuant to Section 67 of the Land Title Act.

BCGS 9.3K.006



The intended plot size of this plan is 560mm in width by  
 864mm in height (D size) when plotted at a scale of 1:2500

Grid bearings are derived from differential carrier phase GNSS  
 observations and are referred to the central meridian of UTM  
 Zone 10 North.

The UTM coordinates and estimated absolute accuracy  
 achieved are derived from 5 hours of GNSS dual frequency  
 observations processed using the Precise Point Positioning  
 (PPP) service provided by Natural Resources Canada.

This plan shows horizontal ground level distances, unless  
 otherwise specified. To compute grid distances, multiply  
 ground level distances by the average combined factor of  
 0.9996669. The average combined factor has been  
 determined based on an ellipsoidal elevation of 682 metres.

Bearings to bearing trees are magnetic.

LEGEND:

Found	Placed	Description
IP	o	Standard Iron Post
CP	o	Standard Copper Post
+	+	Unmarked Measured Point
x	x	Unmarked Calculated Point
EAA		Estimated Absolute Accuracy
B1		Bearing Tree
Mtd		Marked
Mess		Measured
Bk		Block

UTM Zone 10 Coordinates NAD83 (CSRS) 2002.0			
Station	Northing	Easting	EAA
IP29	5991209.50	380218.43	0.05
CP31	5989999.36	380991.00	0.05

Present Natural Boundary Creek Centerline NAD 83 (CSRS) (2002.0), Zone 10			
Point	Northing	Easting	Width
200	5990680.0	381007.5	2.5
201	5990663.8	380996.0	3.5
202	5990658.5	380987.2	3.5
203	5990636.4	380988.7	2.5
204	5990631.1	380981.6	2.5
205	5990620.2	380992.0	2.5
206	5990589.5	380996.5	2.5
207	5990576.8	380987.1	2.5
208	5990575.4	380977.8	2.5
209	5990558.4	380970.3	2.5
210	5990544.4	380964.0	2.5
211	5990528.4	380934.9	2.5
212	5990503.4	380934.2	2.5
213	5990481.1	380929.3	3.5
214	5990468.7	380929.4	2.5
215	5990467.0	380914.7	2.5
216	5990460.4	380903.3	2.5
217	5990445.6	380899.5	2.5
218	5990441.7	380875.8	2.5
219	5990420.0	380851.7	2.5
220	5990409.9	380840.4	2.5
221	5990394.2	380817.7	2.5
222	5990365.6	380801.0	1.5
223	5990368.5	380788.8	3.5
224	5990362.1	380768.9	2.5
225	5990338.4	380754.2	1.5
226	5990324.8	380751.5	5.5
227	5990310.8	380737.1	2.5
228	5990305.4	380721.6	2.5
229	5990295.5	380720.6	4.5
230	5990276.1	380698.4	2.5
231	5990267.2	380674.1	2.5
232	5990254.5	380669.3	2.5
233	5990259.5	380659.7	2.5
234	5990258.2	380647.4	2.5
235	5990235.3	380636.8	3.0
236	5990215.7	380628.2	3.0
237	5990202.1	380611.6	3.0
238	5990198.1	380591.7	3.0
239	5990190.9	380563.5	3.0
240	5990194.8	380546.5	3.0
241	5990183.0	380527.8	3.0
242	5990176.8	380507.2	3.0
243	5990172.1	380492.7	3.0
244	5990166.1	380472.7	3.0
245	5990158.6	380461.6	2.5
246	5990143.2	380461.8	2.5
247	5990124.4	380456.3	2.0
248	5990108.5	380433.4	2.5
249	5990102.6	380461.0	2.5
250	5990090.2	380495.9	2.5
251	5990089.2	380535.2	3.0
252	5990088.0	380549.9	3.0
253	5990065.0	380574.0	3.0
254	5990040.0	380570.0	3.0
255	5990009.6	380577.9	3.0

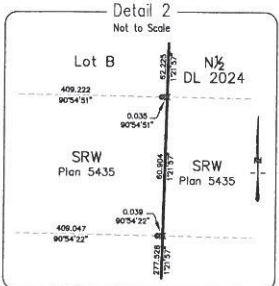
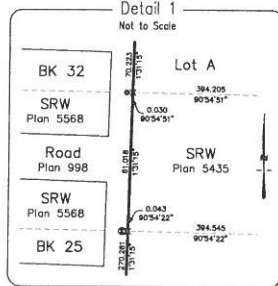
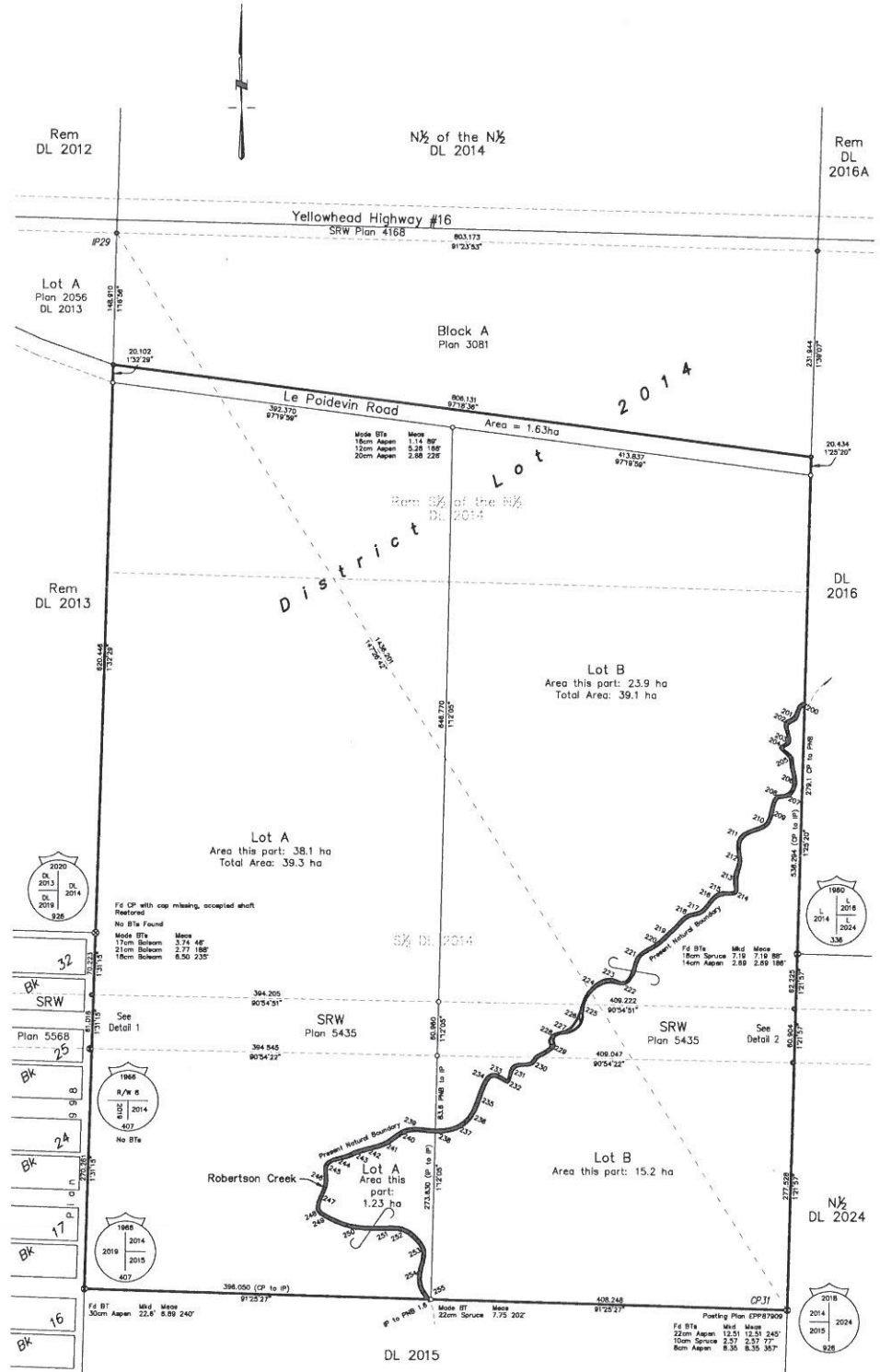
The water boundary shown hereon is the natural boundary as  
 defined in the Land Act.

LTSA File: 0889500

A Covenant in the name of the Crown in the Right of BC c/o  
 the Ministry of Transportation and Infrastructure pursuant to  
 Section 219 of the Land Title Act is a condition of approval  
 for this subdivision.

This plan lies within the jurisdiction of the Approving Officer  
 for the Ministry of Transportation and Infrastructure,  
 File No. 2019-05823.

**HBH** LAND SURVEYING INC.  
 Prince George 203-1300 1st Ave. Smithers 3750 1st Ave. PO Box 356  
 Prince George, BC V2L 2Y3 Smithers, BC W0J 2N0  
 250.602.2287 250.607.3008  
 www.HBHLandSurveying.com



This plan lies within the Regional District of Bulkley Nechako.  
 This Subdivision lies within the Agricultural Land Reserve.

The field survey represented by this plan was completed on  
 the 18th day of October, 2022.

Mark Rossmann, BCLS 926



March 8, 2023

**Sent by email**

Dear Local Government Planning Staff:

**Re: Ministry response for ALC subdivision application referrals**

Ministry of Agriculture and Food (Ministry) staff have noted that there has been a marked increase in Agricultural Land Commission (ALC) subdivision applications over the past few years, resulting in increased referral workload for local governments, Ministry and ALC staff.

A recent referral impact review project conducted by the Ministry, which reviewed 148 referrals from 26 local governments over a six-month period, showed that while 80% of ALC subdivision applications were assessed by Ministry staff as “not beneficial to agriculture” local government councils and boards opted to send these applications to the ALC for decision in nearly every instance. While local government decisions to forward these applications to the ALC are contrary to Ministry staff input, 92% of the time ALC decisions are consistent with Ministry staff’s assessment (i.e. applications identified as not beneficial to agriculture are refused).

Given the similar input provided by Ministry staff on most subdivision applications, the limited impact that Ministry referral responses appear to be having on local government decisions on subdivision applications, and current staff workload pressures, the Ministry will be discontinuing parcel-specific review of ALC subdivision applications for a trial period of 6 months. The aim will be to utilize this time to develop alternative outreach and education mechanisms to support land use decisions that benefit agriculture.

In the absence of a parcel-specific review, we encourage local government planning staff and decision makers to consider the following findings/key messages when reviewing ALC applications for subdivision on the Agricultural Land Reserve (ALR).

- Subdivision in the ALR frequently results in each parcel having diminished agricultural potential and an increase in land cost per hectare due to increased residential and accessory structures. Smaller lots and increased residential structures can also increase conflict between adjacent land uses.
- Ministry data, through Agricultural Land Use Inventories (ALUI), consistently shows that smaller agricultural lots are less likely to be farmed.

- A recent 2022 Kwantlen Polytechnic University [study](#) exploring the impact of non-farm uses and subdivision on agricultural land found that in regions of B.C. reviewed, “30% of all new parcels created as a result of subdivision ceased to have a farm class status”, and “64% of all the parcels had their ownerships transferred within three years after non-farm use and subdivision applications were approved. This percentage becomes higher for subdivided parcels” (Summary Results, p.1-2).
- To advance viable long-term agricultural opportunities on the ALR, Ministry staff encourage ALR landowners to pursue alternative land access and tenure options, other than subdivision, (such as the leasing of portions of the property) as part of a coordinated succession plan. For more information on [B.C.'s Land Matching Program](#), please visit the [Agrarians Foundation](#) organization website.
- The Ministry also provides resources to producers to support successful farm transition, including support through the [B.C. Agri-Business Planning Program](#), as well as succession planning workshops and webinars to familiarize farmers with the steps and practices required for a successful farm transition.
- Ministry staff are available to discuss viable agricultural opportunities with the landowners considering pursuing farming activities on ALR land. For more information or to contact Ministry staff, please visit the Ministry [AgriService BC webpage](#) or email [AgriServiceBC@gov.bc.ca](mailto:AgriServiceBC@gov.bc.ca).

While the Ministry will not be providing a detailed review and response to this parcel-specific referral, please feel free to reach out to Ministry staff with specific questions or for advice on this referral or land use planning for agriculture in general.

Sincerely,



Mark Raymond  
Executive Director  
Extension and Support Services Branch  
Ministry of Agriculture and Food

# Village of Fraser Lake



Regional District of the Bulkley Nechako  
37, 3<sup>rd</sup> Avenue,  
P.O. Box 820,  
Burns Lake, B.C.  
VOJ 1E0

June 9, 2023

Attention: Danielle Patterson

Re: Alvina and Michael Plowman – ALR Parcel Boundary Adjustment request

On May 24, 2023, our Mayor and Council reviewed the information provided by the RDBN staff report regarding Mr. and Mrs. Plowman's request for a parcel boundary adjustment on the properties identified by PID: 009-935-339 and PID: 009-935-266.

Council concluded there are no concerns related to the proposed parcel boundary adjustment or the realignment of the parcel line to a north south orientation.

Although the Village Council was not asked for this input, I felt it was relevant to the decision-making process. The Village of Fraser Lake Council is supportive of the parcel boundary adjustment. They felt the re alignment of the parcel lines to a north south orientation and the adjustment in parcel sizes addresses any concerns related to road access or utility access. It also ensures that both parcels of land are sufficiently large enough to support future agricultural endeavors due to their size.

Should you require further information, please feel free to contact our office.

Thank you,

Rodney J. Holland, Chief Administrative Officer  
Village of Fraser Lake  
P.O. Box 430  
Fraser Lake, B.C.  
VOJ 1S0





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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cameron Kral, Planning Technician  
**Date:** June 22, 2023  
**Subject:** Notice of Work Referral No. 7410295

---

### RECOMMENDATION:

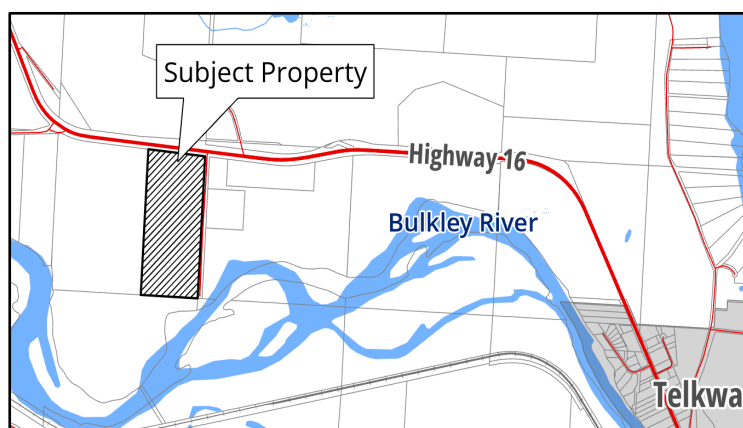
(all/directors/majority)

That the attached comment sheet be provided to the Province as the Regional District's comments on Notice of Work No. 7410295.

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### BACKGROUND

This application is by West Fraser Ltd., for a [Notice of Work](#) (NoW) under the *Mines Act* to amend an existing mine permit for the Meerdink Pit. The application area covers 13.52 ha of private land and consists of the existing pit (Site A) and a new pit (Site B) both of which are located on the subject property about 2.3 km west of the Village of Telkwa and is accessed from Donaldson Rd off Highway 16. The area between Site A and B consists of the former Smithers/Telkwa landfill (see map on next page).



The total life of the mine is 25 years. The updated mine plan covers the period between 2023 and 2027 and proposes the extraction of 6,000 m<sup>3</sup> per year from Site B. The application states that extraction from Site A is complete and 65% of Site A will be reclaimed by the end of 2023 while the rest will continue to be used for operations. The proposed operations include mining, stockpiling, screening, washing, and associated activities between March and December. Hours of operation would be 7:00 AM to 6:00 PM Monday to Friday, with crushing and screening on Saturdays as needed.

The subject property is zoned Agricultural (Ag1) which does not permit crushing and screening. The applicant has applied to the RDBN for a Temporary Use Permit for these

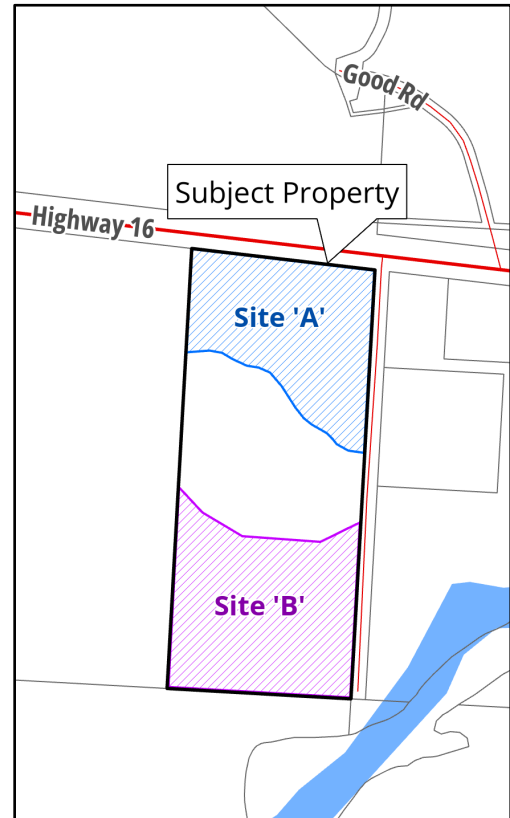
uses. The application will also require authorization from the Agricultural Land Commission (ALC). The RDBN has already received an ALC Soil and Fill application from the applicant.

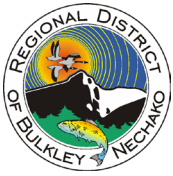
The [Reclamation Plan](#) proposes that 0.5 ha of Site B be reclaimed by 2027, but no timeline for the closure of both sites was provided. Mitigation measures for noise, dust, groundwater, invasive plants, erosion and sediment control were also provided (see [Management Plan](#)).

The nearest dwelling is about 300 m west of the application area.

#### ATTACHMENTS

- Comment Sheet
- Applicant Submitted Maps
- [Notice of Work](#) (Link)
- [Management Plan](#) (Link)
- [Reclamation Plan](#) (Link)





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<b>Electoral Area:</b>	Electoral Area A (Smithers/Telkwa Rural)
<b>Applicant:</b>	West Fraser Concrete Ltd.
<b>Existing Land Use:</b>	Sand and gravel pit
<b>Zoning:</b>	Agricultural (Ag1)
<b>OCP Designation:</b>	Agriculture (Ag)
<b>Proposed Use Comply with Zoning:</b>	No
<b>If not, why?</b>	See other comments.
<b>Agricultural Land Reserve:</b>	Yes
<b>Access:</b>	Donaldson Rd, off Highway 16.
<b>Building Inspection:</b>	Yes
<b>Fire Protection:</b>	Yes
<b>Other comments:</b>	

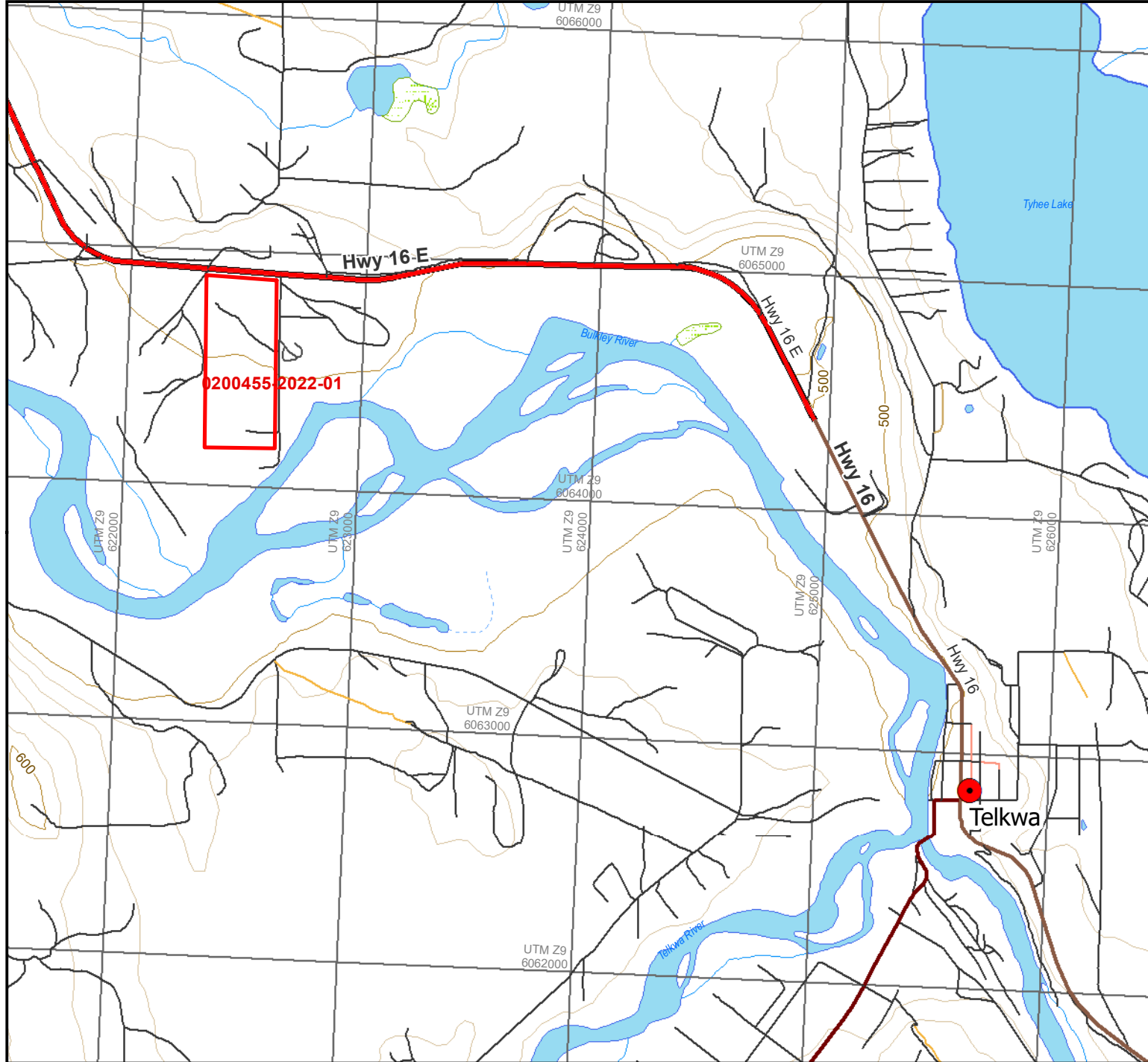
While the RDBN Zoning Bylaw cannot regulate the removal or deposit of soil, the proposed aggregate processing uses are not permitted in the Ag1 Zone. Aggregate processing is defined in the Zoning Bylaw as:

*“the use of a mechanically operated device or Structure for one or more of the following:*


- to sift, sort, crush or separate rock, sand, gravel or other material of which land is composed;*
- to wash or separate silts, and other fine or small materials from larger rock, sand, gravel or other material of which land is composed”.*







Therefore, the applicant must receive a Temporary Use Permit (TUP) from the RDBN for the proposed wash plant and any other aggregate processing uses.





**Mine No: 0200455**  
**West Fraser Landfill Pit**  
**Location Map**


 Permit Area

- Base Data
-  Locality
  -  UTM Zone Gridlines (1 K)
  -  Wetlands
  -  Lakes / Rivers
  -  100m Contours
  -  20m Contours
- Base Data: BC Geographic Warehouse

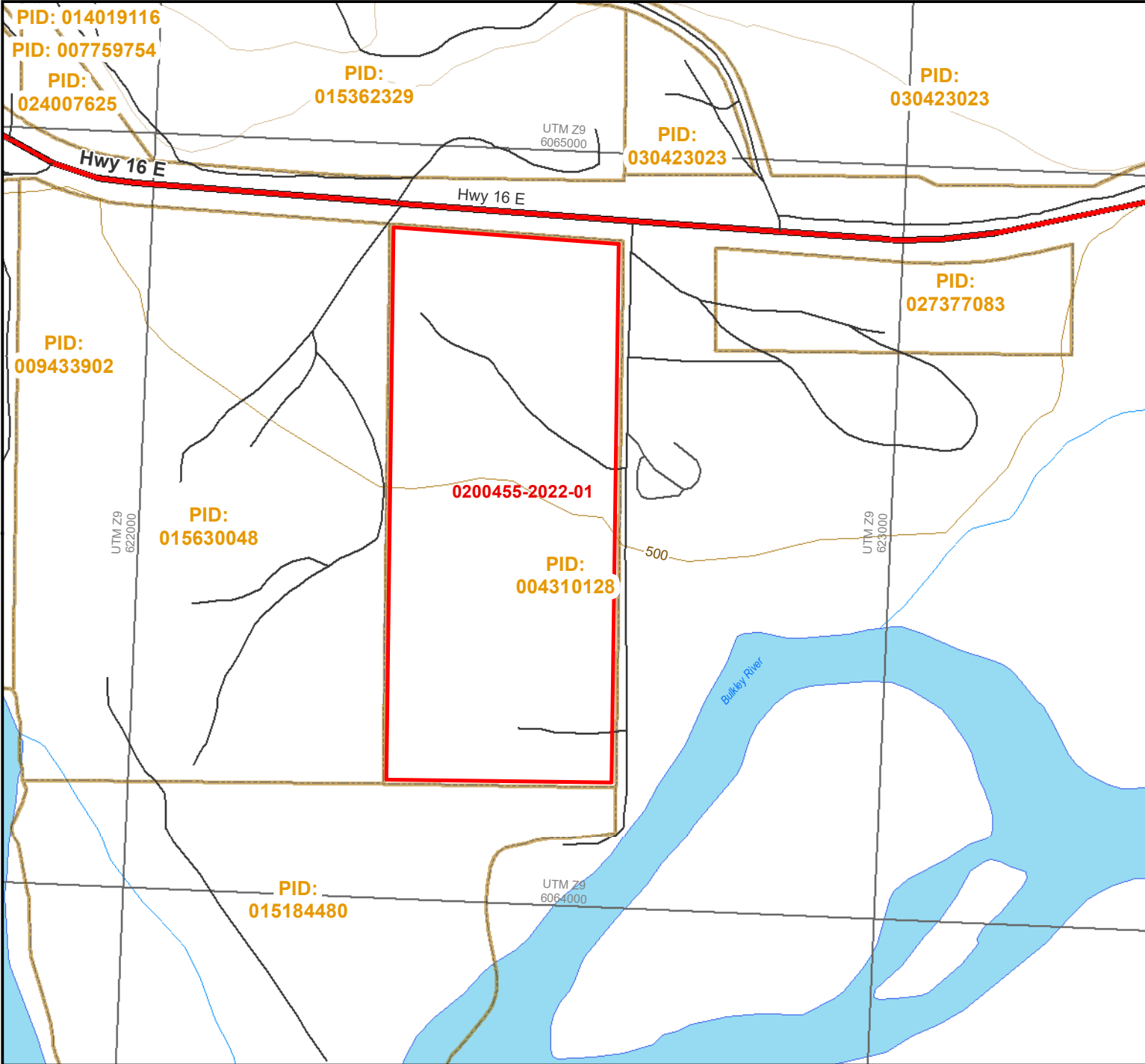
1:24,000

1 cm = 240 meters

0 0.325 0.65  
Kilometers



Date: 2022-12-02  
Coordinate System:  
NAD 1983 BC Environment Albers  
EMLI GIS - NW Region



**Mine No: 0200455**  
**West Fraser Landfill Pit**  
**Permit Map**

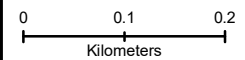
- Permit Area
- Private Land

- Base Data
- UTM Zone Gridlines (1 K)
  - 100m Contours
  - 20m Contours

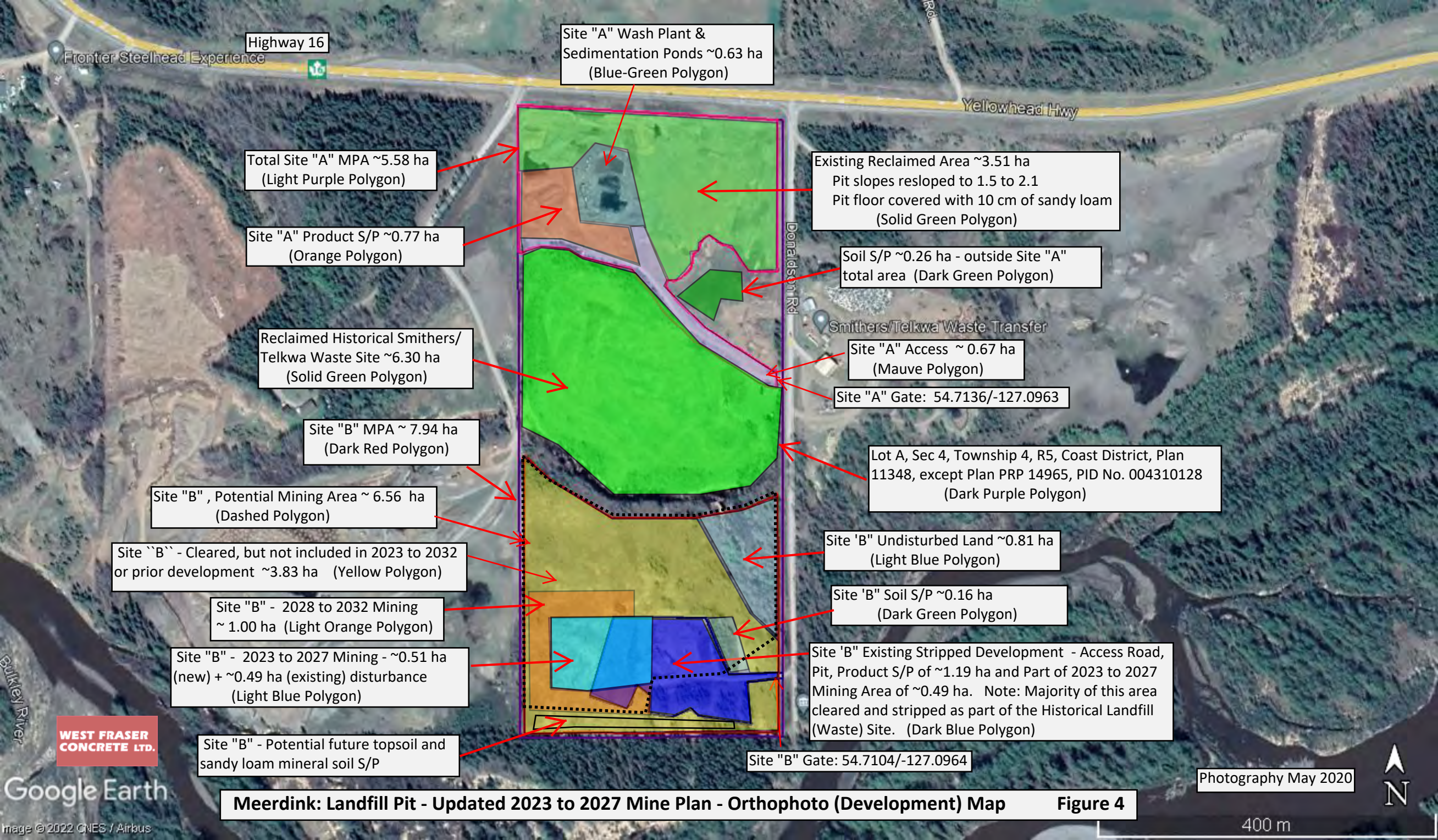
Base Data: BC Geographic Warehouse

1:7,500

1 cm = 75 meters



Date: 2022-12-02  
 Coordinate System:  
 NAD 1983 BC Environment Albers  
 EMLI GIS - NW Region



Highway 16

Site "A" Wash Plant & Sedimentation Ponds ~0.63 ha (Blue-Green Polygon)

Total Site "A" MPA ~5.58 ha (Light Purple Polygon)

Existing Reclaimed Area ~3.51 ha  
Pit slopes resloped to 1.5 to 2.1  
Pit floor covered with 10 cm of sandy loam (Solid Green Polygon)

Site "A" Product S/P ~0.77 ha (Orange Polygon)

Soil S/P ~0.26 ha - outside Site "A" total area (Dark Green Polygon)

Reclaimed Historical Smithers/Telkwa Waste Site ~6.30 ha (Solid Green Polygon)

Site "A" Access ~ 0.67 ha (Mauve Polygon)

Site "A" Gate: 54.7136/-127.0963

Site "B" MPA ~ 7.94 ha (Dark Red Polygon)

Lot A, Sec 4, Township 4, R5, Coast District, Plan 11348, except Plan PRP 14965, PID No. 004310128 (Dark Purple Polygon)

Site "B", Potential Mining Area ~ 6.56 ha (Dashed Polygon)

Site "B" Undisturbed Land ~0.81 ha (Light Blue Polygon)

Site "B" - Cleared, but not included in 2023 to 2032 or prior development ~3.83 ha (Yellow Polygon)

Site "B" Soil S/P ~0.16 ha (Dark Green Polygon)

Site "B" - 2028 to 2032 Mining ~ 1.00 ha (Light Orange Polygon)

Site "B" Existing Stripped Development - Access Road, Pit, Product S/P of ~1.19 ha and Part of 2023 to 2027 Mining Area of ~0.49 ha. Note: Majority of this area cleared and stripped as part of the Historical Landfill (Waste) Site. (Dark Blue Polygon)

Site "B" - 2023 to 2027 Mining - ~0.51 ha (new) + ~0.49 ha (existing) disturbance (Light Blue Polygon)

Site "B" Gate: 54.7104/-127.0964

Site "B" - Potential future topsoil and sandy loam mineral soil S/P

WEST FRASER CONCRETE LTD.

Google Earth

Meerdink: Landfill Pit - Updated 2023 to 2027 Mine Plan - Orthophoto (Development) Map Figure 4

Photography May 2020



400 m



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Rowan Nagel, GIS Technician  
**Date:** June 22, 2023  
**Subject:** Crown Land Application Referral No. 7410304

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

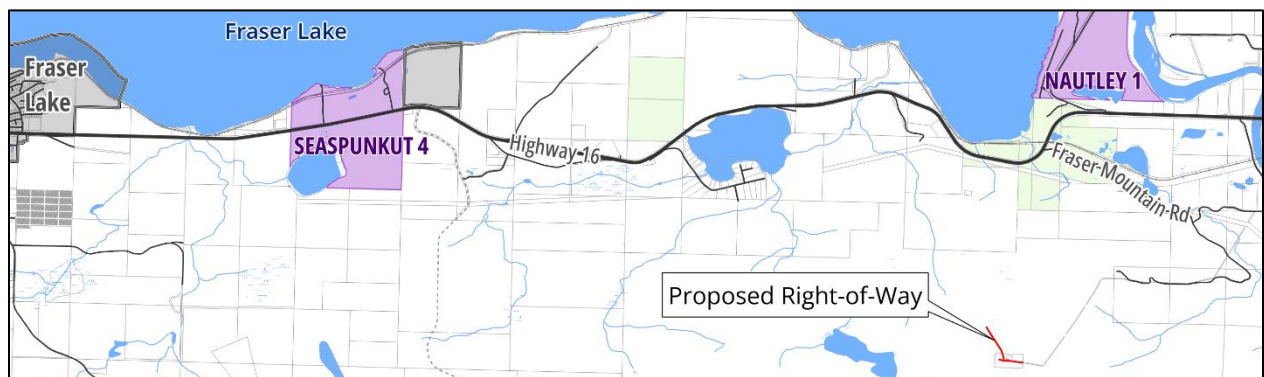
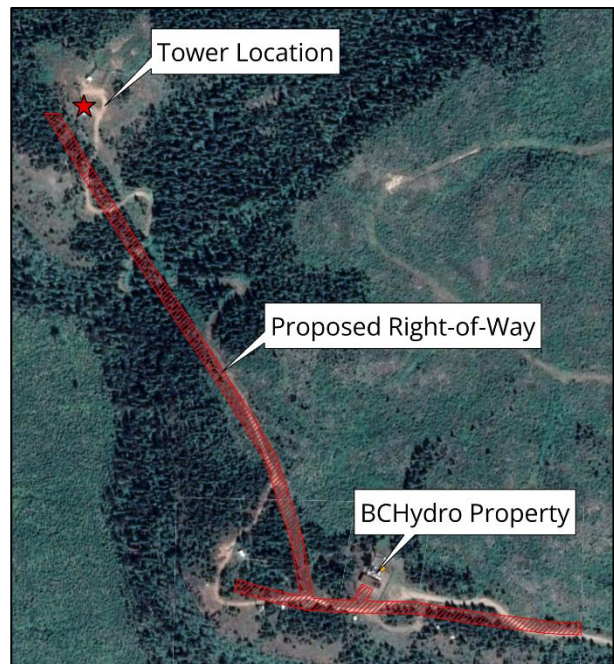
That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application Referral No. 7410304 for a Statutory Right-of-Way.

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**BACKGROUND**

BC Hydro is applying for a Statutory Right-of-Way over the parcel legally described as Block A, District Lot 7713, Range 5 Coast District, and unsurveyed crown land. The right of way is approximately 900 meters in length and 12 meters wide. The nearest home to the application area is approximately 3.5 kilometers away.

The proposed right of way will be used to upgrade the hydro connection leading to the Fraser Mountain transmission tower. A new connection request from Telus has shown that the existing hydro service is no longer sufficient to power the tower and associated equipment, so the upgrade is necessary. The



existing service infrastructure will be removed once the new service is installed. No vegetation removal is required, and soil disturbance will be limited to the replacement of a single pole.

**ATTACHMENTS**

- Comment sheet



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**Regional District of Bulkley-Nechako**

**Comment Sheet on Crown Land Referral No. 7410304**

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<b>Electoral Area:</b>	Electoral Area D (Fraser Lake Rural)
<b>Applicant:</b>	BC Hydro
<b>Existing Land Use:</b>	Hydro Connection
<b>Zoning:</b>	None
<b>OCP Designation:</b>	None
<b>Agricultural Land Reserve:</b>	No
<b>Access:</b>	Fraser Mountain Rd
<b>Building Inspection:</b>	No
<b>Fire Protection:</b>	No
<b>Other comments:</b>	N/A



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning  
**Date:** June 22, 2023  
**Subject:** Growing Communities Fund Regional Housing Initiative

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

That the Board direct staff to proceed with the Regional Housing Initiative using approximately \$400,000 of the Growing Communities Fund as presented in the Planning Departments June 22, 2023 staff report.

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### BACKGROUND

The Regional District of Bulkley-Nechako has received a \$1,764,000 grant under the Growing Communities Fund, which is intended to support communities in meeting their housing supply needs. The Planning Department has reviewed the eligibility requirements for the funds in relation to the Board's strategic priorities. Based on this review the Planning Department is proposing a project designed to increase the region's preparedness to facilitate the development of market housing, and increase local government's direct involvement in non-market housing projects.

The Board's recently approved strategic plan for the 2022-26 term identifies the following goal and objectives.

*Goal: To ensure there is an adequate supply and variety of housing options for our citizens.*

*Objectives:*

- 1. Provide support to the non-profit sector in their pursuit of affordable housing projects and initiatives.*
- 2. Advocate with the Province for appropriate rules and regulations to reduce impediments to housing development and better-reflect the needs of northern residents.*
- 3. Investigate opportunities for the regional district to plan for and/or support the development of workforce housing.*

This Regional Housing Initiative is put forward as an opportunity to implement the Board's 2022-26 strategic plan.

## **THE REGION'S HOUSING NEED**

The RDBN's housing supply consists primarily of owner-occupied single-family dwellings. There is a significant need for one and two-bedroom housing for rent or for purchase in communities in close proximity to shopping and services. There is also a need for renovated and newer housing for rent or purchase. There is a particular need for seniors' appropriate housing across the region, including assisted living and supportive housing. This demand is expected to increase. Seniors, in particular are best served by housing that is in close proximity to shopping and services.

The shortage of seniors appropriate housing may result in seniors remaining in larger homes past the point where they are properly able to maintain the property. These homes are typically older with high maintenance needs and costs, and do not allow for easy access to services. This lack of seniors housing options may have notable social and health costs.

Given the lack of available rentals, and the predominance of larger single-family dwellings, market rental costs are relatively high. Low income persons, single persons, and young workers are challenged to find suitable housing given that the predominant form of housing is single family dwellings. In many areas there is little or no emergency housing such as homeless shelters, and there is also little or no non-market housing. The only non-market housing available is typically available only to seniors.

The RDBN's Housing Needs Report from 2021 is attached.

## **ACTION ON NON-MARKET HOUSING**

Success in providing non-market housing, including assisted living and supportive housing, has been achieved where there is a highly motivated local body, such as non-profit society, with a committed project manager that has worked closely with the Province. There has also been the need for a group to play a role in managing the operation of the facility after construction. Housing related societies are typically reliant on volunteer work, and these volunteers can be challenged by the scope of work necessary to successfully facilitate the development of a project in partnership with BC Housing, Northern Health, or Community Living BC.

To achieve greater success in achieving non-market housing in the region local governments must play a larger role in moving housing projects forward by either supporting the work of non-profit societies, or directly facilitating project development. An excellent example of this approach is the Capital Regional District which has created a



Capital Region Housing Corporation which develops, promotes, and operates non-market housing in the region.

### **ACTION ON MARKET HOUSING DIVERSITY**

The housing diversity issue must be addressed primarily at the municipal level through the facilitation of private sector investment. Property values are rising along with the increased housing demand. If this trend continues, increased interest in investment in housing can be expected. Local governments can facilitate this investment by being prepared to efficiently and effectively respond to and work with developers, and the Province, on subdivision and housing development proposals. There is also opportunity to combine market and non-market housing developments where efficiencies can be found through cooperation. This requires bylaws to be updated, development approval procedures to be established, land use plans to be in place, servicing strategies to be developed, and staff capacity to be increased.

The UBCM letter dated March 24, 2023 (attached) asks municipalities to document potential municipal land available for housing in anticipation of the Province's implementation of its new housing strategy. This task is a small example of the work that is needed in the coming years to best take advantage of the incentives, funding, and other opportunity that is expected in support of market and non-market housing across the province.

### **HOUSING IN THE RURAL AREA**

The rural area within the RDBN plays many roles in the efficient and effective function of the region. The rural areas provide resources in support of urban areas. The rural areas support agriculture and local food production. The rural areas accommodate land uses which must occur close to resource extraction or cannot easily occur in urban areas because of land use conflict (gravel pits and industrial development). Housing is provided in the rural area in support of agricultural activities, and there is a demand for housing that offers a lifestyle available in a rural setting or associated with an amenity available only in the rural area. This lifestyle relies on a rural character and the lack of regulation afforded by low residential density. The rural area cannot efficiently and effectively play this role and also accommodate higher density rural sprawl. Therefore, the RDBN needs to be thoughtful in its approach to housing in the rural area.

The RDBN manages land use in the rural area, through Official Community Plan policy to meet the region's rural housing needs in a manner which protects the urban housing market, limits rural sprawl, maintains rural character, and avoids the need for increased

regulation which follows increased rural density. This approach to rural development also limits the RDBN's exposure to fire and flooding risk.

The Planning Department has undertaken an evaluation of the zoning bylaw to determine ways to simplify how housing is regulated in the rural area. This work will continue and will be further evaluated in light of the Province's proposed regulation changes relating to secondary suites. The RDBN's existing housing regulations are relatively flexible. On nearly every parcel in the rural area at least one dwelling and a secondary suite are permitted. Multiple dwellings are typically permitted on parcels larger than 4 ha. (not including land in the Agricultural Land Reserve).

The RDBN's flexible approach to housing in the rural area results in the bulk of new housing starts in the region occurring in the rural area, given the available land ready for development. This caused some concern as it is not sustainable in the long term. The challenge regionally is to facilitate increased residential subdivision and housing development within municipal boundaries.

### **THE PROPOSED REGIONAL HOUSING INITIATIVE**

The RDBN has a significant interest in ensuring that municipalities are successful in meeting the region's housing challenges in a coordinated and proactive manner. Municipalities cannot thrive without a well-functioning rural area. Rural residents equally rely on municipalities for services, amenity, and housing. In particular, rural residents rely on adequate municipal housing to allow seniors to "age in place" and remain in their home region. It is in the RDBN's best interest to support municipalities in meeting the region's housing challenges. Therefore, staff propose that a portion of the RDBN's \$1,764,000 Growing Communities Fund grant be used in support of regional housing.

The Planning Department proposes that a Housing Planner be hired for a 3 year term to work on housing related initiatives in the region. This work is expected to include the following:

#### General

- Establish a regional housing working group with representation from municipalities and First Nations governments.
- Work on regional partnerships for housing needs assessments.
- Advocate for increased housing funding and tools for non-profit developers and local and regional governments through Union of BC Municipalities and Federation of Canadian Municipalities.
- Lobby for changes to provincial regulations and policy which act as barriers to housing development in the region.

### Non-Market Housing

- Facilitate the creation of non-profit societies to work on housing projects.
- Coordinate the provision of grants or other financial support to non-profit societies working on non-market housing initiatives.
- Play an active role in supporting the planning and development of housing projects.
- Assist with housing agreements, funding and other applications, and navigating development procedures in support of housing initiatives.
- Laisse between the Province and non-profit societies on housing projects.
- Research and support applications to Provincial housing agencies.
- Collaborating with municipal or senior government to identify and acquire land that could be used to support these goals.
- Advocate for and explore strategies for the operation of housing that includes supportive or semi-supportive elements.

### Market Housing

- Review plans, bylaws, and development approval procedures.
- Implement a process to legalize secondary suites and accessory housing in municipalities.
- Assist in the processing of complex development applications and subdivision.
- Assist in the planning of development of municipal owned lands, and marketing of land.
- Work with consultants preparing new bylaws (zoning, development procedures, subdivision servicing, etc.) for municipalities.
- Work to improve staffing capacity in relation to facilitation of housing.
- Assist with the development of housing plans and strategies.
- Promote consideration of non-typical housing initiatives such as co-housing or cooperative initiatives.

Elements of the above work is undertaken by RDBN Planning Department staff for municipalities on request to a very limited degree. Board support for the Regional Housing Initiative would result in a much more active and proactive role for Planning Department staff in coordination with municipal administration as appropriate.

It is not intended that this initiative will result in RDBN staff undertaking day to day planning work for municipalities. The intent is to increase activity specifically necessary to facilitate increased housing in the region.

A preliminary estimate of the costs associated with the Regional Housing Initiative is approximately \$110,000 annually over three years (including staff time, vehicle costs, office space, supplies, etc.). With legal fees, projects costs, and a contingency it is projected that

the total budget for the 3 year initiative would be up to \$400,000. Taxation implications for administration of the initiative are anticipated to be negligible. It is proposed that the initiative operate under the Development Services Budget. Should the Board support this initiative the RDBN will approach the Province with a request that they cover 1/3 of the above noted costs.

### **ON RESERVE BUILDING INSPECTION**

It is proposed that the Regional housing Initiative also include the RDBNs provision of building inspection services on First Nations reserves where requested. Staff believe there is a demand for this service which can be met by the RDBN on agreement with First Nations.

The Planning Department is proposing to use the Growing Communities Fund to cover the cost of developing a template agreement between the Board and First Nations for the provision of building Inspection Services on-reserve. The process to develop this template document, in consultation with First Nations, would be undertaken by staff with the notable involvement of the RDBN's solicitor.

Once a draft document has been prepared staff will present the document to the Board for consideration along with recommendations regarding cost recovery and the process to enter into agreements. The cost for this project is anticipated to be less than \$30,000.

### **ATTACHMENTS:**

March 16, 2023 letter from the Province of BC.

March 24, 2023 letter from UBCM

[Electoral Area Housing Needs Assessment, 2021 \(link\)](#)



# Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Alex Eriksen, Director of Environmental Services  
**Date:** June 22, 2023  
**Subject:** Purchase of Two Skid Steers

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

That the board approve the purchase of two (2) 2023 John Deere 324G skid steers for \$102,078 each, including PST.

That the Board approve the disposal (trade-in) of a 2020 Kubota MX5400 Tractor for \$40,000.

**BACKGROUND**

The 2023 Environmental Service Capital Budget includes the purchase of two (2) new skid steers, designated to replace the aging machine at the Burns Lake Transfer Station and to service the new Recycling Depot at the Knockholt Landfill.

The current asset management strategy for skid steers is to replace 2 machines per year and maintain a fleet with reasonable hours and wear. This strategy, in conjunction with the plan to replace the Recycling Depot Tractors with Skid Steers will provide better continuity of service at our sites. Below is a summary of the current Transfer Station equipment fleet:

<b>RDBN Transfer Station Equipment Fleet</b>						
<b>Unit</b>	<b>Type</b>	<b>Make/Model</b>	<b>Site</b>	<b>Hours</b>	<b>Condition</b>	<b>Replace (5000hr)</b>
M1	Skid steer	2019 Bobcat S650	BLTS	5431	Poor	2023
M2	Tractor	2020 Kubota MX5400	BLRD	1341	Good	2024
M3	Skid steer	2016 Bobcat S650	FSJTS	6382	Poor	2023
M9	Skid steer	2018 Bobcat S650	PARTS	7000	NA	NA
M11	Skid steer	2020 Bobcat S76	VTS	2795	Good	2025
M12	Skid steer	2014 Bobcat S650	ADTS	7090	Poor	2024
M13	Skid steer	2020 Bobcat S76	STTS	3674	Good	2025
M17	Tractor	2020 Kubota MX5400	FSJRD	1412	Good	2026
M18	Skid steer	2017 Bobcat S650 SPARE	SPARE	6657	Poor	NA
M19	Skid steer	2009 Bobcat S185	SSTS	3245	Fair	2028
M20	Skid steer	2014 Bobcat S650	GTS	3535	Fair	2028
M23	Skid steer	2022 Kubota SSV75P	VRD	375	Excellent	2030
M24	Skid steer	2023 Kubota SSV75P	STRD	350	Excellent	2030

Excellent, Good, Fair, Poor

There are currently three (3) machines deemed to be in poor condition (excluding the Spare) and two (2) tractors which were scheduled for replacement (trade-in) between 2023 and 2025.

#### **PURCHASE OF TWO NEW SKIDSTEERS**

Staff issued an RFQ on BCBid for two (2) new skid steers in early May 2023 and received three (3) quotes. Quotes were evaluated based on the included features, delivery date, price and service package with a heavy emphasis on local serviceability as per the below table:

Criteria			
Step 1:		YES	NO
Mandatory Criteria	Quotation received prior to closing		
	Nearest Warranty-Certified Service Providers		
	Proposed Trade-In Value for 2020 Kubota MX5400		
	Proposed Delivery Date		
Step 2:		Max Points	Points Awarded
	1.0 Detailed Cost Quotation: (50 points)	50	
	2.0 Included Features: (10 points)	10	
	3.0 Delivery Date: (15)	15	
	4.0 Service Package: (15)	15	
	5.0 Quotation Quality: (10 points)	10	
Total Score		100	

Evaluations as Follows:

Company	Model	Score	Rank
Brandt Tractor	2023 John Deere 324G	90/100	1
Inland Group	2023 Case SR24B	85/100	2
Williams Machinery	2023 Bobcat S650T4	85/100	3

All quoted skid steers were very similar in price and quality. Quoted machines met our specifications and the deciding features were the accessibility for maintenance and service and locations of service depots and technicians. Staff recommends the purchase of two 2023 John Deere 324G skid steers for a total of \$204,156 including PST and staff recommends the disposal of one 2020 Kubota for \$40,000 for trade-in.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board of Directors  
**From:** Alex Eriksen, Director of Environmental Services  
**Date:** June 22, 2023  
**Subject:** Agricultural Plastics Recycling – 2022 Update

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

1. That the Board receive this update
- 

**BACKGROUND**

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

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

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

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

**PILOT PROGRAM UPDATE**

The pilot program has been operating for two years. Clean Farms has been challenged with operating in Northern BC, but has also had found many success and gained valuable insight into our region. By the end of 2022 Q2 (one year of operation) the project has used 36% of the total three-year budget. Details of the Project can be found in the attached Update Report.

**ATTACHMENTS**

1. Agricultural Plastics Pilot 2022 Q4 Update Report – Clean Farms – January 2023



# Agricultural Plastics Pilot 2023 Update Report

Regional District of Bulkley-Nechako

2023 - January Update





## RDBN Update Report – January 2023

Collection volumes at sites have started to pick up again with the onset of winter-feeding season. The pilot remains in good financial standing. No additional material was sent out of the region for recycling this quarter. Cleanfarms staff continue to trouble-shoot challenges around material consolidation for efficient transportation.

### Collection Sites and Collection Volumes

As the winter-feeding season began, more material started accumulating at the collection sites. The collection sites that receive the highest volume of plastics are still Vanderhoof and Smithers Telkwa transfer stations. RDBN staff have seen some increased participation around the Southside Transfer Station.

### Financial Report

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

*Table 1 – Oct.-Dec. 2022; 50% RDBN contribution*

RDBN Contribution	Oct-Dec, 2022	Total YTD Dec. 31, 2022	% Budget Spent	Total Contribution Budget
<b>Collection Sites Costs</b>				
- Baling costs	\$11,127.50	\$11,127.50		
- Material consolidation	\$ -	\$12,533.13		
- Collection bags	\$ -	\$8,957.25		
<b>Communication</b>	\$ -	\$3,616.74		
<b>Administration</b>	\$2,776.75	\$16,660.50		
<b>Total</b>	<b>\$13,904.25</b>	<b>\$52,895.12</b>	<b>55%</b>	<b>\$96,501.50</b>



Table 2 – YTD Dec. 2022; Total project cost

Project Total	Total YTD Dec. 31, 2022	% Budget Spent	Total Project Budget
<b>Collection Sites Costs</b>			
- Baling costs	\$22,255.00		
- Material consolidation	\$25,066.26		
- Collection bags	\$17,914.50		
<b>Communication</b>	\$7,233.48		
<b>Administration</b>	\$33,321.00		
<b>Total</b>	<b>\$105,790.24</b>	<b>55%</b>	<b>\$193,003.00</b>

Financial updates will be provided on a quarterly basis.

## Key Challenges and Learnings

### Programming Updates

Five more on-farm presses have arrived in RDBN for a total of six presses being available at the Vanderhoof Transfer Station. Cleanfarms staff have spoken with some farmers in the Vanderhoof area to gauge interest and distribute the presses. One farm has committed to the opportunity so far.

On-farm compactors increase the tonnage of material that can be accepted through the pilot by densifying materials, making it easier and more efficient to store and transport. The intention is to distribute the compactors around collection sites that have seen the highest volume accumulation of material, such as Smithers/Telkwa and Vanderhoof. By transitioning high-volume users from the bag model to an on-farm compacting model, these sites will be able to collect higher volumes of material without requiring a large amount of space. Materials that are baled on-farm will also not require further baling before being sent for processing, which helps reduce overall costs to the program.

### Contractor Development

We noted in the last update report that a plan was established to trial using cages at collection sites moving forward. We learned that the contractor had an insufficient number of cages to service locations starting immediately. Cleanfarms has since arranged for cages to be brought in from other partner contractors for trial in the pilots. These cages will be available at sites in early 2023. Expenses for cages and transport were covered through Cleanfarms contributions; RDBN budget contributions were not used, and the cages will remain the property of the contractor for use in pilots. We anticipate that cages will help to make loading and transporting materials more efficient and timelier. This pick-up style will be assessed to see if it is sustainable and appropriate for the pilot materials on an on-going basis.

The baling of collected, bagged materials has yet to be trialed by the baling contractor. This poses a challenge to providing feedback on the materials that have been collected to date. We will be problem-solving this over the next quarter in anticipation of material accumulation increasing in the Spring.



It has been challenging to find consistent baling options across the provinces that are running similar pilots. The particular materials being baled in this pilot (high-strength and high-stretch films) are not always compatible with the infrastructure that is available. For example, the sheering arm that is used by some baling systems is not strong enough to cut through the strong and stretchy film plastics. We have learned that horizontal balers, and typically more rudimentary balers are a better option. There is opportunity for baling infrastructure to be improved upon in RDBN with this knowledge in mind. We have learned that the on-farm balers can be response to this gap in infrastructure when widely disseminated, especially for large volume users of ag plastics. Investments in other types of balers (such as mobile horizontal compactors) may also help fill a service gap for low and moderate volume users of ag plastics.



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Janette Derksen, Waste Diversion Supervisor  
**Date:** June 22, 2023  
**Subject:** Implementation Plan for the Houston & Fraser Lake Recycle BC Depots

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

Receive.

### BACKGROUND

The RDBN Solid Waste Management Plan (2018) includes as one of the waste reduction strategies, improving access to residential recycling.

The RDBN currently has residential Recycling Depots in Smithers, Burns Lake, Ft. St. James and Vanderhoof. In order to provide equal access to recycling service throughout the RDBN and since 2019, the RDBN has planned to expand residential recycling to the Houston and Fraser Lake communities, however various obstacles had delayed the projects. We have also incorporated small satellite depots at Granisle and Southside.

In June 2022, the Board approved staff to move forward with final design and budgeting for the proposed Recycling Depots for Fraser Lake and Houston.

The approved 2023 Capital Budget allocates funding for establishing the Knockholt and Fraser Lake Recycling Depots respectively.

### PROPOSED IMPLEMENTATION PLAN

The considerations for establishing the recycling depots and the expected completion dates are as follows:

#### 1. Budget Approval

**March 23, 2023 (Complete)**

The approved 2023 operating budget included funds for the operating expenses of the two new Depots for 6 months.

The approved 2023 Capital Budget included \$125,000 for the construction of the Houston Depot, \$120,000 for the construction of a depot at Fraser Lake and \$110,000 for a new skid steer for Houston.

2. **Recycle BC Contract (Complete)** **June 1, 2023**  
 In May 2023, the RDBN signed the Recycle BC Change Notice to include new residential Recycling Depots at the Knockholt Landfill (Houston) and the Fraser Lake Transfer Station, as of August 1, 2023.
  
3. **Operating hours (In-progress)** **June 22, 2023**  
 It is being proposed that the Houston Recycling Depot be open during all current public hours of the sites (Mon – Sun, 10am -6pm). Operating the Recycling Depot will require additional labour at the site between 42 and 56 hours per week, depending on need.  
 It is being proposed that the Fraser Lake Recycling Depots be open during all current public hours of the existing Transfer Station at the site (Mon – Fri, 10am – 6pm). Current staffing at Fraser Lake Transfer Station will be sufficient to cover the additional programs at the site.
  
4. **Acquire a Skid Steer for Houston (In-progress)** **July 15, 2023**  
 Staff has completed procurement of two new skid steers for the RDBN fleet and have requested board approval at the June 22, 2023 Board meeting. If approved, Staff will arrange for a skid steer to be available for the new Depot by July 15.
  
5. **Acquiring and Training staff** **July 15, 2023**  
 Employment postings will be advertised in late June for the Houston position and the successful candidate(s) will be trained at an existing RDBN Recycling Depot by late July.
  
6. **Construction of Storage Buildings** **July 31, 2023**  
 Currently, staff is in the process of acquiring a contractor to supply and install 40'x60' canvas buildings as per the original plan. The Bid Opportunity has been issued on BC Bid and closes June 29<sup>th</sup>. The final construction dates are currently unknown; however, the advertised completion timeframe was July 2023.
  
7. **Grand Opening** **September 1, 2023**  
 The Grand Opening events will likely consist of a ribbon cutting and opening remarks from local officials, an information session and snacks. The Grand Opening dates for the Houston and Fraser Lake Recycling Depots are scheduled for Friday August 19 and Friday August 25 respectively. These dates may change due to construction schedule and will be adjusted, if necessary, once a contractor has been secured.

**8. Withdraw Funding from Bottle Depots****September 1, 2023**

Historically, in lieu of operating our own depots, the RDBN provided funding to the Bottle depots in these communities to provide limited residential recycling services. Funding to the Houston and Fraser Lake Bottle Depots will be discontinued on October 1, 2023. A 3-month notice will be issued to the owners of the facilities by July 1 and any final invoices will need to be submitted by September 31, 2023.

**9. Public Education****July to October 2023**

The public education campaign to advertise the opening of the new Recycling Depots will be an ongoing project but will be focused during the months of July August and September 2023. The campaign will include mail-out brochures to all local mailboxes, news articles in the local papers, signage at the sites during construction and advertisements on social media platforms. The campaign material is intended to inform residents about the available programs the RDBN Depots, what they can recycle and changes to existing community programs that may be impacted. Staff is also planning to host "pop-up" information sessions at high traffic areas and events in the communities demonstrating how to sort, store and recycle program accepted materials. Site staff will verbally inform the staff during the construction phase.

**CLOSURE**

The addition of Recycling Depots in Houston and Fraser Lake will be a great benefit to these communities and will bring the RDBN closer to fulfilling one of the Solid Waste Management Plan (SWMP) waste reduction strategies.



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Wendy Wainwright, Deputy Director of Corporate Services  
**Date:** June 15, 2023  
**Subject:** Committee Meeting Recommendations – June 8, 2023

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

Recommendation 1 through 4 as written.

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### **BACKGROUND**

The following are the recommendations from the June 8, 2023 Committee Meetings for the Regional Board's consideration and approval.

#### **Committee of the Whole – June 8, 2023**

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

**Re: Canada's Rural & Remote Broadband Community (CRRBC) Western Conference and Expo – November 2-3, 2023 in Kelowna**

"That the Board authorize attendance of Director Riis-Christianson at the 2023 Canada's Rural & Remote Broadband Community (CRRBC) Western Conference and Expo November 2-3, 2023 in Kelowna, B.C."

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

**Re: Union of BC Municipalities – Minister Meetings/Ministry Staff Meetings/Resolutions**

"That the Minister Meeting requests be submitted for the 2023 Union of BC Municipalities Convention as amended to include: a meeting with the Honourable Murray Rankin, Minister of Indigenous Relations and Reconciliation and the Honourable Nathan Cullen, Ministry of Land, Water and Resource Stewardship regarding First Nations Engagement/Collaboration meeting."

Committee of the Whole Meeting – June 8, 2023 (Cont'd)

**Recommendation 3:**

**Re: Invitation – Tachick Lake Healing Centre Ground -breaking Ceremony – June 12, 2023, 10 a.m. to 2 p.m.**

“That the Board authorize the attendance of Chair Parker and Director Moon at the Tachick Lake Healing Centre Ground-breaking Ceremony on June 12, 2023.”

**Recommendation 4:**

**Re: District of Houston Letter of Support Request**

“That the Board provide a Letter of Support to the District of Houston for their funding application to the Northern Healthy Communities Fund - Capacity Building Program.”

**ATTACHMENTS:**

None





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## Regional District of Bulkley-Nechako Board Meeting

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** June 22, 2023  
**Subject:** Statement of Financial Information (SOFI)

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

That the Board of Directors approve the 2022 Statement of Financial Information.

That the Chair and Chief Financial Officer be authorized to sign the SOFI report approving the statements and schedule of financial information.

---

### BACKGROUND

#### Discussion:

The Statements of Financial Information must be presented publicly and approved by the Board every year by June 30<sup>th</sup>.

#### Analysis:

Last year saw a significant under expenditure in both staff and director travel related costs as travel was still limited due to the pandemic.

This reporting year is the second year that the Regional District has had both a Schedule of Suppliers as well as a Schedule of Grants (to both member municipalities and societies).

The amounts listed in the grants to municipalities include grants for fire service, recreation and culture, and economic development services. The amounts listed in grants to societies is expected to be larger in 2022 as these grants include COVID recovery grants. The amounts listed in the grants to municipalities and the grants to societies are not subject to the Regional District's current "competitive" procurement process.

Once approved, the SOFI report will be published to the Regional District's web site.

**Attachments:** Statement of Financial Information for 2022



# **STATEMENT OF FINANCIAL INFORMATION**

**Regional District of  
Bulkley-Nechako  
2022**



## STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.

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John Illes  
Chief Financial Officer  
June 22, 2023

---

Mark Parker  
Chair of the Board of Directors  
June 22, 2023



REGIONAL DISTRICT OF BULKLEY-NECHAKO  
MANAGEMENT REPORT  
2022

The Financial Statements contained in this Statement of Financial Information under the Financial Information Act have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

These controls include:

- An organizational structure providing for effective segregation of responsibilities, delegation of authority, personal accountability and careful selection and training of personnel;
- The application of financial, accounting, information technology and administrative policies and procedures necessary for internal control over transactions, assets and records; and
- Systematic financial review and analysis of operating results.

The Board of Directors of the Regional District is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through meeting with the external auditors during the annual audit process.

The external auditors, Beswick, Hildebrandt Lund, CPA, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their

examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Board of Directors.

On behalf of the Regional District of Bulkley-Nechako

John Illes, CPA, CGA  
Chief Financial Officer  
June 22, 2023

## Regional District of Bulkley-Nechako Statement of Financial Information

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**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**FINANCIAL STATEMENTS**  
**December 31, 2022**

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## FINANCIAL STATEMENTS

December 31, 2022

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## Management's Responsibility for the Financial Statements

The financial statements have been prepared by management in accordance with Canadian public sector accounting standards, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes to the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements. A summary of the significant accounting policies are described in Note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced. The internal controls are designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements.

The Board of Directors are responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control, and exercises these responsibilities through the Board. The Board reviews internal financial statements on a quarterly basis and external audited financial statements yearly. The Board also discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The external auditors, Beswick Hildebrandt Lund Chartered Professional Accountants, conduct an independent examination, in accordance with Canadian auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of Regional District of Bulkley-Nechako and meet when required. The accompanying Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the financial statements.

On behalf of Regional District of Bulkley-Nechako

John Illes  
Chief Financial Officer

Mark Parker  
Chairperson



CHARTERED PROFESSIONAL ACCOUNTANTS

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Regional District of Bulkley-Nechako

### Opinion

We have audited the financial statements of Regional District of Bulkley-Nechako (the Entity), which comprise the statement of financial position as at December 31, 2022, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2022, and the results of its operations and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standard.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

---

#### Partners

Allison Beswick CPA, CA  
 Norm Hildebrandt CPA, CA  
 Robin Lund CPA, CGA

Dane Soares CPA  
 Taylor Turkington CPA

Beswick Hildebrandt Lund CPA  
 556 North Nechako Road, Suite 10,  
 Prince George BC, Canada V2K 1A1  
 T: +1 250 564 2515, F: +1 250 562 8722



CHARTERED PROFESSIONAL ACCOUNTANTS

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



CHARTERED PROFESSIONAL ACCOUNTANTS

*Beswick Hildebrandt Lund*

Chartered Professional Accountants

Prince George, British Columbia


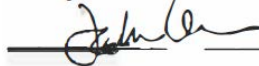
May 4, 2023

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**STATEMENT OF FINANCIAL POSITION**

December 31, 2022

	2022	2021
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents (Note 2)	\$ 21,370,937	\$ 21,973,326
Accounts receivable	701,755	731,917
Grants receivable	1,395,230	493,912
Investments (Note 3)	89	89
Debt Reserve Fund - Municipal Finance Authority (Note 4)	158,165	164,364
Debentures recoverable from municipalities (Note 5)	7,326,906	7,927,385
	<b>30,953,082</b>	<b>31,290,993</b>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities (Note 6, 10 and 11)	6,791,289	6,278,759
Deferred revenue (Note 7)	9,285,825	10,370,653
Debt Reserve Fund - Municipal Finance Authority (Note 4)	158,165	164,364
Debentures issued for municipalities (Note 5)	7,326,906	7,927,385
Debentures issued for the Regional District (Note 9)	346,702	366,535
	<b>23,908,887</b>	<b>25,107,696</b>
<b>NET FINANCIAL ASSETS</b>	<b>7,044,195</b>	<b>6,183,297</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Schedule 3)	22,767,614	20,357,779
Prepaid expenses	356,261	141,488
	<b>23,123,875</b>	<b>20,499,267</b>
<b>ACCUMULATED SURPLUS (Note 13)</b>	<b>\$ 30,168,070</b>	<b>\$ 26,682,564</b>
<b>CONTINGENCIES (Note 10)</b>		

Approved by the Board:

 Chairperson  
 Chief Financial Officer

See notes to the consolidated financial statements.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## STATEMENT OF OPERATIONS

For the year ended December 31, 2022

	2022		2021
	<u>Budget</u> (Note 14)	<u>Actual</u>	<u>Actual</u>
<b>REVENUE (Schedule 4)</b>			
Property tax requisition			
Electoral area	\$ 7,568,575	\$ 7,564,039	\$ 8,432,249
Municipal	4,045,150	4,048,150	2,654,173
	11,613,725	11,612,189	11,086,422
Grants-in-lieu of taxes	1,106,259	1,249,205	1,193,141
Federal grants - conditional	858,116	863,098	676,477
Fees and permits	1,537,225	2,054,102	1,960,061
Municipal debt payments (Note 5)	797,885	749,535	757,399
Provincial grants - northern capital	1,201,850	1,068,539	1,334,843
Provincial grants - unconditional	1,031,350	394,654	185,000
Other grants - conditional	10,000	929,144	1,274,950
Emergency expenditure recoveries	600,000	30,573	115,264
Provincial grants - conditional	-	-	-
Interest	500	183,478	249,321
Municipal cost sharing	200,544	258,141	214,305
Sundry	1,819,860	1,504,096	290,619
Administration recoveries	17,210	16,657	16,788
Donations	-	12,946	21,799
Debt sinking fund actuarial earnings (Note 9)	-	8,088	4,384
Community forest	-	89,600	89,600
	20,794,524	21,024,045	19,470,373
<b>EXPENSES (Schedule 1) ( Schedule 4)</b>			
Environmental services	5,183,449	5,829,679	6,176,468
Government - general, rural and local commission	4,295,499	3,375,196	3,041,810
Recreation and culture	3,112,914	2,871,661	2,654,502
Fire protection and emergency response	3,309,395	2,606,552	2,276,228
Building inspection, building numbering, planning and development services	1,134,110	1,138,201	1,135,998
Economic development	780,318	553,639	559,629
Municipal debt payments (Note 5)	797,885	749,535	757,399
Street lighting and transportation	349,344	282,492	299,898
Sewer and water	208,644	131,584	185,225
	19,171,558	17,538,539	17,087,157
<b>ANNUAL SURPLUS</b>	1,622,966	3,485,506	2,383,216
<b>ACCUMULATED SURPLUS - BEGINNING OF YEAR</b>	26,682,564	26,682,564	24,299,348
<b>ACCUMULATED SURPLUS - END OF YEAR (Note 13)</b>	\$ 28,305,530	\$ 30,168,070	\$ 26,682,564

See notes to the consolidated financial statements.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**

For the year ended December 31, 2022

	<u>2022</u>		<u>2021</u>
	<u>Budget</u> <u>(Note 14)</u>	<u>Actual</u>	<u>Actual</u>
<b>ANNUAL SURPLUS</b>	\$ 1,622,966	\$ 3,485,506	\$ 2,383,216
Acquisition of tangible capital assets	(5,198,143)	(3,959,850)	(2,662,270)
Loss on sale of tangible capital assets	-	7,633	638
Proceeds on sale of tangible capital assets	-	-	-
Amortization of tangible capital assets	1,164,185	1,542,382	1,366,252
	(2,410,992)	1,075,671	1,087,836
Net use of (addition to) prepaid expenses	-	(214,773)	(51,379)
<b>CHANGE IN NET FINANCIAL ASSETS</b>	(2,410,992)	860,898	1,036,457
<b>NET FINANCIAL ASSETS AT BEGINNING OF THE YEAR</b>	6,183,297	6,183,297	5,146,840
<b>NET FINANCIAL ASSETS AT END OF THE YEAR</b>	<u>\$ 3,772,305</u>	<u>\$ 7,044,195</u>	<u>\$ 6,183,297</u>

See notes to the consolidated financial statements.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## STATEMENT OF CASH FLOWS

For the year ended December 31, 2022

	<u>2022</u>	<u>2021</u>
<b>OPERATING ACTIVITIES</b>		
Annual surplus	\$ 3,485,506	\$ 2,383,216
Add: Non-cash items		
Debt sinking fund actuarial earnings (Note 9)	(8,088)	(4,384)
Amortization of tangible capital assets	1,542,382	1,366,252
Loss (gain) on sale of tangible capital assets	<u>7,633</u>	<u>638</u>
	5,027,433	3,745,722
Changes in non-cash working capital:		
Accounts receivable	30,162	595,898
Grants receivable	(901,318)	(242,227)
Accounts payable and accrued liabilities	512,530	1,517,013
Deferred revenue	(1,084,828)	(258,647)
Prepaid expenses	<u>(214,773)</u>	<u>(51,379)</u>
	<u>3,369,206</u>	<u>5,306,380</u>
<b>FINANCING ACTIVITIES</b>		
Repayments from Debt Reserve Fund - Municipal Finance Authority	-	-
Debt repayments	<u>(11,745)</u>	<u>(14,801)</u>
	<u>(11,745)</u>	<u>(14,801)</u>
<b>CAPITAL ACTIVITIES</b>		
Purchase of tangible capital assets	(3,959,850)	(2,662,270)
Proceeds on disposal of tangible capital assets	<u>-</u>	<u>-</u>
	<u>(3,959,850)</u>	<u>(2,662,270)</u>
<b>INCREASE (DECREASE) DURING THE YEAR</b>	<b>(602,389)</b>	<b>2,629,309</b>
<b>CASH AT BEGINNING OF THE YEAR</b>	<u>21,973,326</u>	<u>19,344,017</u>
<b>CASH AT END OF THE YEAR</b>	<u><u>\$ 21,370,937</u></u>	<u><u>\$ 21,973,326</u></u>

See notes to the consolidated financial statements.



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended December 31, 2022**

The Regional District of Bulkley-Nechako (“the Regional District”) was incorporated as a Regional District on February 1, 1966 under the Municipal Act (replaced by the Local Government Act) of British Columbia. The Regional District provides a political and administrative framework for region-wide, inter-municipal and sub-regional services and acts as the local government for electoral areas.

**1. SIGNIFICANT ACCOUNTING POLICIES**

Basis of accounting

These financial statements have been prepared in accordance with Canadian public sector accounting standards (PSAS).

Funds and reserves

Certain amounts, as approved by the Board of Directors, through a bylaw, are set aside in accumulated surplus for future operating and capital purposes. Transfers to/from funds and reserves are an adjustment to the respective fund when approved.

Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development improvement or betterment of the asset. Costs include overhead directly attributable to construction and development but exclude interest costs directly attributable to the acquisition or construction of the asset.

Contributed tangible capital assets are recorded into revenues at their fair market value on the date of donation, except in circumstances where there are stipulations on their use or where fair value cannot be reasonably determined, in which case they are recognized at a nominal value.

The cost, less residual value, or the tangible capital assets, excluding land, is amortized on a straight-line basis over the estimated useful life of the asset.

Buildings	40-50 years
Water and waste systems	50 years
Heavy vehicles	10-20 years
Passenger vehicles	6-10 years
Other equipment	5-10 years

Tangible capital assets are written down when conditions indicate that they no longer contribute to the Regional District’s ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value. The net write-downs are accounted for as expenses in the statement of operations.

Assets under construction are not amortized until the asset is available for productive use.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

**1. SIGNIFICANT ACCOUNTING POLICIES, continued**Revenue recognition

Revenues are recognized in the period in which the transactions or events occurred that gave rise to the revenues. All revenues are recorded on an accrual basis

Tax revenue from local government requisitions are recognized in the year levied, provided that the effective date of tax has passed and the related bylaws have been approved by the Board of Directors.

Government transfers are recognized as revenues when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Contributions from other sources are deferred when restrictions are placed on their use by the contributor and are recognized as revenue when used for the specific purpose. Restricted contributions that must be maintained in perpetuity are recorded as revenue when received or receivable and are presented as non-financial assets in the statement of financial position.

Grants received from the Federal Gas Tax Agreement and Northern Capital Planning Grant Agreement are each contributed to a designated reserve and recorded as revenue in the year amounts are expended on qualifying projects.

Revenue related to fees or services received in advance of the fee being earned or the service is performed is deferred and recognized when the fee is earned or service performed.

Unfunded landfill liability

The landfill for closure of operational sites and post-closure care has been recognized based on estimated future expenses, estimated for inflation and the usage of the sites capacity during the year. The change in this liability during the year is recorded as a charge to operations. These estimates are reviewed and adjusted annually.

Measurement uncertainty

The preparation of the financial statements in accordance with Canadian PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amount of revenues and expenses during the year. These estimates and assumptions are based on management's judgement and the best information available at the time of preparation and may differ significantly from actual results. Estimates are reviewed periodically or as new information becomes available, by management, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Significant estimates include the determination of the useful life of tangible capital assets, valuation of the landfill closure and post-closure obligation, and provisions for contingencies.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

**1. SIGNIFICANT ACCOUNTING POLICIES, continued**Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

Financial instruments*Measurement of financial instruments*

The Regional District initially measures its financial assets and financial liabilities at fair value. The Regional District subsequently measures all its financial assets and financial liabilities at cost.

Financial assets measured at cost include cash and cash equivalents, accounts receivable, cash deposits included in the debt reserve fund – Municipal Finance Authority, investments, and debentures recoverable from municipalities.

Financial liabilities measured at cost include accounts payable and accrued liabilities, debentures issued for municipalities, debentures issued for the Regional District, and financial liabilities included in the debt reserve fund –Municipal Finance Authority.

*Impairment*

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

*Transaction costs*

The Regional District recognizes its transaction costs in net income in the period incurred. However, the carrying amount of the financial instruments that will not be subsequently measured at fair value is reflected in the transaction costs that are directly attributable to their origination, issuance or assumption.

Investments

Investments are reported at cost or amortized cost less any write-downs associated with a loss in value that is other than a temporary decline.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

**2. CASH AND CASH EQUIVALENTS**

	<u>2022</u>	<u>2021</u>
Bank accounts	\$ 5,220,693	\$ 5,890,025
Petty cash	250	400
Guaranteed investment certificates	<u>16,149,994</u>	<u>16,082,901</u>
	<u>\$ 21,370,937</u>	<u>\$ 21,973,326</u>

Cash and cash equivalents consist unrestricted cash and fixed income guaranteed investment certificates, which have a maturity of one year or less, and are carried at market value which approximates cost. For the year ended December 31, 2022, the guaranteed investment certificate interest rates ranged between 1.30% to 5.60% (2021 – ranged between 1.10% to 1.80%).

**3. INVESTMENTS**

The Regional District has a 9% interest in the Chinook Comfor Limited Partnership and Chinook Comfor Ltd.

**4. DEBT RESERVE FUND – MUNICIPAL FINANCE AUTHORITY**

The Regional District issues debt instruments through the Municipal Finance Authority of British Columbia (“MFA”), and as a condition of borrowing, one percent of the debenture proceeds is withheld as a debt reserve fund. The Regional District also executes demand notes in connection with each debenture whereby the Regional District could be required to pay certain amounts to MFA in excess of the debt borrowed. The demand notes are contingent in nature, and it is unlikely that they will be called; therefore, a liability has not been reported in the financial statements (see note 10).

The Regional District reports the debt reserve fund balances for both debts issued on its behalf, and on behalf of member municipalities, as a financial asset. Because all debt reserve fund refunds received on behalf of Municipal borrowing are repayable to those Municipalities, the Municipal portion of the Debt Reserve Fund balances are also reported as a financial liability.

**5. DEBT RECOVERABLE FROM MUNICIPALITIES**

When a member Municipality within the Regional District wishes to issue debenture debt through the Municipal Finance Authority of British Columbia (“MFA”), the borrowing is done through the Regional District. The Regional District is therefore responsible for repayment of the debt to MFA. When payments (interest and sinking fund or principal) are made on this debt, the Regional District pays MFA and is in turn reimbursed by the Municipality.

The Regional District therefore reports the net outstanding debt borrowed on behalf of Municipalities as both a financial liability and a financial asset.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

## 5. DEBT RECOVERABLE FROM MUNICIPALITIES, continued

Service borrowing was incurred for:	Originally Borrowed		Year of Maturity	Current Rate of Interest	Net Debt Outstanding	
	Year	Amount			2022	2021
Vanderhoof Issue 145	2018	1,000,000	2038	3.15%	<b>844,303</b>	884,970
Smithers Issue 142	2017	3,000,000	2037	3.15%	<b>2,407,250</b>	2,532,910
Vanderhoof Issue 142	2017	2,000,000	2037	3.15%	<b>1,604,833</b>	1,688,607
Smithers Issue 127	2013	650,000	2034	3.30%	<b>448,872</b>	477,595
Fort St. James Issue 124	2013	304,879	2033	3.15%	<b>196,528</b>	210,540
Smithers Issue 124	2012	147,639	2033	3.15%	<b>95,170</b>	101,955
Fort St. James Issue 124	2013	121,952	2028	3.15%	<b>57,499</b>	65,834
Smithers Issue 116	2011	800,000	2026	1.47%	<b>260,587</b>	320,321
Houston Issue 99	2006	2,407,125	2032	1.53%	<b>1,145,671</b>	1,249,766
Smithers Issue 81	2004	500,000	2024	2.85%	<b>74,602</b>	109,260
Smithers Issue 79	2003	500,000	2023	2.25%	<b>38,211</b>	74,602
Smithers Issue 77	2002	500,000	2022	0.65%	-	38,211
Granisle 149	2019	210,000	2029	2.24%	<b>153,380</b>	172,814
		<u>\$ 12,141,595</u>			<u>\$ 7,326,906</u>	<u>\$ 7,927,385</u>

Scheduled debt repayments may be suspended in the event of excess sinking fund earnings within the MFA.

Principal paid during 2022 was \$430,836 (2021 - \$427,844). Interest paid during 2022 was \$308,964 (2021 - \$329,555).

The MFA performs a rate reset on long-term loans each 5 year period beginning after the first 10 year term; therefore, interest rates on long-term debt are subject to change.

Actuarial earnings received during 2022 was \$169,642 (2021 - \$150,483). Future principal payments, including sinking fund additions, on existing debt are as follows:

2023	\$ 582,475
2024	563,314
2025	542,928
2026	561,368
2027	509,501
Thereafter	<u>4,567,320</u>
	<u>\$ 7,326,906</u>

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

## 6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	<u>2022</u>	<u>2021</u>
Trade payables	\$ 852,005	\$ 982,240
Vacation accrual	248,290	203,055
Sick leave accrual (Note 10)	304,324	253,385
Retirement accrual (Note 10)	315,279	144,407
Accrued debenture interest	-	-
Landfill closure cost accrual (Note 12)	<u>5,071,391</u>	<u>4,695,672</u>
	<u>\$ 6,791,289</u>	<u>\$ 6,278,759</u>

## 7. DEFERRED REVENUE

	<u>2022</u>	<u>2021</u>
Government transfers - Northern Capital Planning Grant	\$ 2,611,985	\$ 3,612,795
Government transfers - Federal Gas Tax Reserve	6,593,666	6,395,443
Government transfers - COVID Restart Grant	8,924	351,470
Government transfers - Provincial	70,000	-
Other	<u>1,250</u>	<u>10,945</u>
	<u>\$ 9,285,825</u>	<u>\$ 10,370,653</u>

Government transfers – Federal Gas Tax Reserve

Gas Tax funding is provided by the Government of Canada. The use of the funding is established by funding agreement between the Regional District and the Union of British Columbia Municipalities. Gas Tax funding may be used towards qualifying expenditures as specified in the funding agreement. The Regional District maintains the amounts in a statutory reserve.

	<u>2022</u>	<u>2021</u>
Opening balance	\$ 6,395,443	\$ 5,229,104
Add: Amounts received in the year	897,100	1,755,216
Interest earned	<u>151,176</u>	<u>87,600</u>
	<u>1,048,276</u>	<u>1,842,816</u>
Less: Amounts spent in the year	<u>(850,053)</u>	<u>(676,477)</u>
Closing balance	<u>\$ 6,593,666</u>	<u>\$ 6,395,443</u>

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

## 7. DEFERRED REVENUE, continued

Government transfers – Northern Capital Planning Grant

Northern Capital and Planning funding is provided by the Province of British Columbia. The Northern Capital and Planning funding may be used towards infrastructure and eligible projects include engineering, infrastructure planning, pipes, wells, treatment facilities, building, roads, machinery, equipment, vehicles, and other associated capital that are owned and controlled by the Regional District. This can also include the cost of land associated with developing the above capital investment.

	<u>2022</u>	<u>2021</u>
Opening balance	<u>\$ 3,612,795</u>	<u>\$ 4,888,510</u>
Add: Amounts received in the year	-	-
Interest earned	<u>67,728</u>	<u>59,128</u>
	<u>67,728</u>	<u>59,128</u>
Less: Amounts spent in the year	<u>(1,068,538)</u>	<u>(1,334,843)</u>
Closing balance	<u>\$ 2,611,985</u>	<u>\$ 3,612,795</u>

The Northern Capital Planning Grant is broken into the following reserves:

<u>Reserve</u>	<u>Initial Allocation</u>	<u>Planning Expenses</u>	<u>Capital Expenses</u>	<u>Total Interest</u>	<u>December 31, 2022 Balance</u>
General Administration	\$ 1,019,248	\$ 315,772	\$ 128,019	\$ 34,814	\$ 610,271
Clucluz Lake Fire Service	623,068	31,008	603,148	11,088	-
Protective Services	1,375,000	185,617	565,625	61,022	684,780
Glacier Gulch Water Diversion	30,000	-	-	1,789	31,789
Round Lake Fires Service	10,000	-	-	596	10,596
Luck Bay Fire Service	60,000	-	45,796	1,529	15,733
Fort Fraser Fire	186,595	-	191,237	4,642	-
Economic Development	185,273	-	-	11,047	196,320
Regional Parks and Trails	1,055,345	81,231	553,110	30,364	451,368
Environmental Service	2,394,843	-	1,955,252	56,609	496,200
Fort Fraser Water and Sewer Utilities	425,628	-	332,306	21,606	114,928
	<u>\$ 7,365,000</u>	<u>\$ 613,628</u>	<u>\$ 4,374,493</u>	<u>\$ 235,106</u>	<u>\$ 2,611,985</u>

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

## 7. DEFERRED REVENUE, continued

Government transfers – COVID Restart Grant

COVID Restart funding is provided by the Government of Canada. The use of the funding is established by funding agreement between the Regional District and the Union of British Columbia Municipalities. COVID Restart funding may be used towards qualifying expenditures as specified in the funding agreement.

	<u>2022</u>	<u>2021</u>
Opening balance	\$ 351,470	\$ 482,628
Add: Amounts received in the year	-	314,000
Interest earned	-	-
	<u>-</u>	<u>314,000</u>
Less: Amounts spent in the year	<u>(342,546)</u>	<u>(445,158)</u>
Closing balance	<u>\$ 8,924</u>	<u>\$ 351,470</u>

## 8. CREDIT FACILITY

The Regional District has available on an authorized operating line of credit to a maximum of \$400,000. This facility bears interest at prime rate of 6.45% (December 31, 2021 – 2.45%) and is secured by the current borrowing resolution. The facility remained unused at year end.



## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

## 9. DEBENTURES ISSUED FOR THE REGIONAL DISTRICT

The Regional District issues debt instruments through the Municipal Finance Authority of British Columbia ("MFA"), pursuant to security issuing bylaws, under authority of the Community Charter, to finance certain capital expenditures. The debt is issued on a sinking fund basis, whereby MFA invests the Regional District's principal payments so that the payments plus investment income, will equal the original outstanding debt amount at the end of the repayment period. Actuarial earnings on debt represent the repayment and/or forgiveness of debt by the MFA using surplus investment income generated by the principal payments. Gross amount of debt and the repayment and actuarial earnings to retire the debt are as follows:

Service borrowing was incurred for:	Originally Borrowed		Year of Maturity	Current Rate of Interest	Repayment & Actuarial Earnings	2022 Principal Repayment	Net Debt Outstanding	
	Year	Amount					2022	2021
Round Lake Fire Protection	2017	14,909	2037	3.15%	2,391	555	11,963	12,588
Luck Bay Fire Protection	2006	125,000	2026	1.53%	87,416	4,198	33,386	40,946
Topley Rural Fire Protection	2016	366,348	2041	2.10%	54,947	10,048	301,353	313,001
		<u>\$ 506,257</u>			<u>\$ 144,754</u>	<u>\$ 14,801</u>	<u>\$ 346,702</u>	<u>\$ 366,535</u>

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

**9. DEBENTURES ISSUED FOR THE REGIONAL DISTRICT, continued**

Scheduled debt repayments may be suspended in the event of excess sinking fund earnings within the MFA.

Principal paid during 2022 was \$14,801 (2021 - \$14,801). Interest paid during 2022 was \$10,075 (2021 - \$10,213).

The MFA performs a rate reset on long-term loans each 5 year period beginning after the first 10 year term; therefore, interest rates on long-term debt are subject to change.

Actuarial earnings received during 2022 was \$5,032 (2021 - \$4,384). Future principal payments, including sinking fund additions, on existing debt are as follows:

2023	20,504
2024	21,197
2025	21,915
2026	22,658
2027	14,227
Thereafter	246,201
	<u>\$ 346,702</u>

**10. CONTINGENCIES**Municipal Finance Authority Demand Notes

The Regional District is contingently liable to the Municipal Finance Authority of British Columbia ("MFA") in excess of the amounts borrowed under the terms of demand notes issued to MFA.

Member municipalities have signed offsetting demand notes to the Regional District for borrowing made on their behalf. The amounts are as follows:

	2022	2021
Demand Notes Outstanding:		
Borrowing on behalf of member municipalities	\$ 302,559	\$ 320,379
Borrowing for Regional District purposes	<u>9,332</u>	<u>9,332</u>
	<u>\$ 311,891</u>	<u>\$ 329,711</u>

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

**10. CONTINGENCIES, continued**Employee Sick Leave

The Regional District is contingently liable to pay its employees sick leave. The total maximum value of the accumulated sick time is \$519,401 at December 31, 2022 (2021 - \$451,091). As at year end an amount of \$304,324 (2021 - \$253,385) has been recognized as a liability, representing the estimated future usage of accumulated sick days.

Employee Retiring Allowance

The Regional District is contingently liable to pay employees one week salary for every year of employment to a maximum of 13 weeks upon normal retirement from the Regional District. The total value of this retiring allowance is \$484,392 at December 31, 2022 (2021 - \$195,193). As at year end an amount of \$315,279 (2021 - \$144,407) has been accrued as an estimate of the liability.

**11. MUNICIPAL PENSION PLAN**

The Regional District and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2021, the plan has about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The Regional District paid \$394,719 (2021 - \$329,376) for employer contributions to the plan in fiscal 2022.

The next valuation will be as at December 31, 2024, with results available in 2025.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

**12. UNDERFUNDED LIABILITY FOR LANDFILL CLOSURE COSTS**

British Columbia environmental law requires closure and post-closure care of landfill sites, which includes final covering and landscaping, pumping of ground water and leachates from the site, and ongoing environmental monitoring, site inspections and maintenance.

The estimated total liability is based on the sum of discounted future cash flows for closure and post closure activities for 30 years after closure using a discount rate of 4.0% which is net of projected annual inflation.

The accrued liability portion is based on the cumulative capacity used at year end compared to the estimated total landfill capacity. Management had a closure cost evaluation completed in 2020; and these costs (adjusted for inflation) are utilized for management's landfill closure cost estimate.

The Knockholt landfill has been divided into six phases with only the first three phases being utilized. The total capacity of the Knockholt landfill is estimated at 2,128,200 cubic meters, with a total usage of 718,200 cubic metres of the first three phases. Phase one and two are complete with phase three utilization of 718,200 of a total of 771,400. Phase three is expected to reach capacity in 2025. The existing landfill site is estimated to last past 2075 at current landfill utilization rates.

The Clearview landfill has been divided into four phases with only the first phase being utilized. The total capacity of the Clearview landfill is estimated at 2,225,200 cubic metres with a total usage of 340,200 of the first phase. Phase one has a developed capacity of 415,800 and is expected to reach capacity in 2027. The existing landfill site is expected to reach capacity approximately in the year 2135.

Considerable uncertainty exists with these estimations. The long time span for full site utilization combined with predicting costs that will be paid in far future years relies on a large number of assumptions including the certainty of current environmental legislation, a predictable rate of inflation for costs associated with landfill work and engineering, and an even flow of waste landfilled each year. Landfilling estimates do not include allowances for population change, change in landfilling from industrial sites (such as industrial camps), the possible diversion from recycling programs currently increasing and those being developed, and the diversion potential from composting programs.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

## 12. UNDERFUNDED LIABILITY FOR LANDFILL CLOSURE COSTS, continued

	<u>2022</u>	<u>2021</u>
<b>Knockholt Landfill Phase One, Two, and Three</b>		
Estimated closure costs	\$ 864,096	\$ 865,653
Estimated post-closure costs	<u>2,337,635</u>	<u>4,979,827</u>
	3,201,731	5,845,480
Estimated capacity used	<u>34%</u>	<u>18%</u>
Accrued liability for Knockholt landfill	<u>1,651,879</u>	<u>1,103,251</u>
<b>Clearview Landfill Phase One</b>		
Estimated closure costs	314,337	628,317
Estimated post-closure costs	<u>4,816,590</u>	<u>4,979,827</u>
	5,130,927	5,608,144
Estimated capacity used	<u>15%</u>	<u>13%</u>
Accrued liability for Clearview landfill	<u>1,051,275</u>	<u>1,051,338</u>
<b>Inactive sites closure estimates</b>	<u>2,368,237</u>	<u>2,541,083</u>
<b>Total closure and post-closure liability</b>	<u>\$ 5,071,391</u>	<u>\$ 4,695,672</u>

The liability expense of \$5,071,391 is unfunded as at December 31, 2022. The Regional District has established Landfill Closure and Post-Closure Reserve Funds that is restricted for purposes of funding landfill closure and post-closure costs. As at December 31, 2022, the Landfill Closure and Post-Closure Reserve Funds have a balance of \$408,866 (2021 - \$399,877).

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

## 13. ALLOCATION OF ACCUMULATED SURPLUS

The accumulated surplus at the end of the year is comprised of the following Funds:

	<u>2022</u>	<u>2021</u>
Operating	\$ 20,376,890	\$ 18,999,020
Reserves	<u>9,791,180</u>	<u>7,683,544</u>
	<u>\$ 30,168,070</u>	<u>\$ 26,682,564</u>

## 14. BUDGET

In accordance with legislative requirements, the Financial Plan, adopted by the Board of Directors on March 31, 2022, was prepared on a modified accrual basis. These financial statements, in accordance with Canadian Public Sector Accounting Standards, were prepared on a full accrual basis. The following reconciles the approved amended Financial Plan from April 14, 2022 to budgeted amounts reported in these Financial Statements. The amended Financial Plan was used in order to more accurately reflect the operations in the period.

	<u>2022</u>
Budgeted surplus per statement of financial activities	<u>\$ 1,622,966</u>
Less: Capital expenditures	(5,198,143)
Internal allocations	(142,708)
Prior year net deficits	<u>(5,458)</u>
	<u>(3,723,343)</u>
Add: Prior year net surplus	2,443,719
Withdrawals from capital reserves	115,439
Transfer from equity in tangible capital assets	<u>1,164,185</u>
	<u>3,723,343</u>
	<u>\$ -</u>

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****NOTES TO THE FINANCIAL STATEMENTS****For the year ended December 31, 2022****15. FINANCIAL INSTRUMENTS**

The Regional District's financial instruments are comprised of cash, temporary investments, accounts receivable, debt reserve funds – Municipal Finance Authority, debentures recoverable from municipalities, accounts payable and accrued liabilities, debentures issued for municipalities, and debentures issued for the Regional District.

Liquidity risk

Liquidity risk is the risk that the Regional District will encounter difficulty in meeting obligations associated with financial liabilities. The Regional District is exposed to this risk mainly in respect of its accounts payable and accrued liabilities, debentures issued for municipalities and debentures issued for the Regional District. The Regional District manages this risk by holding a sufficient amount of funds in highly liquid investments, and closely monitoring cash flows.

Credit risk

Credit risk is the risk that the Regional District will incur financial losses if a debtor fails to make payments when due. The Regional District is exposed to credit risk on its debenture recoverable from municipalities and accounts receivable. Risk in respect to the debentures recoverable from municipalities is managed primarily by the policies put in place by the Municipal Finance Authority of British Columbia ("MFA"). The maximum exposure to credit risk in respect to accounts receivable is limited to the carrying amount of accounts receivable, which is managed by credit policies such as limiting the amount of credit extended and obtaining security deposits where appropriate.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The Regional District is mainly exposed to interest rate risk.

Interest Rate Risk

Interest rate risk is the risk that the Regional District's debt servicing costs and the value of certain investments will fluctuate due to changes in interest rates. In respect of debt servicing costs, the risk is minimal as all of the Regional District's long-term debentures are fixed rate and is usually refinanced every five to ten years as that is when most underlying debentures issued by the MFA mature. Investments subject to interest rate risk include guaranteed investment certificates (Note 2). The amount of risk is minimal due to the short terms of the investments.

**16. SEGMENT REPORTING**

The Regional District provides services to its members, that have been grouped into related departmental functions or service areas for segment reporting purposes. The various segments are as follows:

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****NOTES TO THE FINANCIAL STATEMENTS****For the year ended December 31, 2022****16. SEGMENT REPORTING, continued****Environmental Services**

This segment administers services including solid and liquid waste management, recycling, invasive plant control and developing the Regional District's Corporate Energy and Emissions Plan.

**Government – general, rural and local commission**

This segment administers services that relate to the legislative function as well as the administrative and financial management of the Regional District.

**Recreation and culture**

This segment administers services that relate to recreational and cultural, activities and organizations within the Regional District.

**Fire protection and emergency response**

This segment administers services related to rural fire protection and rescue services, 9-1-1 services, emergency preparedness and support services, and health and safety planning.

**Building inspection, building numbering, planning and development services**

This segment administers services related to long range and current community planning, geographical information services, building inspections, and bylaw enforcement.

**Economic Development**

This segment provides economic and community development services including assisting local community groups in accessing funding opportunities for community and economic initiatives.

**Municipal Debt Payments**

This segment is comprised of debenture debt payments to the Municipal Finance Authority on behalf of other Regional District members.

**Street Lighting and Transportation**

This segment is comprised of services for street lighting and transportation within the Regional District.

**Sewer and Water**

This segment is comprised of services for sewer and water treatment within the Regional District.



**REGIONAL DISTRICT OF BULKLEY-NECHAKO****NOTES TO THE FINANCIAL STATEMENTS****For the year ended December 31, 2022****17. RELATED PARTY TRANSACTIONS**

The Regional District of Bulkley-Nechako and the Regional Hospital District share the same management team but operate under the governance of a different board of directors.

During the year, the Regional District of Bulkley-Nechako provided administration and accounting services of \$15,900 (2021 - \$15,900) to the Regional Hospital District.

**18. COMPARATIVE FIGURES**

Certain prior year figures, presented for comparative purposes, have been reclassified to conform to the current year's financial statement presentation.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## SCHEDULE OF EXPENSES BY OBJECT

For the year ended December 31, 2022

	<u>2022</u>		<u>2021</u>
	<u>Budget</u> (Note 14)	<u>Actual</u>	<u>Actual</u>
Staff remuneration and benefits	\$ 6,026,894	\$ 5,530,266	\$ 5,105,018
Purchased services and supplies	5,290,167	4,365,979	5,229,402
Payments to societies	1,899,218	1,647,634	1,739,877
Municipal debt payments	797,885	749,535	757,399
Payments to municipalities	2,023,575	2,040,734	1,740,652
Directors' remuneration	656,814	460,392	380,647
Insurance and permits	216,530	260,763	228,021
Electoral area grants-in-aid	596,002	497,568	393,218
Staff travel, upgrading and conferences	184,223	56,433	34,089
Directors' travel and expenses	196,787	52,625	20,556
Interest on debentures	10,213	10,075	12,542
Memberships and dues	45,650	32,314	35,314
Interest	3,150	2,306	2,936
Elections, referenda and studies	56,500	18,699	-
Bad debts	-	9,391	3,859
Volunteer benefits	3,765	2,172	507
First nations dialogue	-	-	-
Special projects	-	259,271	36,868
Amortization	1,164,185	1,542,382	1,366,252
	<u>\$ 19,171,558</u>	<u>\$ 17,538,539</u>	<u>\$ 17,087,157</u>

See notes to the consolidated financial statements.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**SCHEDULE OF CONTINUITY OF RESERVE FUNDS**

For the year ended December 31, 2022

	2022	2021
<b>BALANCE AT BEGINNING OF THE YEAR</b>	<b>\$ 17,691,782</b>	<b>\$ 14,806,911</b>
Contribution to funds	3,137,638	4,692,209
Interest earned on funds	284,182	247,473
Withdrawals from funds	<u>(2,116,771)</u>	<u>(2,054,811)</u>
<b>BALANCE AT END OF THE YEAR</b>	<b><u>18,996,831</u></b>	<b><u>17,691,782</u></b>
Less reserves recorded as deferred revenue (Note 7):		
Federal Gas Tax	6,593,666	6,395,443
Northern Capital Planning Grant	<u>2,611,985</u>	<u>3,612,795</u>
	<b><u>9,205,651</u></b>	<b><u>10,008,238</u></b>
	<b><u>\$ 9,791,180</u></b>	<b><u>\$ 7,683,544</u></b>
 <b>REPRESENTED BY THE FOLLOWING RESERVE FUNDS</b>		
911 Capital	\$ 644,835	\$ 630,657
911 Vehicle	-	7,808
Administrative Equipment	40,648	39,754
Administration/Planning Vehicle	44,434	72,318
Building	335,310	278,351
Building Inspection Vehicle	33,575	32,837
Bulkley Valley Pool	2,501,969	2,248,614
Burns Lake TV Rebroadcasting	53,835	52,652
Bylaw Enforcement	10,140	-
Climate Change	92,854	-
Cluculz Sewer	13,422	-
Rural Election	29,907	53,450
Emergency Prep	58,753	68,163
Environmental Services Vehicle	-	-
Federal Gas Tax	6,593,666	6,395,443
Fort Fraser Sewer	373,051	322,700
Fort Fraser Rural Fire Protection	168,543	164,838
Fort Fraser Water	263,355	207,978
Fort St. James Rural Fire Protection	-	66,479
Glacier Gulch Water Diversion	13,073	12,785
Houston Rural Fire Protection	-	-
Insurance	113,149	84,358
Lakes District Airport	298,583	267,225
Landfill Capital	408,866	399,877
Legal	22,552	12,139
Luck Bay Rural Fire Protection	58,206	51,968
Northern Capital Planning Grant	2,611,985	3,612,795
Operational	3,837,813	2,217,771
Planning Plotter	30,098	29,437
Round Lake Rural Fire Protection	3,168	3,099
Smithers Rural Fire Protection	146,194	182,428
Southside Rural Fire Protection Vehicle	5,070	-
Southside Rural Fire Protection	1,480	6,155
Topley Fire Department	25,072	18,669
Telkwa Rural Fire Protection	68,294	66,792
Vanderhoof Pool	94,931	77,968
Vanderhoof Rural Fire Protection	-	-
Weed Control Vehicle	-	6,274
	<b><u>18,996,831</u></b>	<b><u>17,691,782</u></b>
Less reserves recorded as deferred revenue (Note 13):		
Federal Gas Tax	6,593,666	6,395,443
Northern Capital Planning Grant	<u>2,611,985</u>	<u>3,612,795</u>
	<b><u>9,205,651</u></b>	<b><u>10,008,238</u></b>
	<b><u>\$ 9,791,180</u></b>	<b><u>\$ 7,683,544</u></b>

See notes to the consolidated financial statements.

REGIONAL DISTRICT OF BULKLEY-NECHAKO  
STATEMENT OF TANGIBLE CAPITAL ASSETS

For the year ended December 31, 2022

	Land	Building	Equipment / Vehicles	Works in Progress	Engineered Structures					2022 Total	2021 Total
					Water	Sewer	Landfills	Transfer Stations	Regional Parks		
<b>COST</b>											
Opening Balance	\$ 720,208	\$ 8,767,610	\$ 8,748,499	\$ -	\$ 4,824,319	\$ 734,201	\$ 5,330,131	\$ 5,596,159	\$ -	\$ 34,721,127	\$ 32,059,495
Add: Additions	-	79,624	1,338,629	27,224	332,306	5,082	658,815	119,383	1,398,787	3,959,850	2,662,270
Less: Disposals	-	-	(200,045)	-	-	-	-	-	-	(200,045)	-
Less: Write-downs	-	-	-	-	-	-	-	-	-	-	(638)
Closing Balance	720,208	8,847,234	9,887,083	27,224	5,156,625	739,283	5,988,946	5,715,542	1,398,787	38,480,932	34,721,127
<b>ACCUMULATED AMORTIZATION</b>											
Opening Balance	-	3,268,569	4,959,600	-	1,106,212	433,110	2,380,956	2,214,901	-	14,363,348	12,997,096
Add: Amortization	-	285,738	725,033	-	95,352	13,651	224,542	170,090	27,976	1,542,382	1,366,252
Less: Acc. Amortization on Disposals	-	-	(192,412)	-	-	-	-	-	-	(192,412)	-
Closing Balance	-	3,554,307	5,492,221	-	1,201,564	446,761	2,605,498	2,384,991	27,976	15,713,318	14,363,348
<b>Net Book Value for year ended</b>											
December 31, 2022	\$ 720,208	\$ 5,292,927	\$ 4,394,862	\$ 27,224	\$ 3,955,061	\$ 292,522	\$ 3,383,448	\$ 3,330,551	\$ 1,370,811	\$ 22,767,614	
<b>Net Book Value for year ended</b>											
December 31, 2021	\$ 720,208	\$ 5,499,041	\$ 3,788,899	\$ -	\$ 3,718,107	\$ 301,091	\$ 2,949,175	\$ 3,381,258		\$ 20,357,779	

See notes to the consolidated financial statements.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
SEGMENTED DISCLOSURE**

For the year ended December 31, 2022

	<b>Government - General, Rural and Local</b>	<b>Environmental Services</b>	<b>Recreation and Culture</b>	<b>Fire Protection and Emergency Response</b>	<b>Building Inspection and Planning</b>	<b>Municipal Debt Payments</b>	<b>Street Lighting and Transportation</b>	<b>Economic Development</b>	<b>Sewer and Water</b>	<b>2022</b>	<b>2021</b>
<b>REVENUE</b>											
Taxation	\$ 1,359,304	\$ 3,812,524	\$ 2,901,798	\$ 1,856,191	\$ 883,331	\$ -	\$ 219,790	\$ 470,581	\$ 108,670	\$ 11,612,189	\$ 11,086,422
Fees, rates and service charges	-	1,591,679	12,176	97,323	179,077	-	98,968	-	74,879	2,054,102	1,960,061
Government transfers	1,518,066	249,347	52,534	972,712	(1,088)	-	46,649	84,909	332,306	3,255,435	3,471,269
Investment income	181,148	-	-	2,330	-	-	-	-	-	183,478	249,321
Other	23,955	25,453	1,315,014	143,757	304,486	749,535	14,875	92,561	-	2,669,636	1,510,159
Grants-in-lieu of Taxes	208,313	477,238	231,549	143,829	92,946	-	35,439	59,891	-	1,249,205	1,193,141
	3,290,786	6,156,241	4,513,071	3,216,142	1,458,752	749,535	415,721	707,942	515,855	21,024,045	19,470,373
<b>EXPENSES</b>											
Staff Remuneration and Benefits	1,015,500	2,635,084	85,235	538,122	936,405	-	20,485	299,435	-	5,530,266	5,105,018
Purchased services and supplies	1,098,602	2,188,712	85,896	575,878	147,182	-	183,379	68,883	17,447	4,365,979	5,229,402
Insurance	43,703	92,525	55,561	33,052	29,788	-	-	1,000	5,134	260,763	228,021
Payments to Societies	5,532	8,800	1,416,783	97,144	-	-	34,375	85,000	-	1,647,634	1,739,877
Other	1,066,885	14,901	44	303,028	10,814	749,535	1,253	4,321	-	2,150,781	1,677,935
Payments to Municipalities	-	-	1,032,177	870,557	-	-	43,000	95,000	-	2,040,734	1,740,652
Amortization of capital assets	144,974	889,657	195,965	188,771	14,012	-	-	-	109,003	1,542,382	1,366,252
	3,375,196	5,829,679	2,871,661	2,606,552	1,138,201	749,535	282,492	553,639	131,584	17,538,539	17,087,157
<b>NET REVENUE(EXPENSES)</b>	\$ (84,410)	\$ 326,562	\$ 1,641,410	\$ 609,590	\$ 320,551	\$ -	\$ 133,229	\$ 154,303	\$ 384,271	\$ 3,485,506	\$ 2,383,216

See notes to the financial statements.

**Schedule of Remuneration & Expenses: Directors  
For the Year Ended December 31, 2022**

<b>Name</b>	<b>Position</b>		<b>Expenses</b>	<b>Total</b>
Atrill, Gladys	Board Member	15,775	1,396	17,170
Brienen, Shane	Board Member	21,504	1,763	23,267
Cochran, Linda	Commissioner	1,500		
Cochran, William	Commissioner	1,500		
Dekens, Leroy	Board Member	2,633	860	3,492
Elphee, Martin	Board Member	2,175	214	2,388
Fisher, Mark	Board Member	32,176	7,676	39,851
Funk, Dolores	Board Member	11,881	-	11,881
Greenaway, Judy	Board Member	4,080	1,321	5,401
Greenaway, Tom	Board Member	25,210	12,389	37,599
Lambert, Clint	Board Member	30,527	10,392	40,919
Lauze, Cynthia	Alternate Board Member	315	153	467
McGuire, Linda	Board Member	16,418	2,873	19,291
Moon, Shirley	Board Member	3,967	1,138	5,105
Morgan, Annette	Board Member	13,311	1,810	15,121
Motion, Robert	Board Member	14,389	3,050	17,439
Moutray, Kevin	Board Member	2,388	664	3,051
Newell, Andrea	Alternate Board Member	252	-	252
Newell, Christopher	Board Member	23,695	4,900	28,595
Parker, Mark	Board Member	42,145	6,716	48,861
Petersen, Jerry	Board Member	31,746	8,390	40,137
Riis-Christianson, Michael	Board Member	29,851	1,236	31,087
Stoltenberg, Harold	Board Member	4,102	1,524	5,626
Storey, Sarrah	Board Member	15,233	1,536	16,769
Thiessen, Gerry	Board Member	34,222	5,209	39,431
Webster, Don	Commissioner	1,500		
Wiebe, Henry	Board Member	3,999	-	3,999
<b>Total Director Remuneration</b>		<b>386,490</b>	<b>75,208</b>	<b>457,197</b>

**Reconciliation to Financial Statements**

<b>Director Remuneration and Expenses as per Schedule</b>	<b>461,697</b>
ADD SUN LIFE ASSURANCE AND LIFE WORKS	53,799
ADD RECEIVER GENERAL	12,739
ADD WORKSAFE AND EHT	7,690
YEAR END ACCRUAL ADJUSTMENTS	(325)
	<b>535,600</b>
<b>Directors Remuneration and Benefits</b>	<b>460,392</b>
<b>Directors Travel and Expenses</b>	<b>52,625</b>
DIRECTOR EXPENSES IN SUPPLIES AND COMMUNICATIONS	22,583
	<b>535,600</b>

## Regional District of Bulkley-Nechako

Schedule of Remuneration & Expenses: Employees  
For the Year Ended December 31, 2022

Name	Position		Expenses	Total
Anderson, Cheryl	Director of Corporate Services	125,033	7,007	132,040
Berlin, Jason	Chief Building Inspector	98,926	3,370	102,296
Blackwell, Jason	Regional Fire Chief	80,180	6,630	86,810
Chalmers, Ken	Environmental Services Operations Supervisor	93,522	754	94,275
Davis, Steve	Building Inspector	75,571	4,519	80,091
Demarce, Lenard	Landfill Operator 2	89,186	1,676	90,862
Derksen, Janette	Waste Diversion Supervisor	85,252	6,186	91,438
Eriksen, Alex	Director of Environmental Services	112,682	5,379	118,061
Helgesen, Curtis	Chief Administrative Officer	176,813	8,782	185,595
Illes, John	Chief Financial Officer	132,000	3,353	135,353
Jones-Middleton, Deborah	Director of Protective Services	126,555	4,495	131,050
Llewellyn, Jason	Director of Planning	130,462	4,989	135,451
Minger, Cole	Environmental Services Field Assistant	80,021	3,907	83,929
Peters, Philip	Environmental Services Field Assistant	83,994	505	84,499
Sandberg, Maria	Planner	83,040	552	83,592
Wainwright, Richard	Chief Building Inspector	111,731	850	112,580
Wainwright, Wendy	Deputy Director of Corporate Services	89,835	3,695	93,530
Wiebe, Kenneth	Landfill Operator 2	75,636		75,636
<b>Total for Employees &gt; \$75,000</b>		<b>1,850,438</b>	<b>66,648</b>	<b>1,841,450</b>
Total of Employees with remuneration of \$75,000 or less		2,656,491	34,785	2,691,276
<b>Total Employee Remuneration</b>		<b>4,506,929</b>	<b>101,433</b>	<b>4,532,726</b>
<b>Reconciliation to Financial Statements</b>		<b>4,532,726</b>		
ADD SUNLIFE ASSURANCE AND LIFE WORKS		306,456		
ADD RECEIVER GENERAL		125,889		
ADD MUNICIPAL PENSION PLAN		340,545		
ADD RETIRING ALLOWANCE AND OTHER ACCRUALS		136,430		
ADD WORKSAFE AND EHT		189,653		
<b>Staff Remuneration and Expenses as per Schedule</b>		<b>5,631,699</b>		
STAFF REMUNERATION AND BENEFITS		5,530,266		
STAFF TRAVEL UPGRADING AND CONFERENCES		56,433		
STAFF EXPENSES IN SUPPLIES AND COMMUNICATIONS		45,000		
		<b>5,631,699</b>		

## Regional District of Bulkley-Nechako

### Schedule of Payments to Suppliers for Goods and Services For the Year Ending December 31, 2022

Vendor	Amount
ACCESSSMT HOLDINGS LTD	110,600.00
AIR BURNERS, INC.	38,949.05
ATCO STRUCTURES	31,682.54
BC HYDRO	102,683.72
BCTRANSIT	122,235.69
BESWICK HILDEBRANDT LUND	34,072.50
BLACK PRESS GROUP LTD	67,303.52
BLAIR WILSON CONTRACTING	128,601.73
BLASTPRO CONSTRUCTION LTD	161,418.00
BULKLEY AUTOMOTIVE LTD	43,903.46
BULKLEY VALLEY ROOFING	29,137.50
BURNS LAKE AUTOMOTIVE SUPPLY	28,156.10
CALIAN LTD.	90,511.57
CapriCMW Insurance	217,676.96
CARO ANALYTICAL SERVICES	47,100.52
CASCADES RECOVERY INC.	50,606.73
CGR CONTRACTING & CONSULTING	90,362.96
CHEMCO ELECTRICAL CONTRATORS LTD	59,130.29
CLEAN FARMS INC.	31,707.41
COMMERCIAL EMERGENCY EQUIPMENT CO	461,523.80
CONTAINER WEST MANUFACTURING LTD.	51,800.00
DEAN WILSON TRUCKING	80,805.38
FENCEFAST LTD.	46,441.24
FORT GARRY FIRE TRUCKS LTD	187,000.00
FRASER LAKE BOTTLE DEPOT	58,588.77
HITS CONSTRUCTION LTD.	33,048.75
HOUSTON BOTTLE DEPOT	41,462.88
INDUSTRIAL TRANSFORMERS	180,342.13
INLAND KENWORTH	27,065.53
ION UNITED INC.	55,336.81
KAL TIRE - BURNS LAKE	76,578.64
LENOVO	39,371.91
LEPKA HOLDINGS LTD.	31,206.33
M'AKOLA DEVELOPMENT SERVICES	55,312.95



MCELHANNEY LTD	39,567.15
MOBY CONCRETE LTD.	29,046.24
MORBEN CONSTRUCTION LTD	243,677.08
MUNICIPAL INSURANCE ASS. OF BC	103,062.00
MUNICIPAL PENSION PLAN	340,545.09
N.W. INVASIVE PLANT COUNCIL	40,196.77
OCEAN TRAILER	178,245.76
PACIFIC NORTHERN GAS LTD.	53,134.58
PARKLAND CORPORATION	106,823.40
PG RENTAL CENTRE	26,100.25
PROVINCE OF BC	92,794.19
R. GROOT CONTRACTING LTD.	31,665.17
RECEIVER GENERAL	138,627.46
REG. DIST.OF FRASER-FORT GEORGE	358,313.62
STEWART CONSTRUCTION LTD	42,000.00
SUN LIFE ASSURANCE COMPANY OF CANADA	356,732.46
SWEEPING BEAUTIES JANITORIAL	33,531.64
TELUS COMMUNICATIONS INC.	25,430.67
TELUS COMMUNICATIONS INC.	28,224.00
TELUS MOBILITY	34,968.45
TERUS CONSTRUCTION LTD	1,375,405.31
TORONTO AUTO SALES & LEASING LTD	102,684.75
TOWER COMMUNICATIONS	54,770.02
TRUE CONSULTING LTD	41,764.77
ULINE CANADA CORPORATION	26,388.18
VALLEY DIESEL	38,029.52
VANDERHOOF & DISTRICTS CO-OP	454,536.43
VIHAR CONSTRUCTION LTD	48,560.32
VIKING CONSTRUCTION LTD	173,121.34
WEAVER TECH CORP	54,886.93
WEST POINT RAIL & TIMBER CO.	58,743.78
WICKED RIVER OUTFITTERS	63,250.00
WILLIAMS MACHINERY	33,225.15
XCG CONSULTANTS LTD.	56,547.57

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<b>Total of aggregate payments exceeding \$25,000</b>	<b>7,836,325</b>
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Consolidated total for suppliers paid \$25,000 or less	1,452,691
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<b>Total Payments</b>	<b>9,289,017</b>
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### Reconciliation to Financial Statements

<b>Total Payments to Suppliers as per Schedule</b>	<b>9,289,017</b>
Add increased landfill liability	375,719
Subtract Increase in prepaid expenses	(214,773)
Subtract GST included in list of Suppliers	(333,543)
Subtract Capital Expenditures	(3,959,850)
Subtract Payroll Expenses	(839,428)
	<b>4,317,142</b>

<b>Purchased Service and Supplies</b>	<b>4,365,979</b>
Subtract Amount in Staff and Directors Travel and Expense	(67,583)
Subtract Amount in Payments to Societies	(358,152)
Subtract Amount in Payments to Municipalities	(198,627)
<b>Insurance and Permits</b>	<b>260,763</b>
<b>Membership and Dues</b>	<b>32,314</b>
<b>Interest to Suppliers</b>	<b>2,306</b>
<b>Election, Referenda and Studies</b>	<b>18,699</b>
<b>Volunteer Benefits</b>	<b>2,172</b>
<b>Special Projects</b>	<b>259,271</b>
	<b>4,317,142</b>

**Regional District of Bulkley-Nechako****Payments for the Purposes of Grants and Contributions  
For the Year Ending December 31, 2022**

<b>Jurisdiction</b>	<b>Amount</b>
District of Fort St. James	286,227
District of Houston	17,082
District of Vanderhoof	592,481
Town of Smithers	603,480
Village of Burns Lake	463,066
Village of Fraser Lake	75,002
Village of Telkwa	195,537
Village of Granisle	6,487
Total Municipal Grants and Contributions	<u>2,239,361</u>
 <b>Reconciliation to Financial Statements</b>	
Total Municipal Grants and Contributions	2,239,361
	<u><b>2,239,361</b></u>
 <b>Payments to Municipalities</b>	
Grants to Societies listed in Purchased Services and Supplies	2,040,734
	198,627
	<u><b>2,239,361</b></u>

## Regional District of Bulkley-Nechako

### Payments for the Purposes of Grants and Contributions For the Year Ending December 31, 2022

Society	Amount
B V AQUATIC CENTRE MANG. SOCIE	550,693.92
B. V. HISTORICAL & MUSEUM SOC.	23,948.00
BULKLEY VALLEY FOLK MUSIC SOCIETY	9,294.00
BULKLEY VALLEY ROD AND GUN CLUB	8,091.00
BURNS LAKE PUBLIC LIBRARY	260,000.00
BURNS LAKE REBROADCAST SOCIETY	32,500.00
CHINOOK COMMUNITY SOCIETY	85,000.00
CLUCULZ LAKE VOL. FIRE DEPT	17,000.00
COMMUNITY ARTS COUNCIL OF FSJ	6,000.00
CONNEXUS COMMUNITY RESOURCES	5,500.00
CYCLE 16 TRAIL SOCIETY	25,265.00
ENDAKO HALL SOCIETY	10,523.67
EVELYN COMMUNITY ASSOCIATION	6,633.17
FORT FRASER VOL. FIRE DEP.	19,600.00
FORT SAINT JAMES TV SOCIETY	164,398.00
FORT ST JAMES CURLING CLUB	8,530.18
FORT ST. JAMES LIBRARY	16,737.00
FORT ST. JAMES SEARCH & RESCUE	100,000.00
FRASER LAKE LIBRARY BOARD	37,683.00
FRASER LAKE REBROADCASTING SOC	83,750.00
FT. ST. JAMES SNOWMOBILE CLUB	11,505.79
GLENWOOD HALL COMM. ASSOC	6,424.13
GRANISLE AND DISTRICT SENIORS ASSOC.	6,423.00
HOUSTON SMITHERS REBROADCASTIN	54,849.00
LAKE KATHLYN PROTECTION SOCIETY	18,352.58
LAKES DISTRICT AIRPORT SOCIETY	34,375.00
LAKES DISTRICT ARTS COUNCIL	7,500.00
LAKES DISTRICT FAIR ASSOC	5,369.20
LAKES DISTRICT FILM	72,504.10
LAKES DISTRICT MUSEUM SOCIETY	53,870.21
NECHAKO VALLEY EXHIBITION SOC.	56,778.00
NECHAKO VALLEY SEARCH & RESCUE	12,623.00
NESST SOCIETY	12,234.28
NORTHERN SOCIETY FOR DOMESTIC PEACE	36,973.00

NORTHWEST REGIONAL BUSINESS SOCIETY (RDKS)	15,734.00
OMINECA SKI CLUB	47,410.01
RIDE BURNS MOUNTAIN BIKING ASSOC.	18,598.61
SMITHERS ART GALLERY	10,794.00
SMITHERS PUBLIC LIBRARY	105,964.91
SMITHERS SKATE PARK SOCIETY	70,000.00
SOUTHSIDE VOLUNTEER FIRE DEPT.	52,315.40
STUART LAKE GOLF CLUB	94,445.00
TOPLEY FIRE PROTECTION SOC.	32,944.00
TWEEDSMUIR RECREATION COMMISSI	5,119.45
VANDERHOOF CURLING CLUB	17,474.33
VANDERHOOF INTERNATIONAL AIRSHOW SOCIETY	8,139.37

Grants to Organizations for a total \$5,000 or less in 2022	163,487
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<b>Total Grants To Societies and School Districts</b>	<b>2,503,354</b>
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**Reconciliation to Financial Statements**

Total Grants To Societies and School Districts	2,503,354
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**2,503,354**

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**Grants to Societies**

**1,647,634**

Grants to Societies listed in Purchased Services and Supplies

358,152

**Electoral Area Grant in Aid**

**497,568**

**2,503,354**

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**Regional District of Bulkley-Nechako*****Schedule of Guarantee & Indemnity Agreements***

For the Year Ended December 31, 2022

NIL

The Regional District of Bulkley-Nechako has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

***Statement of Severance Agreements***

For the Year Ended December 31, 2022

NIL

The Regional District of Bulkley-Nechako has not entered into any severance agreements in the 2022 calendar year.



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** June 22, 2023  
**Subject:** Growing Communities Fund Reserve

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

That the Board give Bylaw No. 2009 "Growing Communities Fund Reserve" three readings and adoption.

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**BACKGROUND**

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

The Growing Communities Fund Reserve is a requirement of the new Growing Communities Fund grant from the province to save any unspent amounts from the provincial grant received and to receive investment income on any amount that is left unspent.

The province granted the Regional District \$1,764,000 to the Regional District as a Growing Communities Fund grant in March of 2023. These funds will be contributed to this reserve in an upcoming budget amendment.

Staff are currently working on a strategy for the allocation of this grant to different Regional District services and are planning on bringing a recommendation to the Board in the coming months.

**Attachments:**

Bylaw No. 2009  
March 16 Grant Letter from Minister Anne Kang

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## BYLAW NO. 2009

A bylaw to establish a Reserve for the Growing Communities Fund

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

**AND WHEREAS** the Board of the Regional District of Bulkley-Nechako has determined that a reserve for Growing Communities Fund be established;

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

1. There shall be and is hereby established a Reserve Fund, under the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, to be known as the "Growing Communities Fund Reserve."
2. Money from the annual budget or as otherwise provided in the *Local Government Act* and the *Community Charter* may from time to time be paid into the Growing Communities Fund Reserve.
3. This fund will be available for the purpose of Capital, Planning and Operational Costs that meet the restrictions specified in the grant approval letter.
4. This bylaw may be cited for all purposes as "Growing Communities Fund Reserve Bylaw No. 2009, 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



I hereby certify that the foregoing is a true and correct copy of Bylaw No. 2009.

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

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

\_\_\_\_\_  
Chairperson

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



March 16, 2023

Ref: 271994

Mark Parker, Chair  
Regional District of Bulkley-Nechako  
PO Box 820  
Burns Lake BC V0J 1E0

Dear Chair Parker:

The population of B.C. has increased consistently over the past decade and is projected to keep growing in the next 10 years. The provincial government understands the need to facilitate greater housing supply for our growing population. The province will support local governments in addressing the multiple funding and financing constraints to aid in the construction of infrastructure and amenities for all B.C. communities. Local governments' investment in core community infrastructure and amenities increases the amount of land that is ready to be developed to a higher density.

The Government of B.C. has invested considerable resources in infrastructure and amenities in the past 10 years and has strategically leveraged federal funding to that effect. More than \$1.6 billion in federal and provincial funding have been invested in our communities since 2018 through the Investing in Canada Infrastructure Program. However, as there is still more to be done for infrastructure and amenities, the provincial government is pleased to provide the Growing Communities Fund (GCF) for local governments province-wide.

As a one-time grant, the GCF will provide up to \$1 billion through direct grants to local governments to support all B.C. communities, with a focus on those communities that need to increase the pace and scale of housing supply. The principal objective of the GCF is to increase the local housing supply with investments in community infrastructure and amenities. Regional Districts are encouraged to work closely with adjacent local First Nations, in recognition of the *Declaration on the Rights of Indigenous Peoples Act*, as this collaboration strengthens our communities and regions.

The funding provided through the GCF should be limited to one-off costs needed to build required infrastructure and amenities rather than funding ongoing or operational activities. These funds are to be incremental to currently planned investments and should accelerate the delivery of capital projects. Eligible costs are as follows:

- Public drinking water supply, treatment facilities and water distribution;
- Local portion of affordable/attainable housing developments;

.../2

Mark Parker, Chair

Page 2

- Childcare facilities;
- Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities;
- Wastewater conveyance and treatment facilities;
- Stormwater management;
- Solid waste management infrastructure;
- Public safety/emergency management equipment and facilities not funded by senior level government;
- Local road improvements and upgrades;
- Sidewalks, curbing and lighting;
- Active transportation amenities not funded by existing provincial programs;
- Improvements that facilitate transit service;
- Natural hazard mitigation;
- Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
- Recreation-related amenities.

Further to the above note capital costs, one-off costs can include:

- Costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work; costs of designing, tendering and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and, in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities.

I am pleased to advise you that Regional District of Bulkley-Nechako is the recipient of a \$1,764,000 grant under the Growing Communities Fund. This amount will be directly transferred to your local government by March 31, 2023.

Under part 7 of the Local Government Grants Regulations, the amount of the grant to each local government is set by the Minister of Municipal Affairs. The determination of this amount was based on a formula that applies to all regional districts.

This formula is based on four components: a flat funding amount, a “total population” amount, a “rural population” amount and a “rural population growth” amount. The flat amount is \$500,000. The “total population” amount is \$17 per capita in the entire regional district. The “rural population” amount is \$30 per capita in the rural areas of the regional district.

Mark Parker, Chair  
Page 3

This approach recognizes that servicing rural residents (unincorporated areas) is generally more expensive on a per capita basis than residents from urban (incorporated areas) due to economies of scale. The “rural population growth” amount is \$1,000 per capita population growth in the rural areas between 2016 and 2021.

As a condition of this funding, the grant must be allocated to an appropriate regional district service by the end of this calendar year. To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spends this grant. This will be part of the annual financial reporting required under section 377 (1)(a) of the *Local Government Act*. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

Further to the financial reporting, an annual report that identifies work-related Housing Needs Reports and pre-zoning requirements, as applicable, is required. The province also encourages highlighting projects that align with provincial priorities such as CleanBC and childcare; as well as those that align with the province’s Environmental, Social and Governance framework for capital projects.

Finally, requirements will include parameters for public recognition of the funding related to projects. The province must be consulted prior to any proactive media events or news releases related to the project. Funded projects must also acknowledge the province’s contribution through temporary and permanent on-site signage. The provincial government anticipates that the funds will be expended within approximately five years of receipt.

If you have any questions or comments regarding this letter, please feel free to contact the Local Government Infrastructure and Finance Branch by email at: [LGIF@gov.bc.ca](mailto:LGIF@gov.bc.ca). Further information on the program will be available on the following webpage:  
<https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/bc-s-growing-communities-fund>.

The province welcomes this opportunity to support the growth of the supply of housing throughout British Columbia. We believe that that this funding will contribute to the capacity of B.C. local governments to provide critical services as our province and economy grows.

Sincerely,



Anne Kang  
Minister

pc: Curtis Helgesen, Chief Administrative Officer, Regional District of Bulkley-Nechako  
John Illes, Chief Financial Officer, Regional District of Bulkley-Nechako

**Attachment with Example Calculation for a Regional District with 65,000 People, 30,000 in Rural Areas**

If the Regional District rural population (unincorporated areas) grew by 2,000 people between 2016-2021, the total grant amount is calculated as follows:

<b>Component</b>	<b>Calculation</b>	<b>Result</b>
Flat Funding	500,000	\$500,000
Total Population	= 65,000 x 17	\$1,105,000
Rural Population	= 30,000 x 30	\$900,000
Rural Population Growth	= 2,000 x 1,000	\$2,000,000
Total Grant		\$4,505,000



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** June 22, 2023  
**Subject:** Chinook Community Forest

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

That the Board appoint Curtis Helgesen and John Illes as proxies to the 2023 AGM to be held on July 12, 2023 of Chinook Comfor Limited and Chinook Comfor Limited Partnership.

---

**BACKGROUND**

The Regional District owns 894 Class A Voting Shares of Chinook Comfor Limited the general partner in the Chinook Comfor Limited Partnership. As part of the Shareholder agreement the Regional District is entitled to appoint two directors to the company. The Chinook Community Forest is in Electoral Areas "B" and "E".

As per past Board direction, directors are appointed for a two-year term and for a maximum of two terms. Both appointed directors are moving into the second year of a two-year term. The current directors are Cindy Shelford (for Electoral Area B) and Greg Hill (for Electoral Area B).

Staff are recommended to attend the shareholder AGM as proxies for the Board. The AGM's are short annual business meetings as compared to the meetings of the appointed company directors, where the nuts and bolts of community forest management are discussed.

**Attachment:** Chinook AGM Notice Letter



May 23, 2023

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

Dear Mr. Mark Parker:

**BY ORDER OF THE BOARD OF DIRECTORS of CHINOOK COMFOR LIMITED**

**Notice** is hereby given that an annual general meeting of Chinook **Comfor Limited and Chinook Comfor Limited Partnership** will be held July 12, 2023, at **824 Centre Street LBN Forestry**, Burns Lake, B.C. at 11:00 am for the following purpose:

2023 AGM of Chinook Comfor Limited 11:00 am

- To waive the production and publication of the financial statements
- To waive the appointment of an auditor for the next financial year
- To elect directors

2023 AGM of Chinook Comfor Limited Partnership 12:00 pm

- To receive audited financials for Chinook Comfor Limited Partnership
- To receive 2022-23 Annual Report

All shareholders and limited partners are entitled to attend and vote in person or by proxy. Registered shareholders and limited partners who are unable to attend the meeting are requested to complete, date, sign, and deliver the attached form of proxy by no later than July 12, 2023, to the following address or present such proxy at the beginning of the meeting.

Chinook Comfor LP  
Box 969  
Burns Lake, B.C. V0J 1E0  
Or email to: [info@chinookcomfor.ca](mailto:info@chinookcomfor.ca)

Dated Burns Lake, B.C. this 23th day of May 2023.

Cindy Shelford, President  
Chinook Community Forest



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** June 22, 2023  
**Subject:** **Canada Community Building Fund BC – Village of Telkwa application to Electoral Area A (Smithers/Telkwa Rural)**

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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 Infrastructure project at the old Fire Hall #2 and further,

**(participants/weighted/majority)**

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

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### BACKGROUND

The Village of Telkwa's (the Village) old Fire Hall #2 was built in 1980 and used as Telkwa's Fire Hall (the Hall) on the west side of the Bulkley River until 2015. The Hall is owned by the Village and has been leased to the Bulkley Valley Kinsmen Club.

The current condition, layout and access to the Hall is not conducive for a community space. In order to attract and retain residents and maximize local economic development opportunities, quality recreational activities are key factors to ensure the continued growth of a community, especially a young community such as Telkwa.

Total uncommitted Canada Community-Building Fund BC funds remaining in the Electoral Area A allocation is \$561,876.

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:** Nellie Davis, Manager of Regional Economic Development  
**Date:** June 22, 2023  
**Subject:** **Joint Accessibility Advisory Committee Establishment**

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### **RECOMMENDATION:**

**(all/directors/majority)**

- 1) That the Board approve the Bulkley-Nechako Joint Accessibility Advisory Committee Terms of Reference and Application for Membership, and further,
  - 2) That the RDBN Chair appoint Directors as Chair and Alternate of the Bulkley-Nechako Joint Accessibility Advisory Committee.
- 

### **BACKGROUND**

As per direction at the April 6, 2023, Committee of the Whole, staff collaborated with municipal offices and libraries in the region to develop the Bulkley-Nechako Joint Accessibility Committee Terms of Reference (TOR), which are attached for approval, along with the draft application for membership.

Upon approval, the RDBN and partner organizations listed in the TOR will begin advertising and outreach to recruit members from all areas of the RDBN to participate on the Committee. As per the requirements of the Accessible BC Act, the committee structure will, to the best extent possible, have at least half of the members be persons with disabilities or who represent disability-serving organizations, and will have Indigenous representation.

Recommendations for Committee appointments from RDBN and partner organizations are planned to be presented to the Board for approval at the August 10, 2023, Board meeting.

### **ATTACHMENTS**

- 1) Bulkley-Nechako Joint Accessibility Committee Terms of Reference
- 2) Draft Accessibility Committee Application for Membership

## **Bulkley- Nechako Joint Accessibility Advisory Committee Terms of Reference**

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### **1. Mandate**

To advise all participating Councils and Boards in the Regional District of Bulkley-Nechako of the need to establish, develop and maintain equitable policies, services and facilities for persons with disabilities, including, but not limited to: transportation; housing; employment; education; and recreation.

To provide an opportunity for public input on accessibility issues affecting people with disabilities.

To identify barriers to services and facilities encountered by people with disabilities, and partner with local councils and agencies to address them.

To promote initiatives that foster active living, and the full participation of people with disabilities in their communities.

### **2. Funding**

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

As an inter-agency committee, application may be made to each participating local government for funding to sustain the Committee's activities. The Committee also accepts public donations and seeks various grants.

The Committee also welcomes and appreciates in-kind services, input, and expertise from municipal councils, agencies, businesses, and volunteers on an as needed basis.

### **3. Membership**

The Committee will be comprised of at least seven (7), and up to twelve (12) voting members, representing the public, business, and community interests within the RDBN. The Committee will strive to maintain the following membership criteria:

The Chair of the Committee and the alternate shall be a Director of the RDBN appointed by the RDBN Chair.

Fifty percent (50%) of members are persons with a disability, or are individuals who support persons with disabilities either at a personal or organizational level;

At least one (1) Indigenous member; and

Reflect the diversity of persons with disabilities in BC.

Membership from each community represented by the partnering organizations.

Partner organizations can appoint one non-voting staff member to support the work of the Committee within their organization.

To support the facilitation of the Committee, the RDBN commitment is to provide a Staff Liaison, as directed by the Chief Administrative Officer, to act as administrative support for the Committee and provide a Recording Secretary for all meetings.

#### **4. Appointments**

Vacancies for voting members of the Committee will be advertised by the RDBN and the partner community where the vacancy exists; interested individuals shall submit applications to the RDBN.

The RDBN Board shall approve the appointment of the voting members of the Committee. Recommendations for membership will be provided to the Board by staff through consultation with partner community representatives.

The appointment of the non-voting staff member(s) on the Committee will be exempt from regulations, which apply to the appointment of voting members.

The RDBN Staff Liaison on the Committee will be appointed by the Chief Administrative Officer.

#### **5. Voting**

Each representative that is appointed by the RDBN Chair and Board has one vote each.

The Committee's preferred method of decision-making is to reach resolution by consensus however, when consensus cannot be reached, a vote will be conducted, and simple majority will rule.

#### **6. Quorum**

A quorum consists five (5) of the eligible voting members, and the Chair or Vice Chair must be present.

#### **7. Meeting Frequency and Facilitation**

In the first year, the Committee shall meet as necessary to complete the Accessibility Plan and thereafter shall meet quarterly, or at the determination of the Chair.

Meetings will take place at the advertised time at the RDBN Office in Burns Lake. Both in-

person and virtual attendance will be supported.

All meetings will be open to the public to attend.

### **8. Reporting Relationship with Municipal Councils and Organization Boards**

The RDBN Staff Liaison will be responsible for reporting Accessibility Advisory Committee minutes to all partner organizations promptly.

Minutes shall be included for receipt on partner council/board agendas and councils/boards will make individual decisions about action items to bring forward for consideration.

Partner organizations will also apprise the Advisory Committee of any municipal initiatives involving or having impact on people with disabilities via the RDBN Staff Liaison. This information will be provided to the Advisory Committee via meeting agendas.

### **9. Term of Office**

Term of Office is two calendar years. Members may re-apply for seats upon completion of their term.

In a case where a member must vacate a seat before the end of the two-year term, another resident representing the same area can apply for appointment to complete the remaining term.

### **10. Representative Authority**

The Committee does not have the authority to pledge the credit of any partner organization, or to authorize any expenditure to be charged against partner organizations.

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 Chair.

### **11. Minutes**

Meeting minutes be taken at each meeting.

Minutes will be provided for receipt to all partner organization councils/boards.

**Schedule A – Partner Organizations**

The following like organizations have considered these Terms of Reference and provided written confirmation of their participation in the Bulkley- Nechako Joint Accessibility Advisory Committee:

1. Regional District of Bulkley-Nechako
2. District of Fort St. James
3. District of Houston
4. Village of Burns Lake
5. Village of Fraser Lake
6. Village of Telkwa
7. Fort St. James Public Library

\*Confirmed Partner Organizations as of June 14, 2023

**Bulkley-Lakes-Nechako Joint Accessibility Committee  
Member Application**

The purpose of the Committee is:

- To advise all participating Councils and Boards in the Regional District of Bulkley-Nechako of the need to establish, develop and maintain equitable policies, services and facilities for persons with disabilities, including, but not limited to: transportation; housing; employment; education; and recreation.
- To provide an opportunity for public input on accessibility issues affecting people with disabilities.
- To identify barriers to services and facilities encountered by people with disabilities, and partner with local councils and agencies to address them.
- To promote initiatives that foster active living, and the full participation of people with disabilities in their communities.

Member Applications can be submitted in person to partner organizations in your community (full list on the back page), or via email to [info@rdbn.bc.ca](mailto:info@rdbn.bc.ca) with the subject line: Accessibility Committee Application

Committee Meetings will be held (either in-person or remotely through virtual attendance) at the RDBN Office at 37 3<sup>rd</sup> Avenue in Burns Lake. Meetings will be scheduled as necessary to begin with in order to complete the Accessibility Plan, and thereafter quarterly or at the determination of the Chair.

**Candidate Information:**

Full Legal Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number (daytime): \_\_\_\_\_

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

**Please let us know why you are interested in participating in the Accessibility Committee:**

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**Please list any special background or experience you may have:**

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The membership of the committee will, to the best extent possible, reflect the diversity of persons with disabilities in BC.

**Please let us know if you self-identify as any of the following:**

- A person with lived experience of disability.
- A support person for persons with disabilities (either personally or professionally).
- Indigenous.

**Is there any other information you believe would be helpful in the consideration of your application?**

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**Bulkley- Nechako Joint Accessibility Advisory Committee Partner Organizations:**

Regional District of Bulkley-Nechako  
Electoral Areas:  
A (Smithers/Telkwa Rural)  
B (Burns Lake Rural)  
C (Fort St. James Rural)  
D (Fraser Lake Rural)  
E (Francois/Ootsa Lake Rural)  
F (Vanderhoof Rural)

G (Houston/Granisle Rural)  
District of Fort St. James  
District of Houston  
Village of Burns Lake  
Village of Fraser Lake  
Village of Telkwa  
Fort St. James Public Library



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cameron Hart, Economic Development Assistant  
**Date:** June 22, 2023  
**Subject:** **2022 Annual Report**

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**RECOMMENDATION:**

**(all/directors/majority)**

That the Board approve the Regional District of Bulkley Nechako 2022 Annual Report.

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**BACKGROUND**

At the Committee of the Whole meeting on June 8, 2023, the board gave feedback on the 2022 Draft Annual Report and asked for slight changes to the departmental responsibility graphics.

The first requested change was to modify the text within some of the sections to a black font to improve readability. The font and the contrast of the subsections have been modified to make the graphic more readable while still retaining consistency with a white font colour.

Additionally, it was unclear in the previous iteration of the departmental responsibility graphics what the various colours represented. The colours have been modified into a concentric pattern so that the centre hub, the primary branches, and the outermost branches have distinct colours.

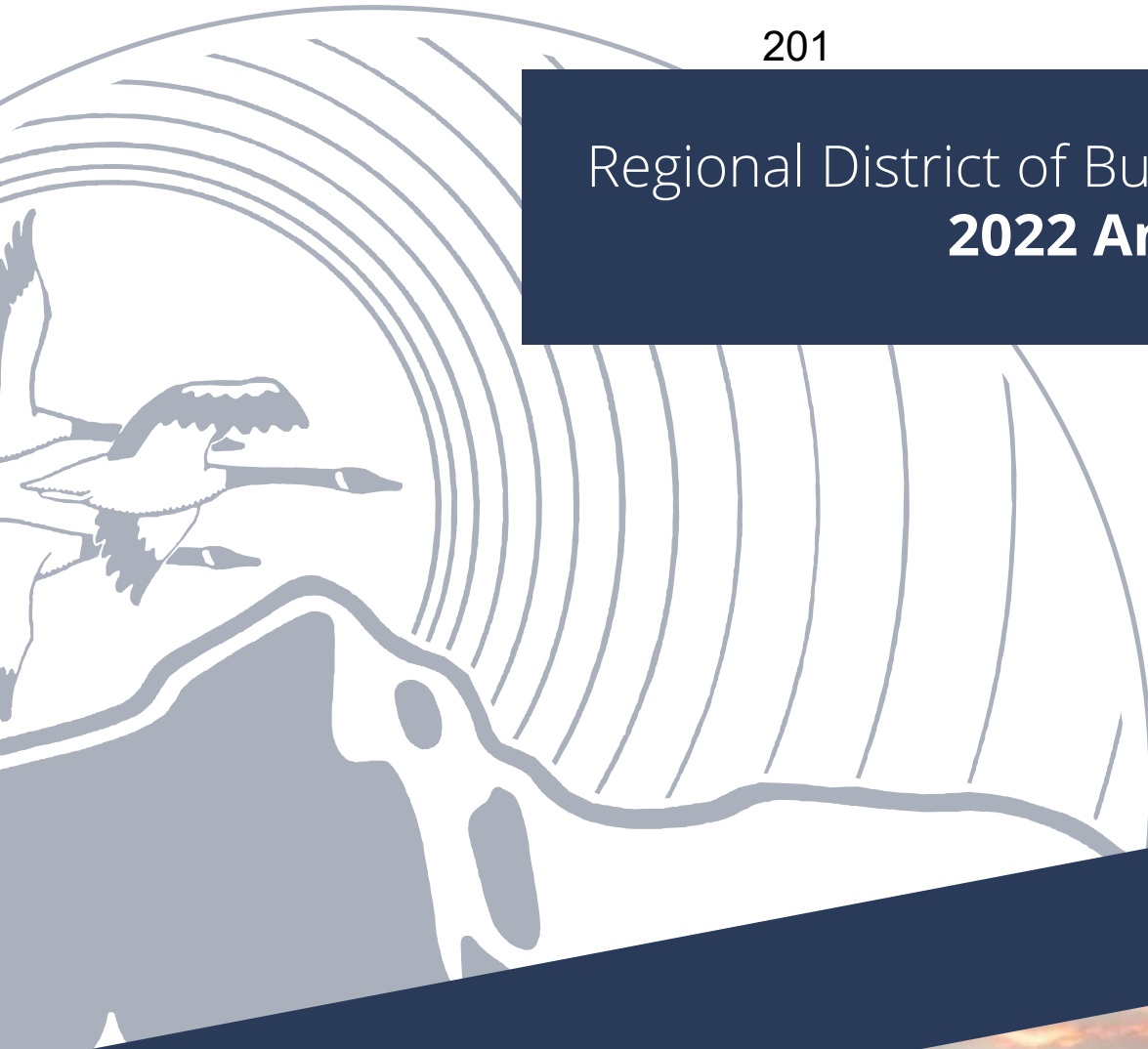
No other modifications have been made to the document. The Audited Financial Statements will be attached to the Annual Report when it is published.

**ATTACHMENTS**

Regional District of Bulkley-Nechako 2022 Annual Report



# Regional District of Bulkley-Nechako **2022 Annual Report**

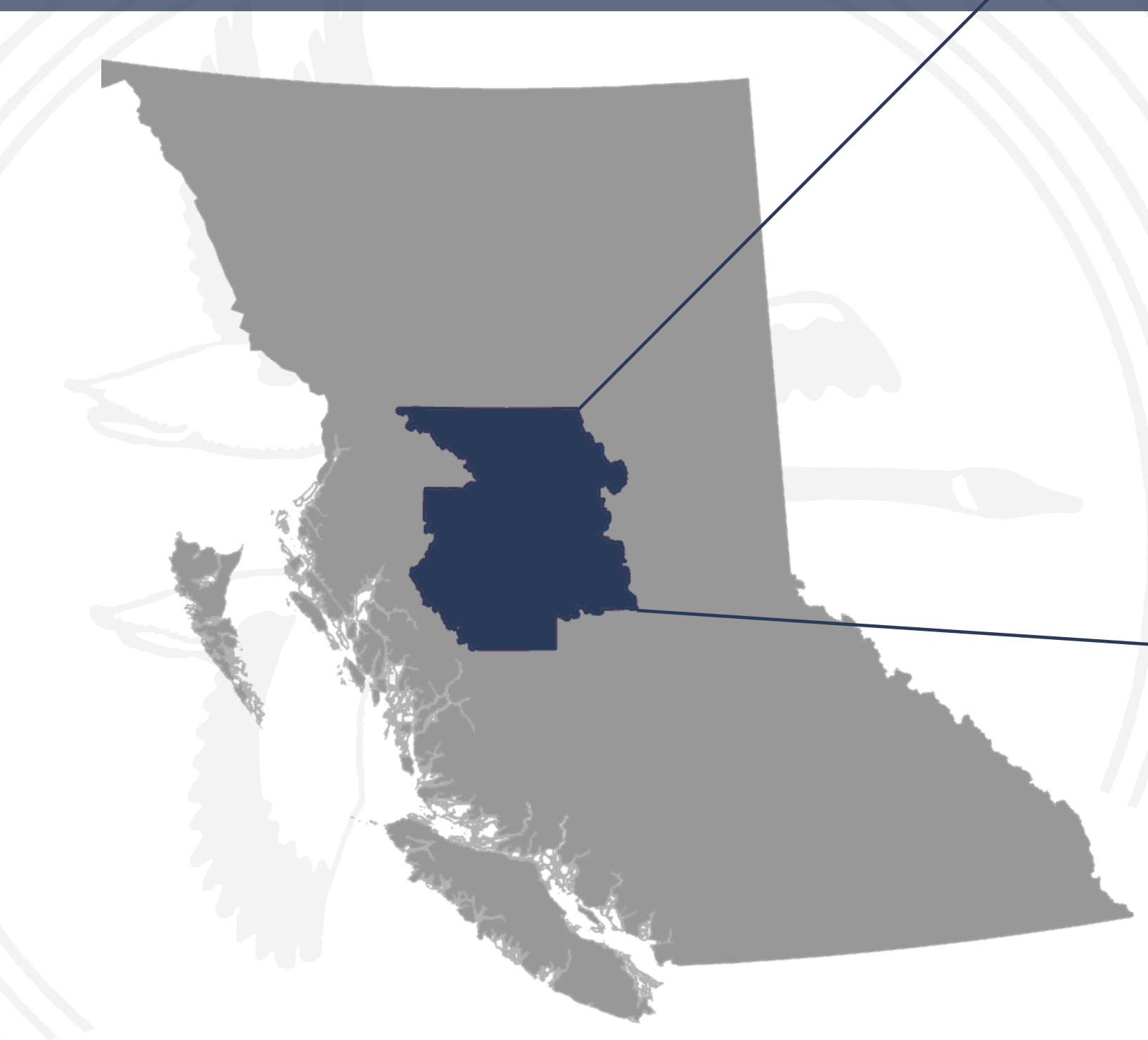


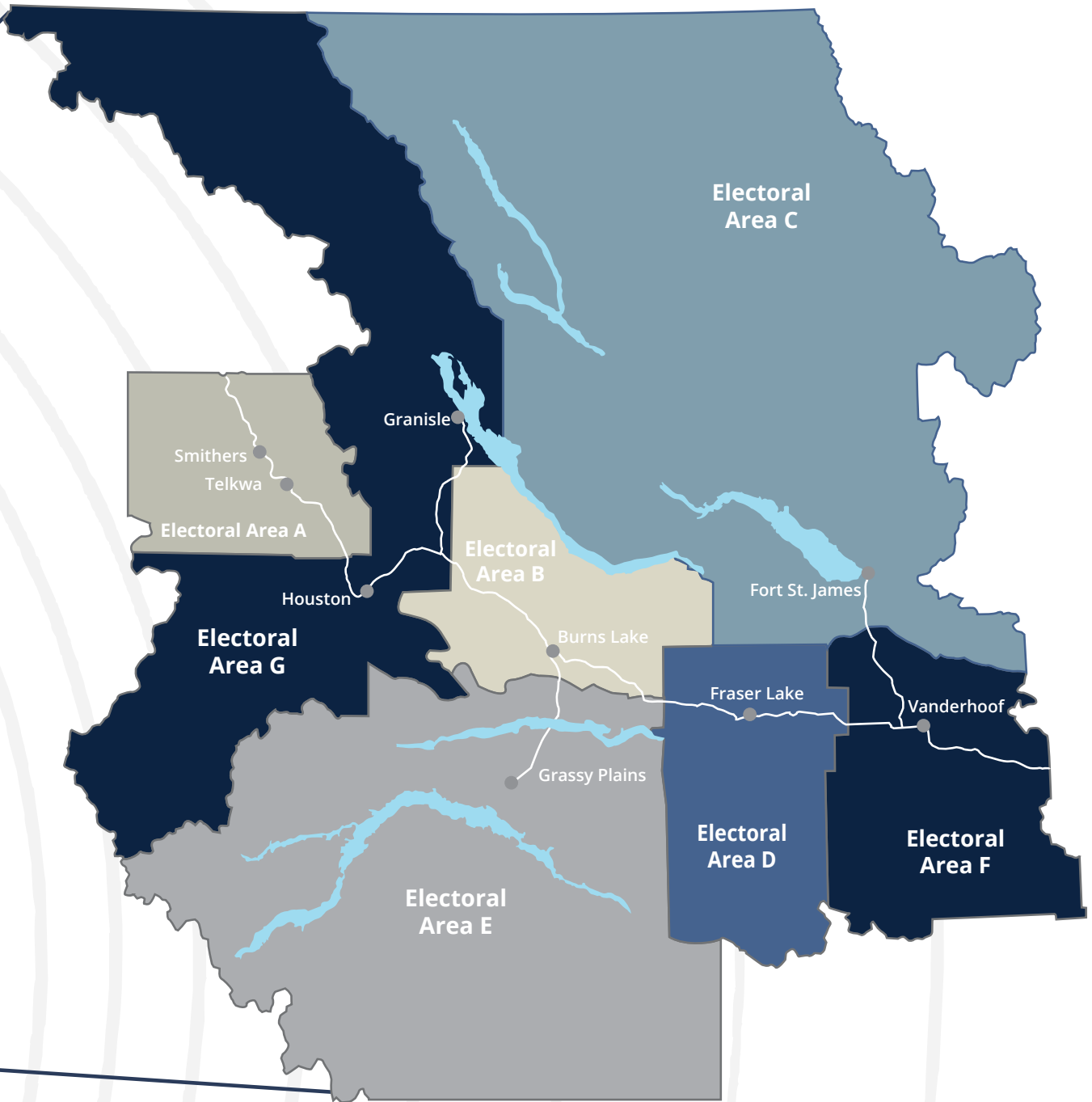
The Regional District of Bulkley-Nechako Board and staff would like to open this report by acknowledging that we deliver our local government services on the traditional territories of First Nations across the vast Bulkley-Nechako region. This region covers an area over 70,000 square kilometers, spanning the territories of the Dakelh, Nedut'en, Tse'khene, and Witsuwit'en speaking peoples. We respect the distinct cultures of the Indigenous Peoples in the Bulkley-Nechako and honour their long-standing relationship with these lands and waters since time immemorial.

We are further committed to building strong and enduring relationships with the 14 First Nations governments within the boundaries of the Regional District of Bulkley-Nechako.

### Listed in Alphabetical Order They Are:

- Binche Whut'en
- Cheslatta Carrier Nation
- Lake Babine Nation
- Nadleh Whuten
- Nak'azdli Whut'en
- Nee-Tahi-Buhn
- Saik'uz First Nation
- Skin Tye
- Stelat'en First Nation
- Takla Nation
- Tl'azt'en Nation
- Ts'il Kaz Koh (formerly Burns Lake Band)
- Wet'suwet'en First Nation
- Yekooche First Nation





# The Regional District Of Bulkley-Nechako



## Message from the Board Chair

The Regional District of Bulkley-Nechako (RDBN) is one of the finest places to live and work in our province. Our incredible communities, excellent recreation opportunities, abundant employment, and affordable housing are second to none. I would also like to acknowledge the Indigenous Peoples who came before us and share their spectacular land with us.

The RDBN board and staff have a deep respect for this place and its people, and I believe it is shown in the work that we have accomplished in 2022. Our team is always striving to find ways to enhance the services provided to our residents and to create a space where all people can thrive. Whether it is securing new fire protection equipment for our rural fire departments, coordinating and tightening emergency response networks, or working toward greater levels of internet connectivity all over the region, our goal remains the same: We will work tirelessly to help the RDBN grow and face the challenges of the day, while still retaining the rural spirit of our communities. The people of this region are hard working, resilient, and considerate of their neighbours, and we aim to reflect that in everything we do.

I want to thank the Board of the RDBN for their diligence and cooperation in decision making. Representing the needs of such a vast geographical region is always challenging, and I am very proud of the way in which we have met the needs of our communities through all the unforeseen challenges that the previous term brought with it. I want to thank the RDBN Board members who will not be returning for the 2022-2026 term: Mark Fisher, Dolores Funk, Tom Greenaway, Annette Morgan, Bob Motion, Jerry Petersen, and especially former Chair, Gerry Thiessen. Their dedication to the board and to their communities is something to aspire to, and we want to wish them all the best in whatever adventure they find next.

I also want to thank the RDBN staff. They are an exceptional group of dedicated professionals who provide sound advice and then take the Board's direction and make it a reality. I feel nothing but pride in the care they take of the region and its people.

Finally, I want to thank the residents of the RDBN, for being the kind of people for whom it is a joy to work for and with, for the betterment of the region. Thanks for your support through 2022. I look forward to achieving more great things in 2023.



## RDBN Board of Directors

Back Row

- Constable Nit**
- Kevin Moutray**  
 Mayor - District of Vanderhoof
- Mark Parker**  
 Director - Area D Fraser Lake Rural
- Henry Wiebe**  
 Mayor - Village of Burns Lake

- Judge Jackson**
- Clint Lambert**  
 Director - Area E Francois/Ootsa Rural
- Shane Brienen**  
 Mayor - District of Houston
- Chris Newell**  
 Director - Area G Houston/Granisle Rural

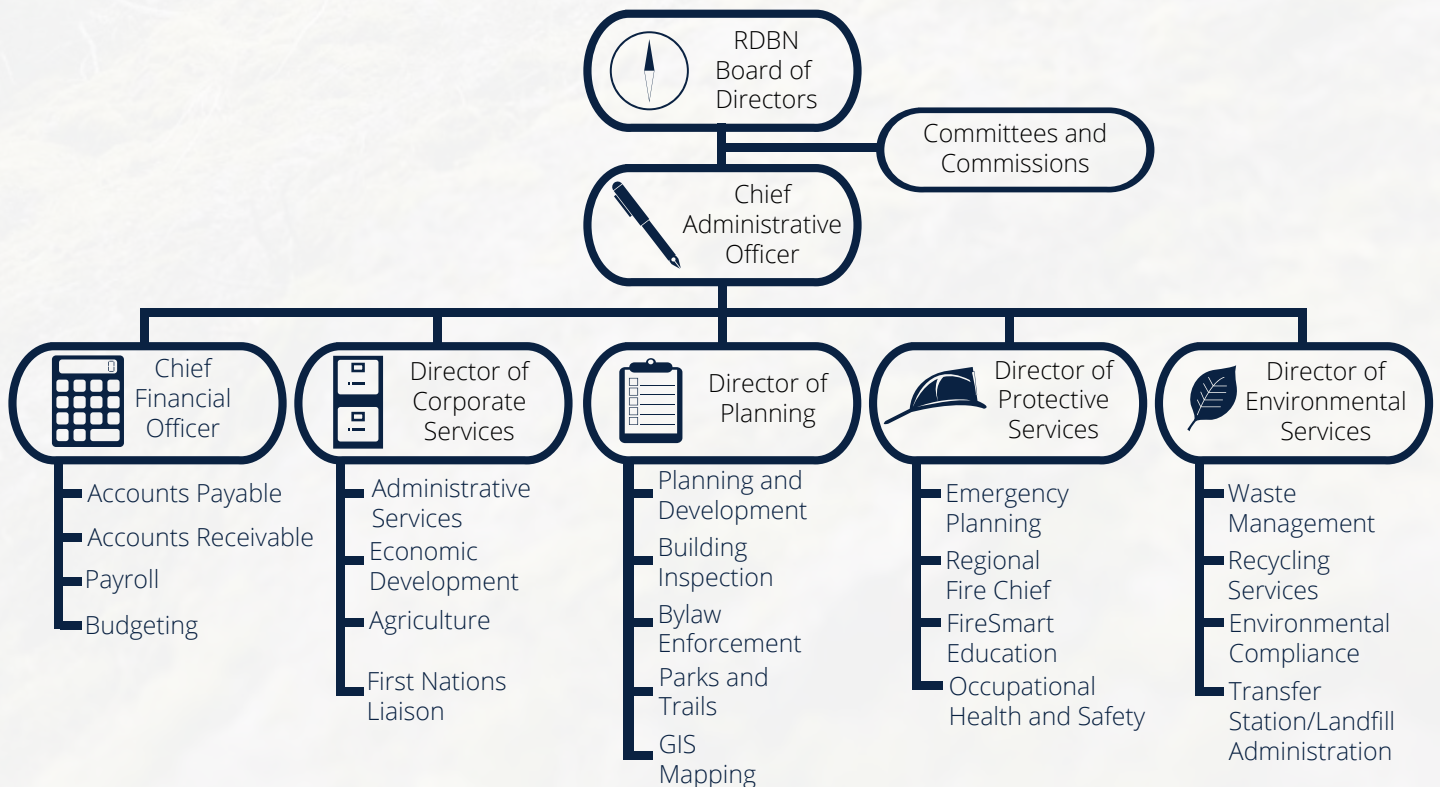
Middle Row

- Linda McGuire**  
 Mayor - Village of Granisle
- Judy Greenaway**  
 Director - Area C Fort St. James Rural
- Michael Riis-Christianson**  
 Director - Area B Burns Lake Rural
- Shirely Moon**  
 Director - Area F Vanderhoof Rural
- Leroy Dekens**  
 Mayor - Village of Telkwa
- Sarah Storey**  
 Mayor - Village of Fraser Lake

Front Row

- Gladys Atrill**  
 Mayor - Town of Smithers
- Martin Elphee**  
 Mayor - District of Fort St. James
- Stoney Stoltenberg**  
 Director - Area A Smithers/Telkwa Rural

# Regional District of Bulkley-Nechako Organizational Chart



## Which Government Oversees What Service?



### Regional District

Solid waste management • Residential service (outside municipal boundaries) • Regional parks and recreation • Rural area planning and development • Emergency services • 911 operation • Grant services • Economic development • Regional environmental services • Building Inspection



### Municipal Government

Municipal road maintenance • Snow removal • Water supply • Waste water management • Municipal parks • Municipal cemetery • Recreation facilities • Fire rescue • Business licenses • Municipal property tax



**BRITISH  
COLUMBIA**

### Provincial Government

Schools • Provincial parks • Rural Road Maintenance • Crown land • Health care • WorkSafe • ICBC/Driver Licensing • Provincial courts • Highway maintenance • Provincial income/property/sales tax • Water Licensing

**Canada**

### Federal Government

Income tax • Employment insurance • Child benefit tax • Military • National parks • Immigration • Criminal law • Foreign relations • Fisheries and oceans

In 2022, the RDBN worked to restart programs that had either changed or had been on hold during the period of Covid-19 restrictions. The changes to the immediate needs of the Region during that time, and the complications that the pandemic brought to everyday business, put a number of projects on hold. As the ability to gather and do work in person returned over the course of 2022, the RDBN has been able to focus again on those priorities that were set by the Board at the beginning of their four year term in 2018.

**Danger**

Private Property  
No Trespassing  
Trespassers will be  
prosecuted  
CN Police

88-4



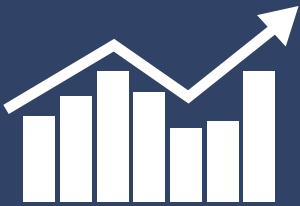
## 2018-2022 RDBN Board Strategic Priorities



**Wildfire/Emergency Services:** In the wake of the devastating wildfires in 2018, the Board wanted to address the increased need for emergency resources. As climate change increases the likelihood of natural disasters such as wildfire and flooding, the RDBN looked to increase preparedness through policy changes, advocate to other levels of government, improve communication between regions and communities, and grow public awareness in preparation for, and during, an emergency.

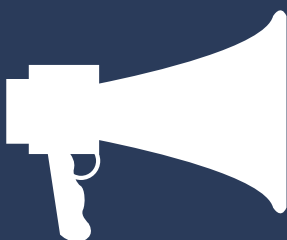
**Housing Strategy:** Though this goal began as a resident attraction/retention initiative, the Board decided to change the direction of the strategy in 2021 toward a housing plan, as it was discovered that potential residents were having a difficult time finding places to rent or buy. This also included work on an Economic Development Plan, a healthcare advocacy initiative, the creation of a Regional Parks and trails service, an arts and culture promotion program, an effort to increase awareness of education needs, and a push for better internet connectivity throughout the region.

HOUSING



**Revenue Sharing:** With the influx of industrial initiatives related to resource extraction, the Board wanted to ensure an equitable system by which the revenue generated from these efforts could be used to enrich the communities they most affect. The RDBN sought to advocate for a livability/sustainability plan for the province. This included work with the Northwest BC Resource Benefits Alliance, which seeks to create a funding agreement with the Province to ensure that more of the revenue generated in the northwest of BC remains in the region.

**Work Camp Strategy:** Increased industrial activity has created the need to accommodate worker camps throughout the region. These camps present unique challenges to communities and to infrastructure, and the Board sought to find ways to ensure that the temporary increase to the local population would have a positive impact on communities and that any additional strain put on infrastructure could be accommodated.



**Communication and Public Engagement:** Understanding the needs of residents and businesses can be a challenge for any government body. Additionally, keeping the public informed as to what their government is doing for them, especially during emergencies, is incredibly important. The RDBN prioritized the creation of a Communications Policy and Plan, and also sought to increase internal and external communication across all channels.

# Administration Department



## 2022 Administrative Strategic Initiatives



**Regional District Elections:** The general elections for the RDBN Board and the Fort Fraser Local Commission were held on October 15, 2022. Two RDBN electoral areas held elections, Area C (Fort St. James Rural) and Area F (Vanderhoof Rural). All other Area Directors were acclaimed. Each municipality appointed their representatives to the board after the elections were completed and the board was sworn in for the coming term at the November 17<sup>th</sup> meeting. The board term runs from 2022 to 2026 and a new strategic plan will be developed in early 2023.

**Veterinarian Shortage:** The Regional District has been looking at ways to address the worsening lack of veterinarians in the region. As many vets begin to retire from their practices, there is a concern about the availability of animal care services in the coming years. Not only would this lack of service pose a danger to domestic animals, but it could also make farming in the region less sustainable. To help address this concern, the RDBN Board submitted a resolution to the Union of British Columbia Municipalities and met with ministry representatives in order to bring the issue to the attention of other levels of Government. The RDBN is hopeful that funding and programs will be made available to ensure that the shortage is addressed and that veterinarians are attracted to fill the needs of the RDBN and the rest of the North.

**Cultural Awareness Training:** The RDBN Board and Staff participated in cultural awareness training with leadership from the College of New Caledonia. The training was designed to increase the RDBN's engagement with First Nations groups by helping others understand how to introduce and interact with groups in an open, honest, and culturally sensitive way. The training was very well received and created meaningful connections and dialogue between the RDBN board and the First Nations groups present.

**Connectivity:** The RDBN Administration staff are working with communities and service providers to increase the areas serviced with cell phone and internet coverage to include the entire region. Working with the Provincial Government, staff have been meeting regularly with stakeholders to encourage the broadening of services in all regions.

**Grant Funding:** In 2022, administrative staff have helped local governments and not-for-profit societies to apply for over \$4 million in funding for initiatives in the region. Staff used their granting expertise to help secure funding for a variety of projects including a new fire truck for Fort Fraser, a study to determine the feasibility of a walking/biking path along Highway 35 in Area B, summer art programs and many more.

**Resource Benefit Alliance:** The RDBN continued to work with the Northwest BC Resource Benefits Alliance, which is a group dedicated to working with the Province to ensure that more of the revenues generated by industry in the Northwest are utilized for initiatives in Northwest regions.



## Granting Services by Area

### Smithers, Telkwa, and Area A

#### Grantwriting Assistance

- Approved Grants **\$71,665**
- Pending Grants **Approx \$4 million**

#### Grant In Aid

- Granted to community groups **\$24,105**

#### Covid Relief Funds

- Granted to Covid relief efforts **\$45,511**

#### Community Building Funds

- Granted to community groups **\$103,750**
- Granted to municipalities **\$70,000**
- Used for RDBN Projects **\$270,000**

### Burns Lake, Area B, and Area E

#### Grantwriting Assistance

- Approved Grants **\$41,339**
- Pending Grants **Approx \$180,000**

#### Grant In Aid

- Granted to community groups **\$16,238**

#### Covid Relief Funds

- Granted to Covid relief efforts **\$52,448**

#### Community Building Funds

- Granted to community groups **\$220,862**

### Fort St. James and Area C

#### Grantwriting Assistance

- Approved Grants **\$41,339**

#### Grant In Aid

- Granted to community groups **\$117,625**

#### Covid Relief Funds

- Granted to Covid relief efforts **\$27,623**

#### Community Building Funds

- Granted to community groups **\$27,000**
- Granted to municipalities **\$185,500**

### Fraser Lake, Fort Fraser, and Area D

#### Grantwriting Assistance

- Approved Grants **\$43,000**
- Pending Grants **Approx \$68,000**

#### Grant In Aid

- Granted to community groups **\$4,965**

#### Covid Relief Funds

- Granted to Covid relief efforts **\$22,167**

#### Community Building Funds

- Used for RDBN Projects **\$300,000**

### Vanderhoof and Area F

#### Grantwriting Assistance

- Pending Grants **Approx \$220,300**

#### Grant In Aid

- Granted to community groups **\$26,734**

#### Covid Relief Funds

- Granted to Covid relief efforts **\$63,884**

#### Community Building Funds

- Granted to community groups **\$95,000**
- Granted to municipalities **\$100,000**
- Used for RDBN Projects **\$35,000**

### Houston, Granisle, and Area G

#### Grantwriting Assistance

- Pending Grants **Approx \$200,000**

#### Covid Relief Funds

- Granted to Covid relief efforts **\$17,291**

# Protective Services Department





## 2022 Protective Services Initiatives

**Emergency Operations Training:** The Protective Services Department has been working to increase the skills of the entire RDBN organization in operating our Emergency Operation Centres. Onboarding of new employees and ongoing training with all levels of staff have resulted in increased proficiency for all staff in

serving the public during wildfires, floods, or other emergencies. The team at the RDBN is dedicated to the residents of the region and have prepared themselves to be at their best when the need arises.

**Next Generation 911:** The RDBN is working with the Regional District of Fraser-Fort George to coordinate the implementation of updated dispatch consoles for fire stations around the region. These consoles will provide a greater level of information to the fire teams as they respond to all types of calls and will support greater functionality for all departments.

**Hazard Risk Vulnerability Assessment:** In 2022, the RDBN completed a Hazard Risk Vulnerability Assessment (HRVA), which is a document that outlines the various potential disasters and threats within the region and ranks them based on how likely they are to occur and how much potential damage they may cause. The HRVA supports the development of a collective community understanding of hazards and the development of activities to enhance our regional awareness and resilience. The findings from this analysis will serve as a tool in updating the Comprehensive Emergency Management Plan and determine the work plan for the Protective Services Department for the coming years. The HRVA is a requirement mandated by the Local Authority Emergency Management Regulations of the Emergency Program Act.

### Cluculz Lake Fire Hall Grand Opening

In 2022, the RDBN celebrated the grand opening of the Cluculz Lake Volunteer Fire Department. This infrastructure project was made possible through the Northern Capital and Planning grant from the Province of BC. The new fire hall at Cluculz Lake is part of a larger plan to increase fire response capacity in the Cluculz Lake area. The Hall also provides a training area and space for equipment storage, components that will assist with volunteer recruitment and retention. In addition to equipment, further support will ensure that volunteer firefighters in the area have access to the resources they need, such as in-house training in Critical Incident Stress Management.





The new fire engine was delivered to the Fort Fraser Volunteer Fire Department in October of 2022.

**Fire Apparatus:** The RDBN worked alongside two fire departments this year to acquire new equipment for fire response. The first was a new Pierce Fire Engine purchased for the Fort Fraser Volunteer Fire Department. The truck was received in a push-in ceremony on October 15, 2022. Firefighters and local residents gathered to push the truck into the firehall in a traditional Fire Service act of dedication.

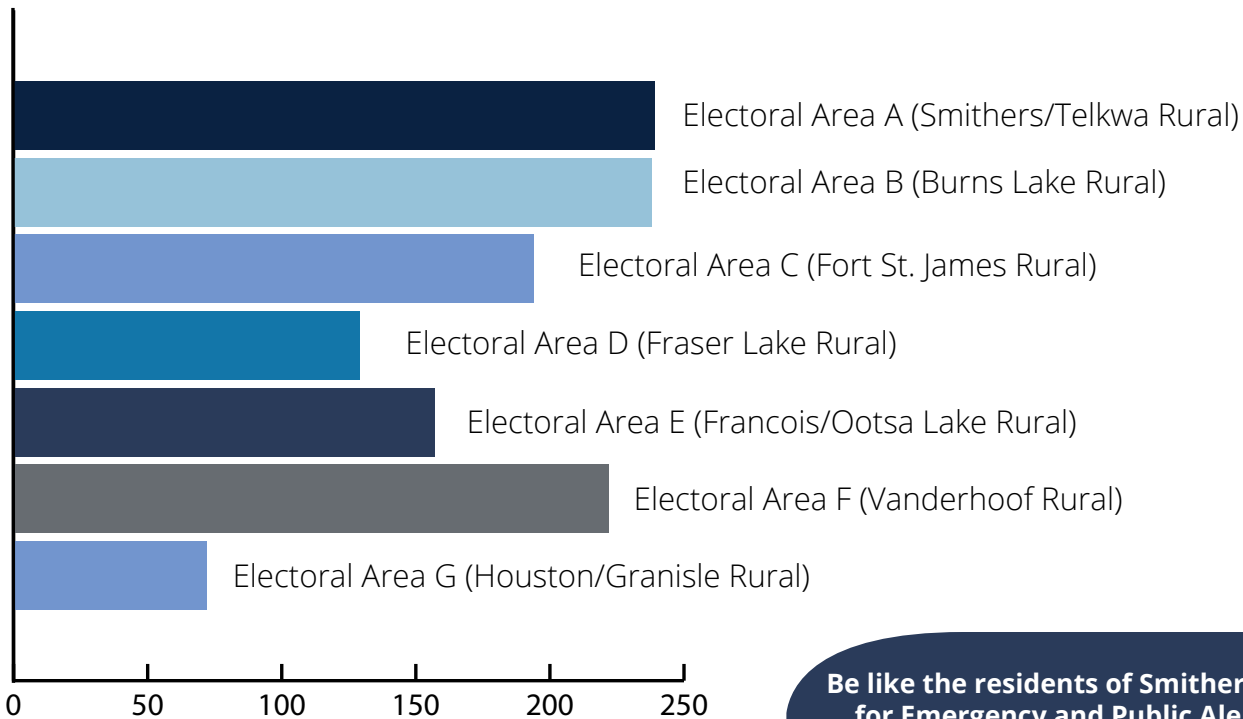
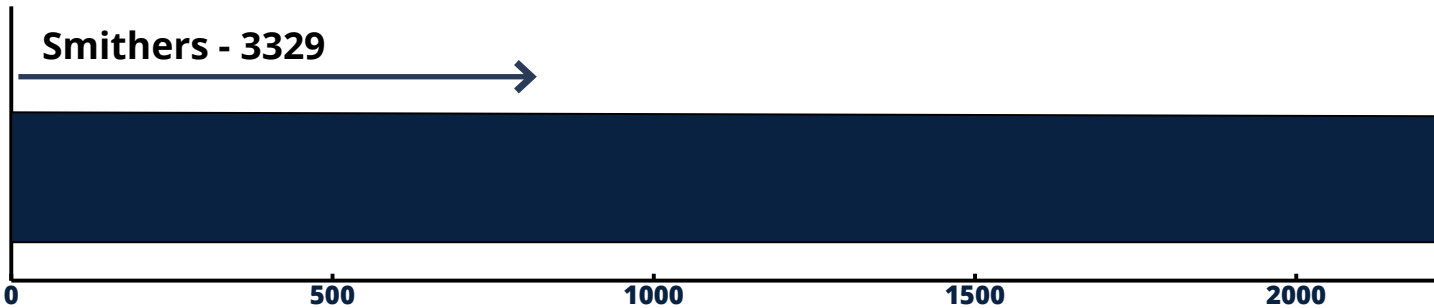
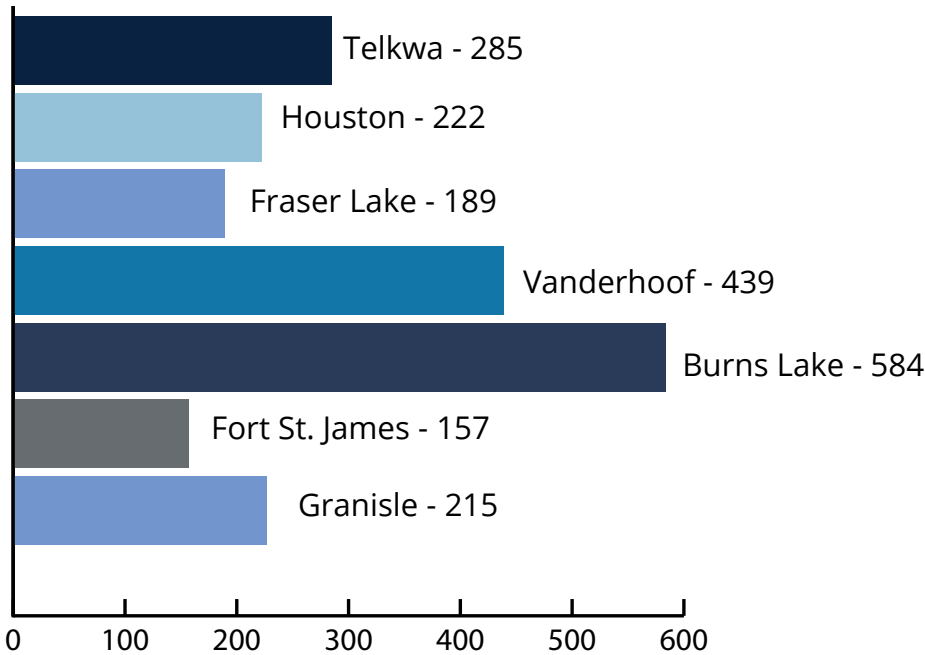
The new truck, which will allow the department to be better prepared to respond to fires throughout the Fort Fraser Fire Protection service area, is the first new truck in the department's history. Its purchase was supported by Northern Capital and Planning Grant funding, Capital Reserve Funds, and a generous donation from the Nechako-Kitimaat Development Fund. This made it possible for the truck to be purchased without any additional tax burden for residents in the service area. The delivery of this truck also allowed the outgoing fire truck to be passed on to the Cluculz Lake Volunteer Fire Department, which will expand their capability to fight fire in their rural region.

The RDBN also purchased a Wildland Engine for the Southside Fire Department. The engine is a flatbed truck equipped with a large tank, hoses, and pumps that allow for filling from almost any water source. The truck is smaller than the fire tender, allowing it to access fires in more difficult to reach regions of the Southside and attack the blazes before they begin to spread. This versatile tool will provide the Southside Fire Department with more capability to address the challenges in fighting fire in a rural region.



# RDBN Emergency and Public Alert System <sup>216</sup>

**Number of residents subscribed to the Emergency and Public Alert System by region/municipality:**



In 2022 the RDBN worked to expand and promote the Emergency and Public Alert System. This service allows all residents to sign up for alerts in the event of an emergency situation, an evacuation order or alert, or other events which could endanger those within the Region.

Registration for the service has been excellent, and there is still room for improvement! Smithers currently sits at the highest number of residents subscribed by a substantial margin.

In the coming year, staff will strive to increase these numbers in other areas around the region

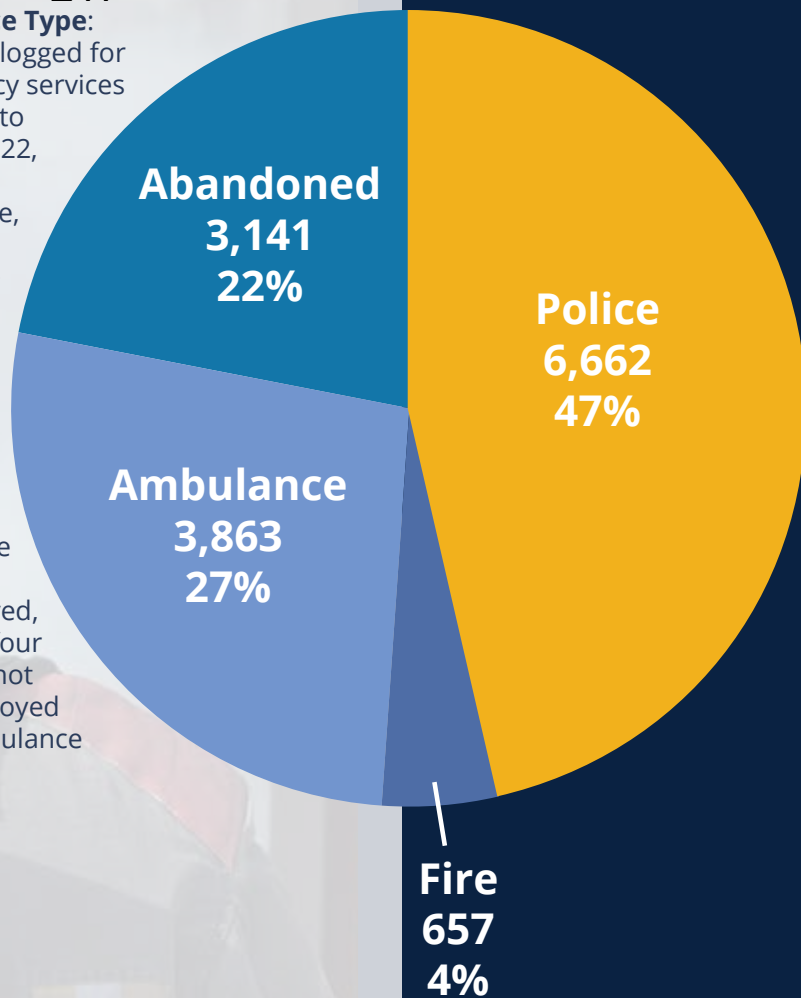
**Be like the residents of Smithers and sign up for Emergency and Public Alerts System:**  
[rdbn.bc.ca/departments/protective-services](http://rdbn.bc.ca/departments/protective-services)



**Percentage of Emergency Calls for Each Service Type:**

Every call that is made to 911 within the RDBN is logged for the purpose of ensuring that adequate emergency services of every type are available in our area, as well as to identify ways to improve response services. In 2022, 911 received 14,323 calls from the RDBN area. These calls break down into four types: Police, fire, ambulance, and abandoned calls. Abandoned calls are those which 911 receives but are unable to communicate with anyone on the other side of the call. This is most often an accidental call or one during which the caller no longer wants emergency service. These calls, though often made in error, still require follow up by 911 dispatchers. Fire calls are further broken down by type below.

In 2022, calls for police made up nearly half of the 911 calls made from the RDBN, Ambulance calls made up approximately a quarter of those received, and another near quarter were abandoned, and four per cent were for fire response (this figure does not include calls that require departments to be deployed to emergencies primarily requiring police or ambulance presence).

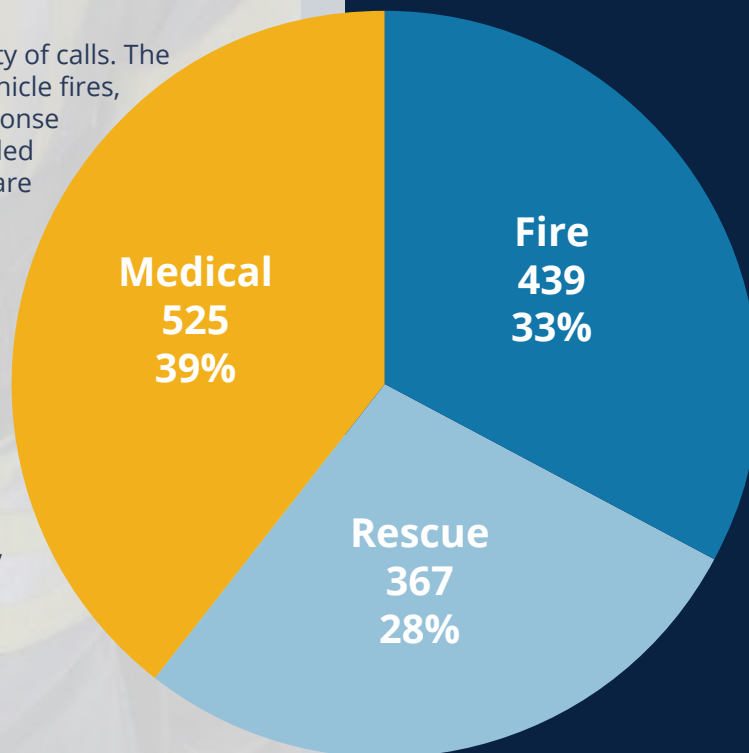


2500                      3000                      3500

**Percentage of Fire Response Calls by Type:**

Fire departments within the RDBN respond to a variety of calls. The fire tender trucks respond to structural and motor vehicle fires, or grass or other wildfires that occur within their response area. Even more often, however, the fire service is called to respond to medical and rescue calls. Medical calls are those in which medical attendants require assistance with the patient, either in lifting them or restraining them as they are transported to the hospital. Rescue calls are primarily at the scenes of motor vehicle incidents. Removing accident victims who have become trapped in their vehicle or otherwise need extraction from the scene in order to be treated are assisted by firefighters trained in safely removing people from life threatening situations.

In 2022, fire departments within the Regional District responded to 1,331 call outs. Of those, 439 were fires, 367 were rescues, and 525 were medical assists.





The FireSmart Program helps homeowners to get their property assessed for hazards that might make them vulnerable to wildfire, and to take action to mitigate the issue. A review of their property is completed and recommendations are made such as removing flammable plants from beside the house, cutting off low limbs of trees, and not connecting wooden fences to the structure of the house. In 2022, the RDBN helped property owners receive four times more rebates for household remediation projects than in any year previous. This success has helped make our area safer from wildfires as small factors can make the difference between spark and blaze.

The results of the program can be found in the table to the right. Stream One funding is ongoing and is open to all applicants. Stream Three funding was for those 65 or older, or those with disabilities.

**Stream One FireSmart Funding**

Year	Assessments	Rebates
2020	33	\$10,757
2021	116	\$10,945
2022	80	\$17,582
<b>Total</b>	229	\$39,284

**Stream Three FireSmart Funding**

Year	Assessments	Rebates
2021	39	\$62,894
2022	155	\$276,323
<b>Total</b>	194	\$339,217



**Being prepared for an emergency** is an essential activity that many of us ignore. Having the right supplies available to shelter in place or evacuate quickly can mean the difference between relative comfort and considerable difficulty during an emergency. The RDBN has created a series of short, helpful videos with instructions on how to prepare for all types of emergency situations. Now is the time to get your house and family ready to act in the event of an emergency. Take a few moments to watch these videos and follow up on the preparation steps.

Find the videos on YouTube at:

**[www.rdbn.bc.ca/departments/protective-services](http://www.rdbn.bc.ca/departments/protective-services)**

# Planning Department



## 2022 Planning Department Initiatives

**Permitting** - A sharp uptick in construction throughout the region has resulted in significantly more building and development permits for the RDBN planning department. In addition to applications in rural areas, the RDBN planning department contracts to some of the municipalities within the region, handling permits and inspections. Data showing the number of permits can be found later in the document.

**Cannabis and Liquor Licensing Policy** - The RDBN liquor licensing policy was last updated in 2003. To reflect changes in legislation, the policy was reviewed and updated to include cannabis licenses as well, and was adopted by the board in February. The policy details the process of applying for a liquor or cannabis sales license within the rural regions and lays out how the application is forwarded through the provincial liquor licensing department and reviewed at varying levels of government.

**Agricultural Land Commission Changes** - Much of the RDBN lies within the Agricultural Land Reserve, which are areas designated by the Provincial Government as farm land that cannot be developed for other purposes. These regulations are governed by the Agricultural Land Commission (ALC), and any variances to the use of the land are required to be approved by this body. In the past year, the planning department worked with the ALC to implement changes to the regulations, which now allow for more than one dwelling to be built on an ALR property. This allows those with agricultural land more flexibility in their property, and will let multiple generations of families continue to farm while not being forced to find alternative housing.

**Tenas Coal Project Review** - The planning department participated in an environmental assessment for the Tenas Coal Project (Telkwa Coal). This assessment ensures that the presence of the coal mine project will have as little impact as possible on the local environment. Staff then worked with the project coordinators to address areas of concern and make corrections to the plan where necessary.

**Coastal Gaslink Pipeline Socio-Economic Effects** - Staff have been continually tracking the effects of the pipeline's presence in the region through a report called the Socio-Economic Effects Management Plan. This plan is designed to address the issues that face local communities as pipeline construction ramps up and declines.



## Cycle 16 Trail

**The Cycle 16 Trail Phase 1** is a newly installed cycling and walking path that parallels Highway 16. In 2022, phase one of construction brought the trail from Smithers to Laidlaw Rd. The next two phases of the trail will bring it all the way to Telkwa, creating a path for bike commuters and hobbyists that is much safer than using the shoulder of the highway. The groundbreaking event was held in June, and the final touches on phase one are expected to be completed in spring of 2023. (Photo left to right: RDBN Board Chair Gerry Thiessen, Smithers Mayor Gladys Atrill, Skeena Bulkley Valley MP Taylor Bachrach, Cycle 16 Director Tony Harris, Telkwa Acting Mayor Derek Meerdink, and RDBN Area A Director Mark Fisher)



**Planning and Engaging** - The task of bringing together the many stakeholders and interests connected with the trail was monumental. In addition to talking to property owners, liaising with the Cycle 16 Trail Society and staff with the Ministry of Transportation and Infrastructure, RDBN staff reviewed the design work, applied for grants, and coordinated the construction for this important regional trail. The project has been years in development and would not have been possible without the cooperation of all levels of government, the countless hours of volunteers, the RDBN Board and staff, and last but not least, the diligent and continued advocacy and fundraising by the Cycle 16 Trail Society.

## 2022 Building Permit Data

Area	Total Permits	Total Construction Value	Permit Fees
A	68	\$16,219,900	\$95,366
B	25	\$4,808,000	\$25,871
C	5	\$848,659	\$5,092
D	8	\$1,471,600	\$8,494
E	N/A	N/A	N/A
F	30	\$6,197,400	\$33,444
G	2	\$100,000	\$160
Burns Lake	22	\$8,982,016	\$52,240
Fort St. James	11	\$96,604,211	\$578,129
Fraser Lake	11	\$3,671,437	\$24,487
Granisle	4	\$217,000	\$1,476
Houston	24	\$2,819,558	\$19,586
Telkwa	11	\$339,000	\$1,300
<b>2022 RDBN Totals</b>	<b>237</b>	<b>\$142,278,781</b>	<b>\$842,635</b>
Vanderhoof	28	\$8,633,057	\$23,942
Smithers	75	\$10,389,063	\$67,750
<b>Totals</b>	<b>312</b>	<b>\$161,300,901</b>	<b>\$934,327</b>

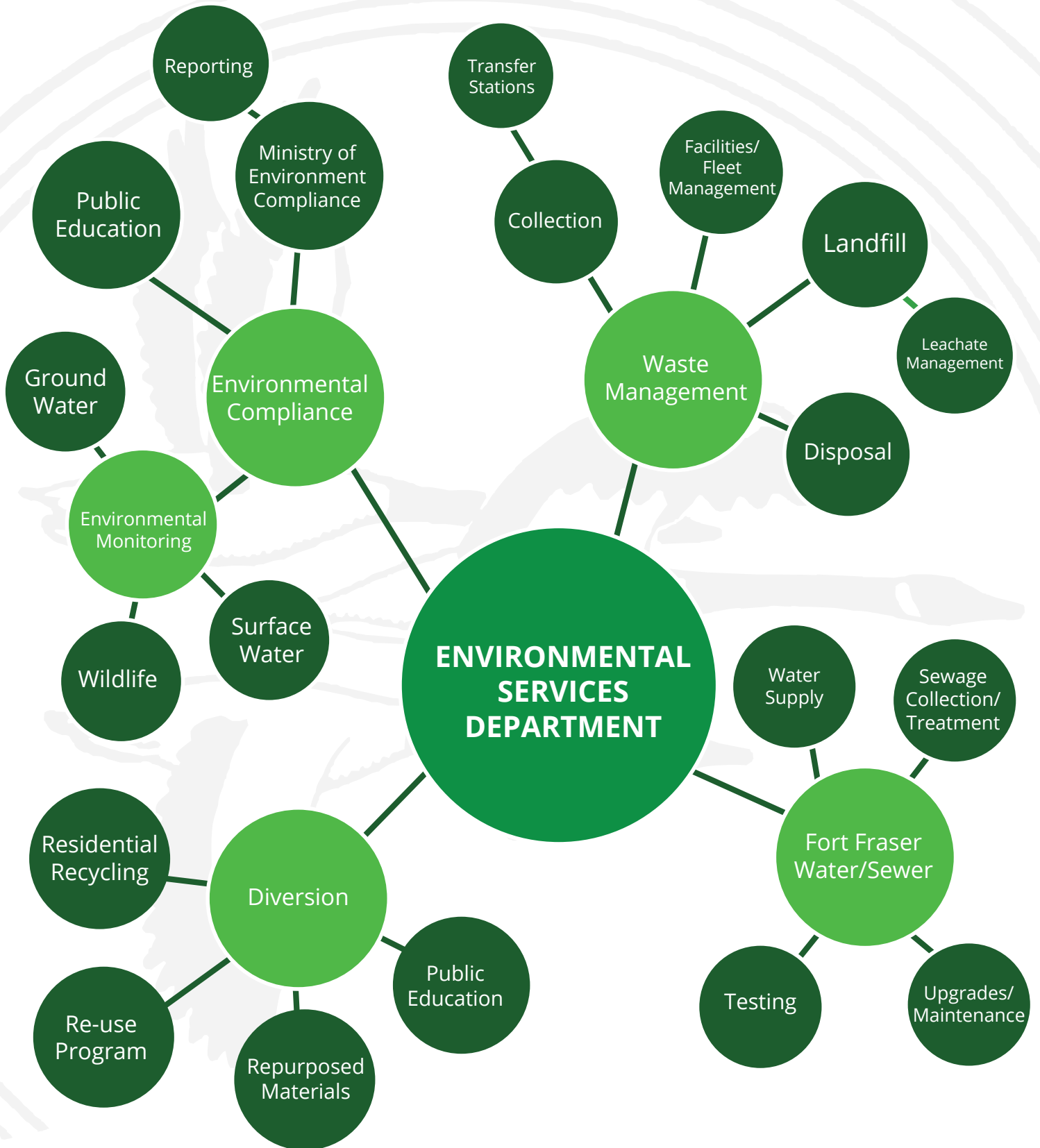
The RDBN has seen record high building permit applications since 2020. As well as the rural area permits, the RDBN contracts permit services to the smaller municipalities in the region, processing applications and performing inspections.

## 10 Year Historical Rural Area Permit Data

Year	Number of New Permits	Construction Values	Permit Fees
2022	138	\$29,653,559	\$168,763
2021	147	\$30,238,356	\$163,668
2020	137	\$17,784,976	\$93,473
2019	128	\$17,665,394	\$97,935
2018	100	\$14,036,541	\$79,758
2017	102	\$13,699,822	\$84,353
2016	91	\$6,983,200	\$42,515
2015	101	\$8,555,444	\$47,927
2014	115	\$12,102,760	\$71,235
2013	116	\$12,781,476	\$73,477



# Environmental Services Department





## 2022 Environmental Services Initiatives

**Clearview Landfill Expansion Funding** - In 2022, the RDBN worked to find funding to offset the cost of expanding the Clearview Landfill near Fort St. James. This landfill receives about half of the waste in the RDBN, serving Fraser Lake, Fort St. James, Fort Fraser and Vanderhoof. This is the first time it has needed to be expanded since it was built in 2005, and the new construction must adhere to modern environmental safety standards. These standards dictate that all leachate (water from precipitation that passes through waste in a landfill) must be collected and treated before passing off site. This ensures that the surrounding area is not polluted by the presence of the landfill. While important, these changes will make the expanded landfill much more expensive to build. Additionally, the expansion has come much more quickly than anticipated as local industries such as mines and pipelines have deposited a large quantity of waste into the landfill during their construction, operation, and demobilization phases. This has resulted in a reduced timeline to create capital budget savings for the expansion. To alleviate this shortfall, the RDBN has applied to NDIT's Northern Healthy Communities Fund, which is designed to fund local projects that have been made necessary by the presence of the pipelines and other industry. The results of this application will be released in the first half of 2023 and construction is slated to begin in 2024.

**Air Curtain Burner** - The Environmental Services Department regularly burns untreated and clean wood as a means of diverting it from the landfill. This year, the department purchased and implemented an Air Curtain Burner, which is a machine that burns fuel such as wood under forced air, making the combustion process more complete. This results in a cleaner burn, producing fewer emissions and particles which can negatively affect air quality, reducing the impact on the environment from landfill operations.

**Fort Fraser Water and Sewer** - The Environmental Services Department has been working for several years to upgrade the water and sewer services in Fort Fraser. This year, the water distribution system was upgraded along Dock Avenue. This work on the water and sewer infrastructure will make the service safer and more reliable for the residents of Fort Fraser.

**Sampling and Testing** - The ongoing mandate for the waste management service within the RDBN is to ensure that the environment is impacted as little as possible by the active and closed landfills, and the surrounding operations. To this end, samples of ground and surface waters surrounding the sites are continually tested and monitored for contaminants. With the installation of leachate collection systems at the active landfills, contamination will become less likely as the leachate treatment is actively managed.



## Knockholt Landfill Expansion



**The project was completed in 2022** with a combination of contractors and RDBN Landfill staff. The expansion covers about 70,000 square meters and will hold approximately 250,000 tonnes of solid waste.

**The Knockholt Landfill** services the entire western half of the RDBN, receiving waste from Smithers, Telkwa, Houston, Granisle, and Burns Lake, as well as the rural areas around them. This year, the landfill was expanded, which included the construction of a clay liner and installing a leachate collection system. The project began in 2020, but was delayed due to permitting issues with the Ministry of Environment and Climate Change Strategy. Significant groundwater was discovered at the site, and the Environmental Services Department worked closely with MOECCS to redesign the expansion to prevent the impact it would have on the environment.

The primary work of expanding the Knockholt Landfill included several stages. First, the sub base was contoured with earth moving machines to create slopes which control the flow of leachate. Then approximately 24,000 tonnes of blue clay was used to create a layer of less-permeable soil approximately 1.2 meters thick. Then 288 meters of perforated pipe was installed which is designed to collect and divert leachate to the treatment lagoon. On top of this, a layer of drainage rock was installed. Finally, a 270 meter perimeter berm was created around the edge of the expansion. This system will ensure that leachate created by precipitation on the landfill will be diverted to treatment ponds before being discharged safely off site.

The previous drop areas at the site for wood, yard waste, metal and agricultural plastics needed to be relocated due to the footprint of the expansion. A high-quality public area was constructed that will function for the next 10-20 years, with room for diversion program expansion.

**Photo Below:**

Additional works included contouring the quarry pit for wood waste curing (top left), relocating topsoil piles to one location (bottom left), clearing and developing stockpile area (top right), developing the new public drop-off area (bottom right), construction of 450m of new ditching and installing 4 new culverts.





**Attached are the  
2022 Audited Financial  
Statements**





229

Ottawa

512 Confederation Bldg  
Ottawa, ON K1A 0A6  
T: 613-992-7688

Prince Rupert

290-309 2<sup>nd</sup> Ave West  
Prince Rupert, BC V8J 3T1  
T: 250-622-2413

Terrace

112-4716 Lazelle Ave  
Terrace, BC V8G 1T2  
T: 250-615-5339

Smithers

1226 Main St  
Smithers, BC V0J 2N0  
T: 250-877-4140

March 28, 2023

Honourable Omar Alghabra, MP  
Minister of Transport

Dear Minister,

**Re: Commercial Vehicle Drivers Hours of Service Regulations**

I am writing to you on behalf of the livestock producers, and livestock hauling drivers in our riding who are facing a unique situation due to the new safety and driver fatigue regulations that came into force on January 1, 2023. While these regulations are undoubtedly necessary to improve road safety and reduce driver fatigue, the electronic logging device (ELD) requirement is creating challenges for livestock haulers.

Livestock hauling drivers are unable to pull over and go "off-duty" due to the nature of their live cargo. This can make it challenging to comply with the ELD regulations, especially when unforeseen circumstances or emergencies arise that cause drivers to max-out their on-duty time in locations where unloading the cattle for feed, water and rest is not feasible. Animal welfare concerns and weather conditions must be considered in these situations.

To address this issue, I propose that animal welfare be recognized as an emergency under section 76 of the Commercial Vehicle Drivers Hours of Service Regulations. I believe that this would help considerably in providing drivers with the necessary flexibility to ensure the welfare of the animals they are transporting.

Additionally, I suggest that we harmonize our regulations with the US which exempts livestock drivers' on-duty time within a 150-mile radius from either the origin or destination. This exemption provides the flexibility needed to deliver live animals without compromising animal welfare. This is especially relevant in our region, where dairy cattle sent to slaughter travel from Smithers, BC to Ponoka, AB, a distance of 1190 km. This distance makes it very difficult to travel within the 13-hour allotted driving time if anything is encountered along the route.

I believe that these changes would go a long way in addressing the unique situation faced by livestock hauling drivers in our riding, and I urge you to take action on this issue as soon as possible.

Respectfully,

Taylor Bachrach  
Member of Parliament, Skeena-Bulkley Valley

Cc: BV Dairy Farmers Association, BC Dairy Association

Taylor.Bachrach@parl.gc.ca

TaylorBachrach.ndp.ca

**From:** [Wendy Wainwright](#)  
**To:** [Wendy Wainwright](#)  
**Subject:** FW: Pacific Northern Gas Ltd. - Notice of Regulatory Proceeding - Application for Approval of Consolidation of Commodity Costs  
**Date:** Thursday, June 15, 2023 5:16:39 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image005.png](#)

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**From:** Verlon Otto <[votto@png.ca](mailto:votto@png.ca)>  
**Sent:** Wednesday, June 14, 2023 6:13 PM  
**To:** Curtis Helgesen <[curtis.helgesen@rdbn.bc.ca](mailto:curtis.helgesen@rdbn.bc.ca)>  
**Cc:** David Keir <[dkeir@png.ca](mailto:dkeir@png.ca)>; Liam Kelly <[lkelly@png.ca](mailto:lkelly@png.ca)>  
**Subject:** Pacific Northern Gas Ltd. - Notice of Regulatory Proceeding - Application for Approval of Consolidation of Commodity Costs

[EXTERNAL EMAIL] Please do not click on links on open attachments from unknown sources.

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

On April 21, 2023, Pacific Northern Gas Ltd. and Pacific Northern Gas (N.E.) Ltd. (collectively, PNG) filed an application with the British Columbia Utilities Commission (BCUC) seeking approval for the consolidation of commodity-related charges across all service areas, including PNG-West, PNG-West (Granisle), PNG(NE) Tumbler Ridge (TR) and PNG(NE) Fort St. John (FSJ) and Dawson Creek (DC) (Application).

On June 12, 2023, the BCUC issued Order G-137-23 establishing the following regulatory timetable for the review of the Application:

Action	Date (2023)
PNG provides confirmation of compliance with Directives 2 and 3	Wednesday, June 21
Intervener registration deadline	Thursday, July 6
BCUC Information Request (IR) No. 1 to PNG	Thursday, July 13
Intervener IR No. 1 to PNG	Thursday, July 20
PNG responses to IR No. 1	Thursday, August 3
PNG Written Final Argument	Monday, August 14
Intervener Written Final Argument	Monday, August 28
PNG Written Reply Argument	Monday, September 11

Further, BCUC Order G-137-23 included the following Directive:

2. PNG is directed to publish on its website the Application, this order and the Regulatory Timetable, and to provide a copy of the same to the following parties by Monday, June 19, 2023:
- a. Registered interveners of the PNG-West 2023–2024 Revenue Requirements Application;
  - b. Registered interveners of the PNG(NE) 2023–2024 Revenue Requirements Application;
  - c. Registered interveners of PNG’s Application for Approval of a Low Carbon Energy Cost Recovery Mechanism and Biomethane Purchase Agreements; and
  - d. All municipalities and regional districts in which PNG operates.

The **Bulkley Nechako Regional District** is a regional district in which PNG operates.

In compliance with Directive 2 of Order G-137-23 please find attached:

- A copy of the referenced Application; and
- A copy of BCUC Order G-137-23.

Also note that the BCUC has established a webpage for this proceeding at:

<https://www.bcuc.com/OurWork/ViewProceeding?applicationid=1110>

Please do not hesitate to contact me directly with any questions you may have on the foregoing.

Thank you.

**Verlon Otto, CPA, CA** | Director Regulatory Affairs  
**Pacific Northern Gas Ltd.**  
750 - 888 Dunsmuir Street | Vancouver, BC | V6C 3K4  
Direct: [604-697-6218](tel:604-697-6218) | Fax: [604-697-6210](tel:604-697-6210)  
[votto@png.ca](mailto:votto@png.ca)



This email may contain confidential information which may be protected by legal privilege. If you are not the intended recipient, please immediately notify us by reply email or by telephone. Delete this email and destroy any copies.

June 6, 2023

Chair Mark Parker  
Regional District of Bulkley-Nechako  
Box 820  
Burns Lake, BC V0J 1E0

Dear Chair Parker:

**Re: 2023 NCLGA Resolution(s)**

UBCM is in receipt of the attached resolution(s) endorsed by your Board. Your resolution(s) received endorsement at the 2023 NCLGA Spring Convention.

As such, the resolution(s) will be included in UBCM Resolutions Book for the 2023 UBCM Convention in September.

Please contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process, email: [jjustason@ubcm.ca](mailto:jjustason@ubcm.ca).

Sincerely,



Jen Ford  
UBCM President

RECEIVED

JUN 12 2023

REGIONAL DISTRICT OF  
BULKLEY-NECHAKO

*Enclosure*



**Vaccine Mandate for Healthcare Workers****Bulkley-Nechako RD**

Whereas British Columbia is one of the last remaining provinces in Canada requiring a vaccine mandate for healthcare professionals;

And whereas the shortage of healthcare workers in the Province of British Columbia has been exacerbated considerably by the dismissal of those healthcare workers who chose not to be vaccinated against COVID-9:

Therefore be it resolved that UBCM call upon the provincial government to lift the COVID-19 vaccination requirement and allow for unvaccinated healthcare workers to return to work to lessen the strain on the healthcare system.

**Convention Decision:**

**Clean Transportation Action Plan for Rural and Northern Communities****Bulkley-Nechako RD**

Whereas the Province of BC has released the Clean BC Roadmap to 2030 outlining measures to reach its legislated greenhouse gas (GHG) emission reduction targets;

And whereas zero-emission vehicles may not be a suitable alternative for remote rural resource based industries including forestry, oil and gas, and agriculture;

And whereas public transit is not available in many rural and remote communities:

Therefore be it resolved that UBCM lobby the provincial government to develop a Clean BC Transportation Plan specific to rural and northern communities that addresses the unique challenges and identifies how the GHG targets can be achieved.

**Convention Decision:**

**Building Bylaw Enforcement****Bulkley-Nechako RD**

Whereas local governments face building bylaw enforcement challenges, particularly in low density rural areas;

And whereas Technical Safety BC regularly issue electrical, gas and other permits for installations in buildings which are in contravention of local government building bylaws:

Therefore be it resolved that UBCM lobby the provincial government to require Technical Safety BC to confirm that necessary building permits have been issued prior to the issuance of installation permits.

**Convention Decision:**