

AGENDA

MEETING NO. 8

July 13, 2023

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VISION

“A World of Opportunities
Within Our Region”

MISSION

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



REGIONAL DISTRICT OF BULKLEY-NECHAKO

AGENDA

Thursday, July 13, 2023

First Nations Acknowledgement

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA - July 13, 2023</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
8-26	Board Meeting Minutes - June 22, 2023	Approve
27-36	Regional Solid Waste Advisory Committee Meeting Minutes - June 20, 2023	Receive
	<u>DELEGATION</u>	
	<u>OFFICE OF THE SENIORS ADVOCATE BC (via Zoom)</u> Isobel Mackenzie, Seniors Advocate RE: Seniors Issues	
	<u>ELECTORAL AREA PLANNING</u>	
	<u>Bylaws for Adoption</u>	
37-54	Maria Sandberg, Planning and Parks Coordinator Rezoning Application RDBN 04-21, Adoption Report, Bylaws 1996 - 1999, 2023 Electoral Areas A (Smithers/Telkwa Rural), G (Houston/Granisle Rural), B (Burns Lake Rural)	Recommendation

Meeting No. 8
July 13, 2023

<u>PAGE NO.</u>	<u>ELECTORAL AREA PLANNING (CONT'D)</u>	<u>ACTION</u>
55-61	Cameron Kral, Planning Technician Rezoning Application RZ A-01-23 Adoption Report, Bylaw 2004, 2023 Electoral Area A (Smithers/Telkwa Rural) <u>Temporary Use Permit</u>	Recommendation
62-72	Cameron Kral, Planning Technician Temporary Use Permit C-01-23 Electoral Area C (Fort St. James Rural) <u>Other Items</u>	Recommendation
73-74	Advisory Planning Commission Minutes June 7, 2023 Electoral Area C (Fort St. James Rural)	Receive
75	Advisory Planning Commission Minutes June 15, 2023 Electoral Area F (Vanderhoof Rural)	Receive
<u>DEVELOPMENT SERVICES</u>		
<u>ALR Application</u>		
76-85	Danielle Patterson, Senior Planner ALR Application 1256 Non-Farm Use (Removal of Soil) Electoral Area F (Vanderhoof Rural)	Recommendation
<u>Mines Referral</u>		
86-91	Cameron Kral, Planning Technician Notice of Work Referral No. 1650460 Electoral Area A (Smithers/Telkwa Rural)	Recommendation

Meeting No. 8
July 13, 2023

<u>PAGE NO.</u>	<u>REGIONAL TRANSIT</u>	<u>ACTION</u>
	<u>Bylaws for 1st, 2nd, and 3rd Reading</u>	
92-118	Jason Llewellyn, Director of Planning Transit Service Bylaw (Bylaw 1790) Amendment <ul style="list-style-type: none"> • Bylaw 2010 – Electoral Area A • Bylaw 2011 – Electoral Area B • Bylaw 2012 – Electoral Area C • Bylaw 2013 – Electoral Area D • Bylaw 2014 – Electoral Area E • Bylaw 2015 – Electoral Area F • Bylaw 2016 – Electoral Area G • Bylaw 2017 – Requisition Amendment 	Recommendation Bylaws
	<u>PARKS AND TRAILS</u>	
119-137	Jason Llewellyn, Director of Planning Draft Parks and Trails Bylaw	Receive
	<u>ENVIRONMENTAL SERVICES</u>	
138-139	Alex Eriksen, Director of Environmental Services – Fort Fraser 2023 Capital Plan and Budget Update	Recommendation
140-141	Janette Derksen, Waste Diversion Supervisor - RSWAC June 20th Meeting Summary	Receive
142-143	Janette Derksen, Waste Diversion Supervisor - Wood Waste Diversion Update 2023	Receive
	<u>ADMINISTRATION REPORTS</u>	
144	Cheryl Anderson, Director of Corporate Services – Union of B.C. Municipalities Convention – Provincial Government Staff Meetings	Direction

Meeting No. 8
July 13, 2023

<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
145-148	Cheryl Anderson, Director of Corporate Services – Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2008, 2023	Recommendation
149-150	Jason Blackwell, Regional Fire Chief - Project Award for RFP #RDBN-Fire-23-01	Recommendation
151-156	John Illes, Chief Financial Officer – Area F Recreation and Culture Bylaw Amendment	Recommendation
157-158	John Illes, Chief Financial Officer – Benefits for Alternate Municipal Directors	Recommendation
159-171	John Illes, Chief Financial Officer – Chinook Community Society Bylaw Update	Recommendation
172-182	John Illes, Chief Financial Officer – Local Government Climate Action Plan Survey	Receive
183-214	Cheryl Anderson, Director of Corporate Services – Departmental Quarterly Reports - 2 nd Quarter	Receive
215-224	John Illes, Chief Financial Officer/Nellie Davis, Manager of Regional Economic Development - Canada Community-Building Fund BC Compliance Recommendations	Discussion

ADMINISTRATION CORRESPONDENCE

225-226	BC Cattlemen’s Association – Economic Impact Study on Veterinary Medicine in BC	Receive
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SUPPLEMENTARY AGENDA

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

RECEIPT OF VERBAL REPORTS

Meeting No. 8
July 13, 2023

NEW BUSINESS

IN-CAMERA MOTION

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

- Committee Appointment
- Labour Relations
- Tenas Coal Project

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKOMEETING NO. 7Thursday, June 22, 2023

PRESENT:

Chair	Mark Parker
Directors	Gladys Atrill Shane Brienen Leroy Dekens Martin Elphee Judy Greenaway Clint Lambert Linda McGuire – via Zoom Shirley Moon Kevin Moutray Chris Newell Michael Riis-Christianson Stoney Stoltenberg Sarrah Storey – via Zoom Henry Wiebe
Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services Nellie Davis, Manager of Regional Economic Development – arrived at 11:22 a.m., left at 11:43 a.m., returned at 11:59 a.m., left at 12:05 p.m. Janette Derksen, Waste Diversion Supervisor – arrived at 11:18 a.m., left at 11:55 a.m. Alex Eriksen, Director of Environmental Services – arrived at 11:18 a.m., left at 11:55 a.m. Justin Greer, First Nations Liaison – left at 10:45 a.m. John Illes, Chief Financial Officer Deborah Jones-Middleton, Director of Protective Services – arrived at 10:04 a.m., left at 10:14 a.m. Jason Llewellyn, Director of Planning – left at 12:06 p.m. Wendy Wainwright, Deputy Director of Corporate Services
Others	Murphy Abraham, Chief, Lake Babine Nation – via Zoom– left at 10:45 a.m. Mildred Alec-George, Councillor, Lake Babine Nation – via Zoom – left at 10:45 a.m. Valerie Anderson, Corporate Officer, Village of Burns Lake – via Zoom – left at 10:45 a.m. Petra Bayes-West, Chief and Council Executive Assistant, Lake Babine Nation – via Zoom – left at 10:45 a.m. Jason Charlie, Councillor, Lake Babine Nation – via Zoom – left at 10:45 a.m. Mahkia Eybagi, Crown-Indigenous Relations and Northern Affairs Canada – via Zoom – left at 10:45 a.m.

Others (cont'd) Andrea Follet, Senior Resource Coordinating Officer, Negotiations and Regional Operations Division, Ministry of Indigenous Relations and Reconciliation – left at 10:45 a.m.
 Ian Hollingshead, Negotiator, Negotiations and Regional Operations Division, Ministry of Indigenous Relations and Reconciliation – via Zoom– left at 10:45 a.m.
 Melvin Joseph, Councillor, Lake Babine Nation – via Zoom – left at 10:45 a.m.
 Wayne Johnson, Councillor, Lake Babine Nation – via Zoom – left at 10:45 a.m.
 Dominique Nouvet, Legal Council, Lake Babine Nation – via Zoom – left at 10:45 a.m.
 Karista Olson, Senior Advisor, Strategic Partnerships and Initiatives Division, Ministry of Indigenous Relations and Reconciliation – left at 10:45 a.m.
 Monty Palmantier, Chief Executive Officer, Lake Babine Nation – via Zoom – left at 10:45 a.m.
 Betty Patrick, Director of Implementation, Lake Babine Nation – via Zoom – left at 10:45 a.m.
 Robbie, Burns Lake – via Zoom – left at 11:00 a.m.
 Verna Powers, Councillor, Lake Babine Nation – via Zoom – left at 10:45 a.m.
 Hardev Saran, Negotiator, Crown-Indigenous Relations and Northern Affairs Canada – via Zoom – left at 10:45 a.m.
 Ashlyn Schwaiger, Director, Land Strategies and Services Branch, Ministry of Indigenous Relations and Reconciliation – left at 10:45 a.m.
 Cory Waters, Chief Negotiator, Negotiations and Regional Operations Division, Ministry of Indigenous Relations and Reconciliation – via Zoom – left at 10:45 a.m.
 Debbie West, Councillor, Lake Babine Nation – via Zoom – left at 10:45 a.m.
 Roxanne Williams, Director of Implementation Executive Assistant, Lake Babine Nation – via Zoom – left at 10:45 a.m.

Media Frank Peebles, LD News

CALL TO ORDER

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

FIRST NATIONS ACKNOWLEDGEMENT

AGENDA & SUPPLEMENTARY AGENDA

Moved by Director Lambert
 Seconded by Director Stoltenberg

2023-7-1

“That the Board Meeting Agenda of June 22, 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 18, 2023

Moved by Director Stoltenberg
 Seconded by Director Dekens

2023-7-2

"That the Board Meeting Minutes of May 18, 2023 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Committee of the Whole Meeting Minutes -June 8, 2023

Moved by Director Stoltenberg
 Seconded by Director Greenaway

2023-7-3

"That the Board receive the Committee of the Whole Meeting Minutes for June 8, 2023."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Regional Transit Committee Meeting Minutes – June 8, 2023

Moved by Director Dekens
 Seconded by Director Moon

2023-7-4

"That the Board receive the Regional Transit Committee Meeting Minutes for June 8, 2023."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Rural/Agriculture Committee Meeting Minutes – June 8, 2023

Moved by Director Lambert
 Seconded by Director Newell

2023-7-5

"That the Board receive the Rural/Agriculture Committee Meeting Minutes for June 8, 2023."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

LAKE BABINE NATION - Chief Murphy Abraham and Betty Patrick, Director of Implementation, Lake Babine Nation; Cory Waters, Chief Negotiator, Negotiations and Regional Operations Division, Ashlyn Schwaiger, Director, Land Strategies and Services Branch, Ian Hollingshead, Negotiator, Negotiations and Regional Operations Division and Andrea Follet, Senior Resource Coordinating Officer, Negotiations and Regional Operations Division, Ministry of Indigenous Relations and Reconciliation RE: Lake Babine Nation Foundation Agreement Update

Chair Parker welcomed Chief Murphy Abraham and Betty Patrick, Director of Implementation, Lake Babine Nation; Cory Waters, Chief Negotiator, Negotiations and Regional Operations Division, Ashlyn Schwaiger, Director, Land Strategies and services Branch, Ian Hollingshead, Negotiator, Negotiations and Regional Operations Division and Andrea Follet, Senior Resource Coordinating Officer, Negotiations and Regional Operations Division, Ministry of Indigenous Relations and Reconciliation and Hardev Saran, Negotiator, Crown Indigenous Relations and Northern Affairs Canada. Chief Abraham introduced Lake Babine Nation Council and Staff.

Ms. Patrick, provided a PowerPoint Presentation.
 Lake Babine Nation Foundation Agreement

- Purpose of Agreement
- Aboriginal Rights & Title
- Timeline
- Type of Agreement
- How the Agreement Works
- Immediate Measures
- Key Principles
- Areas of Focus
- Governance
- Socio-Cultural
- Lands and Natural Resources
- Dialogue & Relationship Building
- Land Transfer Agreement
- Provincial Land Transfer Process.

The following was discussed:

- Mineral extraction and No Registration Reserve (NRR) – (prohibits a free miner from registering a mineral claim and/or a placer claim)
 - o Will take place in future discussions
 - Preserve the space for continued discussion as to how those parcels might change through negotiations and implementations of LBN Title moving forward
 - o Some consultation has taken place with tenures in the area
 - o Not a high potential in the area for mineral rights
 - o Mineral rights that currently exist will continue
- Foundation Agreement mechanisms to guide Hereditary Chiefs
 - o Governance work and Lake Babine will work with the different sectors of its community

DELEGATION (CONT'D)

- Sharing Information with the Public
 - o Presentation would be helpful to community members
 - o Presentation was provided virtually a year ago
 - o Plans to engage the public in the future
 - o In-Person presentations helpful
 - o MIRR has been meeting with the Village of Burns Lake and RDBN to develop a plan regarding greater outreach to the community concerning the work the Province is doing with Lake Babine Nation
- Building the local economy
 - o RDBN sharing its 2023-2026 Strategic Plan with LBN
- LBN is a strong Nation with multiple communities and Clans
- Foundation Agreement is available on the Province's and LBN websites
- Benefit of the RDBN First Nations Liaison Position
- The Province's recognition of government-to-government acknowledgement of aboriginal rights and title and reconciliation within the province
 - o Increasing everyone's responsibility and opportunity
- Shared interests
- Invite the RDBN Board to consider possible connections and shared opportunities
- UBCM guidance on how local governments can interface with First Nations
- Value of formalizing relations, establishing protocols and commitments to meet and discuss and advance new opportunities in a structured and committed way
 - o Shared journey of exploration of advancing and supporting Lake Babine's self-determination
- Regular meetings would assist LBN to plan and prioritize
- Exploring and strengthening relationships moving forward.

Chair Parker thanked Chief Patrick, and Ms. Patrick and Lake Babine Nation representatives, Ministry of Indigenous Relations and Reconciliation and Crown-Indigenous Relations and Northern Affairs Canada for attending the meeting.

ELECTORAL AREA PLANNING

Bylaw for 1st and 2nd Reading

OCP Amendment and
 Rezoning Application
 RZ D-01-23 – 1st & 2nd

Moved by Director Lambert
 Seconded by Director Stoltenberg

Reading Report OCP
 Amendment Bylaw No. 2006, 2003
 and Rezoning Bylaw No. 2007, 2023
 Electoral Area D (Fraser Lake Rural)

2023-7-6

1. "That the Board consider and approve the consultation identified in the 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 this 22nd day of June, 2023 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 this 22nd day of June, 2023 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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bylaws for 3rd Reading

Rezoning Application RZ
 B-01-22 - 3rd Reading
 Report, Bylaw 2005, 2023
 Electoral Area B (Burns Lake
 Rural)

Moved by Director Riis-Christianson
 Seconded by Director Stoltenberg

2023-7-7

"That the Board receive the Report of the Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw 2005, 2023 and that a second Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw 2005, 2023 be held and delegated to the Director or Alternate Director for Electoral Area B (Burns Lake Rural) and any expenses incurred be paid by the Regional District."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bylaws for 3rd Reading (Cont'd)

Rezoning Application RZ
 A-01-23 - 3rd Reading
 Report, Bylaw No. 2004, 2023
 Electoral Area A (Smithers/
 Telkwa Rural)

Moved by Director Stoltenberg
 Seconded by Director Dekens

2023-7-8

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 this 22nd day of June, 2023."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Other Items

APC Minutes - Electoral
 Area D (Fraser Lake Rural)
 -May 3, 2023

Moved by Director Lambert
 Seconded by Director Elphee

2023-7-9

"That the Board receive Advisory Planning Commission Minutes for Electoral Area D (Fraser Lake Rural) – May 3, 2023."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

APC Minutes – Electoral
 Rural D (Fraser Lake Rural)
 -May 23, 2023

Moved by Director Riis-Christianson
 Seconded by Director Lambert

2023-7-10

"That the Board receive the Advisory Planning Commission Minutes for Electoral Area D (Fraser Lake Rural) – May 23, 2023."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

APC Minutes – Electoral
 Rural F (Vanderhoof Rural)
 -May 23, 2023

Moved by Director Moon
 Seconded by Director Stoltenberg

2023-7-11

"That the Board receive the Advisory Planning Commission Minutes for Electoral Area F (Vanderhoof Rural) – May 23, 2023."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Other Items (Cont'd)

APC Minutes – Electoral
 Rural A (Smithers Rural)
 -June 5, 2023

Moved by Director Stoltenberg
 Seconded by Director Dekens

2023-7-12

“That the Board receive the Advisory Planning Commission Minutes for Electoral Area A (Smithers Rural) – June 5, 2023.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES

ALR Application

ALR Non-Farm Use (Removal
 of Soil) Application
 No. 1251 – Electoral Area
 A (Smithers/Telkwa Rural)

Moved by Director Stoltenberg
 Seconded by Director Elphee

2023-7-13

“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.”

Opposed: Director Atrill

CARRIED

(All/Directors/Majority)

Discussion took place regarding:

- Gravel extraction and crushing operations along the Bulkley River between Telkwa and Smithers
- Bulkley River between Telkwa and Smithers is highly valuable for other uses
- Changing the vision for the river corridor in 50-60 years
- Aggregate issues and gravel pits are reviewed during the Official Community Plan process
- In 2022 RDBN staff provided a report to the Board reviewing the river corridor between Telkwa and Smithers
- Consideration of where large-scale crushing operations are able to operate if not in the location where the aggregate is located
- Discussion items with the Agricultural Land Commission when they attend a future RDBN meeting
- Gravel pit operations managed through the Ministry of Energy, Mines and Low Carbon Innovation permitting process.

ALR Application (Cont'd)

ALR Non-Farm Use (Removal of Soil) Application No. 1253 – Electoral Area A (Smithers/Telkwa Rural)

Moved by Director Stoltenberg
Seconded by Director Dekens

2023-7-14

1. "That the Board receive the Public Submissions on the Supplementary Agenda.
2. 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."

OPPOSED: Director Atrill CARRIED

(All/Directors/Majority)

ALR Application No. 1255 – Electoral Area D (Fraser Lake Rural)

Moved by Director Lambert
Seconded by Director Riis-Christianson

2023-7-15

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

(All/Directors/Majority) CARRIED UNANIMOUSLY

Mines Referral

Notice of Work Referral No. 7410295 -Electoral Area A (Smithers/Telkwa Rural)

Moved by Director Stoltenberg
Seconded by Director Greenaway

2023-7-16

"That the Comment Sheet be provided to the Province as the Regional District's comments on Notice of Work No. 7410295."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Land Referral

Crown Land Referral
Application No. 7410304
- Electoral Area D
(Fraser Lake Rural)

Moved by Director Lambert
 Seconded by Director Stoltenberg

2023-7-17

"That the 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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Other Items

Growing Communities Fund
Regional Housing Initiative

Moved by Director Riis-Christianson
 Seconded by Director Greenaway

2023-7-18

"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 Department's June 22, 2023 staff report. "

Opposed: Director Lambert CARRIED
 Director Moon
 Director Newell

(All/Directors/Majority)

Discussion took place regarding:

- Concerns for future budget implications for housing initiatives
- Housing has been identified in the 2023-2026 RDBN Board Strategic Priorities
- Supporting housing opportunities within the Growing communities Fund
- Non-market housing – shovel ready projects
- Ready projects for developers interested in investing in the region
- Capacity challenges for community groups and agencies
- Planning Department support for future development
- Additional staffing
 - Concerns regarding increased staffing
- Allocation of the Growing Communities Fund
 - Staff will bring forward a report September 2023
- Province provided positive feedback for the RDBN approach for the funds

Other Items (Cont'd)

- Advocacy at the 2023 UBCM Convention and alignment with RDBN Strategic Plan
- RDBN capacity building to support member municipalities and regional organizations
- Utilizing the Growing Communities fund for infrastructure projects throughout the region
- Accessing and leveraging additional funding
- Municipal funding support for initiative
- Member municipalities Housing Studies
- Shortage of labour force impacting ability for construction and future development
- Housing was also a topic at the North Central Local Government Association (NCLGA) 2023 Convention and the 2023 Federation of Canadian Municipalities (FCM) Convention
- BC Housing funding shovel ready projects and other housing funding options
- Housing needs in the region.

ENVIRONMENTAL SERVICES

Purchase of Two Skid Steers Moved by Director Stoltenberg
Seconded by Director Atrill

2023-7-19 "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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Agricultural Plastics Recycling Moved by Director Riis-Christianson
Seconded by Director Lambert

2023-7-20 "That the Board receive the Director of Environmental Services' Agricultural Plastics Recycling – 2022 Update memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Implementation Plan for the Houston & Fraser Lake Recycle BC Depots Moved by Director Storey
Seconded by Director Wiebe

2023-7-21 "That the Board receive the Waste Diversion Supervisor's Implementation Plan for the Houston & Fraser Lake Recycle BC Depots memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS

Committee Meeting
Recommendations
-June 8, 2023

Moved by Director Stoltenberg
 Seconded by Director Dekens

2023-7-22

"That the Board approve recommendations 1 through 4 as follows:

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."

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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Statement of Financial
-Information

Moved by Director Riis-Christianson
Seconded by Director Stoltenberg

2023-7-23

"That the Board 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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Growing Communities Fund
Reserve

Moved by Director Riis-Christianson
Seconded by Director Elphee

2023-7-24

"That Growing Communities Fund Reserve Bylaw No. 2009, 2023 be given first, second, third reading and adoption this 22nd day of June, 2023."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chinook Community Forest

Moved by Director Lambert
Seconded by Director Riis-Christianson

2023-7-25

"That the Board appoint Curtis Helgesen, CAO and John Illes, CFO as proxies to the 2023 AGM to be held on July 12, 2023 of Chinook Comfor Limited and Chinook Comfor Limited Partnership."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Canada Community-Building
Fund BC – Village of Telkwa
Application to Electoral Area
A (Smithers/Telkwa Rural)

Moved by Director Stoltenberg
Seconded by Director Atrill

2023-7-26

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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Joint Accessibility Advisory
 Committee Establishment

Moved by Director Stoltenberg
 Seconded by Director Atrill

2023-7-27

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 BulkleyNechako Joint Accessibility Advisory Committee."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Village of Granisle Council Meeting – June 21, 2023 - indicated their participation on the Joint Accessibility Advisory Committee
 - Village of Granisle staff will follow-up with RDBN staff
- Directors Greenaway and Stoltenberg indicated their wish to participate on the Committee as Rural representatives
- Director Storey mentioned she also wished to participate
- No cost associated currently
 - Available grant funding for potential future projects
- Advocating for provincial funding if there is future costs.

2022 Annual Report

Moved by Director Atrill
 Seconded by Director Lambert

2023-7-28

"That the Board approve the Regional District of Bulkley-Nechako 2022 Annual Report."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE (CONT'D)

Administration
 Correspondence

Moved by Director Dekens
 Seconded by Director Stoltenberg

2023-7-29

“That the Board receive the following Administration Correspondence:
 -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
 - British Columbia Utilities Commission – Pacific Northern Gas Ltd. – PNG Commodity Costs Consolidation-Project No. 1599482 -Regulatory Timetable.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

ADMINISTRATION CORRESPONDENCE

Community Energy
 Association – Medium and
 Heavy-Duty Vehicle
 Requirements for Municipal
 Fleets

Moved by Director Dekens
 Seconded by Director Elphee

2023-7-30

“That the Board receive the Deputy Director of Corporate Services’ Community Energy Association – Medium and Heavy-Duty Vehicle Requirements for Municipal Fleets memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

Village of Granisle – Update

Director McGuire provided the following update:

- Pacific Northern Gas rate reduction for Granisle
 - Reduction July 1, 2023
 - Requesting further reduction in the fall of 2023. Village of Granisle may request a letter of support in the future.

Break for lunch at 12:06 p.m.

Reconvened at 12:55 p.m.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

Electoral Area E (Francois/
 Ootsa Lake) – Update

Director Lambert noted the following:

- Chinook Emergency Response Meeting took place this week with good attendance
- Response to fires in the area has been good
 - Approximately 350 people have responded to 4-5 fires
 - Emergency Response Trailers donated by Rio Tinto and Cheslatta Carrier Nation have been valuable assets
- Conversations with BC Wildfire Service have been positive.

District of Fort St. James
 -Update

Director Elphee provided the following update:

- Fire in the Fort St. James Community Forest has been extinguished
- Break-ins in the community have continued
- Construction of the Splash Park is moving forward
- Housing study being completed by the end of September 2023.

Electoral Area F (Vanderhoof
 Rural) – Update

Director Moon spoke of:

- Rural farming concerns
 - Hay crops have been hit by frost
 - Strain on price of hay and feed for cattle
 - Cattle prices remain high
 - Sale at the Cattle Auction in July will be an indicator of challenges regarding feed
- Logging industry not planning to return to work until late August
- Attended the Tachick Lake Healing Centre Ground Breaking Ceremony June 12th
- Attended National Indigenous Peoples Days June 21st in Vanderhoof.

Village of Telkwa – Update

Director Dekens provided the below update:

- Attended the Cycle 16 Trail Grand Opening June 10th
 - o Very good turnout and Presenters
- Progress of the water mainline work on Coalmine Road.

Electoral Area B (Burns Lake
 Rural) – Update

Director Riis-Christianson noted the following:

- Attended the Regional Solid Waste Advisory Committee (RSWAC) Meeting virtually on June 20th
- Connectivity Committee Meeting in July will include a delegation from Telus
 - o Any questions can be provided to staff
- Attended National Indigenous Peoples Day in Burns Lake.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

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

- Attended National Indigenous Peoples Day in Fraser Lake
- Working with Stellat'en First Nation regarding fire protection
- Discussion with Fraser Lake Northshore area resident regarding a potential Volunteer Fire Department on the Northshore of Fraser Lake
- Attended the NCLGA Executive Meeting
 - o Board approved a Terms of Reference for a new Indigenous Relations Committee
- Attended the Northern Development Initiative Trust meeting on June 19th in Prince George
 - o Discussed Community Bus grant funding opportunities.

Electoral Area A (Smithers/
 Telkwa Rural) – Update

Director Stoltenberg encouraged the Board to bring their bikes to the Cycle 16 Trail to go for a ride.

District of Vanderhoof
 -Update

Director Moutray mentioned that he attended the following:

- RSWAC Meeting on June 20th
 - Good discussion and brainstorming
 - Appreciated the Burns Lake Transfer Station Site Tour
- National Indigenous Peoples Day in Vanderhoof on June 21st. In 2024 the event will be held at Saik'uz First Nation.

Electoral Area G (Houston/
 Granisle Rural) – Update

Director Newell provided the following update:

- Had discussions with CityWest regarding rural internet
 - New fibre installation system – plow system
 - Evaluating suitability for Electoral Area G
 - Will meet on July 12th to discuss rural internet and determine the viability of the plow system.

Village of Burns Lake - Update Director Wiebe noted the following:

- Attended National Indigenous Peoples Day in Burns Lake
- Sidewalk construction on 9th Avenue in Burns Lake to Carroll Street and Centre Street has begun in partnership with Lake Babine Nation and will tie into their community as well
- Burns Lake Centennial Celebration Plans moving forward
 - Tickets for the Banquet sold out in 8 days
 - Anglican Church renovations are nearing completion and will be ready for the event.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

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

Director Greenaway noted the following:

- Attended the Dakelh First Nations Primary Care Society AGM
 - Society funding is 60% from the Ministry of Health and 40% from First Nations Health Authority
 - Building Plans in place and hoping to open in 2024.
- Attended the NCLGA Board Meeting
 - Announced that the Town of Smithers will host the North Central Local Government Association 2024 Convention.
- Harm Reduction Committee
 - Northern health sponsored and has purchased a vending machine selling self-help care products
 - Will amass data to determine what is being accessed and biggest demand
- Attended the RSWAC Meeting on June 20th.

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

Chair Parker provided the following update:

- Thanked Director Moutray for Chairing the RSWAC
- Attended Koho Learning Event at Stellat'en First Nation
 - Joint Event with UNBC and School District 91 Nechako Lakes
 - Discussed with students future plans – very promising
- Attended the Sturgeon Release in Vanderhoof on June 2nd
 - Had a discussion with Rio Tinto
- Attended the Cycle 16 Trail Grand Opening – June 10th
 - Phase 1 completion lends itself to the successful completion of future phases
- Attended the Tachick Lake Healing Centre Ground Breaking Ceremony June 12th
- Attended the Northern Development Initiative Trust Meeting June 19th
 - Discussed challenges regarding Transit and the lack of cost certainty for the Bulkley Nechako Transit Service
- Attended a meeting with the Chairs of the Regional District of Fraser-Fort George and Cariboo Regional District on June 20th
 - Discussed building strong initiatives moving forward
- Attended the National Indigenous Peoples Day in Fraser Lake on June 21st in Fraser Lake.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

Receipt of Verbal
Reports

Moved by Director Stoltenberg
Seconded by Director Newell

2023-7-31

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Dekens
Seconded by Director Brienens

2023-7-32

"That the meeting be adjourned at 1:17 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Deputy Director of Corporate Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO**REGIONAL SOLID WASTE ADVISORY COMMITTEE MEETING****Tuesday, June 20, 2023**

PRESENT:	Chair	Kevin Moutray
	Directors	Gladys Atrill Judy Greenaway Michael Riis-Christianson – via Zoom
	Stakeholders	Cindi Pohl, BBRD Blue Bin Recycling and Disposal Norm Delong, Electoral Area D (Fraser Lake Rural) Mark Fisher, Electoral Area A (Smithers/Telkwa Rural) Chris Lawrence, Director of Operations, Town of Smithers
	Absent	John Alderliesten, Vanderhoof – via Zoom – left at 2:15 p.m. Luis Gonzalas, District Manager, Waste Management Lev Hartfell, Director of Operations, Village of Telkwa Kathy Russell, Education Assistant, School District 91 Nechako Lakes
	Staff	Cheryl Anderson, Deputy CAO/Director of Corporate Services – left at 3:08 p.m. Janette Derksen, Waste Diversion Supervisor Alex Eriksen, Director of Environmental Services Sydney Van Tine, Environmental Services Summer Student – left at 11:53 p.m. Wendy Wainwright, Deputy Director of Corporate Services
	Other	Frank Varga, General Manager, Burns Lake Community Forest Ltd.– left at 10:26 a.m.

CALL TO ORDER

Cheryl Anderson, Deputy CAO called the meeting to order at 10:00 a.m.

ELECTIONS**Chairperson**

Deputy CAO Anderson called for nominations for the position of Chairperson for the Regional Solid Waste Advisory Committee (RSWAC) for the year 2023.

Moved by Director Greenaway
Seconded by Director Atrill

RSWAC.2023-1-1

“That Director Kevin Moutray be nominated for the position of Chairperson of the Regional Solid Waste Advisory Committee for the year 2023.”

ELECTIONS (CONT'D)

Deputy CAO Anderson called for nominations for Chairperson a second time.

Deputy CAO Anderson called for nominations for Chairperson a third time.

There being no further nominations, Deputy CAO Anderson declared Kevin Moutray, Chairperson of the Regional Solid Waste Advisory Committee for the year 2023 by acclamation.

Acting Chairperson

Deputy CAO Anderson called for nominations for the position of Acting Chairperson of the Regional Solid Waste Advisory Committee for the year 2023.

Moved by Director Riis-Christianson
 Seconded by Director Greenaway

RSWAC.2023-1-2

"That Mark Fisher be nominated for the position of Acting Chairperson of the Regional Solid Waste Advisory Committee for the year 2023."

Deputy CAO Anderson called for nominations for Acting Chairperson a second time.

Deputy CAO Anderson called for nominations for Acting Chairperson a third time.

There being no further nominations, Deputy CAO Anderson declared Mark Fisher as Acting Chairperson of the Regional Solid Waste Advisory Committee for the year 2023 by acclamation.

Chair Moutray took the chair.

AGENDA

Moved by Director Greenaway
 Seconded by Director Atrill

RSWAC.2023-1-3

"That the Committee Agenda for June 20, 2023 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

BURNS LAKE COMMUNITY FOREST LTD. – Frank Varga, General Manager RE: Illegal Dumping

Chair Moutray welcomed Frank Varga, General Manager, Burns Lake Community Forest Ltd.

Mr. Varga provided a PowerPoint Presentation.

ComFor Management Ltd. and Burns Lake Community Forest Ltd.

- Mission Statement
- Community Forest & Quick History
- Access Management
- Why explaining BL ComFor
- Illegal Dumping
- Say 'No' to User Fees.

Discussion took place regarding:

- Illegal dumping takes place currently
 - o How will maintaining status quo improve the illegal dumping issue
- Experiences of other Community Forests in the Province concerning illegal dumping
- Strategies and innovative ways to address illegal dumping without implementing user pay system
- Importance of public communication
- BL Community Forest Ltd. lands are relatively easy to access vs. other Community Forests in the Province
- Other Community Forests are gated
 - o Burns Lake Community Forest Access Management Plan provides the ability to deactivate roads to restrict public access if required
- Existing recycling programs
- Provincial recycling programs increasing and changing
- RDBN only regional district without user pay system in the Province
- Importance of education and communication
- Ensure that adequate research has been conducted in the implementation of a user pay system
- Committee will be discussing the issue further in September 2023.

Chair Moutray thanked Mr. Varga for attending the meeting.

PRESENTATION

Janette Derksen, Waste Diversion Supervisor provided a PowerPoint Presentation.

- Overview of Provincial Solid Waste Requirements
- RDBN 2018 Solid Waste Management Plan
- Regional Solid Waste Advisory Committee
- Environmental Services Video – August 2022.

DISCUSSION ITEMS

Meeting Goals

1. Impact of one-stop-shop to Private Business and the Overlap of Having EPR (Extended Producer Responsibility) Programs at the Transfer Stations

Ms. Derksen continued the PowerPoint Presentation.

Meeting Goals – June 20, 2023

1. To discuss the impact of one-stop-shop to private businesses and the overlap of having EPR programs at the Transfer Stations
2. Share ideas on a Metal Salvaging Pilot vs. existing RDBN re-use programs.

Nine Solid Waste Strategies

1. Increase Reduction and Reuse
2. Expand Access to Residential Recycling
3. Increase (ICI) Sector Recycling
4. Increase Organics Diversion
5. Increase Construction & Demolition (C&D) Waste Diversion
6. Support Expansion of EPR Programs
7. Support (HHW) Diversions
8. Support Recycling and Diversion of Agricultural Plastics
9. Expand Regional Education and Behaviour Change Programs.

What is EPR?

- Provincial
- Federal
- Stewardship Model.

What are the EPR Requirements?

- 5 Principles of Product Stewardship
 - Shared Responsibility
 - Access
 - Accountability
 - Results-Based
 - Collaborative Approach.

Who are the Steward Agencies?

Discussion took place regarding;

- Performance-Based System monitored by the Ministry of Environment
 - 75% recovery rate meaning
 - Costs
 - Steward agencies or Producer Responsibility Organizations (PROs)
 - Develops EPR Management Plans that are submitted to the Province for approval
 - Mitigate costs borne by local governments and taxpayers

Meeting Goals (Cont'd)

- Ministry of Environment reviewing the need for the reduction of packaging by producers
 - Single use plastic regulations across Canada
- Improving and lack of accessibility to EPR programs to divert materials from the landfill
- Some Stewardship programs are not fully implemented through bottle depots, retail businesses, local service shops and RDBN Recycling Facilities
 - E.g. Product Care – will take paint but not hazardous materials
- Eco-Fee Model being a better model than the general EPR Internalized Cost Model
- Businesses unable to rely on funding models as a source of revenue
- EPR Programs in Fort St. James and at the Fort St. James Recycling Depot
- A number of factors contribute to EPR Programs being unsustainable without local government (taxpayer) support
- Differing service levels across RDBN Recycling Facilities
 - Board decisions
 - Funding
 - Capacity
 - Environmental Services Department wanting to have equal service levels across the RDBN.

What is EPR (Extended Producer Responsibility)? Memo to the Waste Management Committee - June 16, 2022, RE: Vanderhoof Transfer Station – Electronics Pilot Program

- History of the one-stop-shop concept
 - Concerns were raised regarding overlap of programs and impact to private business
 - EPR programs in the region are fragmented due to the adoption and implementation of programs happening overtime
 - Decision to move forward with Electronics Pilot Program in Vanderhoof
- Vanderhoof Bottle Depot owned and operated by Nechako Valley Secondary School (NVSS)/School District 91 Nechako/Lakes
 - NVSS to collect electronics at Vanderhoof Transfer Station
 - RDBN staff to manage program, public education and divert products from the landfill via the Transfer Station Tip Floor
 - NVSS to transport collected material from the Transfer Station to the Bottle Depot for Shipment
 - NVSS responsible for supplies and signage at the Transfer Station and the Program would operate under the School District 91 Nechako Lakes (SD 91) contract with Recycle BC
 - Benefits/negatives
 - Timelines of Pilot implementation to date
 - Finalization of agreement still in progress.

Meeting Goals (Cont'd)

What is EPR (Extended Producer Responsibility)? Memo to the Waste Management Committee - June 16, 2022, RE: Vanderhoof Transfer Station – Electronics Pilot Program (Cont'd)

The following was discussed:

- Assess after one year – interest in continuing
- Determine if it is economically beneficial
- RDBN goal to divert waste
- Correct implementation to mitigate costs
- Baseline for collection and funding
 - No transfer of funds
 - NVSS will collect the tonnage of electronics at Transfer Station and will receive funds for total tonnage collected
- Stewardship agencies have indicated they are open to having two contracts for collection in a location
- More options ensure more materials will be diverted
- Storage at the Vanderhoof Transfer Station for the electronics container bags
- Terminology in contract to allow both parties to withdraw
- Nechako Valley Secondary School
 - Utilization of funds
 - Option to extend hours of operations
- RDBN intent to establish one-stop-shop and/or options in the community to divert waste
 - RDBN does not intend to have the contract for the Return-it EPR program but other smaller EPR programs
- Staffing ability to oversee additional EPR programs
- RDBN staff to continue moving forward with the Vanderhoof Transfer Station - Electronics Pilot Program.

2. The Metal Pilot vs. Existing Re-Use Programs April 20, 2023 – Update: Metal Salvage – Pilot Program for the Burns Lake Transfer Station

- Metal salvaging history overview
 - RDBN implemented metal salvaging ban in 2017
 - RDBN had an increase of volume and revenue
 - Value to RDBN in terms of revenue and reusable metal for individuals repair/reuse projects
- Determining a balance to allow for reuse and recycling vs. revenue
- In 2021, a new reuse items bay was created at the RDBN Transfer Station facilities for the reuse/recycling of items
 - Public can leave/take items
- Staff moves items deemed of public value from the larger pile to the smaller bay for public access
- RDBN Board direction given to move forward with the Metal Pilot Program at the Burns Lake Transfer Station
 - Staff is bringing forward an updated plan for a one-year pilot program in the 2024 RDBN budget for the Board's consideration.

Break for lunch at 11:53 a.m.

Burns Lake Transfer Station Site Tour

Reconvened at 2:15 p.m.

Brainstorming Session – Metal Salvaging

Discussion took place regarding the commodity pricing of metal and impacts to the processing of metal when prices are high versus low prices.

The following ideas were shared:

1. Metal market fluctuations
2. Charge for large metal items
3. Manned area to separate metal as it comes in
 - a. racks, bays, small piles
4. Business case for onsite sorting
5. No salvage and storage of non-ferrous metals to send for processing for revenue
6. Permits for salvagers
7. Apply a per pound rate for metal salvage
 - a. Pay for metal/waive risk to be on-site
8. Barricades - day drop before barricades - push end of day
9. Additional staff to increase capacity
10. User fee implementation timing
11. Consistency across region
12. Scales to charge for what is taken (weight scales in/weight scales out)
13. Youth involvement
 - a. popup/mobile metal shop at RDBN Solid Waste facilities
14. Self-interest group participation
15. Divert metal before it arrives at RDBN facilities to groups to sort and sell e.g. artisan cooperatives
16. Separate reusable and non-reusable metal piles
17. Identify what is reasonable for locals to salvage
18. Robust education package
 - a. Onsite education, staff and signage, QR code options
 - i. Consistent messaging and communication to assist in implementing a user pay system
19. Responsibility to taxpayer
 - a. Do what is in the best interest of the region in terms of revenue generation
 - b. Ensure RDBN benefits from metal revenue
20. Diversion targets (deconstruction of industrial/housing projects)
21. Partnerships (to sort materials)
22. Responsibility to the environment
23. Funding for infrastructure - non-ferrous metal storage/fencing etc.
24. Bins for metal to be collected and removed.

Brainstorming Session – Metal Salvaging (Cont'd)

Discussion took place regarding:

- Metal recycling contract
 - Contractors' determination of value of metal piles that have been salvaged by the public and piles that have not been salvaged
 - Higher value for metal piles that have not been salvaged
 - Ferrous (red metals) and non-ferrous metal piles
- Theft and break-ins for stored high value metals
- User pay is designed to make users landfilling items - pay vs. recycling being free
 - Creates opportunities for business/individuals to reuse products prior to reaching RDBN facilities e.g. crushing of concrete for secondary use
 - Eliminates the concern for revenue generation
- Create a diversion model
- Staff's desire is to remove the metal pile which removes the issue
 - Utilize metal bin for drop off and metal is removed to eliminate public access.

Waste Audit Update – Alex Eriksen, Director of Environmental Services

- Board approved moving forward with a Solid Waste Characterization Study Summary
 - Multiple sampling events
 - Included:
 - Transfer Stations
 - Municipal disposal
 - East/west end of the RDBN
- Waste data doesn't include pipeline waste volumes
- Organic Waste decreased in 2022/2023 from 2008 and 2018
- Wood increased from 2008/2018 to 2022/2023
- Plastics have remained at similar weights
 - ICI – businesses are experiencing higher plastic packaging
- Impacts of COVID-19 to plastic volumes
- Staff recently received the Solid Waste Characterization Study and will fully review the Study and provide further information to the Committee
 - Staff noted the information will be shared publicly
- Mattresses and furniture was included in the study as an EPR program is being proposed in the future
- Increase in textiles
 - Received communications from organizations regarding the reuse of textiles
 - Salvation Army
 - Thrift Stores, etc.
 - Have had discussions of a consolidated haul to the Salvation Army in Prince George for reuse options
- Waste audit provides a baseline for future planning
- Feedstock Inventory Report is being completed to identify if and which materials would have enough volumes to create opportunities for local recycling businesses/initiatives
 - Staff will continue to work with consultants to complete a draft report by end of June 2023

Waste Audit Update – Alex Eriksen, Director of Environmental Services (Cont'd)

- Utilizing the Solid Waste Characterization Study to consider potential cross regional opportunities
- LOOP
 - Proposed organics from grocery stores be provided to local farms within the RDBN
 - Indicated challenges in the RDBN to implement programs with lack of a user pay system
 - Worked with Save-On More in Burns Lake to divert organic matter back to farms.

Meeting Overview

Goal #1: Discuss impact to one-stop-shop to Private Business and the Overlap of Having EPR (Extended Producer Responsibility) Programs at the Transfer Stations

- Moving forward with one-stop-shop
 - Convenient and consistent across the region
 - Divert waste without concerns regarding revenue
 - Pilot to assist in the success of diverting waste from the landfill.

Goal #2: Share ideas on Metal Salvaging Pilot vs. Existing RDBN Re-Use Programs

- What is the Committee Members understanding of current reuse programs?
 - Sheds/reuse areas – decent reusable items for others to take
 - Wood/metal – salvage.

COVID-19 identified the value to the public of the reuse sheds.

Discussion took place regarding:

- Items being placed in the reuse shed versus disposal on the transfer station floors
- Set-up and cleanliness of the reuse sheds
- Purging the reuse shed.

ADJOURNMENT

Moved by Director Greenaway
 Seconded by Director Atrill

RSWAC.2023-1-5

“That the meeting be adjourned at 3:32 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Kevin Moutray, Chair

Wendy Wainwright, Deputy Director
 of Corporate



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Maria Sandberg, Planning and Parks Coordinator
Date: July 13, 2023
Subject: **Rezoning Application RZ RDBN 04-21, Adoption for Rezoning Bylaws 1996, 2023, 1997, 2023, 1998, 2023, and 1999, 2023**

RECOMMENDATIONS: (all/directors/majority)

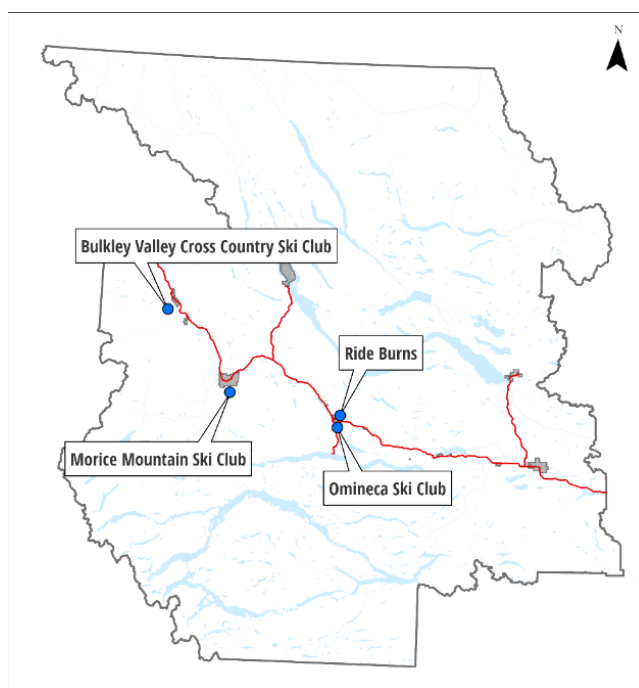
That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1996, 2023”, “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1997, 2023”, “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1998, 2023” and “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1999, 2023” be adopted.

BACKGROUND

Staff have reviewed outdoor recreation facilities in the region to ensure that the lands are appropriately zoned to accommodate existing and anticipated future facilities and services.

Staff have worked with the following four recreation clubs whose lands require rezoning to P2 or P2A to accommodate existing or proposed future outdoor recreation facilities.

- Bulkley Valley Cross Country Ski Club, Electoral Area A (Smithers/Telkwa Rural)
- Omineca Ski Club, Electoral Area B (Burns Lake Rural)
- Ride Burns, Electoral Area B (Burns Lake Rural)
- Morice Mountain Ski Club, Electoral Area G (Houston/Granisle Rural)



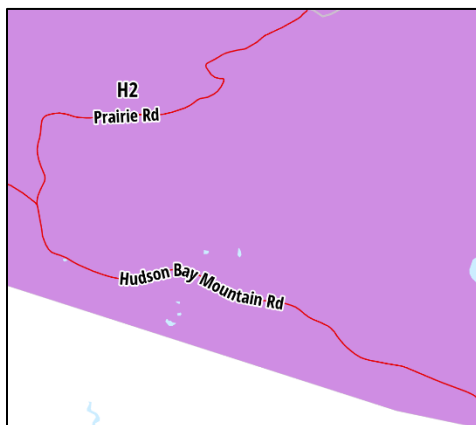
Rezoning Bylaws 1996, 1997, 1998 and 1999 were given third reading at the May 18, 2023 Board meeting. Bylaw 1997 required approval by the Ministry of Transportation and Infrastructure (MoTI) after third reading. The bylaw has been approved and signed by MoTI and staff recommend that Bylaws No. 1996, 1997, 1998 and 1999 be adopted.

OVERVIEW OF THE PROPOSED AMENDMENTS

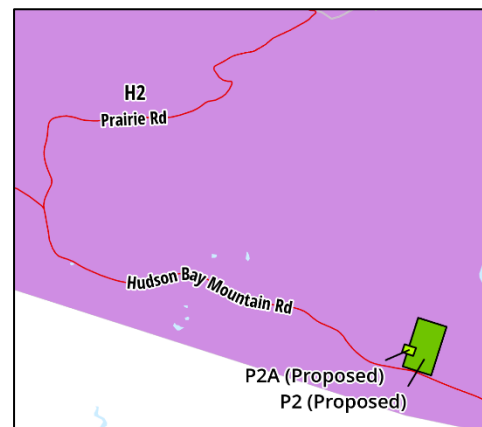
ELECTORAL AREA A

Name:	Bulkley Valley Cross Country Ski Club
Subject Property:	Unsurveyed Crown Land
OCP Designation:	Resource (RE) Designation in the Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014 (the OCP)
Zoning:	Large Holdings Zone (H2) in RDBN Zoning Bylaw No. 1800, 2020 (the Zoning Bylaw)
ALR Status:	Not in the ALR
Existing Land Use:	Recreation
Location:	8767 and 8779 Hudson Bay Mountain Rd, about 5 km southwest of the Town of Smithers

Bulkley Valley Cross Country Ski Club (BVCCSC) has a Partnership Agreement with the Province through Recreation Sites and Trails BC to maintain ski trails on Crown land. Their club facility “Bulkley Valley Nordic Centre” includes a clubhouse, parking lot, caretaker cabin, a wax hut, maintenance buildings, a concrete underpass beneath Hudson Bay Mountain Road and a timing hut. In addition, there is a biathlon range with an adjacent biathlon cabin located west of the main facility. The application area is in the building inspection service area. The proposed zoning amendment from H2 to P2 includes the club facilities and is 13.2 ha in size. The proposed zoning amendment from H2 to P2A includes the biathlon range and cabin and is 0.9 ha in size.



Current zoning



Proposed zoning

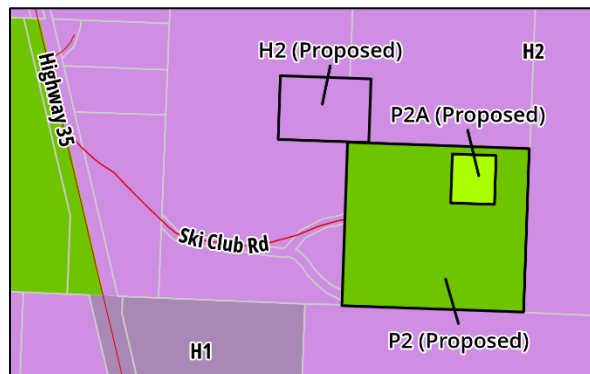
ELECTORAL AREA B

Name:	Omineca Ski Club
Subject Property:	District Lot 1884, Range 5, Coast District
OCP Designation:	Parks and Recreation Designation (P) in Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Bylaw No. 1785, 2017 (the OCP)
Zoning:	Large Holdings Zone (H2) and Recreation Zone (P2) in RDBN Zoning Bylaw No. 1800, 2020
ALR Status:	Not in the ALR
Existing Land Use:	Recreation
Location:	3242 Ski Club Rd, about 4 km south of the Village of Burns Lake

The Omineca Ski Club (OSC) facilities include a clubhouse/lodge, parking lot, wax cabin and maintenance buildings as well as a biathlon range. The application area is within the building inspection area.

The existing P2 zoning meant for the clubhouse and structures was incorrectly placed during the digitization process of Zoning Bylaw No. 700 in the early 2000s and this error was carried forward into Zoning Bylaw No. 1800.

The proposed zoning amendment from H2 to P2 includes the club facilities and is 13.7 ha in size. The proposed zoning amendment from H2 to P2A includes the biathlon range and is 0.8 ha in size.

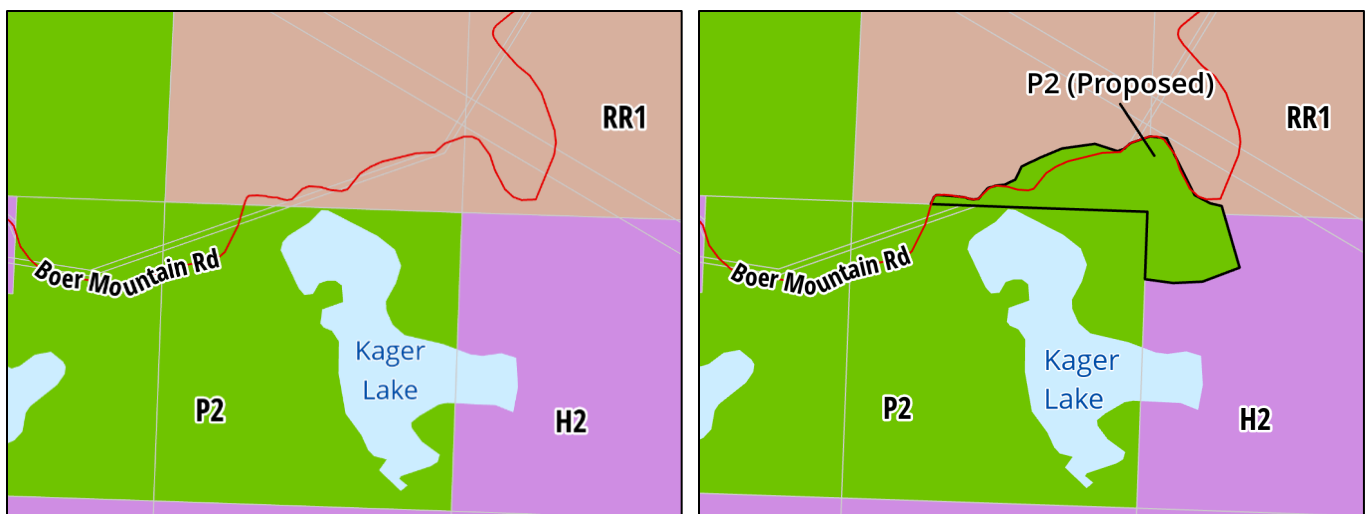
**Current zoning****Proposed zoning**

ELECTORAL AREA B

Name:	Ride Burns
Subject Properties:	SE1/4 District Lot 4172, Range 5, Coast District, W1/2 District Lot 4176, Range 5, Coast District and NW1/4 District Lot 4168, Range 5 Coast District
OCP Designation:	Resource (RE) and Parks and Recreation (P) Designation in the Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Bylaw No. 1785, 2017 (the OCP)
Zoning:	Large Holdings Zone (H2) and Rural Resource Zone (RR1) in RDBN Zoning Bylaw No. 1800, 2020 (the Zoning Bylaw)
ALR Status:	Not in the ALR
Existing Land Use:	Recreation
Location:	3845 Boer Mountain Rd, about 3 km east of the Village of Burns Lake

The Burns Lake Mountain Biking Association (Ride Burns) operate and maintain a mountain bike trail system within Recreation Reserves REC32077 (Boer Mountain) and REC0574 (Kager Lake), approximately 4,000 ha in size. In addition to the trail system, the facilities include a campground at Kager Lake and several shipping containers at the top of Boer Mountain. The application area is in the building inspection service area.

The proposed zoning amendment from RR1 and H2 extends the P2 zoning to cover the campsite and potential future facilities is 13.1 ha in size.



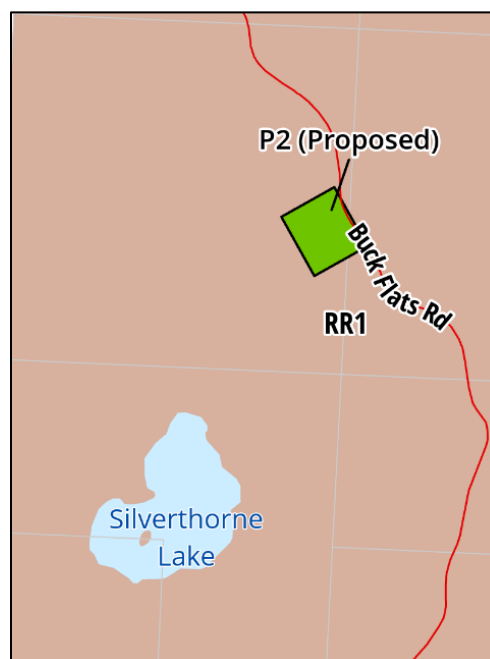
Current zoning

Proposed zoning

ELECTORAL AREA G

Name:	Morice Mountain Nordic Ski Club
Subject Properties:	District Lot 4244, Range 5, Coast District and W1/2 District Lot 4247, Range 5, Coast District
OCP Designation:	Resource Designation (RE) in the Houston, Topley, Granisle Official Community Plan Bylaw No. 1622, 2011 (the OCP)
Zoning:	Rural Resource Zone (RR1) in RDBN Zoning Bylaw No. 1800, 2020 (the Zoning Bylaw)
ALR Status:	Not in the ALR
Existing Land Use:	Recreation
Location:	9119 Buck Flats Rd, about 3 km south of the District of Houston

The Morice Mountain Nordic Ski Club operates the Morice Mountain Ski Trail/ Silverthorne Lake Rec Site. The club has a partnership agreement with the Province to manage, construct and maintain the trails within this recreation area, specifically for non-motorized use. The facilities include a clubhouse, accessory structures and a parking lot near Buck Flats Rd. and a nine-site campground with a boat launch and picnic shelter on Silverthorne Lake, as well as a remote alpine cabin located on the east slope of Morice Mountain. The application area is in the building inspection service area. The proposed zoning amendment from RR1 to P2 includes the club facilities and is 8.9 ha in size.

**Current zoning****Proposed zoning**

DISCUSSION

Official Community Plans (OCPs)

The Bulkley Valley Cross Country Ski Club application area is designated Resource (RE) in the “Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014”, which contains the following policy:

- 3.9.2(9) *Rezoning applications to allow outdoor and community recreation activities such as firing ranges, fairgrounds, race tracks, and golf courses, may be approved where it can be demonstrated that the uses will not have an unacceptable negative impact on a residential area or the natural environment.*

Omineca Ski Club and Ride Burns application areas are both designated Resource (RE) and Parks and Recreation (P) in in the “Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Bylaw No. 1785, 2017. The applicable OCP policies are outlined below:

Parks and Recreation (P) Designation

- 3.7.2(8) *Rezoning applications to allow active use community and outdoor recreation uses such as golf courses, archery ranges, fair grounds, rodeo grounds, community halls, theatres, baseball diamonds, soccer fields, horseshoe pits, tennis courts, swimming pools, skating rinks, and riding arenas may be considered on lands designated Parks and Recreation subject to the following criteria.*

(a) sufficient on-site parking is provided.

(b) the proposed use will not create an amount of traffic, noise or other impact that will adversely affect the rural character of the area.

(c) traffic management issues will be considered and addressed appropriately.

(d) the proposed development will have no notable impact on the natural environment.

(e) the proposed use will have no notable impact on neighbouring land uses or property owners.

(f) the proposed use has the support of the Agricultural Land Commission if the land is within the Agricultural Land Reserve (ALR).

(g) it is clear that the community interest is not better met by keeping the land in its natural state and for limiting its use to passive types of recreation.

Resource Designation (RE):

- 3.8.2(1) *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 will be permitted in the Resource (RE) designation.

The Morice Mountain Nordic Ski Club application area is designated Resource (RE) in the “Houston, Topley, Granisle Official Community Plan Bylaw No. 1622, 2011” which contains the following policy:

3.8.2(7) *Rezoning application to allow outdoor and community recreation activities such as firing ranges, fairgrounds, race tracks, and golf courses, shall be considered on Resource designated lands where it can be demonstrated that the uses will not have an unacceptable environmental impact.*

Zoning

The permitted uses in the P2 and P2A Zones are as follows:

Permitted Uses in P2 Zone		Permitted Uses in P2A Zone	
Principal	Secondary	Principal	Secondary
<ul style="list-style-type: none"> • clubhouse • community recreation • outdoor recreation 	<ul style="list-style-type: none"> • agriculture • campground • convenience retail store • dwelling unit in a principal building • farmers’ market • primitive campground • restaurant • single family dwelling 	<ul style="list-style-type: none"> • clubhouse • community recreation • outdoor recreation • special recreation 	<ul style="list-style-type: none"> • agriculture • campground • convenience retail store • dwelling unit in a principal building • farmers’ market • primitive campground • restaurant • single family dwelling

REFERRAL COMMENTS

Electoral Area A Advisory Planning Commission: recommends approval and acceptance of the amendments.

Electoral Area B Advisory Planning Commission: supports the rezoning proposal.

Electoral Area G Advisory Planning Commission: recommend the Board approve the proposed rezoning.

Ministry of Transportation and Infrastructure:

“Thank you for the opportunity to comment. The Ministry sees no impact to our infrastructure. Pursuant to section 52 of the Transportation Act, the Ministry of is prepared to endorse the Bylaw after its third reading.”

Recreation Sites and Trails BC:

“Based on a meeting with Jason and Maria on March 1st, in review of attached referral document, I am understanding of the following:

1. *BVCCSC, OSC, MMNSC and Ride Burns targeted given existing, applicable infrastructure in place and plans to add more in the near future, which was based on conversations between the club and RDBN. I asked the question why not similar type recreation sites such as Canyon Creek, Bulkley River, Lunan Road, and Hankin-Evelyn, where buildings exist. The reasons include either too remote, not nearby to private land, and/or no or few applicable buildings in place currently.*
2. *The proposed amendments to include the targeted areas as either P2 or P2A zones would allow for adding infrastructure. The current zoning does not.*
3. *RDBN has received confirmed support from each club for the proposed re-zoning.*

Suggested Conditions:

1. *For future applications from any club / proponent that overlaps with a recreation site, recreation reserve, or recreation trail, RDBN sends a formal referral to RSTBC, where the key point of contact is the District Recreation Officer (me) at Brandy.Hughes@gov.bc.ca.*
2. *The clubs are made aware of the following:*
 - a. *Building permits can be processed / approved as early as two weeks from receipt of application if application completed in full.*
 - b. *The building permit fee is 6% of the estimated value at construction.*
 - c. *Not every building requires a building permit.*
3. *RDBN includes in the building permit process a checkbox that indicates the proponent (club) has applied to RSTBC for section 57 authorization for the proposed infrastructure. RDBN is understanding that each BVCCSC, OSC, MMNSC and Ride Burns have legal agreements with the Province for the maintenance of these facilities. The agreement does not provide authority for construction, maintenance or rehabilitation of a trail or other recreation facility on Crown land. This is authorized under Section 57 of the Forest and Range Practices Act and authority delegated to the Recreation Officer (me). More information found here: <https://www2.gov.bc.ca/gov/content/sports-culture/recreation/camping-hiking/sitestrails/program/authorizations>*

I believe it was agreed that RSTBC and RDBN would work collaboratively on any file that involves an established recreation site or trail.”

Staff comments

The proposed rezonings are in accordance with applicable OCP policy.

The Recreation Zone (P2) is appropriate for community recreation uses such as community halls, horse riding arenas, baseball diamonds and outdoor recreation uses that require larger land holdings such as golf courses, fairgrounds, and skiing facilities.

The Special Recreation Zone (P2A) is intended to accommodate recreational uses with the potential to have a notable negative impact on adjacent residential development. Special recreational uses include the use of motorized vehicles, racetracks for motorized vehicles, drive-in theatres and firing ranges. Both application areas proposed for rezoning to the P2A Zone (Omineca Ski Club and Bulkley Valley Nordic Centre), involve small scale biathlon ranges that are located close to clubhouses and away from any residential development.

Pursuant to Section 52(3)(a) of the *Transportation Act*, Bylaw 1997 requires endorsement by the Ministry of Transportation and Infrastructure (MoTI) after third reading and before adoption, as the subject property is within 800 metres of Highway 35. The bylaw has been approved and signed by MoTI.

Staff recommend that Bylaws No. 1996, 1997, 1998 and 1999 be adopted.

PUBLIC HEARING

A Public Hearing for Bylaws No. 1996, 1997, 1998 and 1999 was held on Monday, May 8, 2023. There were no comments during the Public Hearing or written submissions related to the bylaws. The report of the Public Hearing was provided at the June 22, 2023 Board meeting

ATTACHMENTS:

- Rezoning Bylaw No. 1996, 2023
- Rezoning Bylaw No. 1997, 2023
- Rezoning Bylaw No. 1998, 2023
- Rezoning Bylaw No. 1999, 2023



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1996

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 portions of the following lands totalling ±14.1 ha are rezoned from the Large Holdings Zone (H2) to the Recreation Zone (P2) and the Special Recreation Zone (P2A):

Unsurveyed Crown Land 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. 1996, 2023".

READ A FIRST TIME this 20th day of April, 2023.

READ A SECOND TIME this 20th day of April, 2023.

PUBLIC HEARING HELD this 8th day of May, 2023.

READ A THIRD TIME this 18 day of May, 2023.

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1996, 2023".

DATED AT BURNS LAKE this _____ day of _____, 2023.

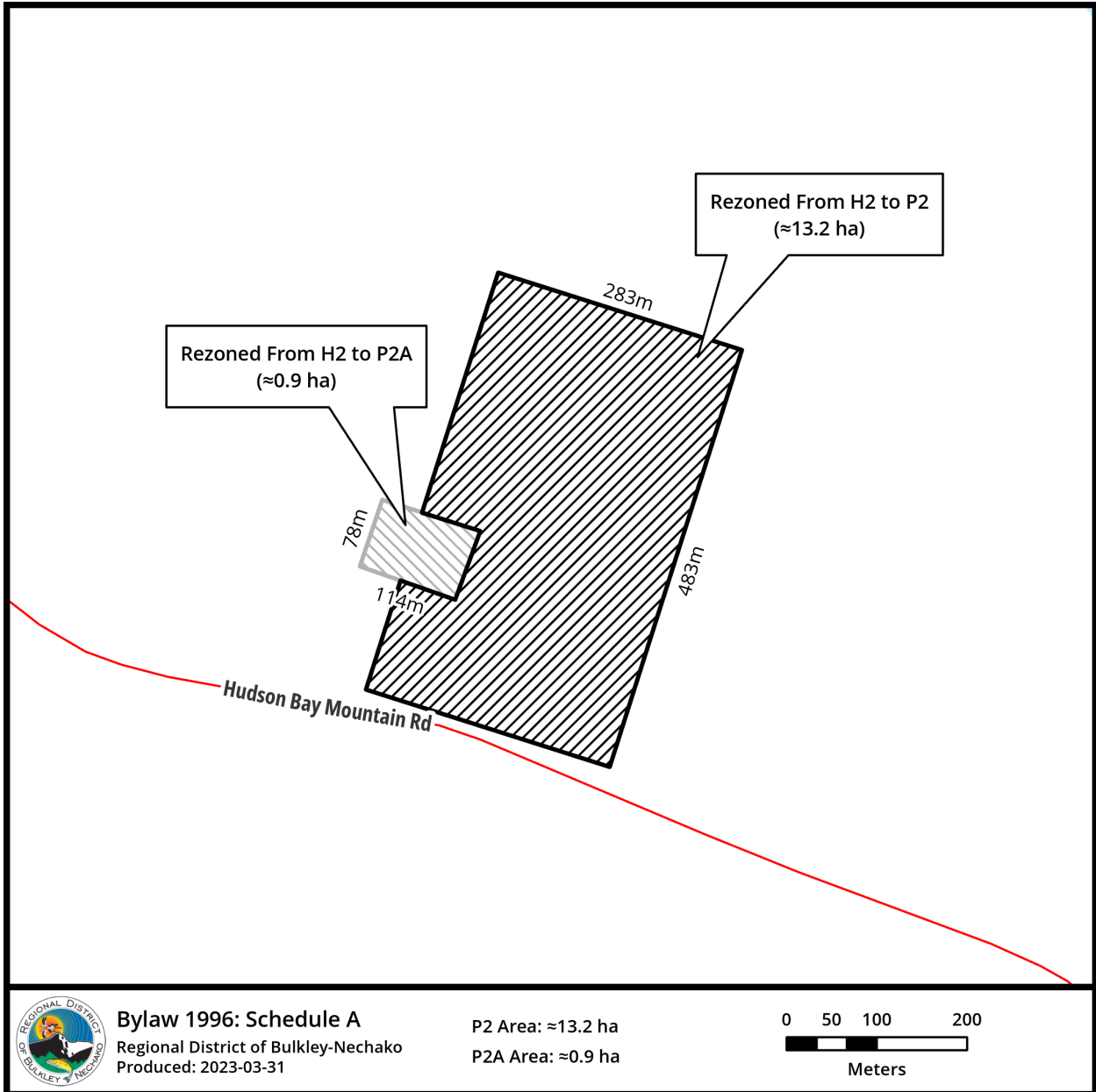
Corporate Administrator

ADOPTED this _____ day of _____, 2023.

Chairperson

Corporate Administrator

SCHEDULE "A" BYLAW NO. 1996



The ±13.2 ha portion of unsurveyed Crown Land being rezoned from the Large Holdings Zone (H2) to the Recreation Zone (P2); the ±0.9 ha portion of unsurveyed Crown Land being rezoned from the Large Holdings Zone (H2) to the Special Recreation Zone (P2A), as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 1996, 2023.

 Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1997

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 portions of the following lands totalling \pm 14.5 ha are rezoned from the Large Holdings Zone (H2) to the Recreation Zone (P2) and the Special Recreation Zone (P2A) and that a \pm 2.8 ha portion of the following lands are rezoned from the Recreation Zone (P2) to the Large Holdings Zone (H2):

District Lot 1884, Range 5, Coast District 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. 1997, 2023".

READ A FIRST TIME this 20th day of April, 2023.

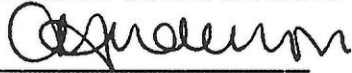
READ A SECOND TIME this 20th day of April, 2023.

PUBLIC HEARING HELD this 8th day of May, 2023.


READ A THIRD TIME this 18 day of May, 2023.

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1997, 2023".

DATED AT BURNS LAKE this 18 day of May, 2023.



Corporate Administrator

<p>Approved pursuant to section 52(3)(a) of the <i>Transportation Act</i> this <u>26th</u> day of <u>June</u>, 20<u>23</u></p> <p></p> <p>for Minister of Transportation & Infrastructure</p>
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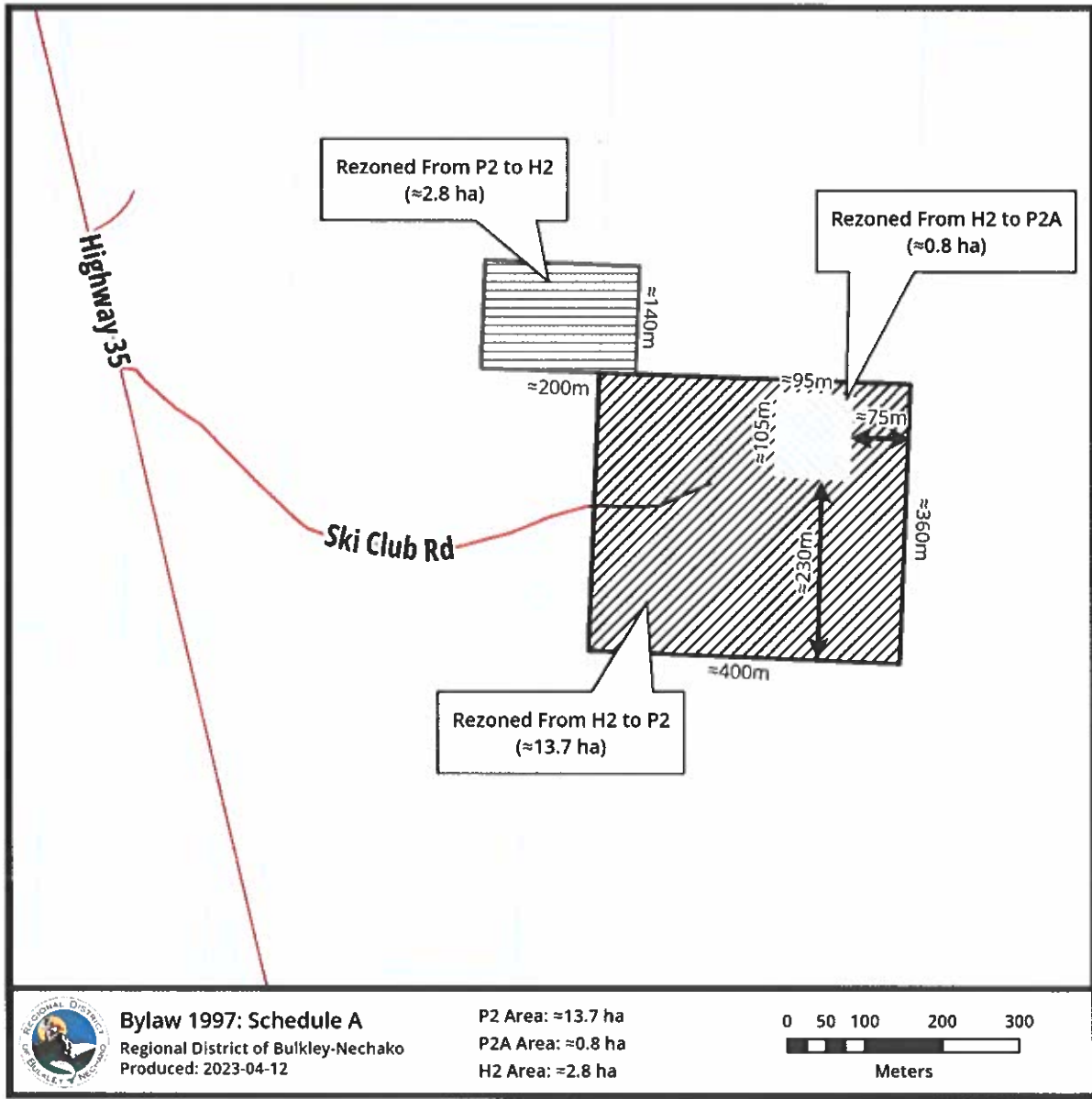
MoTI File No. 2023-01339

ADOPTED this _____ day of _____, 2023.

Chairperson

Corporate Administrator

SCHEDULE "A" BYLAW NO. 1997



A ±13.7 ha portion of District Lot 1884, Range 5, Coast District being rezoned from the Large Holdings Zone (H2) to the Recreation Zone (P2); a ±0.8 ha portion of District Lot 1884, Range 5, Coast District being rezoned from the Large Holdings Zone (H2) to the Special Recreation Zone (P2A) and a ± 2.8 ha portion of District Lot 1884, Range 5, Coast District being rezoned from the Recreation Zone (P2) to the Large Holdings Zone (H2), as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 1997, 2023.

[Handwritten Signature]

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1998

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

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

1. That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended such that a ±6.7 ha portion of the following lands is rezoned from the Rural Resource Zone (RR1) to the Recreation Zone (P2):

The Southeast 1/4, District Lot 4172, Range 5, Coast District as shown on Schedule "A", which is incorporated in and forms part of this bylaw.

2. That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended such that portions of the following lands totalling +6.5 ha are rezoned from the Large Holdings Zone (H2) to the Recreation Zone (P2):

The West 1/2, District Lot 4176, Range 5, Coast District and the Northwest 1/4, District Lot 4168, Range 5, Coast District, 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. 1998, 2023".

READ A FIRST TIME this 20th day of April, 2023.

READ A SECOND TIME this 20th day of April, 2023.

PUBLIC HEARING HELD this 8th day of May, 2023.

READ A THIRD TIME this 18 day of May, 2023.

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1998, 2023".

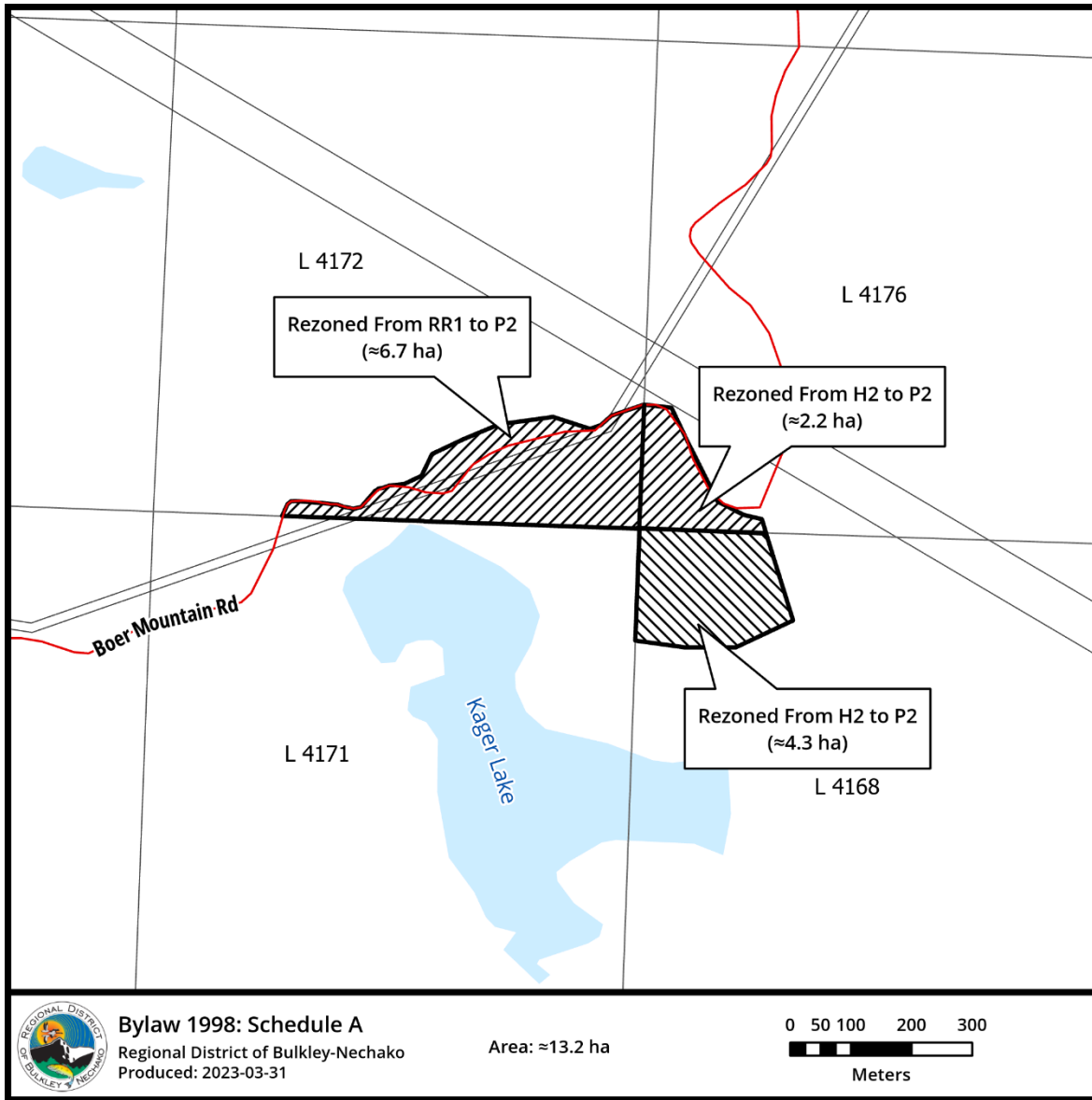
DATED AT BURNS LAKE this _____ day of _____, 2023.

Corporate Administrator

ADOPTED this _____ day of _____, 2023.

Chairperson

Corporate Administrator

SCHEDULE "A" BYLAW NO. 1998

A ±6.7 ha portion of the Southeast 1/4, District Lot 4172, Range 5, Coast District being rezoned from the Rural Resource Zone (RR1) to the Recreation Zone (P2); the ±2.2 ha portion of the West 1/2, District Lot 4176, Range 5, Coast District being rezoned from the Large Holdings Zone (H2) to the Recreation Zone (P2); and a ±4.3 ha portion of the Northwest 1/4, District Lot 4168, Range 5, Coast District being rezoned from the Large Holdings Zone (H2) to the Recreation Zone (P2), as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 1998, 2023.

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1999

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 an ±8.9 ha portion of the following lands is rezoned from the Rural Resource Zone (RR1) to the Recreation Zone (P2):

District Lot 4244, Range 5, Coast District and the West 1/2, District Lot 4247, Range 5, Coast District, 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. 1999, 2023".

READ A FIRST TIME this 20th day of April, 2023.

READ A SECOND TIME this 20th day of April, 2023.

PUBLIC HEARING HELD this 8th day of May, 2023.

READ A THIRD TIME this 18 day of May, 2023.

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1999, 2023".

DATED AT BURNS LAKE this _____ day of _____, 2023.

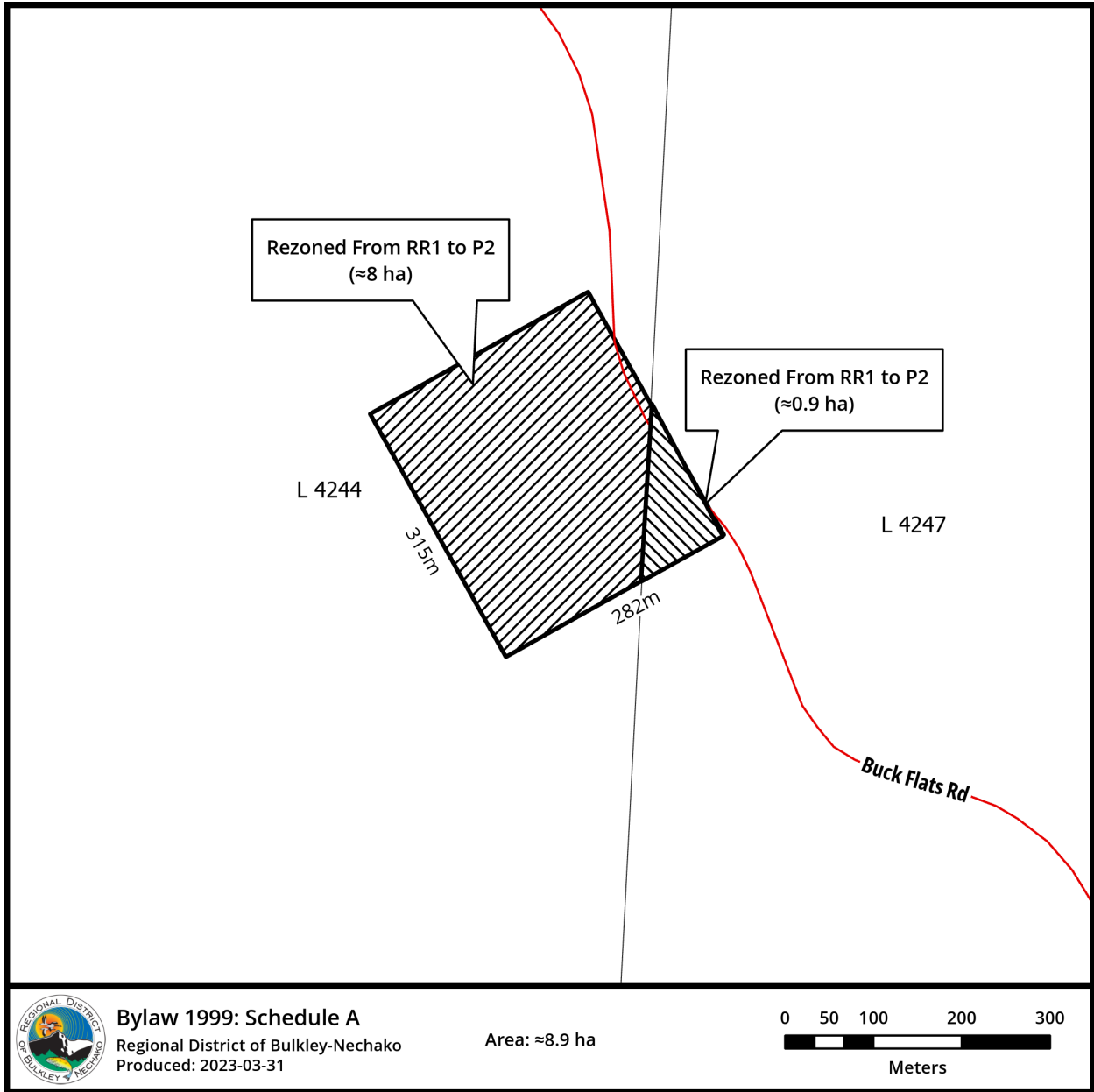
Corporate Administrator

ADOPTED this _____ day of _____, 2023.

Chairperson

Corporate Administrator

SCHEDULE "A" BYLAW NO. 1999



An ±8 ha portion of District Lot 4244, Range 5 Coast District being rezoned from the Rural Resource Zone (RR1) to the Recreation Zone (P2); a ±0.9 ha portion of the West 1/2, District Lot 4247, Range 5 Coast District being rezoned from the Rural Resource Zone (RR1) to the Recreation Zone (P2), as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 1999, 2023.

 Corporate Administrator



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cameron Kral, Planning Technician
Date: July 13, 2023
Subject: **Rezoning Application RZ A-01-23**
Adoption for Rezoning Bylaw No. 2004, 2023

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

That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2004, 2023" be adopted.

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.

The Board gave Rezoning Bylaw 2004, 2023 third reading at the June 22, 2023 Board meeting. Adoption has been withheld until the bylaw was approved by the Ministry of Transportation and Infrastructure (MoTI). The bylaw has been approved by MoTI, therefore Planning Department staff recommend Bylaw No. 2004, 2023 be adopted.

APPLICATION SUMMARY

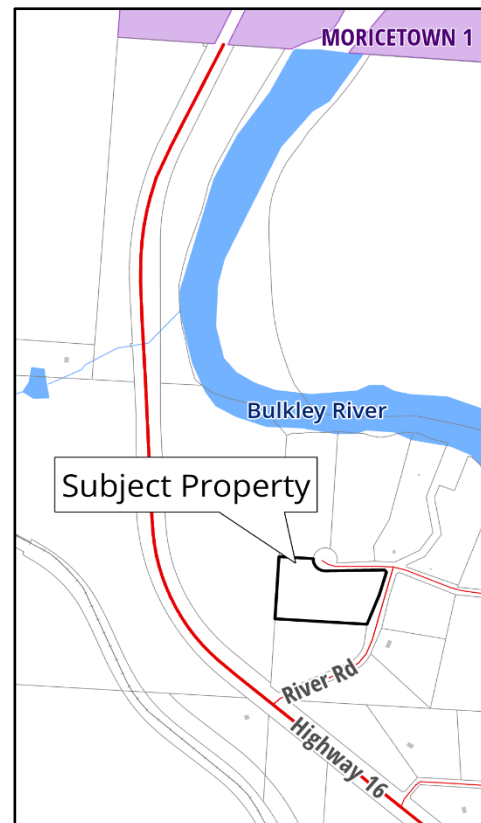
Name of agent/owner:	Daryn Larson
Electoral area:	Electoral Area A (Smithers Telkwa/Rural)
Subject property:	24151 River Road, Lot 11, District Lot 1129, Range 5, Coast District, Plan PRP14918 (PID 023-640-146)
Property size:	3.69 ha (9.12 ac)
OCP designation:	Rural Residential (RR) Designation in Smithers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

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 m² (2,429 ft²) single family dwelling but construction has not yet started.

The applicant is proposing to construct a 83.6 m² (900 ft²) 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 2nd single family dwelling exists and is legal but non-conforming to zoning.*
- (b) It has been demonstrated that the parcel can accommodate an on-site sewage disposal system for two dwellings.*
- (c) The development is compatible with adjacent land uses and maintains the rural character of the area.*
- (d) The parcel is not located within a floodplain or on other hazard lands.*
- (e) The development addresses wildlife and ecological values.*
- (f) And, the future subdivision of the land into a parcel smaller than 2 hectares (5 acres) is prohibited.”*

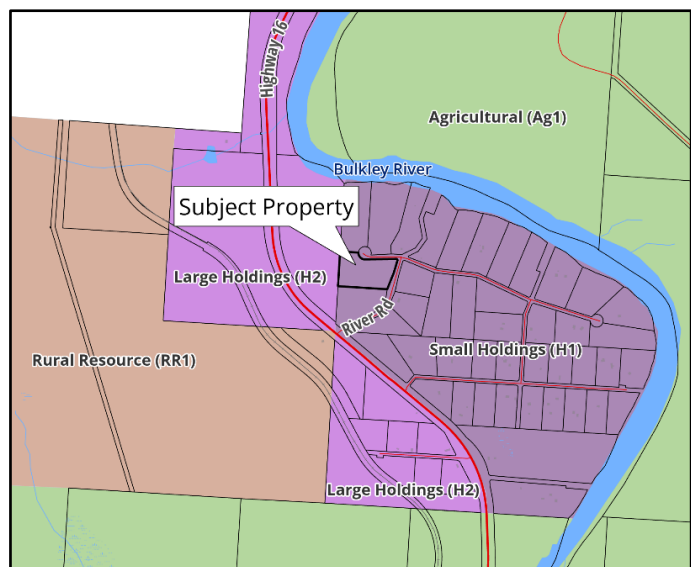
The applicant provided a site investigation report from a Registered Onsite Wastewater Practitioner (see applicant submission) stating that the subject property can support both proposed dwellings. Conformity with Northern Health regulations is ensured as part of the building permit process.

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 m² (1,290 ft²).

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 be adopted.

REFERRAL RESPONSES

The Electoral Area 'A' Advisory Planning Commission (APC) recommended approval of the rezoning.

The Town of Smithers had no concerns or comments.

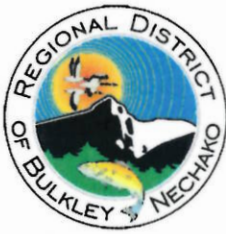
The Ministry of Transportation and Infrastructure approved the proposed rezoning after third reading.

PUBLIC HEARING

The Public Hearing for Bylaw No. 2004, 2023 was held on Wednesday, May 24, 2023. The report of the Public Hearing was provided at the June 22, 2023 Board meeting.

ATTACHMENTS

- Regional District of Bulkley-Nechako Rezoning Bylaw No. 2004, 2023



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 4th day of May, 2023.

READ A SECOND TIME this 4th day of May, 2023.


PUBLIC HEARING HELD this 24th day of May, 2023.

READ A THIRD TIME this 22nd day of June, 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

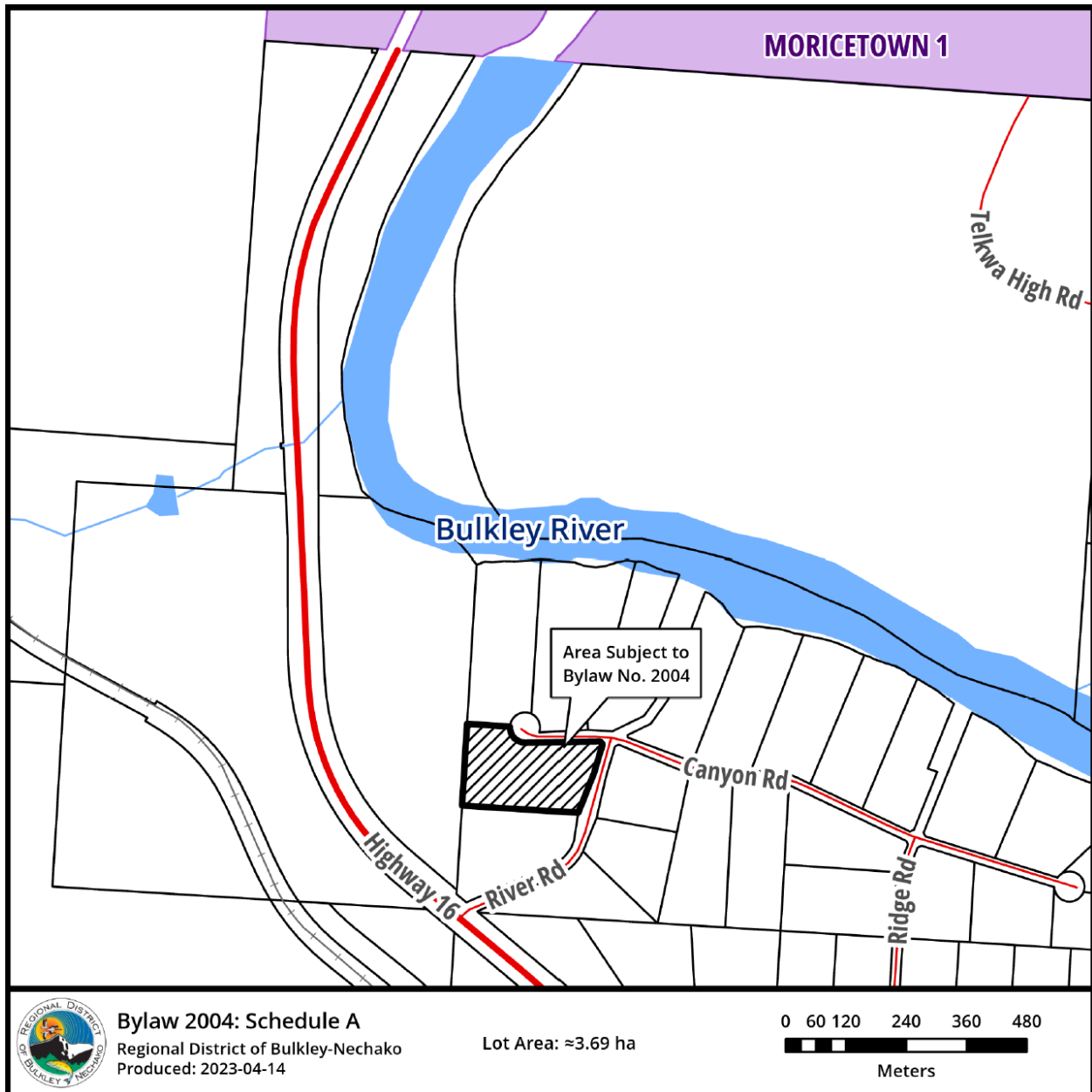
Approved pursuant to section 52(3)(a) of the *Transportation Act* this 26th day of June, 2023

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



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cameron Kral, Planning Technician
Date: July 13, 2023
Subject: **Temporary Use Permit C-01-23**

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

1. That the Board approve the issuance of Temporary Use Permit C-01-23 to allow a portable asphalt plant at 2640 Spencer Pit Road.
 2. That the Board direct staff to issue the permit when staff have received a copy of an approved Industrial Access Highway Use Permit for the proposed portable asphalt plant from the Ministry of Transportation and Infrastructure.
-

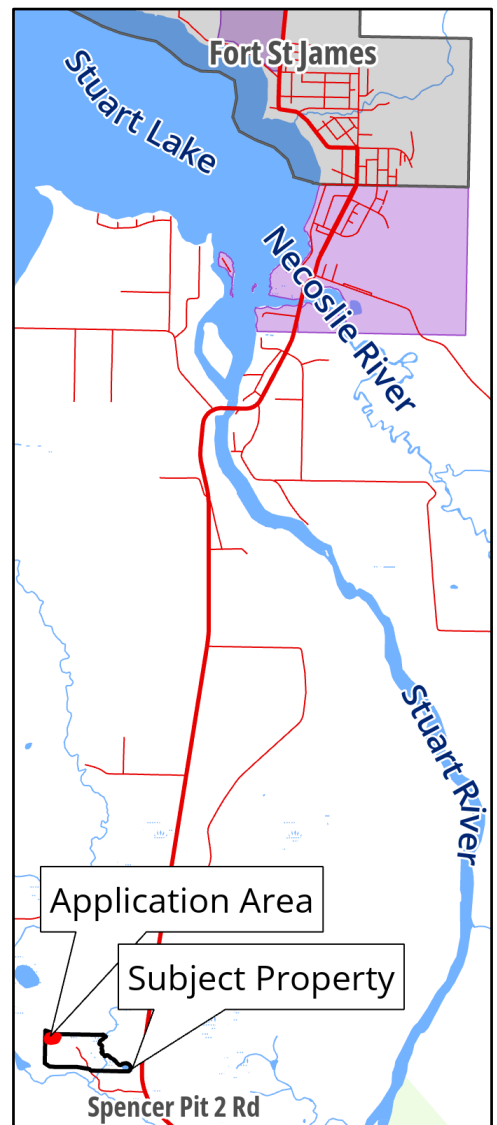
EXECUTIVE SUMMARY

The proposed Temporary Use Permit (TUP) will allow the operation of a portable asphalt plant in an existing gravel pit for a period of three years in accordance with the terms outlined in the TUP. Comments received in response to the public notice will be presented to the Board in the supplemental agenda for consideration.

Planning Department staff recommend that TUP C-01-23 be approved.

APPLICATION SUMMARY

Name of Owner	Bradley Miller, Bam Bam Trucking Ltd.
Electoral Area:	C
Subject Property:	2640 Spencer Pit 2 Road - Lot 1, District Lots 1650 and 1651, Range 5, Coast District, Plan PRP14582, Except Plans PRP43274 and PRP45498 (PID 023-292-989).
OCP Designation:	Resource (RE) in the Fort St. James Rural Official Community Plan No. 2578, 2010.
Zoning:	Rural Resource (RR1) in the Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 (the Zoning Bylaw).
ALR Status:	Not located within the ALR.
Existing Land Use:	Gravel Pit.
Location:	The subject property is located on Spencer Pit 2 Road, off Highway 27, approximately 10 km south of the District of Fort St. James. The subject property is surrounded by agriculture to the north and south, crown land to the west, and a small rural subdivision to the east along Highway 27. There are 6 dwellings within 1km of the application area with the closest dwelling approximately 400 m to the south.



Proposal:

The subject property is zoned Rural Resource (RR1) which does not permit the operation of a portable asphalt plant. Therefore, the applicant is requesting a TUP to allow the operation of a portable asphalt plant at their gravel pit. The TUP allows the proposed use subject to the following terms:

- The asphalt plant may only operate between the hours of 8 am to 5 pm.
- The asphalt plant may not operate on Sunday.
- The asphalt plant may operate a maximum of 50 days per calendar year.
- The asphalt plant must be located in the area shown on the attached Schedule A.
- The asphalt plant must be screened so as to not be visible from any adjacent properties.

The applicant is proposing to locate the portable asphalt plant as shown on Schedule A of the attached permit. RDBN staff requested more details from the applicant on potential mitigation measures, such as the height and location of potential berms, and a detailed site plan. No additional information was provided by the time of the writing of this report.

TEMPORARY USE PERMITS EXPLAINED

A TUP allows a use not permitted by zoning to occur for up to three years, with the option for the applicant to request that the Board consider renewing the TUP for a maximum of three additional years. After the renewed TUP expires, the applicant may submit a new TUP application.

The TUP must be in accordance with the policies identified in the OCP, which allows for the issuance of a Temporary Use Permit on the following basis:

- “(a) The proposed temporary use will not create an amount of traffic that will adversely affect the natural environment, or rural character of the area;*
- (b) The environment would not be negatively affected by the proposed temporary use;*
- (c) The proposed temporary use will not have adverse affects on neighbouring land uses or property owners;*
- (d) The proposed temporary use does not require a significant amount of capital investment in a particular location; and,*
- (e) The proposed temporary use has the support of the Agricultural Land Commission if the land is within the Agricultural Land Reserve (ALR).”*

PLANNING DEPARTMENT COMMENTS

The proposed development does not require a significant amount of capital investment and there are no permanent structures proposed as part of the temporary use. In staff's opinion the proposed use is in accordance with the policies identified in the OCP.

Given the conditions of the proposed TUP and required permitting by the Province, staff do not anticipate any notable negative impacts on neighbouring land uses or the environment.

REFFERALS

This application was referred to the Electoral Area C Advisory Planning Commission (APC), Nak'azdli Whut'en, Yekooche First Nation, the District of Vanderhoof, the District of Fort St. James and the Ministry of Transportation and Infrastructure (MoTI).

No referral responses were received from First Nations or Municipalities at the time of the writing of this report. The APC recommended support of the application subject to the conditions listed in the attached APC minutes (see Referral Responses).

MoTI provided the following comments:

- No storm drainage shall be directed towards the Ministry's drainage systems, including but not limited to collection and run-off of the internal road system.
- MoTI setback requirements must be followed.
- The applicant must apply to MoTI for an Industrial Access Permit

The applicant provided five documents from nearby property owners (see [Applicant Submission](#)).

PUBLIC NOTICE

Notice of this application was published in the July 6, 2023, issue of the Caledonia Courier newspaper informing the public of the time and location of the Board's consideration of the application, and their ability to provide input to the Board in writing. Property owners and tenants within 100 metres of the subject property were sent a similar notice.

The applicant has posted both a sign at the entrance to the subject property and along Highway 27.

Comments received in response to the public notice will be presented to the Board in the supplemental agenda for consideration.

ATTACHMENTS

- TUP C-01-23 Permit
- [Applicant Submission](#) (Link)
- Referral Responses



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
TEMPORARY USE PERMIT NO. C-01-23**

ISSUED TO: Bradley Miller / Bam Bam Trucking LTD.
PO Box 1677
Fort St. James, BC V0J 1P0

WITH RESPECT TO THE FOLLOWING LANDS:

**Lot 1, District Lots 1650 and 1651, Range 5, Coast District, Plan 14582,
Except Plans PRP43274 and PRP45498.**

1. This Temporary Use Permit authorizes the following temporary use:
 - 1.1. The operation of a portable asphalt plant in the area identified in Schedule A, which forms part of this permit, as the "Asphalt Plant Location Area".
2. The temporary use identified in Section 1 may occur only in substantial accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedule A.
3. The permit holder shall, as a condition of this permit:
 - a. Ensure that a valid Industrial Access Permit for the subject property is maintained with the Ministry of Transportation and Infrastructure.
 - b. Not construct any permanent structures on the subject property as part of the temporary use.
 - c. Not set up the asphalt plant on a permanent foundation.
 - d. Limit the hours of operation from 8 AM to 5 PM.
 - e. Not operate the asphalt plant on Sundays.
 - f. Operate the asphalt plant for a maximum of 50 days per calendar year.
 - g. Screen the asphalt plant so as to not be visible from any adjacent properties.
4. This Permit authorizes the temporary use identified in Section 1 of this permit to occur only for a term of three years from the date of issuance of this permit.

If a term or provision of this permit is contravened or not met, or if the Applicant or property owner suffers or permits any act or thing to be done in contravention of or in violation of any term or provision of this permit, or refuses, omits, or neglects to fulfill, observe, carry out or perform any duty, obligation, matter or thing prescribed or imposed or required by this permit the

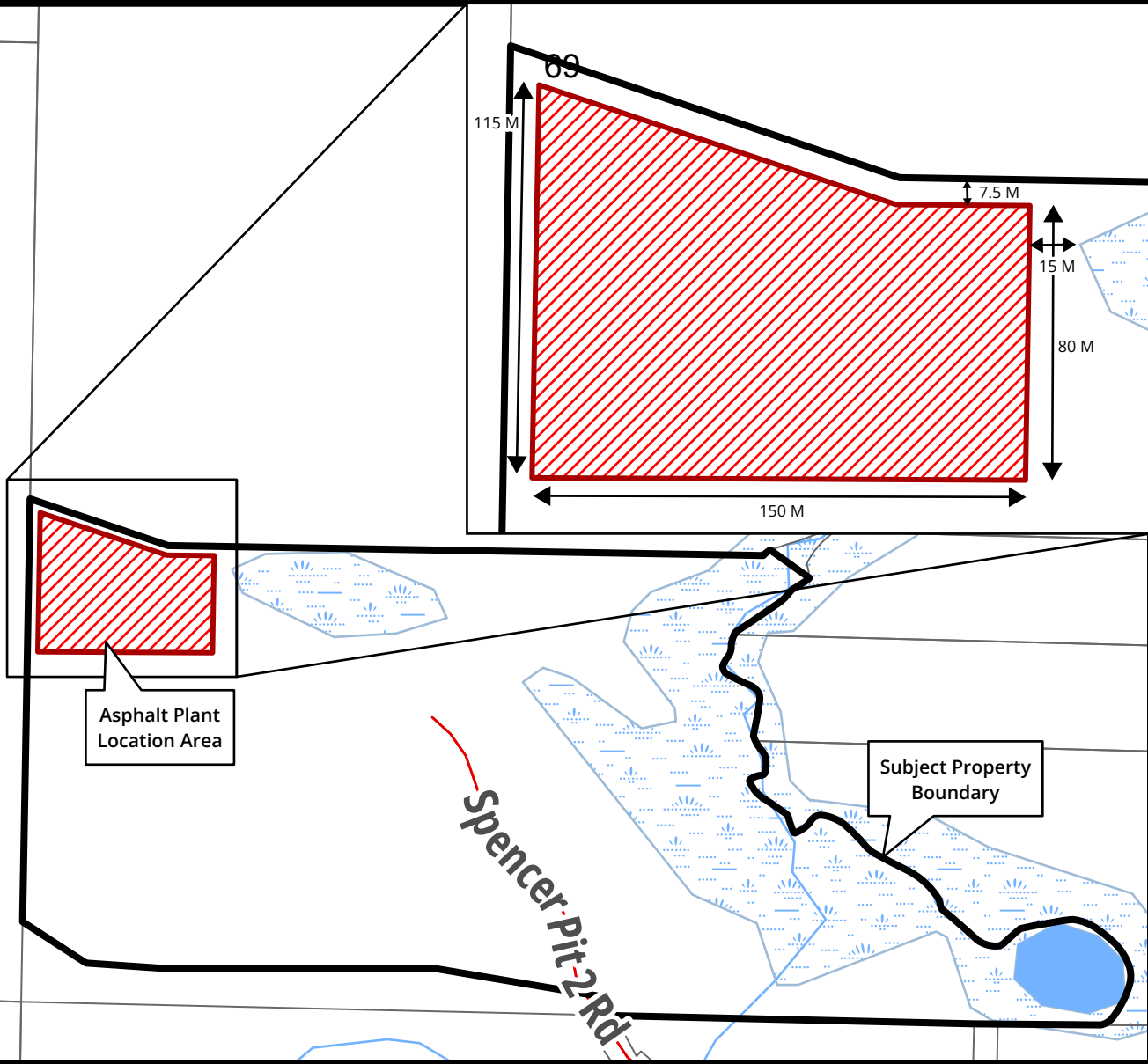
Applicant and / or property owner are in default of this permit, and the permit shall be void and of no use or effect.

5. As a term of this permit the owner of the land must remove all equipment from the land upon which the temporary use is occurring or has occurred within two months from the date of the expiration of this permit unless this permit is renewed by the Board.
6. This permit is not a building permit, nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District of Bulkley-Nechako applicable thereto, except as specifically varied or supplemented by this permit.

AUTHORIZING RESOLUTION passed by the Regional Board on the _____ day of _____, 2023.

PERMIT ISSUED on the ___ day of _____, 2023.

Corporate Administrator



Asphalt Plant
Location Area

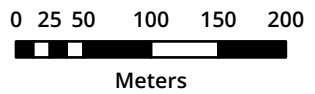
Subject Property
Boundary

Spencer Pit 2 Rd



TUP C-01-23: Schedule A
 Regional District of Bulkley-Nechako
 Produced: 2023-07-04

Property Area: ≈26.16 ha
 TUP Area: ≈1.40 ha



Advisory Planning Commission Meeting Minutes
Electoral Area C
June 7, 2023

In Attendance:

APC Members: Cam McCormick (Secretary), Carrie Constantine, Morgan Davis, Jonathan Ouellette, Delphena Snively (Chairperson), Bob Grill
Director Judy Greenaway, Alternate Director Lionel Conant
Applicant: Brad Miller
Observers: Harry Hooke, Doug Lowther

Call to Order 7:10 PM
Agenda: TUP C-01-23

Question to Brad: Is the application for you or on behalf of another party?

Answer: On behalf of myself at this time but in future, it may be administered by Lafarge under a lease agreement.

Presentation – Brad Miller regarding the application for an asphalt / Concrete plant in his gravel pit (documents provided). Next closest asphalt plant is in Prince George. Something is required temporarily here given the number of construction projects currently in process. Brad outlined the neighboring properties and reported that he had personal conversations about the application with all but one of the owners (who is currently out of the area) and that he informed them of the time and venue of this review meeting. Brad also addressed Nak'azdli Band Council in the same regard.

Question: Will the asphalt plant installed be a modern one with current standards of pollution and toxin mitigation?

Answer: Brad believes so but cannot speak to the details of the plant that Lafarge is proposing.

Question: The application is for an asphalt and a concrete plant?

Answer: The application is for an asphalt plant at this time. Plans for concrete will come later and could be considered under a different application.

Question: Do you have letters of support for this project?

Answer: No, but I could get them.

Question: Who will be taking responsibility for the environmental permit?

Answer: Lafarge will be leasing the pit and so will most likely have the environmental responsibility with oversight from Nak'azdli and the District of Fort St. James.

Question: Does this project require an Environmental Permit?

Answer: It is unclear if a formal permit is required but approval will be contingent upon environmental approval.

Question: Northern Health Concerns regarding this property.

Discussion about previous intervention by Northern Health regarding inappropriate dumping. Support of the application is dependent upon clarification that Northern Health is satisfied with mitigation and current state of the property. Brad will contact David Creighton in this regard.

Conversation about placement of the plant higher or lower in the pit to control for smoke and other discharges. This can be discussed with Lafarge.

Brad will set up a meeting with Regional District, Lafarge, and the District of Fort St. James regarding the details of the plant. He will try for this Friday.

All attendees were thanked and released.

Moved - Cam McCormick, Seconded – Bob Grill that:

- The committee support the application conditional to:
- Northern Health release of the previous concern;
- Environment Approval (if and as required);
- Identify exactly the party responsible and liable;
- Only the Asphalt Plant portion of the application;
- A satisfactory conversation between RDBN staff, Lafarge, and District of Fort St James
- Documentation supplied of consultation with neighbours and Nak'azdli

Passed

Adjourned 8:18 pm



Our File: 2022-02239
Your File: TUP C-01-23

Date: May 15, 2023

Response To: Deneve Vanderwolf - Regional District of Bulkley Nechako
Item Referred: Temporary Use Permit
General Location: PID 023-292-989 - 2640 Spencer Pit No 2 Road, Fort St. James, BC
Application Reviewed By: Terrell Balan

RESPONSE SUMMARY

The Ministry of Transportation & Infrastructure (MoTI) has received the above noted referral from the Regional District of Bulkley Nechako regarding the Temporary Use Permit. The application has been reviewed, and MoTI has the following comments for your consideration:

- No storm drainage shall be directed to the Ministry of Transportation and Infrastructure drainage systems. This includes but is not limited to collection and run-off of the internal road system.
- MoTI setback requirements to be followed as per Section 12 of the Provincial Undertakings Regulation ([here](#))

Restriction on placement of buildings or other structures

12 An owner, occupier or lessee of land must not, without the consent of the minister, place or cause or allow to be placed any building, trailer, mobile home or other structure within the following distance from the property line fronting on any arterial highway within a municipality or on any highway in unorganized territory:

(a)if a public lane or alley provides secondary access to the property, 3 m;

(b)in any other case, 4.5 m.

- Should the Applicant be granted approval they must apply to MoTI for an Industrial Access Permit. Please apply online, a BCeID is required, which you can register for [here](#) and then you can apply for the permit [here](#). You can upload all the supporting documents there.
Please note that the system only accepts PDF and Word documents.

If you have any questions, please feel free to contact myself at 250-645-9606, or by email at terrell.balan@gov.bc.ca.

Sincerely,

Terrell Balan
Development Officer
Fort George District

Advisory Planning Commission Meeting Minutes
Electoral Area C
June 7, 2023

In Attendance:

APC Members: Cam McCormick (Secretary), Carrie Constantine, Morgan Davis, Jonathan Ouellette, Delphena Snively (Chairperson), Bob Grill
Director Judy Greenaway, Alternate Director Lionel Conant
Applicant: Brad Miller
Observers: Harry Hooke, Doug Lowther

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All attendees were thanked and released.

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- Northern Health release of the previous concern;
- Environment Approval (if and as required);
- Identify exactly the party responsible and liable;
- Only the Asphalt Plant portion of the application;
- A satisfactory conversation between RDBN staff, Lafarge, and District of Fort St James
- Documentation supplied of consultation with neighbours and Nak'azdli

Passed

Adjourned 8:18 pm

Advisory Planning Commission
75
 Meeting Minutes

Electoral Area: F	Meeting Date: June 13, 2023 7:00 pm	Meeting Location: District of Vanderhoof Council Chambers
Attendance		
APC Members <input 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 Gehrman	Electoral Area Director <input checked="" type="checkbox"/> Director Shirley Moon <input checked="" type="checkbox"/> Alternate Director Alex Kulchar Other Attendees <input checked="" type="checkbox"/> <u>Geord Callahan, Project Manager - Plateau</u> <input checked="" type="checkbox"/> <u>Judyn Van Carlson, Project Manager - All North</u> <input checked="" type="checkbox"/> <u>Kirsch Bruer, Civil Engineer in Training - All North</u> <input type="checkbox"/> _____	
Chairperson: Henry Klassen	Secretary: Barb Ephrom	
Call to Order: 6:55 pm.		
Agenda: 7:00-7:30 ALR 1256		
Applications (include application number, comments, and resolution)		
ALR 1256	Henry Klassen moved that this application, ALR # 1256 be approved with stipulations. #1. All permits for TPU or long term be attached. #2. Approved reclamation plan be attached. 2 nd d by Kelly Gehrman Unanimously Approved.	
Meeting Adjourned 7:13 pm.	Secretary Signature <u>Barb Ephrom</u>	



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Danielle Patterson, Senior Planner
Date: July 13, 2023
Subject: **ALR Non-Farm Use (Removal of Soil) Application No. 1256**

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

1. That Agricultural Land Reserve Application No. 1256 be recommended to the Agricultural Commission for approval and that the ALC ensure appropriate remediation throughout the life of the gravel pit.
 2. That the Agricultural Land Commission and the Ministry of Energy, Mines and Low Carbon Innovation be requested to ensure that an adequate dust mitigation plan is in place to address concerns about the impact of dust on adjacent residents and farming operations.
-

EXECUTIVE SUMMARY

This applicant is requesting Agricultural Land Commission (ALC) approval of a Non-Farm Use - Removal of Soil (NFU) to remove approximately 5,000 m³ of sand and gravel annually for 20-to-25-years from the 48-ha subject property. The subject property has operated as a gravel pit since 1998. No reclamation plan was included with the ALC application.

Staff recommend the application be forwarded to the ALC with a recommendation to support, with appropriate remediation throughout the life of the gravel pit. Staff also recommend that the Regional District request the ALC, and the Ministry of Energy, Mines and Low Carbon Innovation (MEMLCI) to ensure that an adequate dust mitigation plan is in place to address concerns about the impact of dust on adjacent residents and farming operations.

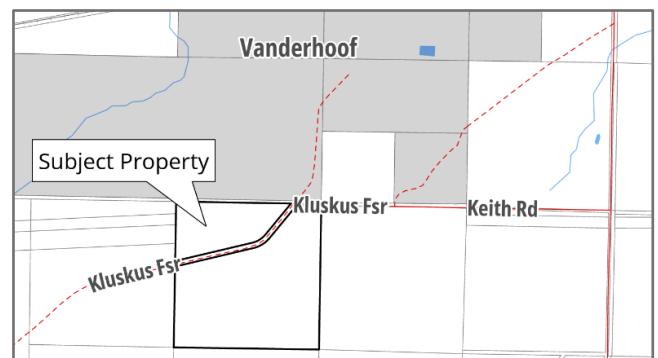
APPLICATION SUMMARY

Name of Agent/Owner:	Allnorth, agent for Canadian Forest Products Ltd.
Electoral Area:	F (Vanderhoof Rural)
Subject Property:	The Northeast ¼ of Section 6, Township 13, Range 5, Coast District (PID 015-852-326)
Property Size:	62.41 ha (154.22 ac)
OCP Designation:	Agriculture (AG) in “Vanderhoof Rural Official Community Plan” (the OCP)
Zoning:	Agricultural (Ag1) Zone in the “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020” (the Zoning Bylaw)
Existing Land Uses:	Sand and gravel quarry
Location:	The subject property is located approximately 14 km from the main community of the District of Vanderhoof, and 15 km from Noonla 6 IR. To the north is the Canfor Plateau sawmill. To the south is forest/proposed gravel extraction. To the west is forest. To the east is forest and a farm. The closest residence is approximately 775 m from the property. The property is bisected by the Kluskus Forest Service Rd.
Non-Farm Use Area:	48 ha (~119 ac)



PROPOSAL

The application requests approval for the continued operation of the existing gravel pit on the subject property, which has been operating since 1998. The applicant proposes removing approximately 5,000 m³ of sand and gravel annually for 20-to-25-years from a 48-ha area (see Application Area map below). The applicant indicates that the gravel pit would operate from March to October, Monday to Saturday from 6:00 am to 5:00 pm. The gravel is used primarily for the maintenance of roads operated by Canfor Forest Products.



The site plan provided by the applicant shows a proposed extraction area of approximately 12-ha area (see Applicant ALC Submission). The remaining portion of the 48-ha application area is proposed to be used for quarry expansion, material storage, and stockpiles.

The applicant has indicated an intent to start screening and crushing gravel in 2024. Staff informed the applicant that screening and crushing cannot occur without the Regional District's issuance of a Temporary Use Permit (TUP). The applicant has communicated they are at the preliminary stages of exploring applications options for aggregate processing on the subject property, including an application for a TUP and/or a rezoning application.

DISCUSSION

Official Community Plan (OCP)

The subject property is designated Agriculture (AG) under the OCP. The intent of the designation is to preserve these lands for the purposes of farming and other related activities. Section 3.1.2 contains the following OCP policies relevant to the application:

"(2) The responsible Provincial Ministry should ensure that agricultural lands used for aggregate extraction and silviculture practices are adequately restored for agricultural purposes."

"(6) Severances for small lot residential (other than home site severances approved by the Agricultural Land Commission), institutional, commercial or industrial development shall be avoided. However, applications for subdivisions, non-farm uses and non-adhering residential uses within the Agricultural Land Reserve (ALR) may be supported if the proposed subdivision or use will not have a net negative impact on the agricultural use of the subject lands or surrounding agricultural lands."

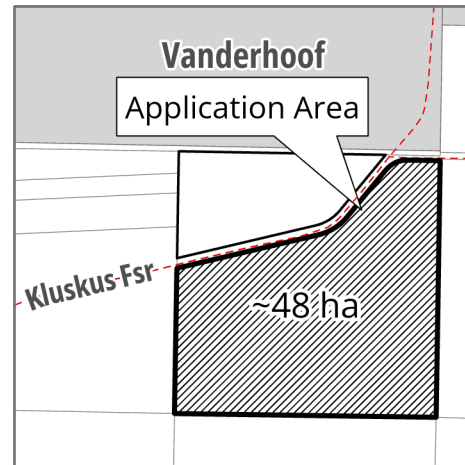
"(14) The Regional District encourages the planting of native tree species that enhance biodiversity on non-arable land within the Agriculture Designation."

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.

Reclamation Plan and Mines Permit Application

The applicant did not provide a reclamation plan for the subject property and stated it would be reclaimed to the standards required under the *Mines Act*, including a 2:1 ratio for sloping; topsoil and organics spreading; and seeding of the pit surface. Planning staff



directed the applicant to the ALC's reclamation plan requirements. The applicant has applied for a Notice of Work under the *Mines Act*.

Staff Comments

Staff recommend the application be recommended to the ALC for approval and that the ALC ensure appropriate remediation throughout the life of the gravel pit.

On April 26, 2023 the RDBN's Rural/Agriculture Committee considered Crown Land Application No. 7410295 for aggregate extraction on the property immediately south of the subject property, which utilizes a private road on the subject property to access Kluskus FSR (see Attachments for a reference Site Map). The Rural/Agriculture Committee raised concerns about dust negatively impacting the local airshed.

Given the above noted Crown Land application's proximity to the subject property, planning staff recommend the ALC and the MEMLCI be requested to ensure the proposed gravel pit operation has a dust mitigation plan in place to address potential negative impacts on adjacent residents and farming operations.

Referral Comments

At their June 13, 2023 meeting, the **Electoral Area F Advisory Planning Commission (APC)** recommended approval of the application with the following stipulations:

- "1. All permits for TPU (sic) or long term be attached.*
- 2. Approved reclamation plan be attached."*

The **District of Vanderhoof** had "no comment" regarding the proposal.

The **Ministry of Agriculture and Food (MoAF)** provided a referral letter (see Attachments), noting the importance of weed control and that the proposal appeared to not positively contribute to agriculture.

The **RDBN Agriculture Coordinator** stated there "isn't enough information in the application for me to make any comments".

ATTACHMENTS

- Appendix A – Agriculture Capability
- Appendix B – Surrounding ALR Applications
- [Applicant ALC Submission \(link\)](#)
- Crown Land Application No. 7410295 Site Map
- MoAF referral response letter

Appendix A

Agricultural Capability based on Canada Land Inventory Mapping

16.2% of the subject lands are:

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

53.2% of the subject lands are:

40% Class 5T (limited by topography).

60% Class 6TP (limited by topography and stoniness).

1.3% of the subject lands are:

Class 5T (limited by topography).

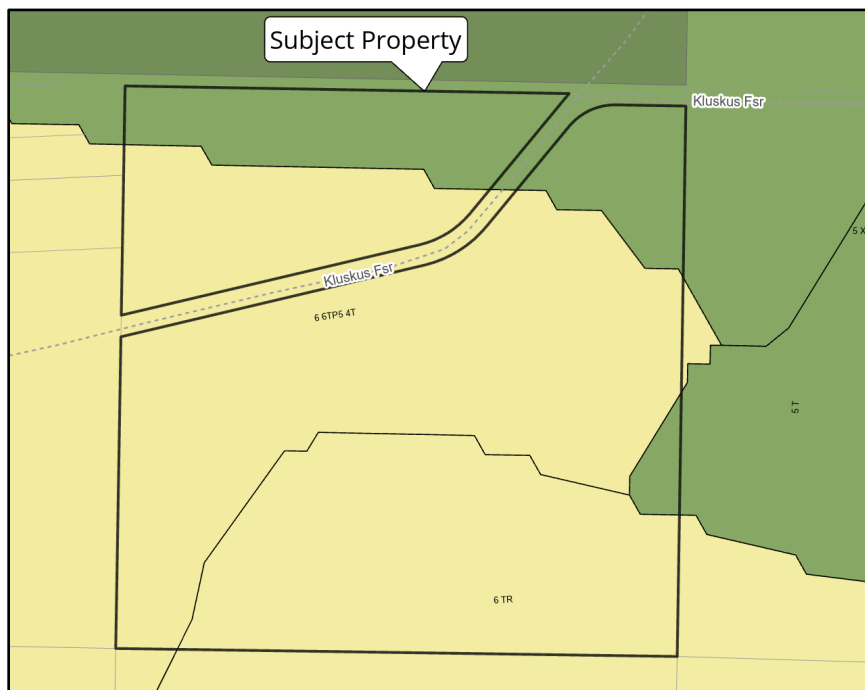
29.3% of the subject lands are:

Class 6TR (limited by topography and shallow soil over bedrock and/or bedrock outcroppings).

Class 5 Land in this class has limitations that restrict its capability to producing perennial forage crops or bother 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

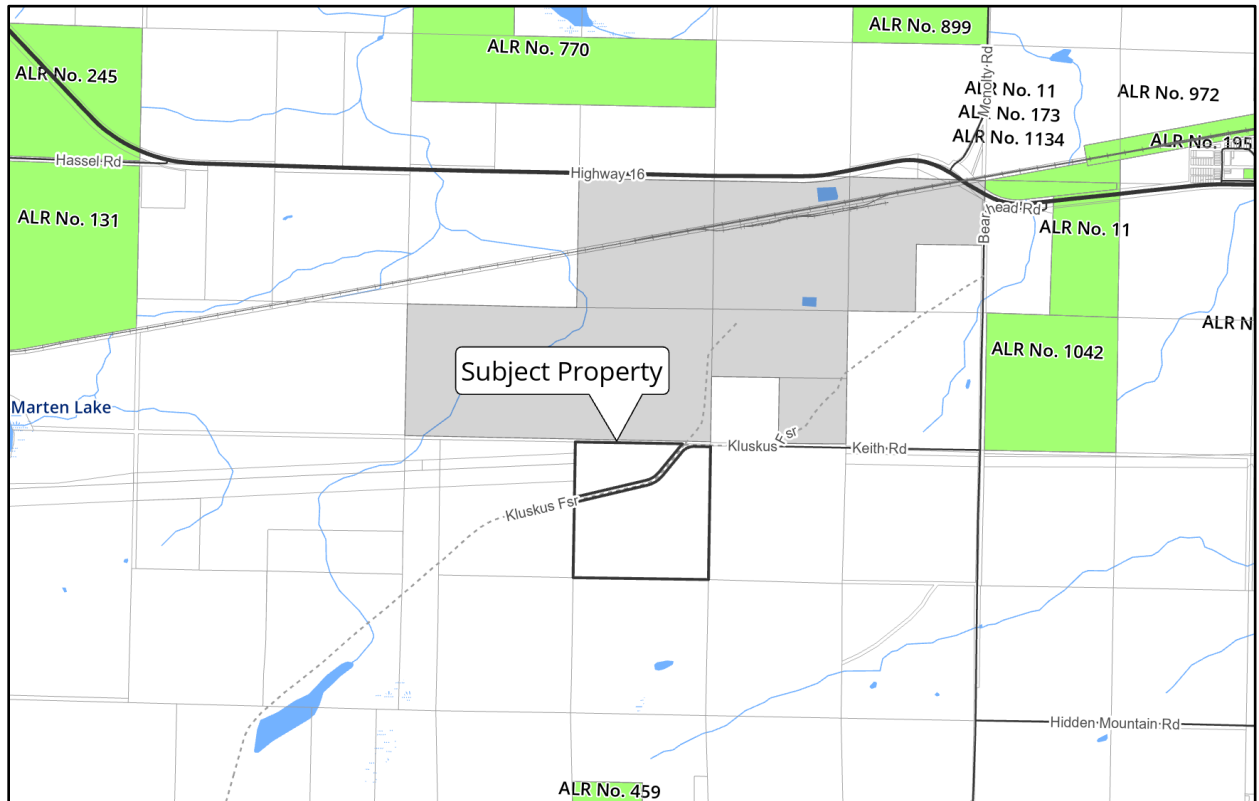


APPENDIX B:**Surrounding Applications**

ALR Application	Legal Description	Summary	Recommendation
11	Lot A, NW 1/4, Sec. 9, Tp 13, R5, CD, lying south of the hwy; and that portion of Sec. 9, Tp 13, lying north of the hwy.	Application for non-farm use.	Staff: Denial
			Board: Denial
			ALC: Denied
131	Portion of E 1/2, Sec. 11, Tp 14, lying north of G.T.P.R, Plan 1150, except most northerly 50 feet, R5, CD	Application for subdivision of 5 ac from subject property.	Staff: Approval
			Board: Approval
			ALC: Denied
173	Lot A, Section 9, Township 13, Range 5, Coast District	Application for non-farm use to continue operating a restaurant.	Staff: Approval
			Board: Approval
			ALC: Approved
195	Lots 17 & 18, Plan 4068 and Lots 19 & 20, Plan 1199, Section 16, Township 13, Range 5, Coast District	Application to expand an existing non-farm use as a country store.	Staff: Denial
			Board: Approval
			ALC: Approved
245	Southeast 1/4 of Section 14, Township 14, Range 5, Coast District, except R/W Plan 4068	Application for subdivision of subject property along the highway.	Staff: Denial
			Board: Denial
			ALC: Approved
459	Block A, Northeast 1/4 of Section 31, Township 4, Range 4, Coast District	Application to convert 216' x 30' hog barn into 8 apartments.	Staff: Denial
			Board: Denial
			ALC: Denied
770	N 1/2 of the S 1/2 and the NW 1/4 of Sec. 18, Tp 13, R5, except the easterly 20 chains S of the NW 1/4	Application to subdivide the subject property.	Staff: Withdrawn
			Board: Withdrawn
			ALC: Withdrawn
899	Northeast 1/4 of Section 17, Township 13, Range 5, Coast District, except Bay A	Application for non-farm use to utilize 1.2 ha of subject property for a sawmill.	Staff: Approval
			Board: Approval
			ALC: Approved
964			Staff: Approval

	Part of N 1/2 of Section 34 and Part of N 1/2 of Section 35, Township 9, Range 4, Coast District	Application for inclusion of 54.1 ha (133.7 ac) into the ALR.	Board: Approval ALC: Approved
1042	SW 1/4 of Section 9, Township 13, Range 5, Coast District, Except thereout a strip of land being the most westerly 66 ft in parallel width	Application for subdivision of subject property into two 31.5 ha parcels.	Staff: Denial Board: Denial ALC: Denied
1134	Lot A. Section 9, Township 13, Range 5, Coast District, Plan 5911	Application for non-farm use to allow 0.4 ha (2 ac) to be used for a commercial use permitted in the existing C2 Zone.	Staff: Approval Board: Approval ALC: Approval (Conditions)

Surrounding Applications Map

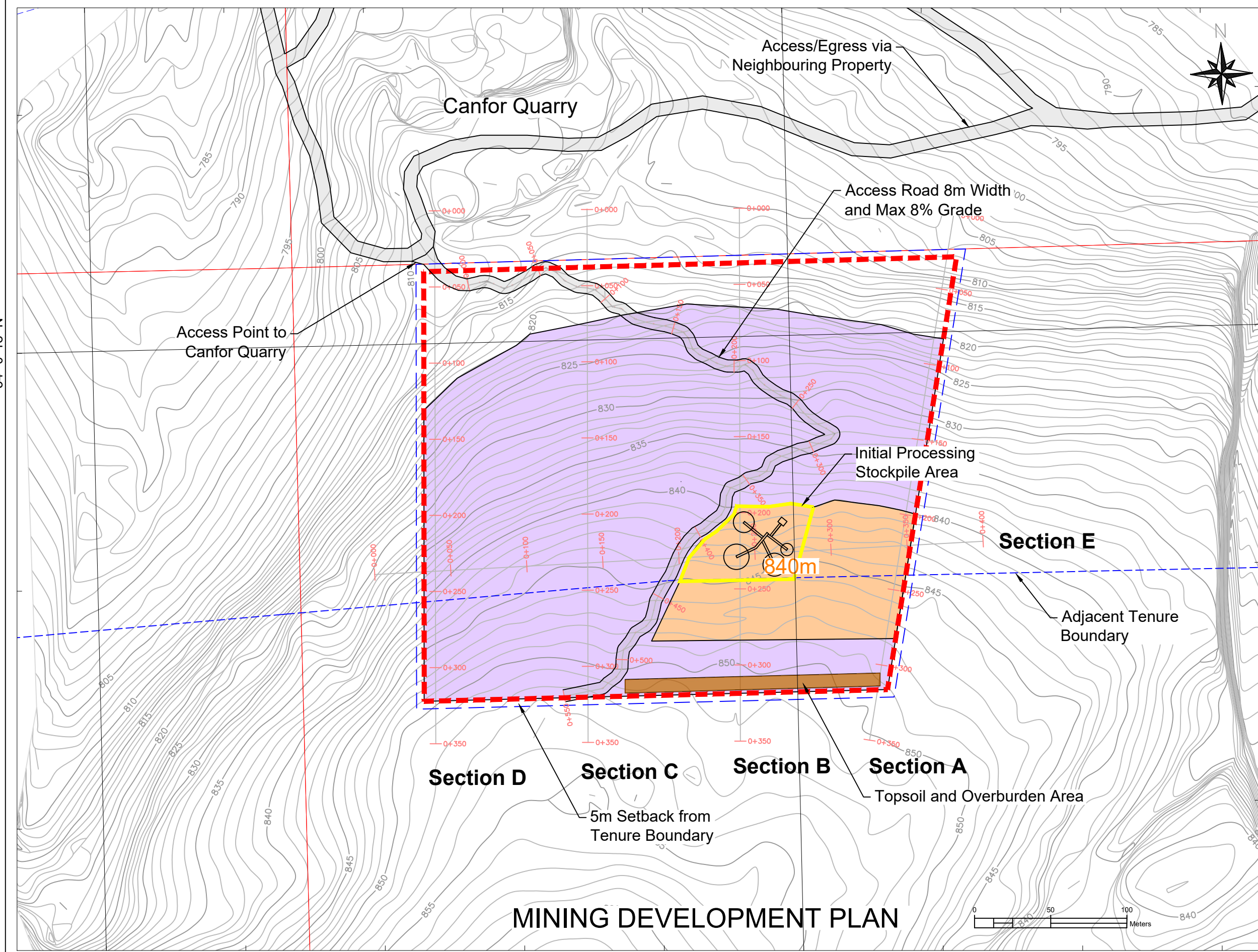


124° 21' 18" W

124° 20' 53" W

54° 0' 18" N

54° 0' 18" N



MINING DEVELOPMENT PLAN



General Notes

LEGEND

- Processing Stockpile Area - 0.31ha
- Current Phase of Mining Area - 1.26ha
- Future Phase of Mining - 6.52ha
- Access Roads
- Topsoil and Overburden - 0.14ha
- Mine Footprint - 9.24ha
- Property Line
- Tenure Boundary 9.86ha

- 2022 Contours (2m)
- Current Mining Phase Contours (10mx10m Quarry)
- Creek

Current Phase of Mining Volume 61,000m³

Height NAD 83 (CSRS) Orthometric CGVD28 HTv2.0 from NRCan PPP



HOLMES MINING CONSULTANTS

No.	Revision/Issue	Date

Firm Name and Address

Omineca Aggregate Ltd.
1005 Eastern Street
Prince George, B.C.
V2N 5R8

Project Name and Address

Engen Quarry
Notice of Work Tracking # 100403494

Project	Sheet
Date January 20, 2023	
Scale 1:2500	

124° 21' 18" W

124° 20' 53" W



June 29, 2023

Local government file: ALR 1256
ALC ID: 67769

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

Re: ALC Non-Farm Use (Removal of Soil) referral – Kluskus Forest Service Road - gravel pit (PID 015-852-326)

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 continue operating a gravel pit within a 48-hectare portion of the subject 62.41-hectare parcel located along Kluskus Forest Service Road immediately south of the western portion of Vanderhoof and within the Agricultural Land Reserve (ALR).

Ministry staff offer the following comments:

- The parcel is located within the Agricultural Land Reserve (ALR), a provincial zone in which agriculture is recognized as the priority use. Farming is encouraged and non-agricultural uses are restricted.
- As noted in the application a Reclamation Plan has not been submitted for this proposal and Regional District staff have directed the applicant to relevant ALC information on the matter. [ALC Policy P-13 \(Reclamation Plans for Aggregate Extraction\)](#) (adopted April 2021) provides considerable guidance on what topics should be included for submitted reclamation plans.
- Ministry staff recommend that Regional District staff 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 proposal and identify any outstanding gaps, if any, with the anticipated Reclamation Plan.

- 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 recommend a site-specific weed prevention and control plan, with a special emphasis on clean equipment prior to being brought on site, be established to help reduce the spread of weeds.
- Given the nature of the proposal, it does not appear that the continued operation of the subject gravel pit will contribute positively to agricultural production on the parcel or in the surrounding area.

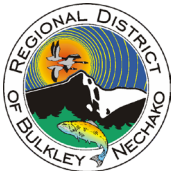
If you have any questions or concerns about our comments, please do not hesitate to contact Ministry staff.

Sincerely,

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

Karen Tabe, Regional Agrologist
Ministry of Agriculture and Food
Ph: 236-409-2004
Email: Karen.Tabe@gov.bc.ca

Email copy: Agricultural Land Commission, ALC.Referrals@gov.bc.ca



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cameron Kral, Planning Technician
Date: July 13, 2023
Subject: **Notice of Work Referral No. 1650460**

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. 1650460.

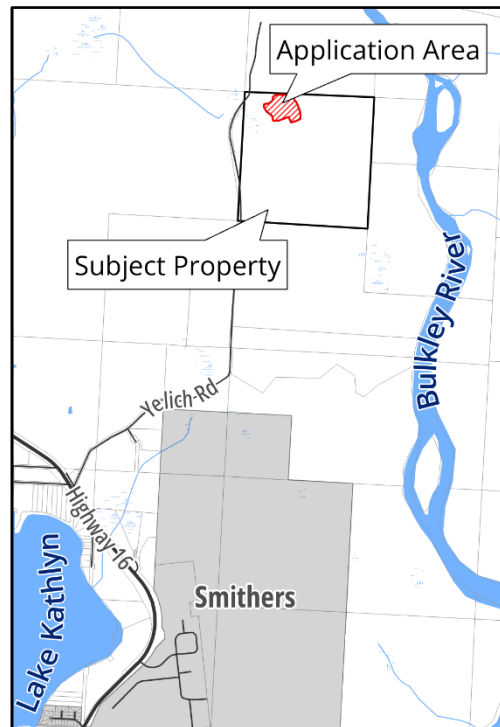
DISCUSSION

The application is for a [Notice of Work](#) (NoW) under the *Mines Act* to amend an existing mine permit for the Yelich Quarry. The application area covers 2.74 ha of private land approximately 2 km north of the Town of Smithers. The site is accessed from Yelich Rd.

The updated mine plan is for 2023 to 2027 and proposes to extract 10,000 tonnes of material (2,000 tonnes per year). The quarry is expected to operate seasonally between March and November, 7:00 am to 6:00 pm, Monday to Friday, with crushing and screening on Saturday as needed.

The subject property is zoned Agricultural (Ag1) which does not permit aggregate processing. While the RDBN Zoning Bylaw cannot regulate the removal of soil, the applicant must apply for a Temporary Use Permit for the proposed crushing and screening activities. The application will also require Agricultural Land Commission (ALC) approval.

Reclamation and mitigation measures for noise, dust, groundwater and invasive plants were provided by the applicant (see [Management Plan](#)). The Management Plan states there are no nearby watercourses except for normal spring run-off at the site. Staff note a wetland area about 80 m southwest of the application area.

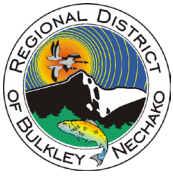


Staff note that there are several structures on the subject property which appear to have been built without the required building permits. The property also appears used for light industrial uses contrary to RDBN Zoning and ALC regulations.



ATTACHMENTS

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



Comment Sheet on Crown Land Referral No. 1650460

Electoral Area:	Electoral Area A (Smithers/Telkwa Rural)
Applicant:	Northern Structural Moving Ltd.
Existing Land Use:	Sand and gravel pit / Other
Zoning:	Agricultural (Ag1)
OCP Designation:	Agriculture (Ag)
Proposed Use Comply with Zoning:	No
If not, why?	See comments below.
Agricultural Land Reserve:	Yes
Access:	Yelich Rd
Building Inspection:	Yes
Fire Protection:	No
Other comments:	

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 apply to the RDBN for a Temporary Use Permit (TUP) for the proposed crushing and screening and any other aggregate processing uses.

The application area is within the Agricultural Land Reserve (ALR) and it appears that the soil removal will require approval from the Agricultural Land Commission (ALC). See [MOU between ALC and Ministry of Energy, Mines and Low Carbon Innovation](#).







Staff note that there are several structures on the subject property which may have been built without the required building permits. The property also appears used for light industrial uses contrary to RDBN Zoning and ALC regulations.

Mine No: 1650460

**Watson: Yelich Quarry
Permit Map**

-  Permit Area
-  Private Land

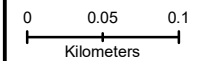
Base Data

-  Access Road to Site
- DRA Road Class
 -  local / resource / unclassified
-  Wetlands
-  Lakes / Rivers
-  100m Contours
-  20m Contours

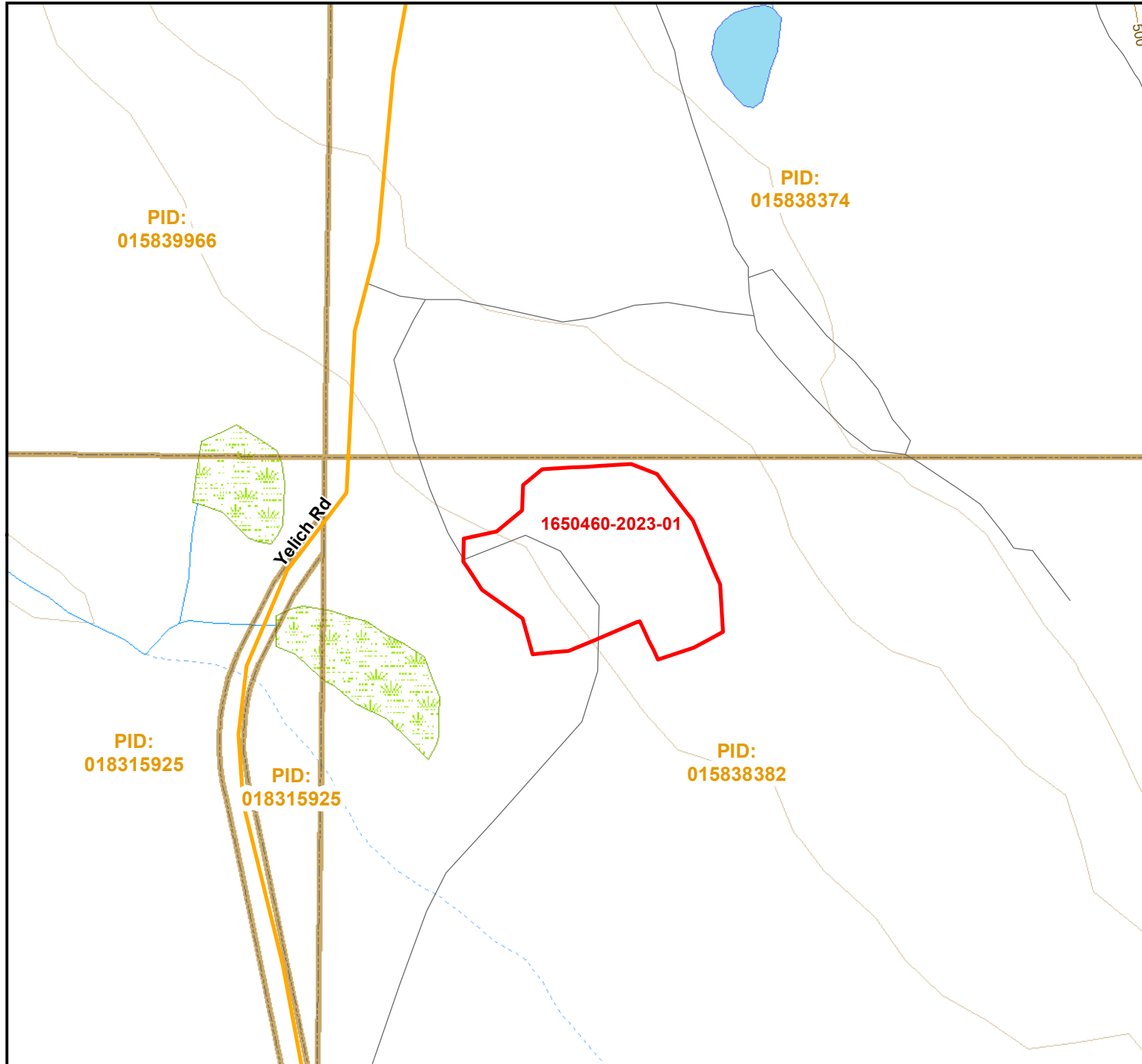
Base Data: BC Geographic Warehouse

1:5,000

1 cm = 50 meters



Date: 2023-05-01
 Coordinate System:
 NAD 1983 BC Environment Albers
 EMLI GIS - NW Region



90

NW ¼ of Section 24, Township 1A, Range 5
Coast District, PID No.015-838-382

C

A'

B'

A

B

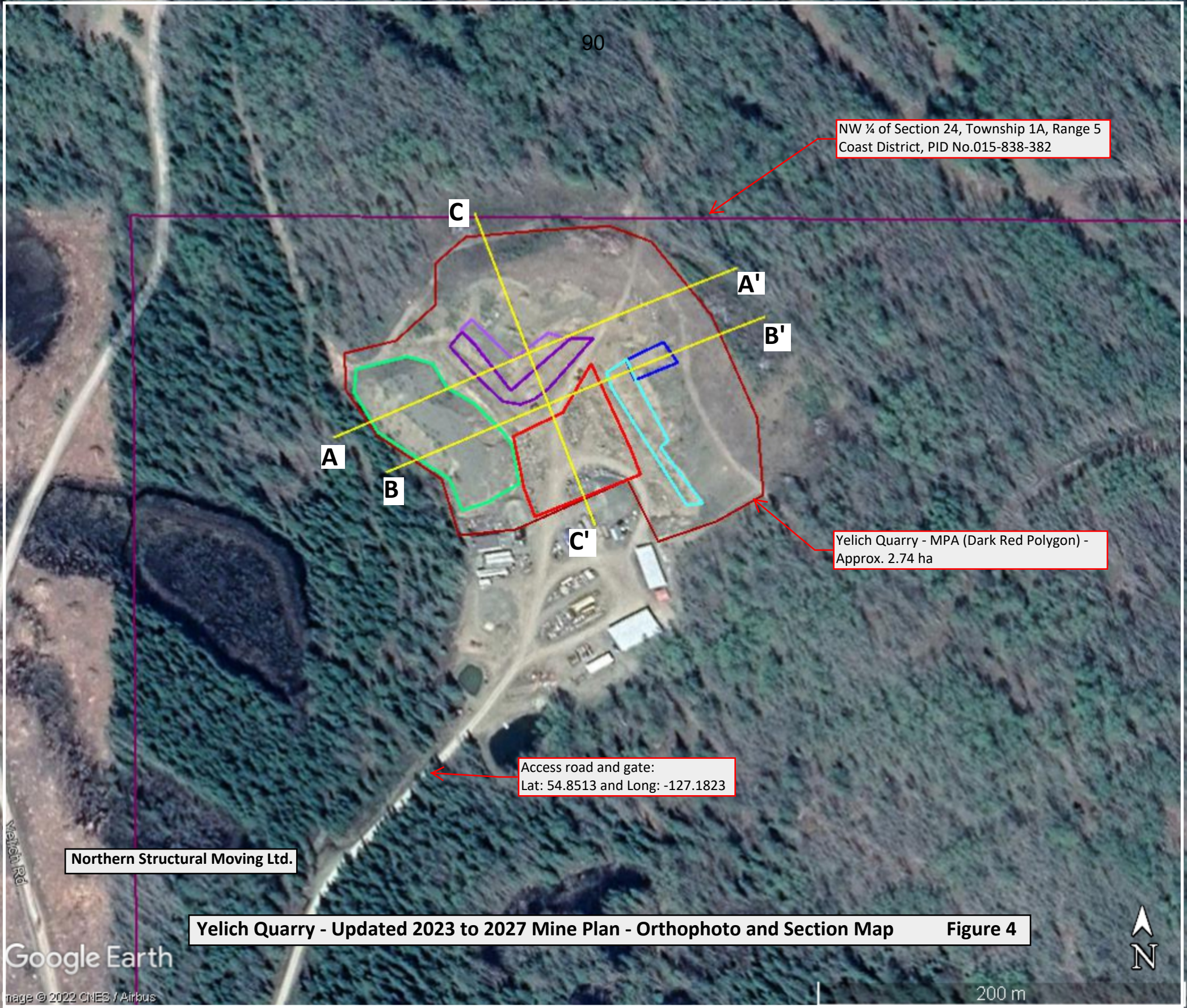
C'

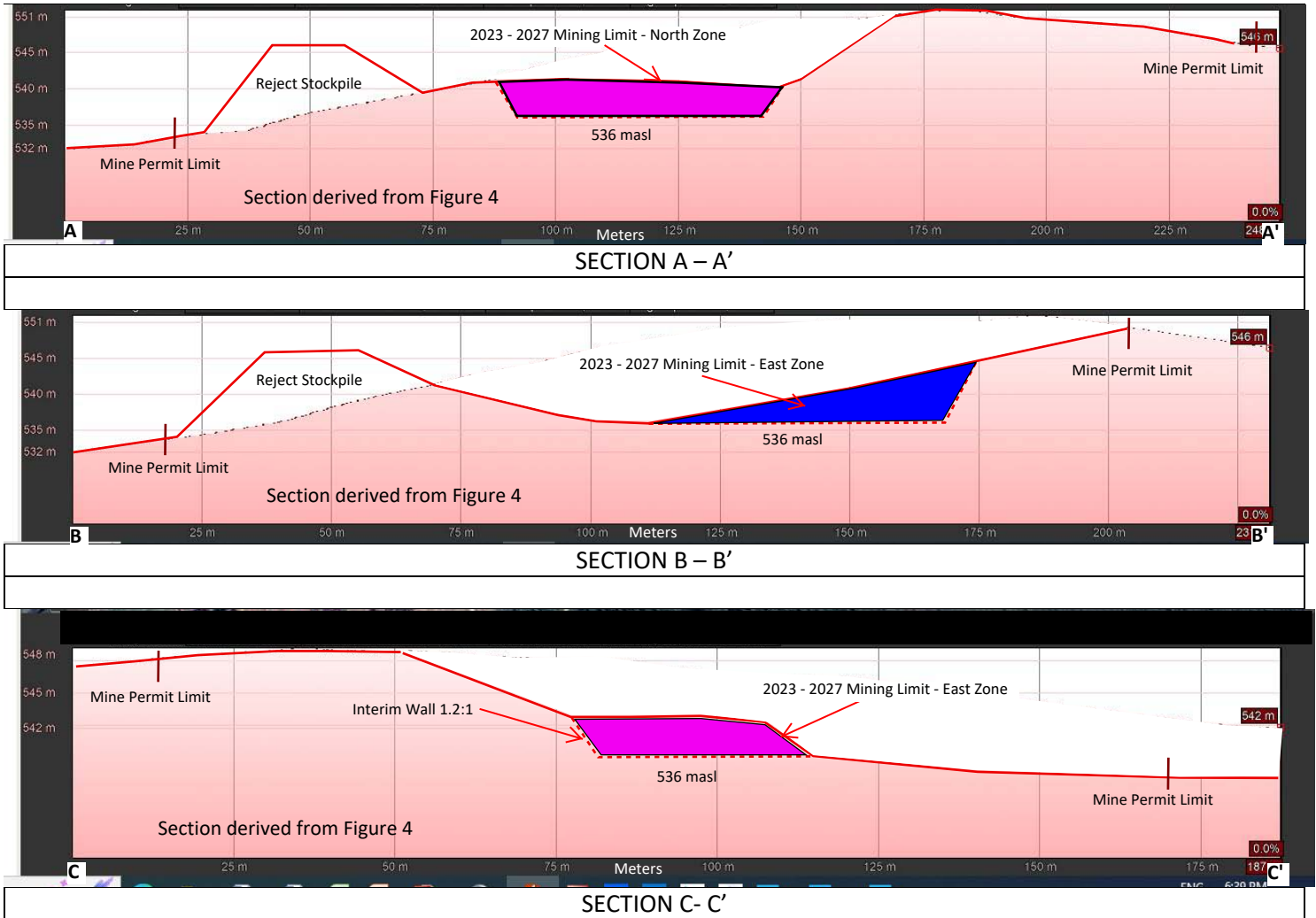
Yelich Quarry - MPA (Dark Red Polygon) -
Approx. 2.74 ha

Access road and gate:
Lat: 54.8513 and Long: -127.1823

Northern Structural Moving Ltd.

Yelich Quarry - Updated 2023 to 2027 Mine Plan - Orthophoto and Section Map **Figure 4**

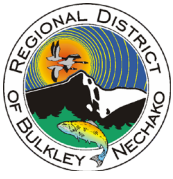




Scale H: 1: 1250
V: 1000

Northern Structural Moving Ltd.

Yelcih Quarry – Updated 2023 to 2027 Mine Plan – Cross Section Map **Figure 5**



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Llewellyn, Director of Planning
Date: July 13, 2023
Subject: **Bulkley-Nechako Transit Service (Bylaw 1790) Amendment Bylaws**

RECOMMENDATION:

That the Board provide 1st, 2nd, and 3rd Readings to the following Bylaws:

- “Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2010, 2023” to include Electoral Area A (Smithers/Telkwa Rural);
 - “Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2011, 2023” to include Electoral Area B (Burns Lake Rural);
 - “Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2012, 2023” to include Electoral Area C (Fort St. James Rural);
 - “Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2013, 2023” to include Electoral Area D (Fraser Lake Rural);
 - “Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2014, 2023” to include Electoral Area E (Francois/Ootsa Lake Rural);
 - “Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2015, 2023” to include Electoral Area F (Vanderhoof Rural);
 - “Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2016, 2023” to include Electoral Area G (Houston/Telkwa Rural).
 - “Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2017, 2023, to amend the requisition and cost recovery formula;
-

BACKGROUND

At the June 4, 2020 Rural/Agriculture Committee Meeting the Committee received a staff report recommending amendments to Bylaw No. 1790 to include Electoral Areas and increase the maximum requisition amount. Consideration of this recommendation was deferred by the Board.

At the November 5, 2020 Rural/Agriculture Committee Meeting the Committee received the staff report recommending amendments to Bylaw No. 1790 to include Electoral Areas and increase the maximum requisition amount. The Committee received the memo and provided no direction to staff.

At the January 27, 2022 Board meeting the Board received a staff report recommending that Bylaw No. 1790 be amended to include Electoral Areas and increase the requisition limit. The Board directed staff to consult with the Rural/Agriculture Committee.

At the May 18, 2023, Board meeting the Board received a staff report asking for direction to start the process to amend Bylaw No. 1790. The Board passed the following motion:

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/Agriculture Committee Meeting.

At the June 8, 2023 Rural/Agriculture Committee Meeting the Board received a staff report asking each Rural Director to identify whether they are supportive, at this time, of their Electoral Area being included in the service area. At this meeting the Committee discussed the situation and passed the following motion:

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

Staff advised the Committee that it would provide amendment bylaws to the Board for consideration at their July 13, 2023 Board meeting, and that bylaws would be prepared for inclusion of all Electoral Areas in the service unless a Director contacted staff by June 12 to confirm that they did not want to participate in the service.

THE PROPOSED AMENDMENTS TO BYLAW 1790.

Bylaws No. 1910 to 1916 amend Bylaw No. 1790 to include each Electoral Area as participating areas.

Bylaw No. 2017, 2023 amends Bylaw No. 1790 by doing the following;

- increasing the maximum requisition amount from \$90,000 to \$200,000; and
- applying the following cost apportionment formulas:

Participant Population (A) x Benefit Factor (8) = C

C (for each participant)/ TOTAL C =%requisition for each participant

The Benefit Factor for on-corridor municipal participants is 5.

The Benefit Factor for off-corridor municipal participants is 1.

The Benefit Factor for on-corridor electoral area participants is 3.33

The Benefit Factor for off-corridor electoral area participants is 0.66.

The weighting factor for on-corridor and off-corridor participants remains unchanged; however, the charge to Electoral Area participants is based on 2/3 value of land and improvements. This was done to address Electoral Area concern regarding reduced use of the service by rural residents.

The timeline for consideration of adoption of the proposed amendment bylaws is as follows:

Step 1 - Board 1st, 2nd, 3rd readings of amendment bylaws (July 13, 2023)

Step 2 - Municipal Council's authorization of amendment bylaw (August, 2023)

Step 3 - UBCM Minister meeting (September)

Step 4 - Submission of amendment bylaws to the Province (September, 2023)

Step 5 - Provincial approval of amendment bylaws 60 day estimate (November, 2023)

Step 6 - Board adoption of amendment bylaws (December, 2023)

Bylaw 1790 can be amended with the consent of at least 2/3 of the participants. This includes 2/3 of the eight current participating areas plus the proposed participating areas. The Electoral Area Directors of the proposed participating areas must provide their consent in writing. It is noted that voting on Bylaw 1917 at 1st, 2nd, and 3rd readings is by current participants only. However, voting for adoption of that bylaw must include all Electoral Area Directors which have joined the service.

It is understood that consideration of adoption of the amendment bylaws is to occur following discussions with BC Transit and the Ministry of Transportation and Infrastructure regarding long term funding for the service.

Taxation Scenarios for 2024

The RDBN is expected to reach the taxation limit established under "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016" in 2024. The bylaw must be amended in 2023 for the service to continue as structured.

Table 1 below shows the projected taxation breakdown required to raise the \$135,000 necessary for the Bulkley-Nechako Transit Service in 2024. The table shows the projected taxation based on the current municipal participation only, and with the proposed inclusion of electoral areas. Tables 2 and 3 show the same taxation breakdown based on \$90,000 taxation, and the proposed maximum requisition of \$200,000.

Table 1

MUNICIPAL PARTICIPATION ONLY (current situation under Bylaw 1790)				MUNICIPAL AND EA PARTICIPATION (with amendments to Bylaw 1790)		
Contributor	Assist Factor	\$135.000 Taxation Projected 2024	%	Assist Factor	\$135,000 Taxation Projected 2024	%
Smithers	5	\$42,166	31%	5	\$26,890	20.3%
Telkwa	5	\$11,557	8.5%	5	\$7,370	5.6%
Houston	5	\$23,929	17.5%	5	\$15,597	11.5%
Granisle	1	\$528	0.5%	1	\$337	0.3%
Burns Lake	5	\$13,007	9.5%	5	\$8,478	6.3%
Fraser Lake	5	\$7,566	5.5%	5	\$4,931	3.7%
Fort St. James	1	\$2,173	1.6	1	\$1,417	1.0%
Vanderhoof	5	\$34,074	25%	5	\$22,209	16.4%
Electoral Area "A"				3.33	\$19,015	14.1%
Electoral Area "B"				3.33	\$5,806	4.3%
Electoral Area "C" (1/5 cost)				0.66	\$867	0.6%
Electoral Area "D"				3.33	\$5,469	4.1%
Electoral Area "E" (1/5 cost)				0.66	\$1,035	0.8%
Electoral Area "F"				3.33	\$11,970	8.9%
Electoral Area "G"				3.33	\$2,845	2.1%
TOTAL		\$135,000	100%		\$135,000	100%

Table 2

TAX LIMITATION : \$90,000		
	<u>Municipal Only</u>	Municipal and Rural
District of Houston	15,954	\$ 10,398
Town of Smithers	28,110	\$ 18,321
Village of Burns Lake	8,671	\$ 5,652
District of Fort St. James	1,449	\$ 944
Village of Fraser Lake	5,044	\$ 3,288
Village of Granisle	352	\$ 230
Village of Telkwa	7,704	\$ 5,022
District of Vanderhoof	22,716	\$ 14,806
Area A		\$ 12,677
Area B		\$ 3,871
Area C		\$ 578
Area D		\$ 3,646
Area E		\$ 690
Area F		\$ 7,980
Area G		\$ 1,897
Total Municipalities.....	<u>90,000</u>	\$ 90,000

Table 3

	<u>Municipal Only</u>	Municipal and Rural
District of Houston	35,451	\$ 23,106
Town of Smithers	62,466	\$ 40,716
Village of Burns Lake	19,270	\$ 12,560
District of Fort St. James	3,220	\$ 2,099
Village of Fraser Lake	11,209	\$ 7,306
Village of Granisle	783	\$ 510
Village of Telkwa	17,121	\$ 11,159
District of Vanderhoof	50,480	\$ 32,903
Area A		\$ 28,170
Area B		\$ 8,602
Area C		\$ 1,284
Area D		\$ 8,103
Area E		\$ 1,534
Area F		\$ 17,733
Area G		\$ 4,215
Total Municipalities.....	<u>200,000</u>	\$ 200,000

Transit and Strategic Planning Priorities

The Board's recently approved strategic plan for the 2022-26 term identifies enhanced relationships and collaboration with First Nations as its first goal and lists as an objective the identification of opportunity to provide specific services to First Nations communities.

Staff note that the provision of transit service in the region is an important service to First Nation communities and the RDBN's commitment to the service represents a significant opportunity to implement the 2022-26 strategic plan. The importance of transit to First Nations is reflected in The Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls which includes the following call to action.

"We call upon all governments to ensure that adequate plans and funding are put into place for safe and affordable transit and transportation services and infrastructure for Indigenous women, girls, and 2SLGBTQIA people living in remote or rural communities. Transportation should be sufficient and readily available to Indigenous communities, and in towns and cities located in all of the provinces and territories in Canada. These plans and funding should take into consideration:

- *ways to increase safe public transit;*
- *ways to address the lack of commercial transit available;*
- *and special accommodations for fly-in, northern, and remote communities".*

Staff's opinion is that the BNTS functions as a regional service and is important to the rural residents and the region's First Nations. Therefore, it is reasonable for the Electoral Areas to participate in support of the service - if it is to continue. Electoral Area participation would also help resolve infrastructure funding challenges associated with maintaining infrastructure (capital cost-bus replacement) and improving service outside of municipalities.

OVERVIEW OF THE TRANSIT SERVICE

Service Establishment Bylaw No. 1790, 2016

The BNTS was established with the adoption of ["Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit \(Highway 16\) Service Establishment Bylaw No. 1790, 2016"](#). The service started operation in June of 2017. A component of the Province's Highway 16 Action Plan, the service was established by the RDBN at the Province's request, to address the lack of public transportation along Highway 16 and to reduce hitchhiking

along the Highway 16 corridor. The BNTS has seen consistent ridership and has proven itself to be a valuable service to the region.

The service includes two routes that are based out of Burns Lake. Route 161 travels on Tuesday, Thursday, and Saturday making a round trip to Prince George. Route 162 travels on Monday, Wednesday, and Friday making a round trip to Smithers, with an additional midday run to Houston and back to Smithers before returning to Burns Lake. The cost of a ticket is \$5 and there is an option for riders to purchase a sheet of 10 tickets for \$45.

Bus Stop Locations	Bus Stop Numbers
Vanderhoof	4 locations / 1 shelter
Fraser Lake	3 locations / 1 shelter
Burns Lake	9 locations / 2 shelters
Houston	10 locations / 2 shelters
Telkwa	2 locations / 1 shelter
Smithers	6 locations / 2 shelters
Electoral Area A	Laidlaw Road / shelter Quick Road West / sign
Electoral Area B	Duncan Lake Rd. / sign Decker Lake / sign Tintagel rest stop / sign Palling Reserve / shelter
Electoral Area D	Endako Pub /sign Fort Fraser / sign Nautley Reserve / sign Stellaquo Reserve / shelter
Electoral Area F	Cluculz Lake rest stop / sign
Electoral Area G	Topley / shelter

Electoral Areas are not part of the service and do not contribute taxation to the operation of the service. However, grant in aid support from Electoral Areas has been provided in past years. The Bylaw authorizes a maximum annual requisition of \$90,000 for the cost of the service. The cost is apportioned between municipalities based on their population with a benefit factor for on-corridor participants of 5 and for off-corridor participants of 1. This means that off-corridor residents (Fort St. James and Granisle) are taxed at 1/5 the rate of residents along Hwy. 16.

Transit Service Agreement and Annual Operating Agreement

The service is a partnership between the RDBN and BC Transit. The terms of the partnership are outlined in the [Transit Service Agreement \(TSA\)](#) entered into in 2017, and Annual Operating Agreements (AOAs) entered into annually.

The TSA outlines the respective RDBN and BC Transit responsibilities as follows:

- The RDBN is responsible for reviewing and approving service and performance standards based on operating and capital budgets set by BC Transit, establishing and collecting the fares and other revenues, and recommending the annual operating budget for BC Transit approval.
- BC Transit is responsible for setting the annual budget, leasing transit vehicles to the transit service operator, managing the contract with the transit service operator, marketing, and conducting service audits and recommending standards of service to the RDBN.

The TSA and AOA do not contain any agreement regarding the cost sharing formula between the RDBN and BC Transit. The agreement is by [letter from the Minister of Transportation and Infrastructure \(MoTI\)](#). The Ministry has agreed to maintain their funding of 66.7% of operational costs for the BNTS until March 31, 2025. A conventional transit system is funded by BC Transit at 46.69%. There is no agreement for cost sharing for future capital costs.

Bus Stops and Transit Shelters

When the transit service was established in 2017 MoTI entered into written agreements with municipalities (Vanderhoof, Fraser Lake, Burns Lake, Houston) and First Nations (Wet'suwet'en First Nation) that MoTI would build the Bus Stops and Transit Shelters and that the municipality and First Nation would be responsible for maintenance and any associated liability for the shelters.

MoTI built the bus stops and transit shelters in the rural area. The RDBN has not agreed to be responsible for replacement or maintenance of any of the infrastructure in the rural area as it is outside of the service area. However, BC Transit staff have indicated a desire for the RDBN to take responsibility for the infrastructure in the rural area. This is an area for future negotiation under the AOA process as the RDBN and BC Transit must agree on any new bus stop or transit shelter related costs. Snow clearing around bus stops in the rural area is undertaken by MoTI contractors, and the Town of Smithers empties the garbage at the Laidlaw Road bus stop.

Requests for all new bus shelters or bus stops in the rural area, in municipalities and on First Nations reserves must be made by the RDBN according to Provincial policy, and only the RDBN can access grant funding annually for 80% of new shelters through BC Transit's Shelter Program. Under the grant program 20% of shelter construction and installation costs and cost overruns is the responsibility of the RDBN unless a different funding arrangement is negotiated in the AOA. This includes new infrastructure on reserve.

Inclusion of Electoral Areas within the service establishment bylaw would allow the RDBN to formalize it's role regarding transit infrastructure in the rural area and allow for improved rural infrastructure.

Bus Replacement

In a conventional system lease fees are a cost share between the local government partner and BC Transit. The total monthly lease cost for each of the light duty buses that are in service for the BNTS would be \$3,092. This is the standard lease fee rate charged for all light duty buses, then depending on the funding agreement with BC Transit, the Local Government would pay their share. If the BNTS was a conventionally funded system this would translate to an annual cost to the RDBN of \$24,488 per bus and if lease payments were funded under the current funding formula the annual cost to the RDBN would be \$12,244 per bus.

When the transit service was established in 2017 BC Transit supplied the 3 buses required to operate the service. The buses have a 30-passenger capacity and are equipped with wheelchair lifts. These buses are scheduled for replacement in 2023. Staff have received a verbal indication from BC Transit that the busses will be replaced in 2023 with Provincial and Federal funding, however, this has not been confirmed in writing.

Ridership

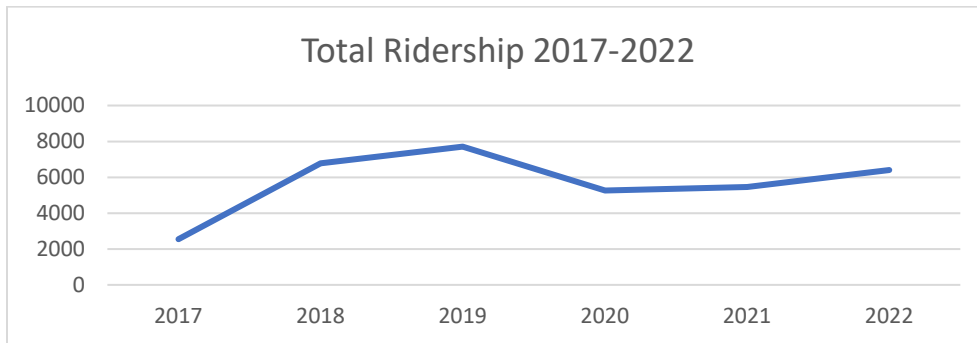
The following table provides 2022 ridership numbers. The BNTS was one of the few systems in the province where Covid-19 had little effect on ridership numbers.

Route 161 – Burns Lake to Prince George

YR	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
2022	318	306	427	290	310	368	293	446	319	440	399	402	4318
2021	227	249	353	253	295	301	364	357	285	324	249	312	3569
2020	423	430	328	112	198	275	258	170	268	326	228	273	3289
2019	443	272	451	432	420	395	496	249	413	503	554	512	5140
2018	361	299	394	306	491	410	433	368	364	460	473	374	4733
2017							261	316	288	339	275	362	1841

Route 162 – Burns Lake to Smithers

YR	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
2022	130	110	204	182	186	164	173	241	144	175	174	195	2078
2021	125	118	164	158	136	242	176	163	118	150	161	135	1846
2020	166	239	158	114	107	190	194	97	192	189	182	144	1972
2019	216	161	210	266	228	226	232	86	206	185	325	227	2568
2018	230	95	121	160	211	195	166	189	166	175	190	148	2046
2017							153	123	90	131	90	120	707



The bus from Burns Lake to Prince George is on average 47% full and the bus from Burns Lake to Smithers is 23% full. A survey of riders was conducted in 2017 (November), 2018 (March, July, and December), and 2019 (May and November) to better understand where transit riders live. A total of 23% of riders filled out the survey. Results indicate that rural ridership was slightly higher than municipal ridership. The survey report was presented at the [October 2020 Regional Transit Committee meeting](#) (link).

Operating Costs

A breakdown of the budget for the transit service in 2023 is outlined below.

Revenue	
Municipal Taxation	\$89,500
City of PG / First Nations Partners	\$52,500
BC Transit Grant	\$9,000
User Fees	\$24,000
2022 surplus	\$36,500
Total	\$211,500
Expenses	
BC Transit AOA	\$170,000 (net \$140,000 after revenue)
Salary and Benefits	\$22,000
Other	\$24,000
Total	\$211,500

The surplus from 2022 was due to Covid Grant Funding of \$37,572

First Nations Contribution

First Nations participation in the service is limited. Of the six on-route First Nation communities 4 do not contribute consistently. First Nation funding for the last two years has totalled \$2,500 annually. None of the off-route communities contribute. First Nations participation is on an annual basis and is not secured by agreement.

Staff have initiated preliminary discussions with BC Transit's Manager of Indigenous Relations regarding First Nations participation in the service that is consistent, equitable, and manageable for the RDBN.

Transit Service Future Plan

BC Transit has recently completed a draft Transit Service Future Plan based on a review of the performance of the system and customer's input. The plan identifies measures that may be taken to further support and improve the service moving forward. BC Transit presented this draft plan at the June 8, 2023, Regional Transit Committee meeting.

ATTACHMENTS

1. Bylaws 2010 – 2017, 2023
2. ["Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit \(Highway 16\) Service Establishment Bylaw No. 1790, 2016" \(link\)](#)
3. [Transit Service Agreement \(TSA\) \(link\)](#)
4. [October 2020 Regional Transit Committee meeting \(link\)](#).

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2010, 2023

A bylaw to amend the boundaries and participating areas in Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016

WHEREAS the Board of the Regional District of Bulkley-Nechako wishes to amend the bylaw establishing a public transit and para-transit service within the boundaries of the Regional District;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained;

AND WHEREAS participating area approval has been obtained from each of the participants;

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

That "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016" be amended such that:

1. Section 3 is amended to include the boundaries of Electoral Area A (Smithers/Telkwa Rural) as being within the boundaries of the Service Area.
2. Section 4 is amended to include Electoral Area A (Smithers/Telkwa Rural) as a Participating Area.

This bylaw may be cited as "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2010, 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 this is a true and correct copy of Bylaw No. 2010.

Corporate Administrator

Bylaw No. 2010

Page 2 of 2

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this ____ day of _____, 2023

ADOPTED this ____ day of _____, 2023

Chairperson

Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2011, 2023

A bylaw to amend the boundaries and participating areas in Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016

WHEREAS the Board of the Regional District of Bulkley-Nechako wishes to amend the bylaw establishing a public transit and para-transit service within the boundaries of the Regional District;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained;

AND WHEREAS participating area approval has been obtained from each of the participants;

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

That “Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016” be amended such that:

1. Section 3 is amended to include the boundaries of Electoral Area B (Burns Lake Rural) as being within the boundaries of the Service Area.
2. Section 4 is amended to include Electoral Area B (Burns Lake Rural) as a Participating Area.

This bylaw may be cited as “Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2011, 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 this is a true and correct copy of Bylaw No. 2011.

Corporate Administrator

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this _____ day of _____, 2023

Bylaw No. 2011

Page 2 of 2

ADOPTED this _____ day of _____, 2023

Chairperson

Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2012, 2023

A bylaw to amend the boundaries and participating areas in Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016

WHEREAS the Board of the Regional District of Bulkley-Nechako wishes to amend the bylaw establishing a public transit and para-transit service within the boundaries of the Regional District;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained;

AND WHEREAS participating area approval has been obtained from each of the participants;

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

That “Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016” be amended such that:

1. Section 3 is amended to include the boundaries of Electoral Area C (Fort St. James Rural) as being within the boundaries of the Service Area.
2. Section 4 is amended to include Electoral Area C (Fort St. James Rural) as a Participating Area.

This bylaw may be cited as “Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2012, 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 this is a true and correct copy of Bylaw No. 2012.

Corporate Administrator

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this _____ day of _____, 2023

Bylaw No. 2012

Page 2 of 2

ADOPTED this _____ day of _____, 2023

Chairperson

Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2013, 2023

A bylaw to amend the boundaries and participating areas in Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016

WHEREAS the Board of the Regional District of Bulkley-Nechako wishes to amend the bylaw establishing a public transit and para-transit service within the boundaries of the Regional District;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained;

AND WHEREAS participating area approval has been obtained from each of the participants;

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

That “Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016” be amended such that:

1. Section 3 is amended to include the boundaries of Electoral Area D (Fraser Lake Rural) as being within the boundaries of the Service Area.
2. Section 4 is amended to include Electoral Area D (Fraser Lake Rural) as a Participating Area.

This bylaw may be cited as “Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2013, 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 this is a true and correct copy of Bylaw No. 2013.

Corporate Administrator

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this _____ day of _____, 2023

Bylaw No. 2013

Page 2 of 2

ADOPTED this _____ day of _____, 2023

Chairperson

Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 2014, 2023****A bylaw to amend the boundaries and participating areas in Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016**

WHEREAS the Board of the Regional District of Bulkley-Nechako wishes to amend the bylaw establishing a public transit and para-transit service within the boundaries of the Regional District;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained;

AND WHEREAS participating area approval has been obtained from each of the participants;

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

That "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016" be amended such that:

1. Section 3 is amended to include the boundaries of Electoral Area E (Francois/Ootsa Lake Rural) as being within the boundaries of the Service Area.
2. Section 4 is amended to include Electoral Area E (Francois/Ootsa Lake Rural) as a Participating Area.

This bylaw may be cited as "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2014, 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 this is a true and correct copy of Bylaw No. 2014.

Corporate Administrator

Bylaw No. 2014

Page 2 of 2

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this ____ day of _____, 2023

ADOPTED this ____ day of _____, 2023

Chairperson

Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2015, 2023

A bylaw to amend the boundaries and participating areas in Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016

WHEREAS the Board of the Regional District of Bulkley-Nechako wishes to amend the bylaw establishing a public transit and para-transit service within the boundaries of the Regional District;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained;

AND WHEREAS participating area approval has been obtained from each of the participants;

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

That "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016" be amended such that:

1. Section 3 is amended to include the boundaries of Electoral Area F (Vanderhoof Rural) as being within the boundaries of the Service Area.
2. Section 4 is amended to include Electoral Area F (Vanderhoof Rural) as a Participating Area.

This bylaw may be cited as "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2015, 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 this is a true and correct copy of Bylaw No. 2015.

Corporate Administrator

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this ____ day of _____, 2023

Corporate Administrator

ADOPTED this ____ day of _____, 2023

Chairperson

Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2016, 2023

A bylaw to amend the boundaries and participating areas in Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016

WHEREAS the Board of the Regional District of Bulkley-Nechako wishes to amend the bylaw establishing a public transit and para-transit service within the boundaries of the Regional District;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained;

AND WHEREAS participating area approval has been obtained from each of the participants;

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

That "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016" be amended such that:

1. Section 3 is amended to include the boundaries of Electoral Area G (Houston/Granisle Rural) as being within the boundaries of the Service Area.
2. Section 4 is amended to include Electoral Area G (Houston/Granisle Rural) as a Participating Area.

This bylaw may be cited as "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2016, 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 this is a true and correct copy of Bylaw No. 2016.

Corporate Administrator

Bylaw No. 2016

Page 2 of 2

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this ____ day of _____, 2023

ADOPTED this ____ day of _____, 2023

Chairperson

Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 2017, 2023****A bylaw to amend the maximum requisition amount and apportionment of costs formula in Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016**

WHEREAS the Board of the Regional District of Bulkley-Nechako wishes to amend the bylaw establishing a public transit and para-transit service within the boundaries of the Regional District;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained;

AND WHEREAS participating area approval has been obtained from each of the participants;

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

That "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016" be amended such that.

1. The maximum requisition amount identified in Section 6 is increased from \$90,000 (Ninety Thousand Dollars) to \$200,000 (Two Hundred Thousand Dollars).
2. Section 7 is deleted and replaced with the following:

"Apportionment

In accordance with Section 380 of the *Local Government Act*, the costs of providing the service will be apportioned among the participating areas based on the following formula:

Participant Population (A) x Benefit Factor (B) = C

C (for each participant) / TOTAL C = %requisition for each participant

Participant Population is based on the most recent BC Stats Population Estimates.

The Benefit Factor for on-corridor municipal participants is 5.

The Benefit Factor for off-corridor municipal participants is 1.

The Benefit Factor for on-corridor electoral area participants is 3.33

The Benefit Factor for off-corridor electoral area participants is 0.66."

This bylaw may be cited as “Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2017, 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 this is a true and correct copy of Bylaw No. 2010.

Corporate Administrator

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this ____ day of _____, 2023

ADOPTED this _____ day of _____, 2023

Chairperson

Corporate Administrator



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Llewellyn, Director of Planning
Date: July 13, 2023
Subject: **Draft Parks and Trails Bylaw**

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

Receive for discussion purposes.

BACKGROUND

With the establishment of a Parks and Trails Service, and the ongoing operation of several regional parks and trails, the RDBN is in need of a bylaw to establish procedures regarding their operation and regulations regarding their use by the public. The attached draft "Regional District of Bulkley-Nechako Parks Use Regulations Bylaw No. 1989, 2023" is provided to the Board for preliminary review prior to presentation for formal approval.

The draft bylaw does the following:

- establishes the authority for posting and enforcing rules, and managing parks and trails operations;
- authorizes the enforcement options available to the RDBN including ticketing;
- outlines prohibited activities and behaviors in parks and on trails;
- provides regulations regarding the use of motor vehicles, e-bikes, and boats;
- establishes hours of operations; and
- establishes a process for the issuance of park use permits.

Following the Board's receipt of the draft bylaw staff may amend the bylaw as necessary based on the Board's feedback and present the bylaw for consideration of 1st, 2nd, and 3rd reading at the next Board meeting.

ATTACHMENTS:

Draft "Regional District of Bulkley-Nechako Parks Use Regulations Bylaw No. 1989, 2023".



REGIONAL DISTRICT OF BULKLEY-NECHAKO PARKS USE REGULATIONS BYLAW NO. 1989, 2023

Bylaw to regulate the use of Regional District parks and trails.

WHEREAS the Regional District of Bulkley-Nechako has established services for the purpose of providing parks;

AND WHEREAS the Regional District of Bulkley-Nechako may, by bylaw, regulate the use of parks;

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

1. TITLE

- 1.1. This bylaw may be cited as “Regional District of Bulkley-Nechako Parks Use Regulations Bylaw No. 1989, 2023”.

2. DEFINITIONS AND INTERPRETATION

- 2.1. In this bylaw the following definitions apply:

“Authorized Person” means a Bylaw Enforcement Officer for the Regional District, a Regional District employee whose job description involves administration of this bylaw; a member of the Royal Canadian Mounted Police or other Peace Officer, and any person having a contract with the Regional District regarding the operation or administration of a Park.

“Camp” means to set up a tent or shelter intended for overnight use or take up temporary overnight abode in a Park with or without shelter.

“Bicycle” means a device, including a Class 1 e-bike, having any number of wheels that is propelled by human power and on which a person may ride but does not include a skateboard, roller skates or in-line roller skates.

"Boat" means any device which is intended to operate on, in, or under water, but does not include aircraft.

"Dog Owner" means any person who brings a dog into a Park or has custody of a dog in a Park.

"Horse Owner" means any person who brings a horse into a Park or has custody of a horse in a Park.

"Facility" means all buildings, structures, improvements, equipment or any other installation or possession of the Regional District or Authorized Person in a Park.

"Firearm" means any device that propels a projectile by means of explosion, spring, air, gas, string, wire or elastic material or any combination of those things.

"Fireworks" means any device that explodes or burns to produce visual or sound effects or as defined under the *Fireworks Act*.

"Class 1 e-bike" means a Bicycle equipped with a motor that provides assistance only when the rider is pedaling (pedal assist) and that ceases to provide assistance when the bicycle reaches 32 kilometers per hour and has a maximum continuous wattage output of 500 watts. A Class 1 e-bike is also a Bicycle.

"Class 2 e-bike" means a Bicycle equipped with a motor that can be used exclusively to propel the bicycle (throttle equipped) and that ceases to provide assistance when the bicycle reaches 32 kilometers per hour. A Class 2 e-bike is also a Motor Vehicle.

"Class 3 e-bike" means a Bike equipped with a motor that provides assistance at speeds in excess of 32 kilometers per hour. A Class 3 e-bike is also a Motor Vehicle.

"Minor" means a person 16 years of age or less.

"Mobility Aid" means a motorized wheelchair, mobility scooter or a similar device designed to aid mobility and used by a person with a disability.

"Manager" means the Director of Planning or designate.

"Motor Vehicle" means a vehicle, not run on rails, that is designed to be self-propelled but does not include a Class 1 e-bike or Mobility Aid. A Class 2 and 3 e-bike is a Motor Vehicle.

“Park” means any land and water dedicated, owned, leased, licensed, or controlled (including jointly) or used by the Regional District as a regional park, community park, linear park, trail, recreation area, sports field or for the protection of wildlife or natural habitat.

“Park Sign” means any sign or notice which communicates Park rules or regulations posted by an Authorized Person, including signs pursuant to Section 6.1 of this bylaw,

“Park Use Permit” means a written authorization issued in accordance with this bylaw.

“Person” includes any person, corporation, partnership, or party, and the heirs, executors, administrators, or other legal representatives of such person, to whom the context can apply according to law.

“Special Use” means any commercial or business activity including, but not limited to any of the following:

- the selling or distribution of food, drinks, or other goods;
- any activity or event that is intended to attract or includes more than 25 participants or spectators such as a festival, competition, tournament, procession, drill, performance, concert, march, fishing derby, show, party, ceremony, animal show, training;
- movie, video, television or other such filming;
- and research, survey or petition activity.

“Regional District” means the Regional District of Bulkley-Nechako.

“Traffic Control Device” means a sign, signal, line or marked space, parking meter, barrier, buoy or other device placed or erected by an Authorized Person to control or direct the presence, passage, tethering, parking or movement of pedestrians, dogs, Bikes, e-bikes, Mobility Aids, Motor Vehicles, Boats, equestrians, swimmers or other park users.

2.2. Interpretation

- 2.2.1 Unless otherwise defined in this Bylaw, any word or expression has the meaning assigned to it in the *Land Title Act, Community Charter, Local Government Act* or *Interpretation Act*.
- 2.2.2 Words directing or empowering any employee of the Regional District to do any act or thing, or otherwise applying to the employee by the employee's official title, include that employee's successors in office, the employee's lawful deputy, and such person as the Board may by bylaw or resolution designate to act in the employee's place.
- 2.2.3 The requirements of this Bylaw are supplementary to the requirements of any other Regional District Bylaw.
- 2.2.4 A reference to any enactments, regulations and bylaws includes any amendments or replacements that may be made from time to time.

3. **APPLICATION**

- 3.1. Subject to any terms of trust for land received by the Regional District, this bylaw is applicable to all Parks and any subsequent Park acquisitions within the Regional District.
- 3.2. The restrictions and prohibitions in this bylaw do not apply to:
 - 3.2.1 an Authorized Person, Regional District employees and contractors, and agents of the Regional District while they are engaged in work or services undertaken on behalf of the Regional District within a Park;
 - 3.2.2 emergency response personnel performing duties related to ambulance, police, fire, search and rescue or other such services within a Park;
 - 3.2.3 any activity in a Park undertaken by a person or agency granting the Regional District a lease, license, or permit for a Park in accordance with the terms of the lease, license, or permit;

- 3.2.4 any activity in a Park undertaken by a utility or service provider authorized under a right of way or other agreement.

4. ENFORCEMENT

- 4.1. An Authorized Person is authorized to ascertain whether the provisions of this bylaw are being observed and enforce the provisions of this bylaw.
- 4.2. No person shall interfere with or obstruct the activities of an Authorized Person administering or enforcing this bylaw.
- 4.3. When an Authorized Person finds that a person is contravening this bylaw the Authorized Person may order that person to do one or more of the following:
 - 4.3.1 provide, immediately upon request, that person's correct name, address, and information about their proposed or actual activities in the Park;
 - 4.3.2 provide within a reasonable time identification verifying that person's correct name and address;
 - 4.3.3 stop contravening the bylaw immediately;
 - 4.3.4 leave the Park immediately and not re-enter the Park for a period of up to 72 hours.
- 4.4. Every person is required to comply with an order given by an Authorized Person in accordance with Section 4.3 of this bylaw.
- 4.5. An Authorized Person may remove from a Park any person who violates any provision of this bylaw or who refuses to leave following an order to leave pursuant to Section 4.3.
- 4.6. If a Minor is contravening any provision of this bylaw, the person in charge of the Minor must take any control measures the Authorized Person considers necessary to prevent or stop the contravention, including the removal of a Person from a Park.

5. DELEGATION

- 5.1 The Manager is authorized, subject to RDBN procurement policy, to employ or contract personnel deemed necessary to carry out the provisions of this bylaw.
- 5.2 The Manager is authorized and directed to have general supervision over the operations and maintenance of all Parks.

6. PARK MANAGEMENT

- 6.1 An Authorized Person may post or place a Park Sign which establishes rules and regulations for Park use including, but not limited to, the following:
 - 6.1.1 designating areas where a specific use such as camping, climbing, walking, biking, skating, games, swimming, boating, horseback riding is permitted;
 - 6.1.2 establishing conditions under which certain uses must occur;
 - 6.1.2 designating areas where specific park uses are prohibited;
 - 6.1.3 designating areas for Motor Vehicle travel, stopping, and parking;
 - 6.1.4 restricting use of or access to any part of a Park;
 - 6.1.5 designating areas for fire pits and barbeques;
 - 6.1.6 designating areas where dogs must be on a leash;
 - 6.1.7 establishing hours for the daily opening and closing of Parks or parts of Parks.
- 6.2 An Authorized Person may place or establish Traffic Control Devices to control or direct the presence, speed, passage, tethering, parking or movement of pedestrians, Bicycles, e-bikes, Boats, Motor Vehicles, Mobility Aids, equestrians, swimmers, or other park users.

- 6.3 An Authorized Person may remove any equipment, materials, structures, Bicycles, e-bikes, Boats, Motor Vehicles, Mobility Aids, or other such things that are erected, placed, built, deposited or left in a Park in contravention of this bylaw and the cost of such removal may be charged to either the owner or person who placed the equipment, materials, structures, bicycles, e-bikes, Motor Vehicles, Boats, or other such things within the Park.

7. PROHIBITIONS AND COMPLIANCE

- 7.1. No person shall allow, cause, or engage in any act or thing to be done in contravention of this bylaw, a Park Sign, a Traffic Control Device, a term or condition of a Park Use Permit, or any other Parks rule or regulation established pursuant to this bylaw.
- 7.2. Every person must obey this bylaw, Park Signs, Traffic Control Devices, the terms and conditions of Park Use Permits, and any other rules and regulations established pursuant to this bylaw.
- 7.3. A parent, guardian, or person in charge of a Minor must not allow, or cause them to do anything in contravention of this bylaw, a Park Sign, a Traffic Control Device, a term or condition of a Park Use Permit, or any rule or regulation established pursuant to this bylaw.
- 7.4. All persons must comply with all laws, policies, rules, regulations, and bylaws of the Federal, Provincial or local governments or any other governing body whatsoever in a manner affecting parks.

8. PENALTIES

- 8.1 Every person who contravenes any provision of this bylaw; allows, causes or engages in any act to be done in violation of any provision of this bylaw; or refuses or neglects to do anything required to be done by any provision of this bylaw; commits an offence and shall be liable upon conviction of a fine not less than \$1,000 and not more than \$10,000, or to imprisonment for not

less than 6 months, or to both and is subject to any other penalty or order imposed or remedies available to the Regional District pursuant to the *Local Government Act, Community Charter, Offence Act* and *Local Government Bylaw Notice Enforcement Act* and regulations thereunder, all as amended from time to time.

- 8.2 Each day during which any violation, contravention or breach of this bylaw continues shall be deemed to be a separate offence.
- 8.3 This bylaw may be enforced by an Information laid in accordance with the *Offence Act*, by a Bylaw Notice in accordance with the *Local Government Bylaw Notice Enforcement Act*; or by a combination of the above noted methods.
- 8.4 With respect to enforcement by a Bylaw Notice issued pursuant to the *Local Government Bylaw Notice Enforcement Act*, the fines outlined in a Bylaw Notice Enforcement Bylaw adopted by the Regional District shall apply.
- 8.5 In addition to all other penalties herein provided, any Person causing damage, or any Person being the owner or operator of a Motor Vehicle, Bike or Mobility Aid that has caused damage to any tree, plant, curiosity, object, building, structure, work, or any property whatsoever in any part of a park will be responsible for the cost of repairing such damage.

9. CONDUCT AND PARK USE

- 9.1 No person shall do any of the following in a Park:
 - 9.1.1 allow, cause, or engage in any activity or create any noise or sound that disturbs, or is reasonably likely to disturb the peace, enjoyment or comfort of persons or wildlife, except in accordance with a valid Park Use Permit;
 - 9.1.2 use or operate any kind of sound amplification and distribution system, except in accordance with a valid Park Use Permit;
 - 9.1.3 allow, cause or engage in any activity that puts a person in danger;

- 9.1.4 allow, cause or engage in any disorderly, violent, lewd, sexual or offensive activity;
- 9.1.5 install, post, deliver, paint, publish, or distribute any notice, advertisement, sign, placard, or handbill of any kind, except in accordance with a valid Park Use Permit;
- 9.1.6 allow, cause or engage in any Special Use, except in accordance with a valid Park Use Permit.
- 9.1.7 defecate in a Park, except in designated facilities.

10 LITTER AND DUMPING

- 10.1 No person shall deposit any refuse, litter, waste or other discarded material or thing anywhere in a Park except in waste disposal containers provided for such purpose.
- 10.2 No person shall bring any refuse, litter or waste into a Park for the purpose of disposal in the Park.
- 10.3 No person shall abandon any item or chattel overnight in a Park.

11. PRESERVATION OF NATURAL FEATURES, PARK FEATURES, AND WILDLIFE

- 11.1 No person shall do any of the following in a Park:
 - 11.1.1 cut, trim, dig up, excavate, deface, remove, damage, or in any way injure any tree, shrub, plant, turf, flower or seed or natural park feature;
 - 11.1.2 build or otherwise create or alter any trails;
 - 11.1.3 remove, damage, disassemble or deface any Facility;
 - 11.1.4 change, replace, remove, damage, disassemble or deface any Park Sign or Traffic Control Device.
 - 11.1.5 build, place or install any structure, except in accordance with a valid Park Use Permit.
 - 11.1.6 release, feed, molest, disturb, frighten, injure, kill, catch, or trap any wildlife, except for fishing done in accordance with applicable regulations;

- 11.1.7 hunt or discharge any Firearm in a Park, except in an emergency situation;
- 11.1.8 remove or deposit soil.

12. DOGS

- 12.1 Every Dog Owner shall ensure that their dog remains under their control and does not roam at large.
- 12.2 No Dog Owner shall do any of the following in a Park:
 - 12.2.1 allow or cause a dog to be in an area identified by Park Sign as an area where dogs must be on a leash unless that dog is kept on a secure leash held by the Dog Owner;
 - 12.2.2 allow or cause a dog to deposit excrement that is not removed from the Park, or placed in a sealed plastic bag and disposal in a waste disposal container provided for such purpose;
 - 12.2.3 allow or cause a dog to injure, disturb, or molest any Person, dog or wildlife.
- 12.3 An Authorized Person may order a Dog Owner who contravenes this bylaw to remove the relevant dog from the Park and every Person so ordered shall immediately remove the dog from the Park.
- 12.4 An Authorized Person may remove from a Park any dog which is not under the care or control of a Dog Owner, or is involved in a contravention of this bylaw.

13. HORSEBACK RIDING

- 13.1 Every Horse Owner shall ensure that their horse always remains under their control and does not roam at large while in a Park.
- 13.1 No person shall do any of the following in a Park;

- 13.1.1 allow or cause a horse to be in a Park unless the Park has an area specifically identified for horse riding by a Park Sign or Traffic Control Device;
- 13.1.2 ride a horse outside of an area specifically identified for horse riding by a Park Sign or Traffic Control Device;
- 13.1.3 ride a horse in a manner contrary to a Park Sign or Traffic Control Device;
- 13.1.4 ride a horse or allow a horse to act in a manner that may injure, disturb, or molest any person, dog or wildlife.

14 FIRE AND FIREWORKS

- 14.1 No person shall do any of the following in a Park:
 - 14.1.1 start or maintain a fire unless the fire is located in a fire pit ring installed by an Authorized Person for that purpose;
 - 14.1.2 burn garbage, or burn wood or other vegetation originating from the Park unless that wood has been made available by an Authorized Person for that purpose;
 - 14.1.3 leave a fire, barbecue, stove or other flame producing device unattended while lit or turned on;
 - 14.1.4 discard any item or burning material that may start a fire such as a coal, lit match or lit cigarette;
 - 14.1.5 possess or discharge any Fireworks, firecrackers or explosive materials of any kind, except in accordance with a valid Park Use Permit.

15 MOTOR VEHICLES

- 15.1 No person shall do any of the following in a Park, except in accordance with a valid Park Use Permit:
 - 15.1.1 operate a Motor Vehicle off of a road, driveway or parking lot unless an area is specifically identified for

Motor Vehicle use by a Park Sign or Traffic Control Device;

- 15.1.2 operate a Motor Vehicle or otherwise move at a speed in excess of 15 kilometers per hour, unless a higher speed is specifically identified by Park Sign;
 - 15.1.3 notwithstanding Section 15.1.2 a Class 1 or 2 e-bike may move at a speed in excess of 15 kilometers per hour on a commuter trail where Class 1 or 2 e-bikes are allowed by Park Sign;
 - 15.1.4 operate a Motor Vehicle in a manner contrary to a Park Sign or Traffic Control Device;
 - 15.1.5 operate a Motor Vehicle which is not validly licensed and registered in accordance with applicable regulations;
 - 15.1.6 wash, clean, polish, repair, tune up, or do any maintenance or mechanical work, to a Motor Vehicle except in an emergency or at a facility specifically identified for that purpose by a Park Sign.
- 15.2 A Motor Vehicle may be towed away at the expense of the owner if parked in an area prohibited by a Park Sign, parked in an area where Motor Vehicles are not allowed, or left remaining in place for a period exceeding 96 hours.

16 CAMPING

- 16.1 No person shall do any of the following in a Park, except in accordance with a valid Park Use Permit:
 - 16.1.1 Camp unless an area is specifically identified for camping by a Park Sign;
 - 16.1.2 Camp in a manner contrary to a Park Sign.

17 BICYCLES AND MOBILITY AIDS

- 17.1 No person shall do any of the following in a Park;
 - 17.1.1 ride a Bicycle or Mobility Aid, or otherwise move at a speed in excess of 15 kilometers per hour, except on a

commuter trail where Class 2 e-bikes are allowed by a Park Sign

- 17.1.2 ride a Bicycle or Mobility Aid in a manner contrary to a Park Sign or Traffic Control Device.

18 BOATING

18.1 No person shall do any of the following in a Park:

- 18.1.1 launch or remove a Boat from a body of water or watercourse except by using a boat launch identified by Park Sign, or by a Person carrying the Boat to and from the water;
- 18.1.2 operate a Boat within a designated swimming area or in a way that interferes with swimmers;
- 18.1.3 moor a Boat in a manner that impedes or endangers pedestrians along a beach or the foreshore.

19. PARK CLOSURES

19.1 No person shall:

- 19.1.1 Remain or enter into any Park during nighttime hours beginning at sunset and ending at sunrise, as computed by the National Research Council of Canada, except where camping is permitted or otherwise allowed by Park Sign, or as authorized under a Park Use Permit;
- 19.1.2 Enter any place where a Park Sign prohibiting admittance or trespassing is displayed or where admission is otherwise prohibited or restricted.

20 PARK USE PERMITS

20.1 The Regional District may issue a Park Use Permit which authorizes any one or combination of the following, to a Person, organization, or First Nation:

- 20.1.1 the use or the exclusive use of a Park or portion of a Park under the terms and conditions set out in the Park Use Permit;
 - 20.1.2 the construction, building or erection of tents or other structures to accommodate an authorized use under the terms and conditions set out in the Park Use Permit;
 - 20.1.3 a Special Use under the terms and conditions set out in the Park Use Permit;
 - 20.1.4 carrying out activities necessary for the exercise of Indigenous rights, and for First Nations social, ceremonial, or cultural purposes.
- 20.2 The Regional District may refuse to issue a Park Use Permit if:
- 20.2.1 the proposed Park Use Permit applicant or proposed permit holder is a Person or group which has previously contravened this bylaw or other Regional District bylaws;
 - 20.2.2 the proposed use can reasonably be expected to result in the contravention of this bylaw or other applicable regulation;
 - 20.2.3 the proposed use is not defined adequately to ensure compliance to this bylaw or other applicable regulation;
 - 20.2.4 the proposed use may impact the safe utilization of the Park or Facility for recreational purposes or unduly interfere with the enjoyment of the Park by others;
 - 20.2.5 the proposed use may result in an amount of attendance or type of activity which is beyond the capacity of the Park, including a park Facility, to accommodate;
 - 20.2.5 the applicable Park Use Permit fee is not paid.
- 20.3 The holder of a Park Use Permit:

- 20.3.1 must produce the Park Use Permit at any time during the event authorized by the Park Use Permit at the request of an Authorized Person;
 - 20.3.2 is responsible for the actions of all persons involved in the use authorized by the Park Use Permit;
 - 20.3.3 is responsible for any violation of the terms and conditions of the Park Use Permit;
 - 20.3.4 is responsible for a material misrepresentation regarding the proposed use made as part of a Park Use Permit application;
 - 20.3.5 must maintain, at their own expense, liability insurance coverage to the satisfaction of the Manager related to the carrying out activities authorized under the Park Use Permit for a minimum of \$2,000,000, inclusive per occurrence, for bodily injury, death and damage to property, and such insurance shall be in the name of the Park Use Permit holder, and shall name the Regional District, as an additional insured.
 - 20.3.6 shall indemnify and save harmless the Regional District, its elected and appointed officials, officers, employees, agents, successors and assigns from any and all claims, demands, causes of action, including personal injury and death, damages, suits, demands, fines, penalties, losses, costs (including reasonable solicitor and client's fees and disbursements on a solicitor-client basis) or expenses of whatever kind, in any way occurring, that the Regional District may suffer, incur or be liable for resulting from the use of the Park under the Park Use Permit whether with or without negligence on the part of the Park Use Permit holder or those for whom they are responsible in law and the Park Use Permit holder's employees, directors, contractors, agents, guests and invitees.
- 20.4 A Park Use Permit may be amended, suspended, or revoked if:
- 20.4.1 any person violates a term or condition of the Park Use Permit;

- 20.4.2 the applicant for a Park Use Permit has made a material misrepresentation regarding the use proposed as part of a Park Use Permit application;
- 20.4.3 where the Park Use Permit holder or a person participating in the use authorized by a Park Use Permit contravenes a provision of this bylaw.

21. PARK USE PERMIT APPEAL

- 21.1 Any Person may file a written notice of appeal with the Manager in respect to the granting or refusal of a Park Use Permit.
- 21.2 Upon considering a matter under appeal the Manager may:
 - 21.2.1 confirm, reverse, or vary the decision under appeal;
and
 - 21.2.2 make any decision that the Manager considers appropriate.
- 21.3 The Person for whom the appeal decision has been made may further appeal the Manager's appeal decision in writing to the Regional District Board within 10 days of the date of the appeal decision.
- 21.4 Upon considering the matter under appeal, the Board may:
 - 21.4.1 confirm, reverse, or vary the decision under appeal;
and
 - 21.4.2 make any decision that the Board considers appropriate.
- 21.5 The decision of the Regional District Board is final and there will be no further appeal from its decision whatsoever.

22. FEES AND CHARGES

- 22.1 The fees and charges for a Park Use Permit are hereby imposed as set out in Schedule A attached hereto and forming an integral part of this bylaw.

22.2 Fees with respect to the Park Use Permit may be refunded, less a 25% administration charge if the Regional District is advised in writing that the activity authorized by the Park Use Permit is cancelled and the Park Use Permit is returned as unnecessary 72 hours in advance of the event.

22.3 Damage deposits will be returned at the completion of the activity authorized by the Park Use Permit following the Regional District’s assessment of the condition of the Park. Cost associated with clean up and repair of the Park will not be returned.

23 SEVERABILITY

23.1 If any section, subsection, paragraph, subparagraph or clause of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remaining portions of this bylaw.

READ A FIRST TIME this [XX] day of [XX], [XX]

READ A SECOND TIME this [XX] day of [XX], [XX]

READ A THIRD TIME this [XX] day of [XX], [XX]

I hereby certify that the foregoing is a true and correct copy of

“Regional District of Bulkley-Nechako [xx] Bylaw No. [xx], [xx]”.

Dated at Burns Lake, B.C. this day of ,

Corporate Administrator

ADOPTED this day of ,

Fees and Charges
Schedule A to
"Regional District of Bulkley-Nechako
Parks Use Regulations Bylaw No. 1989, 2023"

Park Use	Fee	Damage Deposit
Park Use Permit up to 50 participants	\$100	\$500
Park Use Permit up to 100 participants	\$200	\$750
Park Use Permit over 100 participants	\$250	\$750

Prices are inclusive of applicable taxes



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Alex Eriksen, Director of Environmental Services
Date: July 13, 2023
Subject: Fort Fraser 2023 Capital Plan and Budget Update

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

That the Board approve the increase of the 2023 Fort Fraser Capital Budget from \$162,000 to \$275,000 and that the increase in funds from this project be withdrawn from the Gas Tax Reserve.

BACKGROUND

In 2019, the Fort Fraser Sewer Condition Assessment was completed which recommended a number of low, medium and high priority repairs to the system. The study did not evaluate the recommendations in terms of practicality and a feasibility study was recommended by True Consulting.

In the fall of 2022, the aerator for the sewage treatment lagoon failed and will require replacement. The RDBN is legally required to repair the system which must meet standards established by the Provincial Government and should move forward in 2023. It was previously recommended to replace the existing aerator and add additional units to the lagoon to meet these standards.

2023 CAPITAL PLAN

The Environmental Services Department planned to complete the following projects in 2023:

- | | |
|---|-----------|
| 1. Sanitary Sewer Improvement Feasibility Study | \$12,000 |
| 2. Manhole Repairs | \$50,000 |
| 3. Sewage Lagoon Treatment System Upgrades | \$100,000 |

UPDATE

Due to several vacancies in the Environmental Services Department, Staff has prioritized the Sewage Lagoon Treatment Project, and has not completed any work toward the Feasibility Study or Manhole Repairs to date.

Sewage Lagoon Treatment System Upgrades

The original budget of \$100,000 included replacing the existing floating aerator and adding at least 1 additional unit. Due to the supply chain issues since 2021 and current inflation, the cost for these aerators has increased dramatically. The RDBN acquired Weaver Technical Ltd. to consult on potential alternative systems and it was decided that a lateral subsurface diffuser system would provide much better year-round treatment for the wastewater. This system has additional costs however, it will address the deficiencies that the current system was experiencing (poor mixing, low aeration, freeze-up and winter coliform increases). This system is very efficient at delivering oxygen throughout the entire lagoon, is designed with back-up blowers to ensure continuous treatment and is easy to maintain once installed.

A Class B cost estimate of \$239,000 for the project was provided by Weaver Technical once the blowers had been sourced. This cost included a significant amount of procurement, installation and project management cost (about \$30,000) that would normally be borne by RDBN Staff as well as additional electrical upgrades (\$52,000) that were not considered during the initial plan.

The project has been progressing smoothly, and the main components of the system are either purchased, on-order or completed and the installation is planned for mid August. The Blowers will not arrive until late fall, but all other components of the system will be completed for a quick install.

To date, the RDBN has spent \$97,000 and expects that a total amended budget of \$263,000 (\$239,000 plus a 10% contingency) will be needed.

BUDGET AMENDMENT

The manhole repairs will be delayed until 2024 and these funds (of \$50,000) will be utilized to partially fund the increase in costs associated with the sewage lagoon treatment system. In addition, Gas Tax funds that were previously allocated to Fort Fraser Water will be utilized in the Fort Fraser Sewer budget to ensure that the lagoon project can be completed in 2023. If the recommendation is approved, these changes will be included in the 2023 Budget Amendment Bylaw.

Changes to the Capital Plan – Table 1	Original	Revised
Sanitary Sewer Improvement Feasibility Study	\$12,000	\$12,000
Manhole Repairs	\$50,000	deferred
Sewage Lagoon Treatment System Upgrades	\$100,000	\$263,000
	\$162,000	\$275,000



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Janette Derksen, Waste Diversion Supervisor
Date: July 13, 2023
Subject: **RSWAC June 20th Meeting Summary**

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

Receive.

MEETING SUMMARY

On June 20, 2023, the Regional Solid Waste Advisory Committee (RSWAC) met for its first meeting this year. Director Kevin Moutray was voted in as Committee Chair and Mark Fisher as acting Chair.

A brief overview was provided to the committee on the provincial requirements for Solid Waste Management and how the Advisory committee fits in with that. No further discussion or changes to the Terms of Reference or Committees Operating Guidelines were initiated, expressing no issues with the documents.

Staff presented a broad overview of what Extended Producer Responsibility (EPR) is, with discussion around the one-stop-shop concept for RDBN Transfer Stations and Recycle Depots, the impact of multiple collectors for certain EPR programs, the Metal Pilot program at Burns Lake Transfer Station and existing re-use programs.

The committee toured the Burns Lake Transfer Station in the afternoon to understand the site operations and challenges as they prepared to take part in a brainstorming activity on the metal salvaging pilot program. Both the tour and brainstorming activity were well received.

The committee unanimously agreed that implementation of the one-stop-shop concept was needed to move forward with the Solid Waste Management Plan's objectives for waste diversion. It was noted that its priority for providing these services was to divert waste and should not be heavily focused on revenue, or concerned with impacting other organizations that may also collect for certain EPRs.

The discussion on the Metal Salvaging Pilot and the brainstorming activity generated some new ideas to assist staff with redeveloping the metal pilot program for the Burns Lake

Transfer Station in 2024. Staff will compile the ideas from this meeting and bring them back to the committee in September to further the discussion or proposal review. Please refer to the RSWAC June 20th meeting minutes.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Janette Derksen, Waste Diversion Supervisor
Date: July 13, 2023
Subject: **Wood Waste Diversion Update 2023**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

The collection and disposal of Wood Waste has been an ongoing challenge for the Regional District for many years. Historically, the methodology of disposal was open-burning clean wood and brush at the Transfer Stations and Landfills. Regulatory requirements changed in 2008, eliminating the open burning of any painted, stained, or treated (contaminated) wood products. Since then, the RDBN has collected and hauled contaminated wood materials to the landfill for disposal, thus increasing the organic matter landfilled (landfill gas production) and reducing the life span of the landfill itself. In recent years, the quantity of clean and contaminated wood waste collected at RDBN Transfer Stations has increased which has burdened existing operations.

In 2021, Transfer Stations began to segregate wood into three categories: Contaminated, Clean and Brush. There has been success with this, however, there have been some challenges and sorting is not perfect. These challenges can likely be overcome by improved public education and staff training. Segregation has allowed the RDBN to collect data on volumes of these specific wood waste streams.

With increased air quality restrictions, the Clearview and Knockholt Landfill Operating Certificates were updated in 2022 and 2023 respectively and now only allow clean wood material to be burned via an air curtain burner; a labour and equipment-intensive operation.

For several years, efforts have been put towards working with industry to accept our wood waste as part of their waste-to-energy processes or other re-use purposes, but with no success for any of the categories.

BRUSH PILOT

In early 2023, staff worked with Nechako Lumber Ltd. in Vanderhoof to attempt the inclusion of RDBN brush in their co-gen process. A total of 15 (53' trailer) loads of brush were diverted from the RDBN Transfer Stations (Fraser Lake, Ft. St. James and Vanderhoof) to the Mill. The plant was able to grind this material and successfully include it in their Co-Gen process with little negative impact. Nechako Lumber is open to accepting more of this material from the RDBN which has the potential to divert approximately 40 Loads or 900MT of brush annually from the east, drastically reducing the operational cost of air curtain burning. The current arrangement has the RDBN delivering the brush at no cost to Nechako Lumber, however, this arrangement will result in a net positive for the RDBN when considering the reduced haul distances when compared to hauling the same material to our landfill.

Staff will be approaching industry partners in the western portion of the Region to consider a similar waste diversion plan.

PALLETS AND CARDBOARD

Staff has been able to gather more data on the clean wood waste for a group in Vanderhoof that is interested in looking at means of using this waste for heating seasonal buildings like greenhouses. This project is looking for more resources to support a circular economy approach for interested individuals. The intent is to reduce carbon emissions and product reuse. Materials considered are Pallets, and Cardboard.

Future updates will be provided to the Board when progress has been made on these plans.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: July 13, 2023
Subject: **Union of B.C. Municipalities Convention – Provincial Government Staff Meetings**

RECOMMENDATION: (all/directors/majority)

Direction

BACKGROUND

The deadline to submit meeting requests for meetings with Provincial Government staff at the upcoming UBCM Convention is August 30, 2023. After this date, requests may be made at the On-Site Provincial Appointment Desk during the Convention. If any Minister meetings are declined, the Board may wish to consider this option.

At this time, staff is seeking direction from the Board in regard to meetings it would like to request with Provincial staff.

The 2023 Provincial Appointment Book can be found here: [2023 UBCM Provincial Appointment Book.pdf \(civicinfo.bc.ca\)](#)

ATTACHMENTS:

None.



145

Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: July 13, 2023
Subject: **Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2008, 2023**

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

That Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2008 be given first, second, and third reading this 22nd day of June, 2023.

BACKGROUND

Attached is Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2008, 2023. The property owners have requested that the property be included in the fire protection area. The Telkwa Fire Chief, Village of Telkwa Council, Electoral Area "A" Director, and Regional Fire Chief are supportive of the request.

ATTACHMENTS:

Bylaw 2008



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2008

A bylaw to amend the boundaries of the Telkwa Rural Fire Protection Service Area within a portion of Electoral Area "A"

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 668 a service of fire protection to a portion of Electoral Area "A" known as the "Telkwa Rural Fire Protection Local Service Area";

AND WHEREAS the Regional District may amend a Local Service Establishment Bylaw;

AND WHEREAS the Regional District has received a request from owners of the property to be included in the Telkwa Rural Fire Protection Service Area;

AND WHEREAS the Director of Electoral Area "A" has consented in writing to the adoption of a bylaw which would amend the boundaries of the service area which amendments are described herein;

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

- 1) That the Regional District hereby amends the boundaries of the Telkwa Rural Fire Protection Service Area by including the following property:

THE NORTHWEST 1/4 OF SECTION 30 TOWNSHIP 6 RANGE 5 COAST DISTRICT EXCEPT ANY PORTION OF THE RIGHT OF WAY OF THE DOMINION TELEGRAPH LINE HAVING A WIDTH OF 100 FEET WHICH MAY LIE WITHIN THE BOUNDARIES OF THESE LANDS

and that the resulting boundaries of the Telkwa Rural Fire Protection Service Area are as shown on Schedule "A";

- 2) This bylaw may be cited as "Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2008, 2023."

Bylaw No. 2008

Page 2 of 2

READ A FIRST TIME this day of , 2023

READ A SECOND TIME this day of , 2023

READ A THIRD TIME this day of , 2023

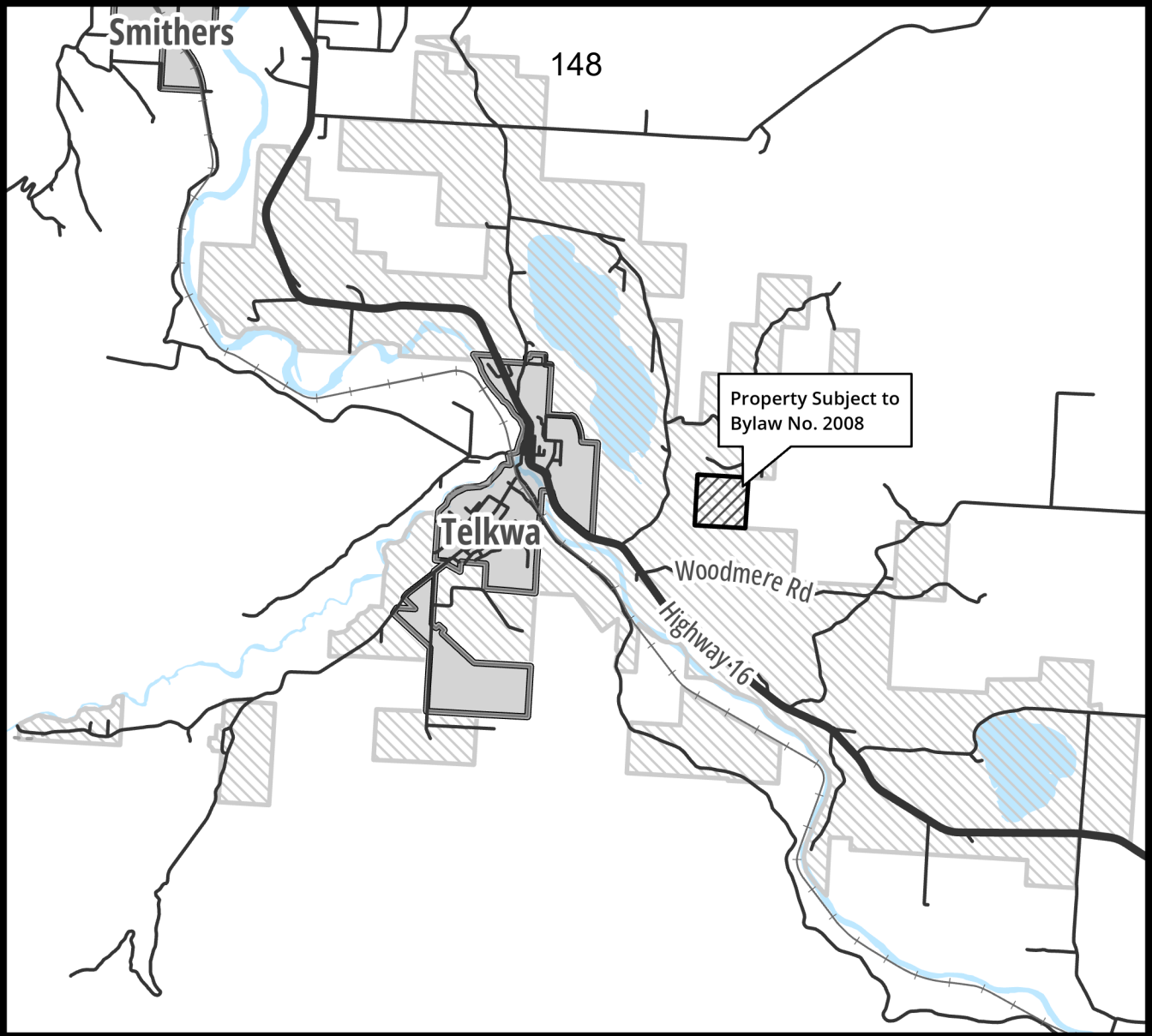
ADOPTED this day of , 2023

Chairperson

Director of Corporate Services

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 2008 as adopted.

Director of Corporate Services



Smithers

148

Property Subject to Bylaw No. 2008

Telkwa

Woodmere Rd

Highway 16



Bylaw 2008: Schedule A
Regional District of Bulkley-Nechako
Produced: 2023-05-29

 Telkwa Rural Fire Protection Area





Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Blackwell, Regional Fire Chief
Date: July 13, 2023
Subject: **Project Award for RFP # RDBN-Fire-23-01**

RECOMMENDATION:

(all/directors/majority)

That the Board award the supply and installation of a 10,000-gallon underground water tank located at both the Topley Fire Hall and the Round Lake Community Hall to Groot Bros Construction Ltd for a total cost of \$315,364 plus applicable taxes.

BACKGROUND

The Regional District issued a Request for Proposal to purchase and install two 10,000-gallon underground storage tanks for the purpose of establishing a water supply for fire suppression activities in two rural locations.

One tank will be installed near the Topley Fire Hall as they do not have any established hydrants and currently need to travel to Sunset Lake to refill their trucks. This adds a substantial amount of time to refill their truck and get water to the scene.

The second location is next to the Round Lake Community Hall. The standpipe that was installed into Round Lake during the Fire Protection Area expansion has failed and is no longer functional nor is the lake able to sustain a repaired system due to the shallowness and underwater vegetation, so an underground water tank system is the best solution moving forward. Staff have met with representatives from the Round Lake Community Hall, and they are in support of having this project located on their property.

The two proposals that were submitted to the RDBN were from Groot Bros Construction Ltd, and Slate Construction. The proposal from Slate Construction was missing the mandatory criteria of supply and installation timelines.

Evaluations were as follows:

Proposal Evaluation Criteria	Maximum Points	Slate Construction	Groot Bros Construction Ltd.
Overview and Scope of work	20	15	20
Project Team, Experience and References	20	20	20
Pricing	60	59	60
Total Points	100	94	100

The funding for this project is utilizing the Northern Capital and Planning grant, and the amount is included in the 2023 budget.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: July 13, 2023
Subject: **Area F Recreation and Culture Bylaw Amendment**

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

That the Board provide first, second and third Readings to Bylaw No. 2018 "Electoral Area F Recreation and Culture Contribution Service Area Amendment Bylaw No. 2018, 2023."

BACKGROUND

An amendment to Bylaw No. 1195 is being proposed to increase the flexibility of the Recreation and Culture Bylaw to allow the flexibility to include other recreation, arts, and culture organizations operating in and around Vanderhoof. This amendment will allow the Board and the Electoral Area Director for Area "F" to have the same flexibility currently as found in the Electoral Area "A" Arts and Culture Bylaw that supports the Town of Smithers and various arts and culture organizations in the Bulkley Valley and as in the Lakes District Arts and Culture Bylaw that provides support for various organizations in the Lakes District.

The current service budget for this bylaw includes \$54,711 grant to the District of Vanderhoof for recreation programs, \$28,796 to the District for Arena expenses and programs and \$12,478 to the Vanderhoof library for a total of \$95,985.

This bylaw also updates the language in the previous bylaw and provides more flexibility for the District of Vanderhoof in receiving this annual grant as the current bylaw limits the use of the funds to be used for arena operations, baseball diamonds maintenance, and swimming programs. Bylaw 1644 created the Vanderhoof Swimming Pool Service, and this newer service removed the need to provide funding to swimming programs under this recreation and culture bylaw.

The proposed changes will allow the bylaw to remain current and relevant as society's expectation and desires from a recreation and culture service evolve.

This proposed change will also allow the Regional District to directly fund recreation and culture organizations in the Vanderhoof area thereby promoting the visibility of the Regional District.

Attachment: **Bylaw No. 2018**
 Bylaw No. 1195

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2018

A bylaw to Amend Bylaw 1195 "Electoral Area 'F' Recreation and Culture Contribution Service"

WHEREAS the Board of the Regional District of Bulkley-Nechako wishes to update a service for the purpose of contributing to the District of Vanderhoof and other organizations for Recreation and Culture services;

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

1. Section 1 of Bylaw 1195 is hereby amended to read:
 1. The Board of the Regional District of Bulkley-Nechako wishes to establish a service for the purpose of contributing to the Vanderhoof Public Library, the Vanderhoof Arena, and other recreation and culture services provided by the District of Vanderhoof or by other recreation and culture societies and organizations within the boundaries of this Service and the District of Vanderhoof.
 2. This bylaw may be cited for all purposes as "Electoral Area F Recreation and Culture Contribution Service Area Amendment Bylaw No. 2018, 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. 2018.

Corporate Administrator

Approved by the Inspector of Municipalities this ____ day of ____, 2023.

ADOPTED this ____ day of ____, 2023.

Chairperson

Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1195**

Being a bylaw to establish a service within a portion of Electoral Area "F" of the Regional District of Bulkley-Nechako to provide a financial contribution to the District of Vanderhoof for recreation and culture services

WHEREAS a Regional District, may, by bylaw, establish a service under Section 796 of the Local Government Act to provide a financial contribution to recreation and culture services;

AND WHEREAS the Regional Board of the Regional District of Bulkley-Nechako wishes to establish a service for the purpose of contributing to the District of Vanderhoof recreation and culture services;

AND WHEREAS the Regional Board has submitted the proposal to establish the service to the electors within the proposed service area and assent of the electors has been obtained in accordance with Section 801.2 of the Local Government Act;

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

1. The Regional District hereby establishes a service to provide an annual grant for the purpose of contributing to the Vanderhoof Public Library Association, and to the District of Vanderhoof for its arena, swimming programs, and baseball diamonds.
2. The boundaries of the service area shall be the boundaries of a portion of Electoral Area "F" shown as Schedule "A", attached to and forming part of this bylaw, and shall be known as the "Electoral Area "F" Recreation and Culture Service Area".
3. The cost of providing this service shall be recovered by a requisition of money to be collected by a property value tax in accordance with Section 803(1)(a) of the Local Government Act on improvements only in the participating area;

Page 2 of Bylaw No. 1195

4. The maximum amount that may be requisitioned annually for the cost of this service shall be the greater of FIFTY THOUSAND (\$50,000) DOLLARS and FORTY-SEVEN AND FIFTY-TWO/ONE HUNDREDTHS CENTS (47.52¢) per ONE THOUSAND (\$1,000) DOLLARS which when applied to the net taxable value of land and improvements in the service area, will yield the maximum amount.
5. Section 802(1)(b) of the Local Government Act notwithstanding, this bylaw may only be amended in accordance with the requirements applicable to its adoption.
6. This bylaw may be cited as "Electoral Area "F" Recreation and Culture Contribution Service Area Establishment Bylaw No. 1195, 2001."

READ A FIRST TIME this 8th day of February, 2001

READ A SECOND TIME this 8th day of February, 2001

READ A THIRD TIME this 8th day of February, 2001

THIRD READING RESCINDED this 22nd day of March, 2001

AMENDED AND GIVEN THIRD READING this 22nd day of March, 2001

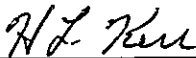
I hereby certify that this is a true and correct copy of Bylaw No. 1195.



 Deputy Corporate Administrator

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 3rd
 day of April, 2001

ASSENT OF ELECTORS OBTAINED this 26th day of May, 2001

ADOPTED this 7th day of June, 2001


 Chairperson


 Corporate Administrator



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: July 13, 2023
Subject: **Benefits for Alternate Municipal Directors**

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

That Extended Health and Dental Benefits be provided to alternate municipal directors that spend more than 20 hours per week doing elected official duties with an effective date of October 1, 2023, and that the costs associated with these benefits be reimbursed by the member municipalities.

BACKGROUND

Extended Health and Dental Benefits may be extended to alternate municipal directors that spend twenty or more hours each week doing elected official duties. This determination is made by the elected official in consultation with their municipal CAO. All alternate municipal directors that do spend twenty or more hours each week doing elected official duties must join the benefit plan if the recommendation is approved.

In communication with the benefit provider, regional district staff estimated that approximately ½ of the municipal alternate directors may be considered eligible. Because of their rare attendance at Board meetings and lack of municipal duties, electoral area alternate directors were determined not to meet the minimum twenty hours per week requirement.

The cost of these benefits is \$284.23 per month for family benefits and \$175.49 for single benefits. The alternate director or the member municipality must cover these costs as an allowance for this benefit is not included in the Directors' Remuneration Bylaw. The Regional District will recover these costs from the member municipality who may then in turn deduct these costs from the alternate director's remuneration.

If the recommendation is approved, staff will work with member municipalities to determine eligibility and begin to enroll those alternate directors that are eligible.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: July 13, 2023
Subject: **Chinook Community Society Bylaw Update**

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

That the Board, as one of the two members of the Chinook Community Society, recommend to the Society's board that the bylaws be updated as recommended.

BACKGROUND

The Chinook Community Society is a community foundation with only two corporate members – the Village of Burns Lake and Regional District (representing Electoral Areas “B” and “E”). This registered charity was formed to manage the dividends received from the Chinook Community Forest and to create a permanent financial legacy for all those living in the “Lakes District”.

At its initial inception over ten years ago it was assumed that staff would be appointed to the board for a period of five years after legal incorporation to fully establish the operations of the society and then volunteers would take over the society's operation. With the increased administrative work required to manage a society and a charity in Canada and the legal burden placed on volunteer directors, this memo recommends that the directors of the society remain staff from the Village of Burns Lake or the Regional District who are indemnified by virtue of their position and through their local government's liability insurance.

As part of the original incorporation of the society, the volunteer board of directors was to also be an independent grant committee. However, if staff are to continue as the board of directors, to avoid any possibility of conflict of interest in granting funds to community members, a grant committee is to be formed of interested community volunteers independent of Local Government Elected Officials and Staff.

Grants to registered charities in the Lakes District are expected to start in 2025 with a total granting budget of \$5,000 per year.

Attachment: Proposed Society Bylaws (Changes highlighted in yellow).

BYLAWS OF
CHINOOK COMMUNITY SOCIETY
(the "**Society**")

PART 1 – INTERPRETATION

- 1.1. In these Bylaws, unless the context otherwise requires:
- “Act”** means the *Societies Act* of British Columbia as amended from time to time;
- “Board of Directors”** means the directors of the Society;
- “Bylaws”** means these Bylaws as altered from time to time.
- 1.2. The definitions in the Act apply to these Bylaws.
- 1.3. If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.
- 1.4. The Society shall have perpetual succession and has the power to acquire by purchase, gifts, devise, bequest, trust agreement, contract or otherwise, real and personal property within and without the province, and may hold, sell, dispose of, exchange, mortgage, lease, let, improve, and develop any such property, and without restricting the generality of the foregoing, may acquire in any way or ways real and personal property for the purpose of funding the purposes of the Society and deal with any and all such property as is empowered by this Bylaw.
- 1.5. The directors may, in their sole and absolute discretion, refuse to accept any bequests, trusts, funds or property.
- 1.6. The geographic area served by the Chinook Community Society shall be within the municipal boundaries of the Village of Burns Lake and within the boundaries of Electoral Areas B and E of the Regional District of Bulkley-Nechako, both in the Province of British Columbia.

PART 2 – MEMBERS

Membership

- 2.1 The members of the Society shall be comprised of
- (a) the Village of Burns Lake;
 - (b) the Regional District of Bulkley-Nechako.

Member Representatives

- 2.2 For the purpose of a meeting of the members, each member shall be represented by an individual who shall be appointed by that member (the "Member Representative") and the individual Member Representative may or may not be that member's director or councilor.
- 2.3 A Member Representative is entitled to speak and vote, and in all other respects exercise the rights of a member, and that Member Representative shall be reckoned as a member for all purposes with respect to a meeting of the Society.

Duties of members

- 2.4 Every member and every Member Representative must uphold the constitution of the Society and must comply with these Bylaws.

Member Resignation

- 2.5 A person shall cease to be a member of the Society
- (a) by delivering a resignation in writing to the Secretary of the Society or by mailing or delivering it to the address of the Society; or
 - (b) on death, or in the case of a corporation, on dissolution;
- 2.6 In the event that one or more members ceases to be a member under Bylaw 2.5, the Society shall dissolve.
- 2.7 Upon the winding up or dissolution of the Society, the funds and property remaining after the payment of all costs, charges and expenses properly incurred in the winding up or dissolution including the remuneration of a liquidator, and after payment to employees of the Society of any arrears of salaries or wages, and after payment of any debts of the Society, shall be distributed to such charities, registered under the provisions of the Income Tax Act (Canada), R.S.C. 1985, c.1 (5th Supp.) or such "qualified donees" allowed under the Income Tax Act (Canada) which are charitable at law, as shall be designated by the Board of Directors."

PART 3 – GENERAL MEETINGS OF MEMBERS**First Annual General Meeting**

- 3.1 The first Annual General Meeting of the Society shall be held not more than 6 months after the date of incorporation and after that an Annual General Meeting shall be held at least once in every calendar year.

Time and place of general meeting

- 3.2 A general meeting must be held at the time and place the Board of Directors, or the Members by unanimous written resolution, determine.

Annual General Meeting deemed to be held

- 3.3 An Annual General Meeting is deemed to have been held if:
- (a) the matters that must, under the *Societies Act* or the Bylaws, be dealt with at that meeting, including the presentation of the financial statements and auditor's report, if any, to the Members are dealt with in a resolution; and
 - (b) all of the Members consent in writing to the resolution on or before the date by which the Annual General Meeting must be held.

Calling a general meeting

- 3.4 The Board of Directors, may, at any time, call a general meeting.
- 3.5 The Board of Directors must, on receiving a written request signed by any of the members, call a general meeting.
- 3.6 Notice of a general meeting shall specify the place, day and hour of meeting and in case of business other than ordinary business, the general nature of that business.
- 3.7 At a general meeting, the following business is ordinary business:
- (a) adoption of rules of order;
 - (b) consideration of any financial statements of the Society presented to the meeting;
 - (c) consideration of the reports, if any, of the directors or auditor;
 - (d) election or appointment of directors;
 - (e) appointment of an auditor, if any;
 - (f) business arising out of a report of the directors not requiring the passing of a special resolution.
- 3.8 The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.

Attendance at a general meeting

- 3.9 A Member Representative may participate in a meeting of the Member Representatives by means of conference telephone or other communications facility by means of which all the Member Representatives participating in the meeting can communicate with each other. A Member Representative participating in a meeting in accordance with this Bylaw shall be deemed to be present at the meeting and shall be counted in the quorum therefore and be entitled to communicate, speak and vote at the meeting.

Notice of special business

- 3.10 A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business.

Chair of general meeting

- 3.11 The following individual is entitled to preside as the chair of a general meeting:
- (a) the individual, if any, appointed by the Board of Directors to preside as the chair;
 - (b) if the Board of Directors has not appointed an individual to preside as the chair or the individual appointed by the Board of Directors is unable to preside as the chair,
 - (i) the president,
 - (ii) the vice-president, if the president is unable to preside as the chair, or
 - (iii) one of the other directors present at the meeting, if both the president and vice-president are unable to preside as the chair.

Alternate chair of general meeting

- 3.12 If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 15 minutes from the time set for holding the meeting, the members who are present must elect an individual present at the meeting to preside as the chair.

Quorum required

- 3.13 Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of members is present.

Quorum for general meetings

- 3.14 The quorum for the transaction of business at a general meeting is all of the members, represented by their respective Member Representative.

Lack of quorum at commencement of meeting

- 3.15 If, within 30 minutes from the time set for holding a general meeting, a quorum of members is not present,
- (a) in the case of a meeting convened on the requisition of members, the meeting is terminated, and
 - (b) in any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the

continuation of the adjourned meeting, the meeting shall be terminated and a new meeting scheduled.

If quorum ceases to be present

- 3.16 If, at any time during a general meeting, there ceases to be a quorum of members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Adjournments by chair

- 3.17 The chair of a general meeting may, or, if so directed by the members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

Notice of continuation of adjourned general meeting

- 3.18 It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

Order of business at general meeting

- 3.19 The order of business at a general meeting is as follows:
- (a) elect an individual to chair the meeting, if necessary;
 - (b) determine that there is a quorum;
 - (c) approve the agenda;
 - (d) approve the minutes from the last general meeting;
 - (e) deal with unfinished business from the last general meeting;
 - (f) if the meeting is an annual general meeting,
 - (i) receive the directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements,
 - (ii) receive any other reports of directors' activities and decisions since the previous annual general meeting,
 - (iii) elect or appoint directors, and
 - (iv) appoint an auditor, if any;
 - (g) deal with new business, including any matters about which notice has been given to the members in the notice of meeting;

- (h) terminate the meeting.

Methods of voting

- 3.20 At a general meeting, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the members.

Announcement of result

- 3.21 The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

Proxy voting not permitted

- 3.22 Voting by proxy is not permitted.

Matters decided at general meeting by ordinary resolution

- 3.23 A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

Resolutions at general meetings

- 3.24 No resolution proposed at a general meeting need be seconded and the chair of a meeting may move or propose a resolution.
- 3.25 At a general meeting where a Member Representative is presiding as chair, in case of an equality of votes, the chair shall not have a casting or second vote in addition to the vote to which he or she may be entitled as a Member Representative, and the proposed resolution shall not pass.
- 3.26 Unless the **Societies Act** or these Bylaws otherwise provide, an action to be taken by resolution of the Members may be taken by ordinary resolution.
- 3.27 A notice may be given to a member, either personally, by mail, or by electronic mail to the Member at the member's registered address.
- 3.28 A notice sent by mail is deemed to have been given on the second day following the day on which the notice is posted, and in proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
- 3.29 Notice of a general meeting must be given to every member shown on the Register of Members on the day notice is given.
- 3.30 No other person is entitled to receive a notice of a general meeting.

PART 4 – DIRECTORS

Number of directors on Board of Directors

4.1 The Society must have 6 directors.

Election or appointment of directors

4.2 (a) The Village of Burns Lake shall appoint 2 directors to the Board of Directors; and

(b) The Regional District of Bulkley Nechako Electoral Area B shall appoint 2 directors to the Board of Directors.

(c) The Regional District of Bulkley Nechako Electoral Area E shall appoint 2 directors to the Board of Directors.

4.3 Directors are appointed to serve a term of up to four (4) consecutive years.

4.4 Directors may serve more than one (1) term as a Director provided they are not consecutive terms which for this purpose means the terms be separated by at least one year.

4.5 An act or proceeding of the Board of Directors is not invalid merely because there are fewer than the prescribed numbers of directors in office.

4.6 An appointee cannot be a director unless

(a) the person is qualified to be a director under the **Societies Act**; and

(b) the individual consents in writing to be a director; or

(c) the individual is present at the meeting where the nomination is accepted or the appointment is made and the individual does not refuse, at the meeting, to be a director.

~~4.7 An appointee is not qualified to be a director if he or she is:~~

~~(a) a local government elected official; or~~

~~(b) a local government employee if appointed five years after the Society's date of incorporation.~~

4.8 A director who ceases to be qualified to act as a director must promptly resign.

Resigning or ceasing to be a director

4.9 A member may remove a director who that member appointed before the expiration of that director's term as director.

4.10 A director may resign by submitting written notice to the Board of Directors indicating the effective date of the resignation.

- 4.11 If a director resigns or otherwise ceases to be a director, the member who appointed that director will, within 30 days of the resignation or cessation, appoint a new person to complete the remainder of the term of the former director and that person becomes a director upon being appointed, subject to the requirements in Bylaws 4.6 and 4.7.

Exercise of powers

- 4.12 Subject to Bylaw 4.14, the Board of Directors may exercise all the powers and do all the acts and things that the Society may exercise and do, and which are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in a general meeting, but subject, nevertheless to,
- (a) all laws affecting the Society;
 - (b) these Bylaws; and
 - (c) rules, consistent with these Bylaws, which are made from time to time by the Society in a general meeting.
- 4.13 No rule, made by the Society in a general meeting, invalidates a prior act of the Board of Directors that would have been valid if that rule had not been made.
- 4.14 During the 30-day period referenced in Bylaw 4.11, or such shorter period before a member appoints a replacement director under Bylaw, the Board of Directors may not vote on any matter.
- 4.15 If after the 30-day period referenced in Bylaw 4.11, a director vacancy remains unfilled, the Board of Directors shall carry on with the conduct of the Society's business as though the vacancy did not exist.

Borrowing

- 4.16 The directors may from time to time on behalf of the Society, with the prior approval of the members granted by an ordinary resolution, borrow money in such manner and amount, on such security, from such sources and upon such terms and conditions as they determine appropriate to further the purposes of the Society, subject to the Act.

PART 5 – DIRECTORS' MEETINGS

Calling directors' meeting

- 5.1 A directors' meeting may be called by the president or by any 2 other directors.
- 5.2 The president must convene a meeting of the Board of Directors within 30 days of receipt of notice from the members that the members have received a distribution of profits from the Chinook Comfor Limited Partnership.

Notice of directors' meeting

- 5.3 At least 2 days' notice of a directors' meeting must be given unless all the directors agree to a shorter notice period.

Proceedings valid despite omission to give notice

- 5.4 The accidental omission to give notice of a directors' meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at the meeting.

Conduct of directors' meetings

- 5.5 The directors may regulate their meetings and proceedings as they think fit.

Quorum of directors

- 5.6 The quorum for the transaction of business at a directors' meeting is a majority of the directors provided that at least one of the directors appointed by each of the RDBN Electoral Areas B and E and the Village of Burns Lake is present.

Proceedings of directors

- 5.7 A director may participate in a meeting of the Board of Directors by means of conference telephone or other communications facility by means of which all the directors participating in the meeting can communicate with each other. A director participating in a meeting in accordance with this Bylaw shall be deemed to be present at the meeting and shall be counted in the quorum therefore and be entitled to speak, communicate and vote at the meeting.
- 5.8 For a first meeting of the Board of Directors held immediately following the appointment of a director or directors at an Annual or other general meeting of Members, or for a meeting of the Board of Directors at which a director is appointed to fill a vacancy in the Board of Directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.
- 5.9 Questions arising at a meeting of the Board of Directors shall be decided by a majority of votes.
- 5.10 In the case of an equality of votes the chair does not have a second or casting vote.
- 5.11 A resolution proposed at a meeting of the Board of Directors must be seconded and the chair of a meeting may move, propose or second a resolution.
- 5.12 A resolution in writing, signed by all of the Board of Directors and placed with the minutes of the Board of Directors is as valid and effective as if regularly passed at a meeting of directors.

PART 6 – BOARD POSITIONS

Election or appointment to Board of Directors positions

6.1 Directors must be elected or appointed to the following Board of Directors positions, and a director, other than the president, may hold more than one position:

- (a) president;
- (b) vice-president;
- (c) secretary;
- (d) treasurer.

Directors at large

6.2 Directors who are elected or appointed to positions on the Board of Directors in addition to the positions described in these Bylaws are elected or appointed as directors at large.

Role of president

6.3 The president is the chair of the Board of Directors and is responsible for supervising the other directors in the execution of their duties.

Role of vice-president

6.4 The vice-president is the vice-chair of the Board of Directors and is responsible for carrying out the duties of the president if the president is unable to act.

Role of secretary

6.5 The secretary is responsible for doing, or making the necessary arrangements for, the following:

- (a) issuing notices of general meetings and directors' meetings;
- (b) taking minutes of general meetings and directors' meetings;
- (c) keeping the records of the Society in accordance with the Act;
- (d) conducting the correspondence of the Society;
- (e) filing the annual report of the Society and making any other filings with the registrar under the Act.

Absence of secretary from meeting

6.6 In the absence of the secretary from a meeting, the Board of Directors must appoint another individual to act as secretary at the meeting.

Role of treasurer

- 6.7 The treasurer is responsible for doing, or making the necessary arrangements for, the following:
- (a) receiving and banking monies collected from the members or other sources;
 - (b) keeping accounting records in respect of the Society's financial transactions;
 - (c) preparing the Society's financial statements;
 - (d) making the Society's filings respecting taxes.

PART 7 – REMUNERATION OF DIRECTORS AND SIGNING AUTHORITY**Remuneration of directors**

- 7.1 These Bylaws do not permit the Society to pay to a director remuneration for being a director, but the Society may, subject to the Act, pay remuneration to a director for services provided by the director to the Society in another capacity.
- 7.2 A director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the Society.

Signing authority

- 7.3 A contract or other record to be signed by the Society must be signed on behalf of the Society
- (a) by the president, together with one other director,
 - (b) if the president is unable to provide a signature, by the vice-president together with one other director,
 - (c) if the president and vice-president are both unable to provide signatures, by any 2 other directors, or
 - (d) in any case, by one or more individuals authorized by the Board of Directors to sign the record on behalf of the Society.

PART 8 – GRANT REQUESTS**Eligible Recipients and Expenses**

- 8.1 Community organizations that are registered charities or are qualified donees (defined in subsection 149.1(1) of the Income Tax Act [Canada]) and operate within the Village of Burns Lake or within the boundaries of Regional District of Bulkley Nechako Electoral Areas B and E are eligible to apply for grant funding.
- 8.2 Individuals and for-profit businesses are not eligible to receive funds from the Society.

- 8.3 The services provided by community organizations receiving a grant from the Society must be available to the entire community.

Ineligible Expenditures

- 8.4 **The Society will not grant funds where the funds granted are to be used for any of the following community organization's expenses or purposes:**

- (a) usual operational or core expenditures,
- (b) expenses incurred prior to the approval of the grant
- (c) operational deficits, debt repayment or mortgage payments
- (d) for the establishment of an endowment;
- (e) sectarian, religious or political purposes;
- (f) services that are not provided primarily and exclusively within the boundaries of the geographic area described in Bylaw 1.6.

No Profit to Members

- 8.5 The activities of the Society will be carried on without purpose of gain for its members and any income, profits or other accretions to the Society will be used in promoting the purposes of the Society.

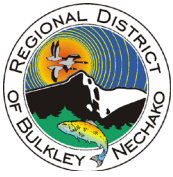
Grant Committee

- 8.6 The Grant Committee must contain a minimum of 5 and a maximum of 11 representatives of the community that reside within the boundaries of the geographic area described in Bylaw 1.6. Appointments to the Grant Committee are made by the Society's members described in Bylaw 2.1.

- 8.7 A member of the grant committee must not be the spouse, brother, sister, son, daughter, mother or father of another grant committee member. Further, a grant committee member must not be an Elected Official or a staff member of the Regional District of Bulkley-Nechako or the Village of Burns Lake.

- 8.8 Members of the Grant Committee must excuse themselves from the discussion and voting on the provision of a grant when: the grant committee member or the committee member's spouse is an employee of that organization applying for the grant, or the grant committee member or a grant member's spouse is a director, board member, or councilor of that organization (if that organization is a society or charity or other organization).

- 8.9 All grants provided by the Society must be approved by the Grant Committee.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: July 13, 2023
Subject: **Local Government Climate Action Plan Survey**

RECOMMENDATION: (all/directors/majority)

Receipt

BACKGROUND

The Regional District must fill out and make public the LCAP survey every year to continue to receive the LGCAP funds. The draft survey is attached and will be submitted to the province before the end of July.

The Regional District is reporting that it spent \$1,813,412 on climate change related projects. This includes the amount spent in 2022 on the Highway 16 commuter trail between Smithers and Telkwa; the Hazard, Risk and Vulnerability Assessments; the Fire Smart Program; and 10% of the staffing costs associated with planning which is an estimate of the staff effort associated with preparing the climate reduction strategies that are now included in the Official Community Plans (OCP).

A carbon reduction estimate of the amount of carbon saved from diverting motor vehicle traffic to bicycle traffic on the Highway 16 commuter trail will be made in the 2023 report.

The Regional District has tracked its own carbon usage in 2022 and is in the process of compiling the data. The estimate will be available before the board meets and will be brought forward as a supplementary item.

Attachment: LGCAP Draft Survey

LGCAP Year 2 Survey

The Survey

Question 1: How many staff in full time equivalents (FTEs) are dedicated to working on climate action?*

For example: Can include staff in engineering, emergency management, sustainability, transportation, waste management, etc.

If a staff member is a climate action coordinator and works 100% on climate-related issues, add 1.0. If a staff member works approximately 25% (please estimate) on climate-related issues, add 0.25. Working on climate-related issues does not need to be written into the staff member's job description to be counted here.

0.25

Question 2: Does your local government or Nation have a climate action plan or other guiding document(s)? *

Yes

No

If not, please select one or more options from the list.*

No, but we are currently undertaking one and it will be completed in the next two years.

No, we are not intending to undertake one due to lack of financial capacity.

No, we are not intending to undertake one due to lack of expertise or technical capacity.

Question 3: Has your local government or Nation declared a climate emergency?*

Yes

No

Question 4: Please select the top 3 challenges impeding the advancement of climate action in your community.*

Lack of jurisdiction.

Lack of staff capacity or expertise.

Lack of financial resources.

Lack of data or information.

Lack of local political support.

Lack of provincial or federal government support or collaboration.

Other.

Question 5: For the 2022 calendar year, has your local government or Nation measured and reported associated corporate GHG emissions?*

Yes

No

No, but for a past year. (Please enter most recent year completed: YYYY)

If your local government or Nation measured 2022 corporate GHG emissions, please report the number of corporate GHG emissions from services delivered directly by your local government (in tonnes of carbon dioxide equivalent).*

1

If your local government or Nation measured 2022 corporate GHG emissions, please report the number of corporate GHG emissions from contracted services (in tonnes of carbon dioxide equivalent).*

0

If your local government or Nation measured 2022 corporate GHG emissions, please report the total number of corporate GHG emissions from both directly delivered and contracted services (in tonnes of carbon dioxide equivalent).*

This would be the sum of the two questions above.

1

Optional: Please indicate how many tonnes of CO2e are associated with facilities.

Optional: Please indicate how many tonnes of CO2e are associated with mobile sources.

Please provide the link to the public report if available.

Optional

www.rdbn.bc.ca

Optional: Please provide any further comments you wish to share on corporate emissions measurement and reporting here (e.g. system or approach used to measure corporate emissions).

Question 6: For the 2022 calendar year, have community-wide GHG emissions been measured for your local government or Nation?*

- () Yes
 () In-progress
 (X) No

If not, please select all that apply from the list.*

- [] No, community GHG emissions were not reported because the 2022 Provincial Community Energy and Emissions Inventory data has not been released.
 [X] No, community GHG emissions were not reported because the 2022 Provincial Community Energy and Emissions Inventory does not report transportation data.
 [X] No, we do not measure and report community-wide emissions data due to lack of financial capacity.
 [] No, we do not measure and report community-wide emissions data due to lack of staff and technical capacity.
 [] No, we do not measure and report community-wide emissions annually. (Please indicate most recent year completed: YYYY)

If not, has your community or Nation measured and reported community-wide emissions in the past?*

- () Yes
 (X) No

Question 7: Currently, the Province's legislated GHG emission reduction targets are 40% by 2030, 60% by 2040 and 80% by 2050, relative to 2007. Please state your local government or Nation's target(s).*

	Reduction (format: e.g., 40%)	Baseline Year (format: 2007)
2030	40%	2007
2040	60%	2007
2050	80%	2007

If your local government or Nation's targets don't conform to the target years noted above, please enter them here.

Format e.g.: target 2035 50% baseline 2010, target 2060 70% baseline 2010, ...

Question 8: The Province has also committed to introducing a target of net-zero emissions by 2050. Does your local government or Nation have a net-zero or carbon-neutral emissions target?*

- () Yes: Net-zero (Net-zero refers to a jurisdiction achieving a balance between greenhouse gas emissions produced and removed from the atmosphere (e.g. planting trees or using carbon capture technologies))
 () Yes: Carbon neutral (Carbon neutral refers to a jurisdiction achieving a state of no net carbon dioxide emissions being released into the atmosphere (e.g. Reducing emissions as far as practical and purchasing offsets or other similar mechanisms))
 (X) No

Question 9: If data was provided by the Province, which three supporting indicators would be most valuable to your local government or Nation to advance climate action?*

- [X] Housing type: Private dwellings by structural type

- Floor area: Average floor area by building category and era
- Residential density: Population and dwelling units per "net" land area
- Commute by mode: Employed labour force by mode of commute
- Greenspace: Land area that is parks and protected greenspace
- Walk score: Proximity to services
- Proximity to transit: Persons, dwelling units and employment within walking distance of a "quality" transit stop/line
- Other

Accurate data regarding vehicle use in rural areas

Optional: Please provide any further comments you wish to share on community-wide emissions measurement and reporting here.

Question 10: Please indicate all climate initiatives your local government or Nation had in-progress or completed in the 2022 calendar year related to the buildings sector.*

The buildings and communities sectoral target for the province is 59% to 64% emissions reductions by 2030.

- Zero-carbon new construction (please enter date in pop-up textbox below)
- Highest efficiency standards for new space and water heating equipment
- Topping up Provincial energy efficiency programs
- Step Code adoption
- Zero Carbon Step Code
- Zero-carbon heating requirement
- Net zero buildings commitments
- Efficiency upgrades to public buildings
- Demand-side management
- Not applicable
- Other

Optional: Please highlight a community project(s) that was in-progress or completed in the 2022 calendar year related to buildings.

Efficiency upgrade to main office building - in progress

Question 11: Please indicate all climate initiatives your local government or Nation had in-progress or completed in the 2022 calendar year related to the transportation sector.*

The transportation sectoral target for the province is 27% to 32% emissions reductions by 2030.

- Demand-side management to reduce distance travelled (single-occupancy vehicle commute reduction programs, parking disincentives)
- Improving or expanding public transportation
- Mode shift targets in Official Community Plan, Regional Growth Strategy or other guiding document
- Established personal transportation target goals, and measures to reach them, in annual reports – must include target goals for vehicle kilometre reduction, mode share for active transportation and zero-emission vehicles – and report on progress
- Established commercial transportation target goals, and measures to reach them, in annual reports – must include target goals for vehicle kilometre reduction, mode share for energy efficient commercial transportation and zero-emission vehicles – report on progress
- Implemented zero-emission vehicle first procurement policy for all local government on and off-road vehicles purchases.
- Implemented a zero-emission vehicle preference or requirement for contracted work from a service provider
- Bylaws updated to prioritize energy efficient transportation hierarchy (i.e. pedestrians first)
- Revising existing bylaws or implementing new ones to support active transportation
- Active transportation planning
- Active transportation infrastructure investments
- Electric vehicle charging studies/planning

- Established electric vehicle charging ready bylaws
- Electric vehicle charging infrastructure investments
- Streamlined hydrogen fuelling station permitting process
- Required new and/or existing gasoline and card lock fuel stations to include zero-emission vehicle infrastructure development
- Required green roads certification for any new or significantly modified existing roads
- Not applicable
- Other

Optional: Please highlight a community project(s) that was in-progress or completed in the 2022 calendar year related to transportation.

Cycle 16 Bicycle Trail Construction between Smithers and Telkwa

Question 12: Please indicate all climate initiatives your local government or Nation had in-progress or completed in the 2022 calendar year related to community-wide action.*

- Complete, compact communities
- Organics diversion
- Circular economy or zero waste strategy
- Sustainable procurement policy
- Energy emission plans
- Renewable energy investments (e.g. district energy, waste heat recovery, biomass)
- Green/blue carbon sequestration
- Compliance carbon offset projects
- Voluntary carbon offset projects
- Bylaws updated to allow at least three units in all single-family zones
- Other
- Not applicable

Complete, Compact Communities - Please select all that apply.*

See Complete Communities Guide and Program for supports advancing identified community goals through the creation of more complete, compact and energy efficient communities.

- Rezoning
- Smaller lots
- Density bonuses
- Secondary suites and laneway homes
- Infill development
- Urban containment boundaries
- Official Community Plans
- Regional Growth Strategies
- Community Development Plans

Optional: Please highlight a community project(s) that was in-progress or completed in the 2022 calendar year related to community-wide action.

Officially Community Plans for each Electoral Area are updated on a regular basis to support, in part, carbon reduction

Question 13: Please indicate all initiatives your local government or Nation completed or had in-progress in the 2022 calendar year to adapt to and build resilience to climate impacts. *

- Undertaking or completing a risk assessment or <https://www2.gov.bc.ca/gov/content/safety/emergency-management/local-emergency-programs/assessment-analysis> Hazard Risk Vulnerability Assessment (HRVA)

- Addressing current and future climate risks through plans, adaptation measure implementation, programs, service delivery, asset management and/or other functions.
- Collaboration with other communities on resilience planning/initiatives
- [Hydro climatological](https://www.weather.gov/safety/drought-hydroclimate) data collection
- Monitoring climate risks (floods, wildfire, etc.)
- Public engagement on climate risks and actions
- Providing training (adaptation and mitigation skills)
- Creation of policy/procedures to affect change (putting climate considerations into decision-making processes)
- Creating data systems to support climate action
- Utilizing natural assets/nature-based solutions
- Developing emergency/hazard response plans
- Not applicable
- Other

Optional: Please highlight one or more climate adaptation project(s) that were completed or in-progress in the 2022 calendar year to reduce risk and increase resilience.

Two year Hazard, Risk and Vulnerability Analysis completed in 2022. Providing an ongoing FireSmart Program

Question 14: Has a climate risk and vulnerability or similar assessment been undertaken for your local government or Nation?*

- Yes
- No

Please provide the link to the public assessment if available.

www.rdbn.bc.ca

Question 15: What are the most significant climate hazards faced by your jurisdiction and what is the timeframe of their expected impact to your community? *

For each selection, please then indicate if the timeframe of their expected impact is short, medium, long or not sure.
(short [current/by 2025]; medium [2026-2050]; long [beyond 2050])

- Extreme heat and heat stress
Unknown
- Extreme cold, snow and ice
Unknown
- Water shortages
- Wildfire
Yearly
- Overland flooding
Yearly
- Coastal flooding, storm surge events and/or other coastal hazards
- Wind, rain, and other storm events
Not Sure
- Ecological impacts (examples of ecological impacts include biodiversity loss and erosion)
- Cultural impacts (examples of cultural impacts include threats to identities, languages, and livelihoods)
- Human health impacts
- Not applicable/no hazards

Not sure

Other

Question 16: What information do you need to know to be able to plan effectively for the future of your community, with respect to the impacts identified in Question 15? Please select one or more of what you consider the most valuable types of information for planning.*

- Local observations and/or Indigenous knowledge
- Localized climate modelling and projected scenarios
- Assessment of potential community impacts
- Assessment of community vulnerabilities
- Risk assessment of hazards
- Mapping of climate change impacts and hazards
- Demographic information
- Projected development
- Adaptation planning information
- Technical expertise to implement solutions
- Community/stakeholder engagement and support
- Information on partnership opportunities
- Examples of actions taken by other communities
- Not sure
- Other

Question 17: Based on the hazards you indicated as most significant in Question 15, which groups are most vulnerable to the impacts of climate hazards?*

- Low-income households
- Indigenous Peoples
- Racialized communities
- Newcomers to Canada (immigrants and refugees)
- People experiencing homelessness
- Seniors
- Women and girls
- Persons with disabilities
- LGBTQIA2S+: Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, Asexual, Two-Spirit, and additional sexual orientations and gender identities
- Not sure
- Other

Question 18: Of the hazards identified in Question 15, please specify the associated adaptation measures completed or in-progress in the 2022 calendar year, if any.

If entering a hazard under "Other", please also write the hazard in the "Adaption measure" textbox.

Hazard

Adaptation measure

Extreme heat and heat stress	<i>Plan Being Developed</i>
Extreme cold, snow and ice	<i>Plan Being Developed</i>
Water shortages	<i>In Research Phase</i>
Wildfire	<i>FireSmart Program</i>

Overland flooding	<i>Floodplain Mapping Project in Partnership with the Province</i>
Coastal flooding, storm surge events and/or other coastal hazards	
Wind, rain, and other storm events	
Ecological impacts	
Human health impacts	
Cultural impacts	
Other	

Question 19: How does your community ensure equitable access to and distribution of climate action opportunities and benefits?*
Please select all that apply.

- By collecting and analyzing disaggregated and/or spatial data on the impacts of climate policy and change.
- By engaging with equity seeking groups/frontline communities most impacted by climate policy and change.
- By designing and implementing climate actions that remove barriers to participation in planning and programs faced by equity seeking groups/frontline communities most impacted by climate change.
- There are no specific measures in place to ensure equitable access to and distribution of opportunities and benefits.
- Not sure how to integrate equity into our climate action work.
- Not sure if equity is being integrated into our climate action work.

Optional: Please highlight a climate initiative completed or in-progress in the 2022 calendar year that promotes equity and inclusion.

Question 20: What did/will your local government or Nation spend its LGCAP funding on for year one of the Program (2022)? Please select all that apply and indicate the dollar value associated with each initiative.*

Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25).

If selecting "Other", please write both the item and the amount of funding in the textbox.

- Staffing
- Climate study
- Energy study
- Asset management
- Risk and vulnerability assessment
- Emergency response planning
- Vulnerability and risk reduction strategy
- Climate finance planning
- Climate engagement
- Resilient infrastructure
- Green infrastructure
- Natural assets evaluation and accounting
- Buildings initiatives
- Transportation initiatives

-
- Community-wide initiatives
- Put in reserve for future project
92082
- Corporate emissions inventory measurement and reporting
- Leveraging funds from other sources/ grant stacking
- Other

Reserve funding - How will funds be allocated?

- Please indicate the project(s) funds have been allocated to.
Building Upgrades
- No decision has been made. nbsp;

Optional: Please highlight the initiative(s) your local government or Nation's LGCAP year one funding will support.

Question 21: How much additional funding for climate action were you able to invest by leveraging your LGCAP funds? This could include matching grants as well as private investment.*

Format: no dollar sign and up to two decimal places

30000

Question 22: Please estimate the total investment in climate mitigation your local government or Nation made in 2022, including from sources beyond your LGCAP funds.

For guidance, this includes (but is not limited to): integrating climate change mitigation (i.e. GHG reduction) measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, and increasing human and institutional capacity with respect to climate change mitigation.*

Format: no dollar sign and up to two decimals

If no estimate is possible, please provide 0 as an answer.

0

Question 23: If estimated and available, what are the expected emissions reductions from these investments?

Format: in tonnes CO2e

0

Question 24: Please estimate the total investment in climate adaptation and resilience your local government or Nation made in 2022, including from sources beyond your LGCAP funds.

For guidance, this includes all actions that strengthen resilience and the ability to adapt to climate-induced impacts. Examples include (but are not limited to): addressing climate-related hazards; integrating adaptation measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, increasing human and institutional capacity with respect to climate adaptation, and impact reduction and early warning systems.*

Format: no dollar sign and two decimal places

If no estimate is possible, please provide 0 as an answer.

1812412

Question 25: Does your community or Nation use a formal framework to apply a climate lens on infrastructure planning and decision-making?*

This could include the Provincial preliminary GHG assessment guidance, the Federal climate lens guidance, or another climate lens framework.

- Yes
- No

Question 26: What is the value in the Program's continuity for your community?

Optional

Note on posting the survey publicly:

- Optional questions and responses such as this one can be omitted.
- The Province will use the information for internal purposes only.
- When posting the survey publicly, the design / format of the form can be changed.
- All information from required questions must be included.

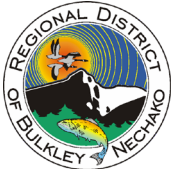
Attested by (first name, last name)*

Professional title*

Local government or Modern Treaty Nation*

Date*

Attestor signature*



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: July 13, 2023
Subject: **Departmental Quarterly Reports – 2nd Quarter**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

Departmental Quarterly Reports for the 2nd Quarter of 2023 have been prepared to keep the Board apprised of the status of strategic priorities, departmental work plans, and normal operations.

ATTACHMENTS:

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



Administration

April 1, 2023 – June 30, 2023

Table of Contents

Staffing	3
Strategic Priorities	3
Relationships with First Nations	4
North Central Local Government Association (NCLGA) Conference and AGM	4
Union of BC Municipalities (UBCM) Convention	4
Housing Supply	5
Economic Development	5
Connectivity.....	5
Tourism.....	5
Recruitment.....	5
Funding Requests.....	5
Agriculture.....	5
Bulkley-Nechako Joint Accessibility Advocacy Committee.....	6

Staffing

Fulltime permanent:

Curtis Helgesen, CAO

Cheryl Anderson, Director of Corporate Services

Wendy Wainwright, Deputy Director of Corporate Services

Danielle Sapach, Administration Clerk

Justin Greer, First Nations Liaison

Nellie Davis, Manager of Regional Economic Development

Shari Janzen, Economic Development Assistant

Cameron Hart, Economic Development Assistant

Marissa Moroski, Custodian

Strategic Priorities

The following were identified as the Board's top priorities at its Strategic Planning Session in April 2023.

2023-2026 STRATEGIC PRIORITIES
<p>Relationships with First Nations</p> <ul style="list-style-type: none"> ➤ To enhance relationships with First Nations in the region and explore opportunities to collaborate and work in partnership for the benefit of our communities. <ul style="list-style-type: none"> ○ Extend invitations for informal meetings/meals with each First Nations government in the region ○ Share and discuss respective strategic goals and objectives to identify opportunities for cooperation and collaboration on areas of mutual interest ○ Investigate and identify opportunities for the RDBN to provide specific services to First Nations Communities
<p>Advocacy with the Province</p> <ul style="list-style-type: none"> ➤ To advocate and build relationships with provincial ministries to ensure the needs of the region are represented, impacts on our communities from their decisions and policies are understood, and adequate resources are made available to support new and increasing expectations of local government. <ul style="list-style-type: none"> ○ Support efforts to secure an agreement under the Resource Benefits Alliance by engaging with our communities and consistently messaging our expectations to the Province ○ Identify and prioritize topics and issues for provincial advocacy and advance our interests by developing strategic and consistent messaging, and offering solutions that are aligned with mutual goals ○ Extend invitations to ministers or senior ministry staff to visit our region so they can observe and discuss our issues and interests in-person
<p>Housing Supply</p> <ul style="list-style-type: none"> ➤ To ensure there is an adequate supply and variety of housing options for our citizens. <ul style="list-style-type: none"> ○ Provide support to the non-profit sector in their pursuit of affordable housing projects and initiatives ○ Advocate with the Province for appropriate rules and regulations to reduce impediments to housing development and better-reflect the needs of northern residents ○ Investigate opportunities for the Regional District to plan for and/or support the development of workforce housing

Administration

April 1, 2023 to March 31, 2023

Community and Economic Sustainability

- To identify and pursue opportunities to support and diversify our economy.
 - Convene a tourism summit to better-understand the needs of the tourism sector and explore how the regional district can support and advance tourism in the region
 - Revisit, prioritize and advance recommendations of the RDBN Food and Agriculture Plan and the work of the Agriculture Coordinator
 - Continue advocacy efforts with the Federal and Provincial governments, First Nations communities and industry for high-speed internet service and explore innovative solutions for high-speed internet service in partnership with the Connectivity Committee and other partners

Relationships with First Nations

During the second quarter of 2023, the First Nations Liaison sent consultation letters to First Nations regarding the Highway 35 multi-use trail and the Parks and Trails Master Plan projects.

Staff drafted an RDBN Reference Guide to First Nations in the region.

Staff attended a portion of a Lake Babine Nation Foundation Agreement (LBNFA) Forum meeting in Burns Lake. Lake Babine Nation and Federal and Provincial staff attended an RDBN Board meeting the following day to provide an overview of the LBNFA.

Staff and Directors attended a ground-breaking ceremony for the Tachick Lake Healing Centre.

Staff continue to attend Southside First Nations, Skeena Roundtable, Lake Babine Nation Inter-Agency, and Water Engagement Initiative meetings.

Advocacy with the Province

North Central Local Government Association (NCLGA) Conference and AGM

RDBN Directors attended the NCLGA Conference and AGM in Dawson Creek, B.C. The RDBN submitted the following resolutions for consideration:

- Building Bylaw Enforcement
- Clean Transportation
- Healthcare Worker Shortage

Union of BC Municipalities (UBCM) Convention

Staff are preparing for the upcoming UBCM Convention. Requests have been submitted to meet with the following Ministers during the Convention:

- Premier Eby
- Honourable Pam Alexis, Minister of Agriculture and Food
- Honourable George Heyman, Minister of Environment and Climate Change Strategy
- Honourable Katrine Conroy, Minister of Finance

Administration

April 1, 2023 to March 31, 2023

- Honourable Anne Kang, Minister of Municipal Affairs
- Honourable Adrian Dix, Minister of Health
- Honourable Ravi Kahlon, Minister of Housing and Government House Leader
- Honourable Murray Rankin, Minister of Indigenous Relations and Reconciliation
- Honourable Nathan Cullen, Minister of Land, Water and Resource Stewardship
- Honourable Rob Fleming, Minister of Transportation
- Honourable Bowinn Ma, Minister of Emergency Management and Climate Readiness

Housing Supply

The Board approved utilizing \$400,000 of the Growing Communities Fund for 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.

Economic Development

Connectivity

Staff continue to advocate and work on developing projects that ensure all residents receive access to affordable, highspeed internet.

Tourism

Staff are participating in engagement sessions for the Destination Development Strategy for Northern BC, as well as regular tourism marketing initiatives such as Ride North, Route 16, Go North RV, and Visit Northwest BC.

Recruitment

Staff are participating in engagement around immigration with the Ministry of Municipal Affairs and will be assisting with an information session on talent recruitment in Burns Lake.

Funding Requests

Staff are preparing to support groups including volunteer fire departments and search and rescue groups with applications to the Community Gaming Public Safety intake over the next months.

The Connecting Consumers and Producers Community Event Grant Program is open and receiving applications. Staff will do outreach at local markets over the summer.

Agriculture

Staff continue to advocate for solutions to the veterinarian shortage.

Administration

April 1, 2023 to March 31, 2023

[Bulkley-Nechako Joint Accessibility Advocacy Committee](#)

The Terms of Reference and Application for Membership have been approved. Work to recruit members for the Bulkley-Nechako Joint Accessibility Advocacy Committee is underway with partner organizations.



Finance

April 1, 2023 to June 30, 2023

Staffing

Fulltime permanent:

John Illes, Chief Financial Officer

Kim Fields, Accounting Clerk II (Payroll)

Crystal Miller, Accounting Clerk II (Finance)

Chelsey Fields, Accounting Clerk I Accounts Payable and Receivable

Budget Amendment 2023

The Finance Department is busy preparing a budget amendment to include updates that have happened since the end of March as well as the Board's plans for the Growing Community Fund.

Statistic Highlight for the 2nd Quarter 2023

Accounts payable paid a total of \$5,270,712, in invoices in the first six months of 2023.

Accounts Receivable has a balance as of June 30th is \$291,523 with \$67,795 over 60 days (\$307,421 with \$33,661 over 60 days last quarter).

Procurement

The standardized contract template is nearly finalized. Ten formal procurements have been posted to BC Bid (but not all have closed) since the beginning of January.

Accounting

The Finance Department is preparing for the 2023 requisition to be received in early August as well as preparing for the annual grants to member municipalities for services provided by the municipalities such as rural fire services. The Financial Statements for the six months ending June 30th are also currently being prepared and will be available in the August board meeting for discussion and review.



Protective Services Department

April 1, 2023 – June 30, 2023



Table of Contents

- General 3
- Staffing..... 3
- 911 Service 3
 - Transition to NG911..... 4
 - 911 Dispatch Communications..... 4
 - Bulkley Nechako Emergency & Public Alerts 5
- Rural Fire Protection..... 7
 - Administration of Rural Fire Protection Agreements..... 7
 - Administration, Training, and support with funding and large acquisitions for the four Rural Fire Departments..... 7
 - Fire Department Response 8
- Emergency Preparedness Planning Service 9
 - Responding to emergencies affecting rural residents..... 9
 - Training staff and volunteers..... 9
 - Administration of the Bulkley-Nechako Emergency Support Services Program 9
 - Public Education..... 9
 - Engagement with Partners of Emergency Management..... 9
 - Hazard Risk & Vulnerability Analysis 9
 - Neighborhood Emergency Preparedness Program..... 10
 - FireSmart Program 10
 - Northern Emergency Support Services Conference 10
 - Occupational Health & Safety..... 10



General

The Protective Services Department is responsible for the following services: 911, Rural Fire Protection, Emergency Preparedness and Administration projects. The following information provides a brief update on the status of the 2022 Protective Services Workplan and the ongoing operations of the services provided to residents.

Staffing

Fulltime permanent:

- Director of Protective Services – Deborah Jones-Middleton
- Regional Fire Chief – Jason Blackwell
- Emergency Program Coordinator – Christopher Walker
- Protective Services Assistant – Trina Bysouth

Fulltime temporary:

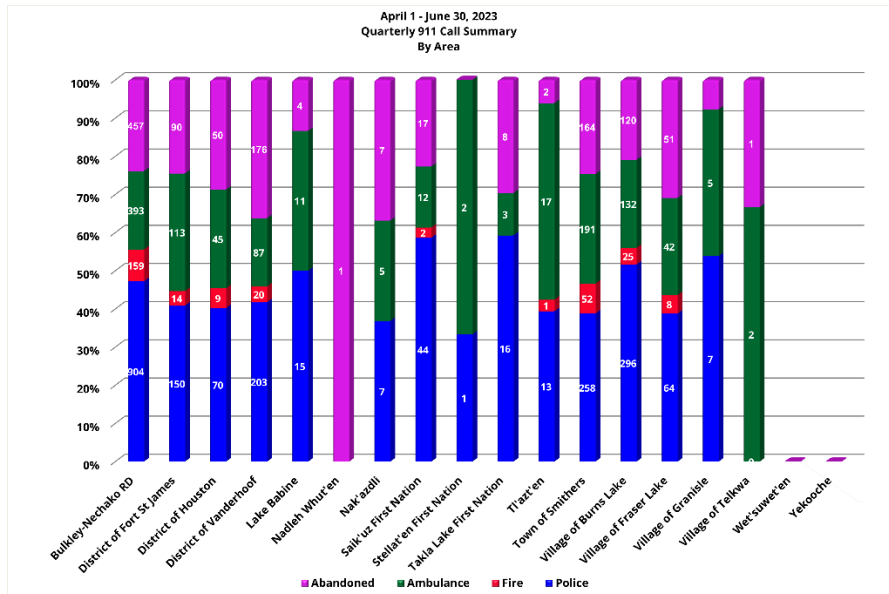
- FireSmart Educator – Ryann VanTine
- Three Summer Students: Emma Moore, Grace Zayac, and Jordan Illes

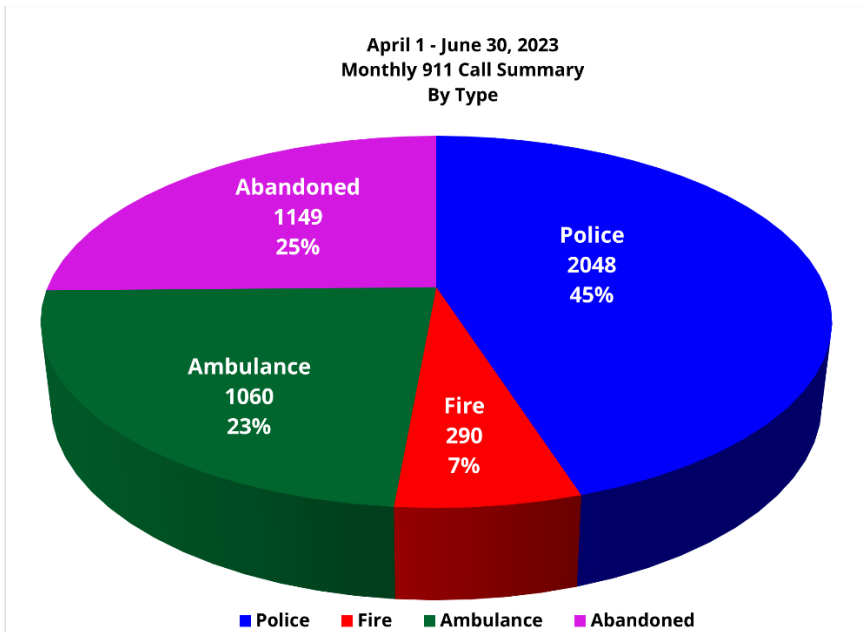
Staffing changes since last report

None

911 Service

E-COMM received **4547** 911 calls for the months of April, May, and June 2023 from within the geographic boundaries of the Regional District of Bulkley-Nechako. The charts below show the 911 calls received by jurisdiction and call type.





Transition to NG911

Staff continue to work with the Regional District of Fraser-Fort George to coordinate the upgraded dispatch consoles that will be installed in all the Fire Halls to support the increased functionality of NG911.

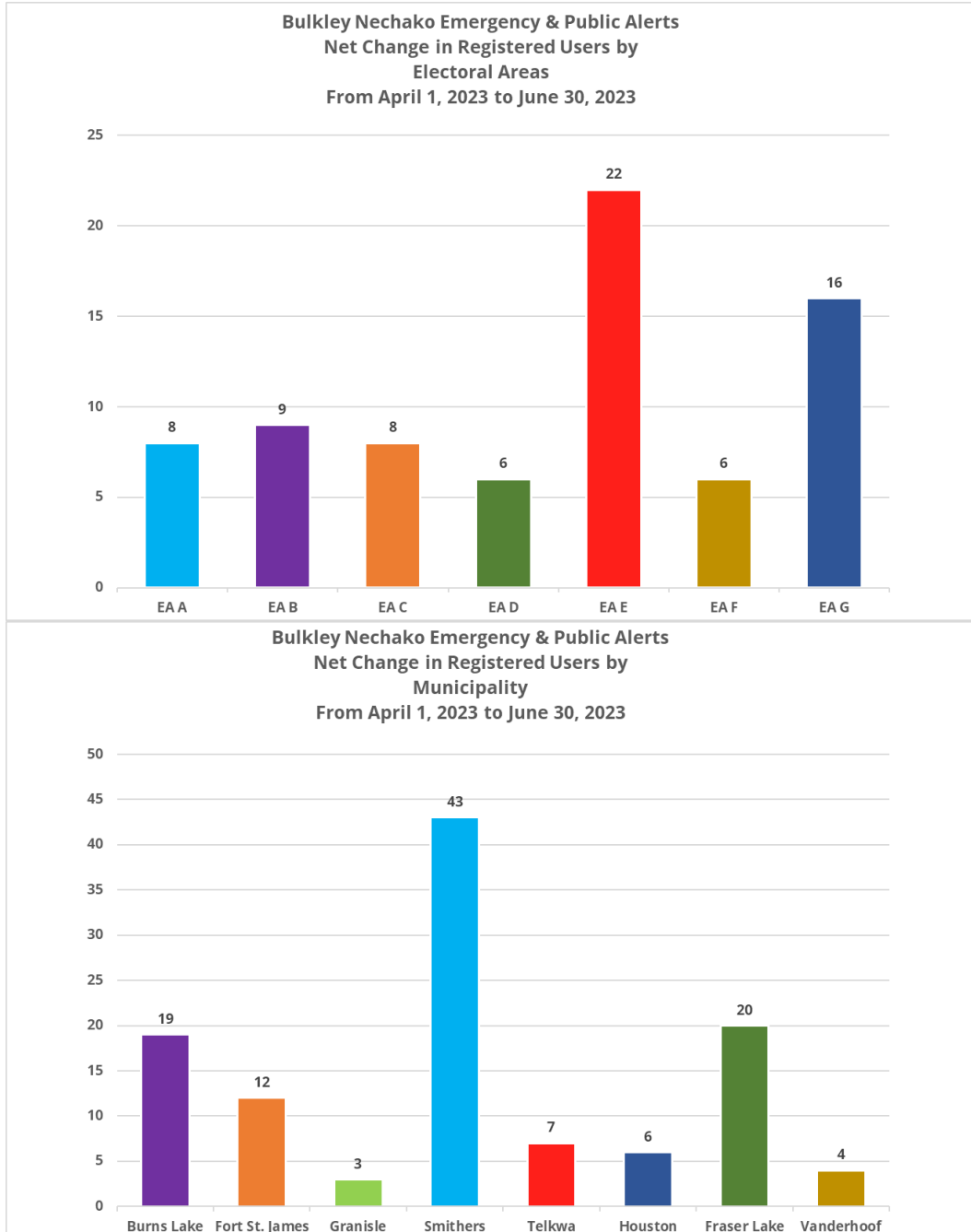
911 Dispatch Communications

Annual maintenance was completed by Tower Communications at all 12 locations across the RDBN. All equipment was noted to be in good working order with only a few upgrades of ageing batteries. The only major upgrade that was recommended was for a new communications tower to be installed at the Southside location. This will cut down on the weak signal and interference that they are experiencing.



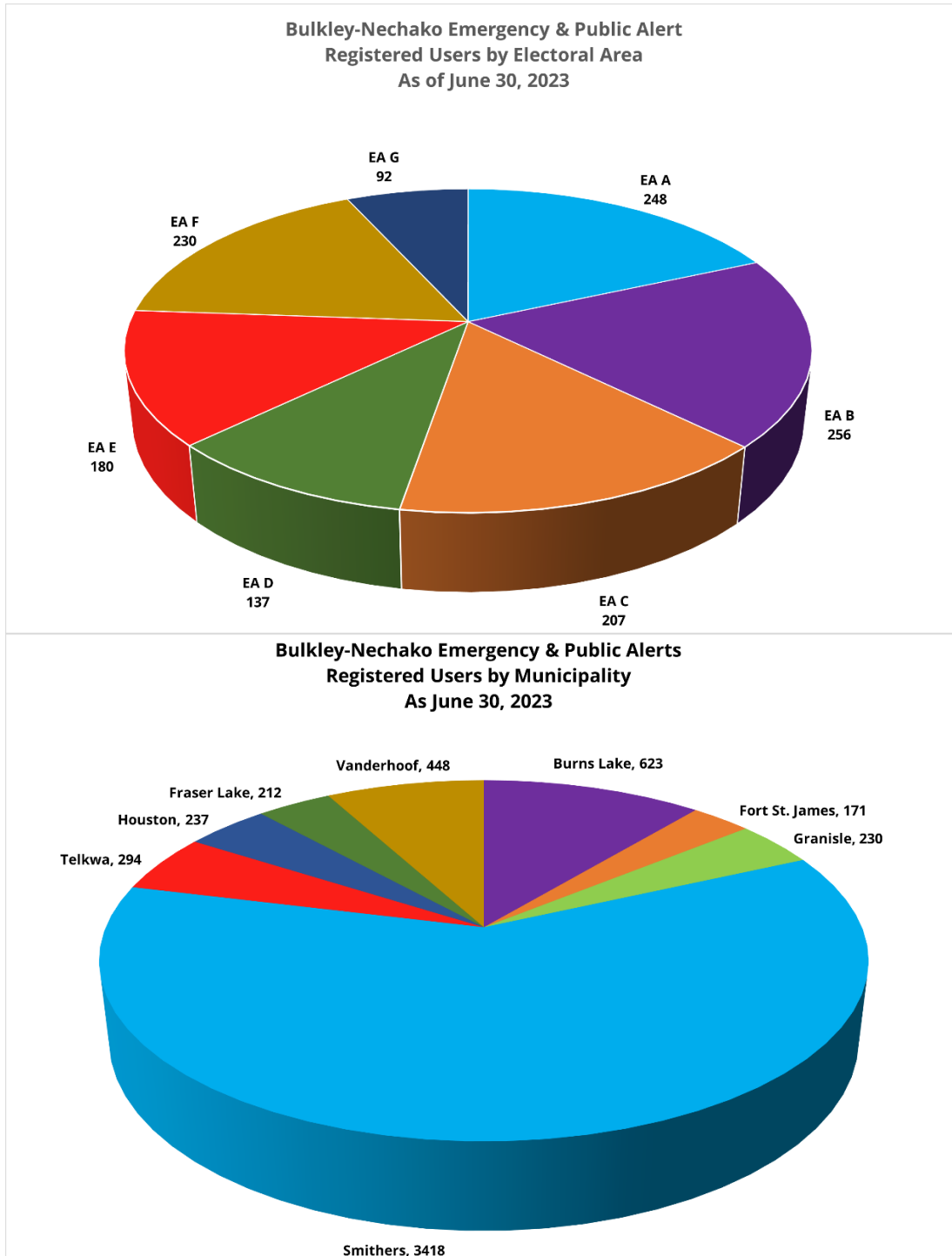
Bulkley Nechako Emergency & Public Alerts

The RDBN continues to promote the use of the BNE&PA across the region. There have been **75** new users for the electoral areas and **154** new users for the municipalities in the second quarter, which is reflected in the two graphs below.





There are a total of **1,350** users signed up for the electoral areas and **5,673** participants signed up for the municipalities as reflected in the two graphs below.



Monthly refresher training sessions are continuing for all the administrators, and individual sessions can be set up at any time.



Rural Fire Protection

Administration of Rural Fire Protection Agreements

Staff are currently working on drafting Fire Service Agreements with Cheslatta Carrier Nation, Nee Tahi Buhn Band, and Skin Tyee First Nation for fire protection services provided by the Southside Volunteer Fire Department.

Administration, Training, and support with funding and large acquisitions for the four Rural Fire Departments

The request for proposal has been posted on BC Bid for the installation of the underground water storage tanks at Round Lake and Topley for fire suppression purposes. Closing date was June 22 and we had 2 proponents submit proposals.

The extrication equipment and backup generator that was purchased with Northern Capital and Planning funds from Director Lambert Electoral Area E is still in progress.

In discussions with Fort Garry Fire Trucks, the water tender for Fort Fraser is still on target for a late July – early August delivery.

The Community Emergency Preparedness Fund for Volunteer and Composite Departments is still active. Most of the equipment that was identified has been ordered and delivered, with only a couple outstanding items. An air brakes course was held in Houston with attendees from Southside and Topley, and staff are coordinating another one for members of Fort Fraser and Cluculz Lake. Some Driver training courses are in the works as well as a Wildland firefighter Train the Trainer course planned for the fall. Online self-paced courses are also on going.

Cluculz Lake has finished the in house first responder training and are working towards implementing the program so they can provide first responder services to the Residents within the Fire Protection Service Area.

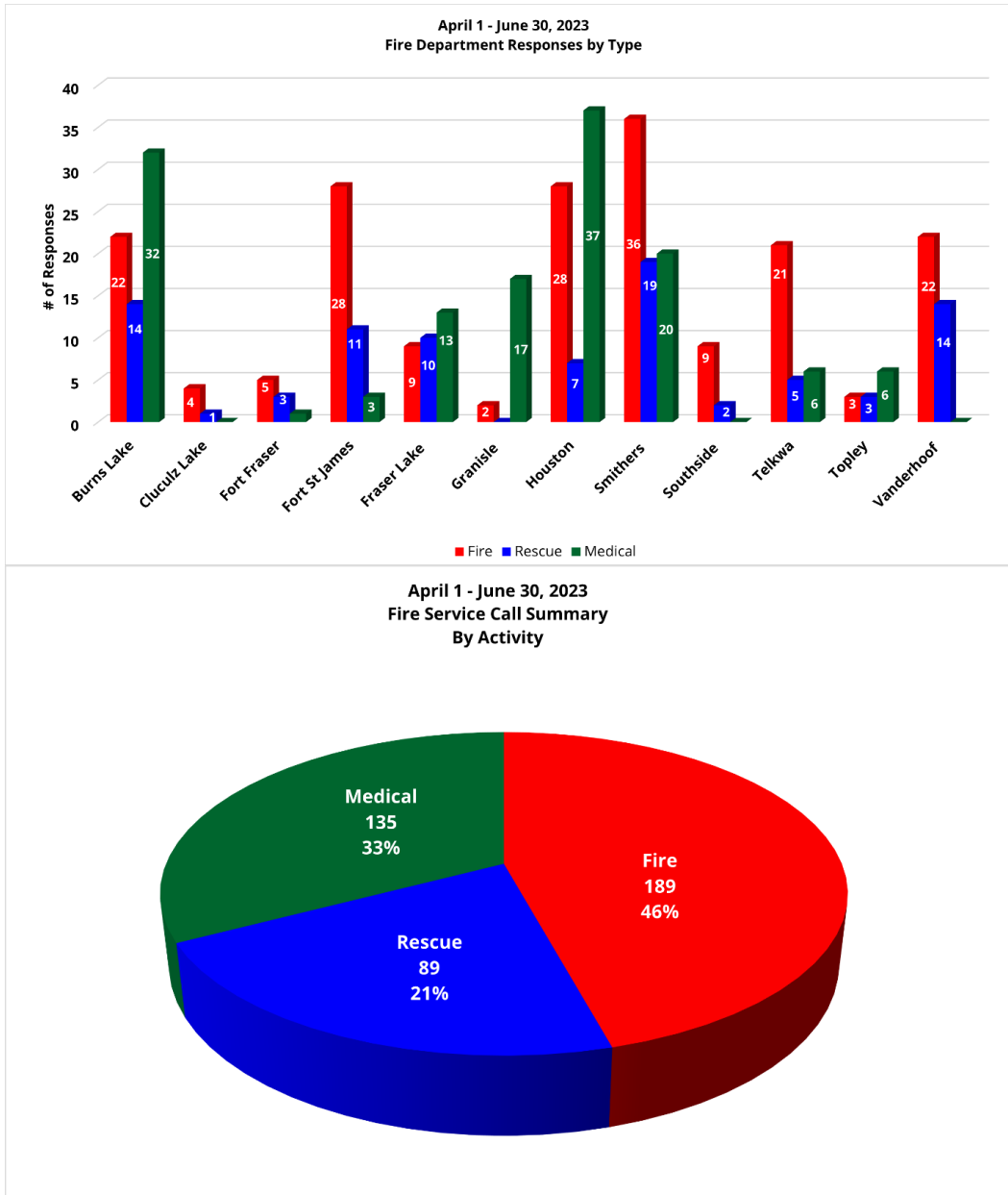
Staff held a Rural Fire Chiefs meeting in April. A review of the new training standards and discussion on topics such as budgets and grant opportunities. An Incident Commander training was provided in the afternoon.



Fire Department Response

Fire department responses vary in type and frequency across our region.

Of the **4,547** 911 calls received from April - June, **413** were forwarded to the Fire Operation Communication Centre, either from E-Comm, BC Ambulance, RCMP, or Mutual Aid Departments, for Fire Department response. The charts below shows the 911 calls received by call type and by each Fire Department.





Emergency Preparedness Planning Service

Responding to emergencies affecting rural residents

- Activation of the Emergency Operations Centre (EOC) due to spring freshet and wildfire conditions from May 16 to May 23.
 - One Hazard Notice was issued in partnership with Village of Telkwa and Town of Smithers due to flood warning on the Bulkley River.
 - Staff monitored the wildfire and freshet situation.
- Supported one evacuated family from Peace River Regional District who came to Electoral Area F.
- Supported Tl'azt'en First Nation in facilitating Emergency Support Services to community member.
- Activation of the EOC for wildfire response from June 9 ongoing.
 - Evacuation Alerts in place for Chuchi Lake and Manson Creek.
 - Evacuation Order in place for Germansen Landing and 12 Mile in collaboration with Takla Nation and BC Parks.
 - The Reception Centre is open at the Vanderhoof Arena from 12 – 2 daily.
- Research into drought and water scarcity planning.

Training staff and volunteers

- Supported an Emergency Support Services (ESS) Bootcamp in Smithers for ESS volunteers from Northwest BC.
- Two staff members completed EOC courses.

Administration of the Bulkley-Nechako Emergency Support Services Program

- Assisting Vanderhoof Emergency Support Services in re-establishing their team.
 - Currently have 8 new volunteers and one new ESS Director.

Public Education

- Attended two community emergency preparedness events in conjunction with RDBN FireSmart Educator, to promote personal preparedness and Bulkley Nechako Emergency and Public Alerts.

Engagement with Partners of Emergency Management

- Continuing conversation with Takla First Nation Emergency Program Coordinator regarding wildfire G60666 developments.

Hazard Risk & Vulnerability Analysis



- Final reports for each Electoral Area and the RDBN report were completed. Distributed to all committee members, First Nation Chief and council's, local authorities, and partner agencies.

Neighborhood Emergency Preparedness Program

- Met with the Chinook Emergency Response Society and provided FireSmart and Emergency Preparedness materials for their community meeting.

FireSmart Program

2023/2024 FireSmart Community Funding & Supports

- Re-wrote grant application to reflect a two-year program.

Public Outreach

- Promoted the FireSmart program at 11 public events.

Home Partners Program

- Conducted 45 home assessments and reports.
- Issued 10 rebates amounting to \$7,205.00.

Community Wildfire Resiliency Plan (CWRP)

- Posted project RFQ on RDBN website – closing date July 31, 2023
- Community FireSmart & Resiliency Committee (CFRC)
 - Researched potential members and roles.
 - Gathered contact information.
 - Explored various engagement methods.
 - Created project charter and engagement plan.

Northern Emergency Support Services Conference

The Northern Emergency Support Services Teams Conference was held April 21 – 23 at the Prince George Civic Centre. The conference also hosted a virtual platform for participants that could not be at the in-person event. There were 206 participants attend the event. Of the 51 people that responded to the survey 90% rated the conference from relevant to very relevant.

Occupational Health & Safety

- The OH&S Committee welcomed three new committee members:
 - Kathy Barden – Landfill Attendant
 - Jeff Dufour – Transfer Station Attendant/Truck Driver
 - Will Roberts – Safety & Training Supervisor



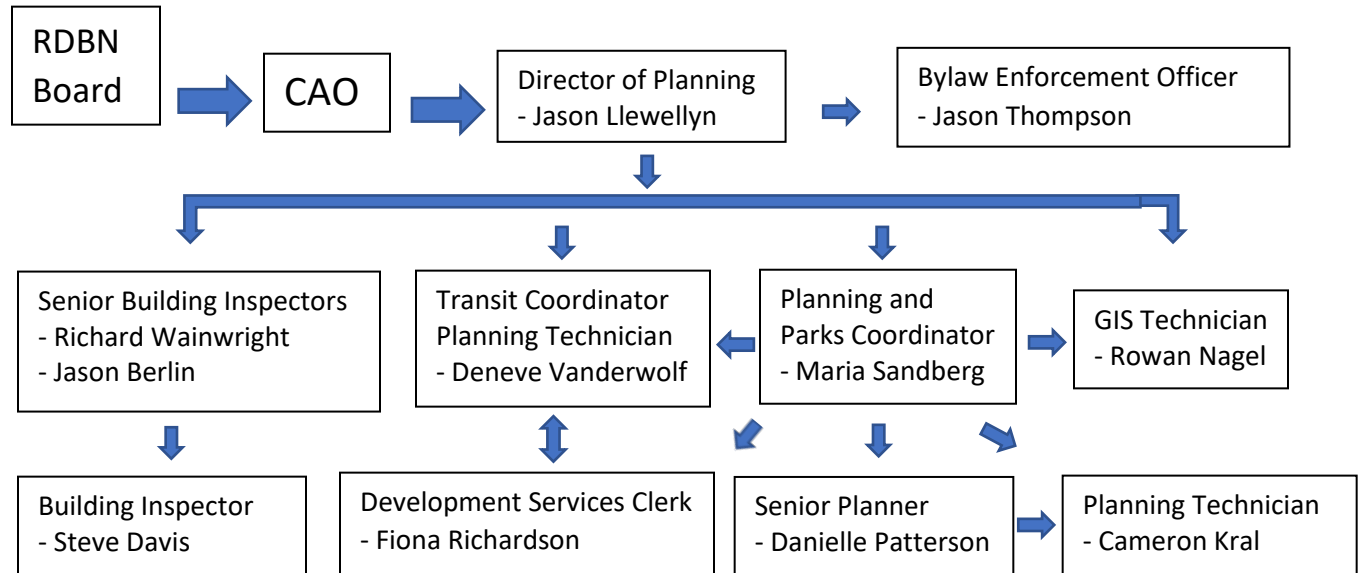
Planning Department

April 1 – June 30, 2023

Table of Contents

Staffing	3
Land Use Applications and Referrals	3
Agricultural Land Reserve Applications	3
Official Community Plan Amendments and Rezoning Applications.....	3
Temporary Use Permits.....	3
Development Variance Permits	4
Subdivision Referrals	4
Land Use Reviews	4
Other Referrals.....	4
Long Range Planning	4
Building Inspection	5
Parks and Trails	6
Cycle 16 Trail	6
Round Lake Park and Boat Launch.....	6
Trout Creek	6
Imeson’s Beach	6
Hospital Point.....	6
Parks and Trails Master Plans	7
Recreation Contribution Service Bylaws.....	7
Highway 35 Multi-use Trail	7
Park and Trails Inspections	7
Geographic Information Systems (GIS)	7
Mapping and Inquiries.....	7
House Numbering	7
Design.....	8
Conclusion	8
Transit	8

Staffing



The Planning Department includes eleven full-time positions providing Land Use Planning, Building Inspection, Parks and Trails, Transit, GIS and Bylaw Enforcement Services. Building Inspection, Bylaw Enforcement and Planning Services are also provided to municipalities on a contract basis.

The planning summer student joined the department in May and will work through to the end of August.

Land Use Applications and Referrals

Agricultural Land Reserve Applications

The Planning Department has received six ALR applications and 1 exclusion request in the second quarter of 2023.

Official Community Plan Amendments and Rezoning Applications

The Planning Department has received no new rezoning and OCP amendment applications in the second quarter of 2023.

Temporary Use Permits

The Planning Department received one temporary use permit (TUP) applications in the second quarter of 2023.

Development Variance Permits

The Planning Department received two development variance permit (DVP) applications in the second quarter of 2023.

Subdivision Referrals

The Planning Department received two subdivision referrals in the second quarter of 2023.

Land Use Reviews

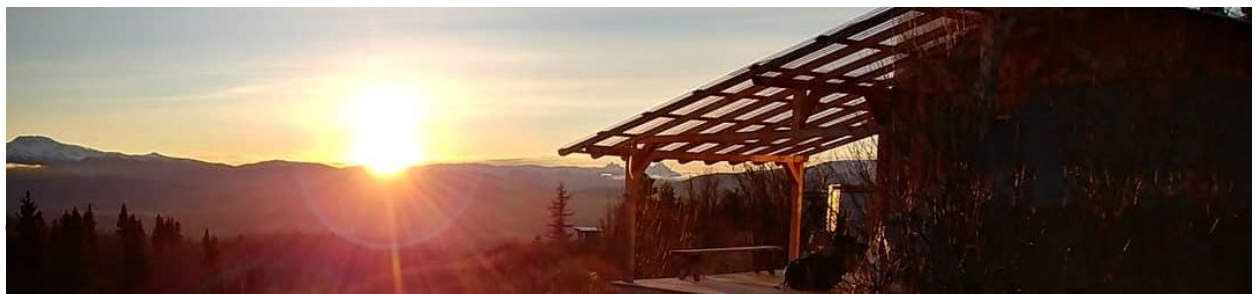
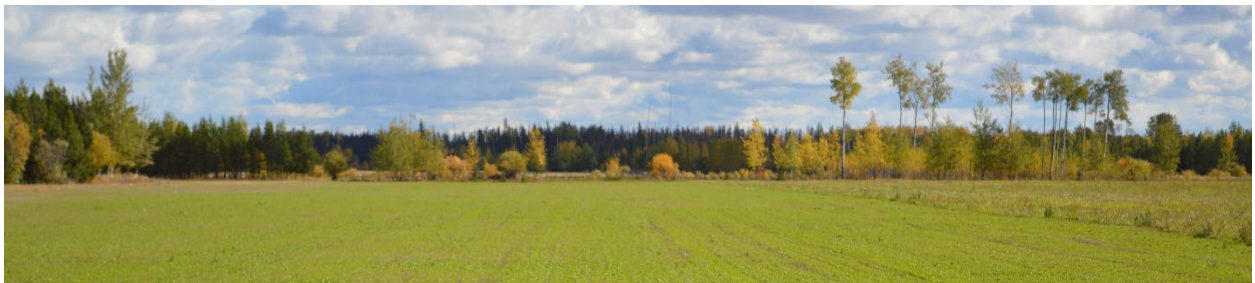
The Planning Department completed 40 land use reviews for building projects in the second quarter of 2023.

Other Referrals

A total of 16 miscellaneous referrals were received in the second quarter of 2023.

Long Range Planning

The Rural Fort St James OCP and District of Fort St James OCP reviews are in progress. In May, staff had a very beneficial meeting with Nak'azdli Whut'en about the rural OCP and the Nak'azdli Land Stewardship process. Staff continue to work with District Staff and the consultant for the Fort St James Housing Study and to finalize draft plans. Public consultation on the preliminary drafts plans is anticipated to occur in September.



Building Inspection

The RDBN received a total of 84 building permit applications in the second quarter of 2023, with a total construction value of \$15,102,412. To date there have been 117 building permits with a total construction value of \$22,813,412. This is a slight increase from the 114 building permit issued during the same period in 2022.

In the second quarter there are eight new single family dwellings being built in the rural areas and two in the municipalities receiving building inspection services.

Second Quarter Building Permit Data for 2023

Area	Total Permits	Total Construction Value (\$)
A	16	\$3,634,000
B	7	\$699,503
C	3	\$542,000
D	8	\$980,000
E	0	0
F	6	\$986,800
G	2	\$100,000
Burns Lake	12	\$6,939,115
Fort St. James	7	\$130,694
Fraser Lake	4	\$211,000
Granisle	1	\$20,000
Houston	13	\$782,300
Telkwa	5	\$77,000
First Quarter RDBN Totals		\$15,102,412
Smithers	*not available	*not available
Vanderhoof	12	\$8,111,932

*Smithers stats not available at the time of writing this report

Parks and Trails

Cycle 16 Trail

The Smithers to Laidlaw Rd section (Phase 1) of the Multi-use Commuter Trail is now open to the public! The grand opening ceremony was held on June 10 and was very well attended. The construction contractor will provide maintenance of the trail for the 2023 season.

Planning for Phase 2 of the Trail is ongoing.

Round Lake Park and Boat Launch

A kick-off meeting for the Waterfront Upgrade Project was held on-site in May and was attended by WSP's engineer and biologist, representatives for the Round Lake Community Association (RLCA), the Ministry of Transportation and Infrastructure and Regional District staff.

The consultant has obtained a legal survey of the site and is working on developing a preliminary design for the project.

Trout Creek

A Trout Creek Advisory Group meeting was held in April and discussed the short-, medium- and long-term plans for the park. The general feedback was that the site experiences significant use and functions well as a user maintained site.

A preferred location has been identified for an outhouse on the river side of the Trout Creek property. The location is within a Ministry of Environment setback covenant and staff are working with the Province to amend or remove the covenant.

Imeson's Beach

The Imeson's Beach Parking Lot and Pedestrian Railway Crossing Project has been on hold for several months waiting for CN to provide feedback on the crossing design. Staff are exploring options to move this project forward.

Hospital Point

The outhouse facility is now open for public use and the park is maintained weekly by the Lakes Outdoor Recreation Society under contract for the 2023 season.

Parks and Trails Master Plans

The consultant is finishing up the first round of consultation and public outreach consisting of open houses, a survey, letters, in-person and on-line meetings and site visits. The feedback gathered will be used to write the Parks and Trails Master Plan draft. A second round of engagement for comments on the draft plan is scheduled for the fall.

Recreation Contribution Service Bylaws

In the first quarter of 2023 staff obtained Board approval for a “Recreation Contribution Service Advisory Committees Terms of Reference” and “Recreation Contribution Grant Program Policy”. Staff also worked with the members of the four Advisory Committees to establish the 2023 budgets for the service. Funds are not planned for distribution in 2023.

Highway 35 Multi-use Trail

The contract for the conceptual design study for an accessible multi-use trail along Highway 35 was awarded to WSP. A kick-off meeting was held in June on-site with staff and the Electoral Area B Director and identified key issues and constraints for the project. The consultant is collecting input data and survey data and working on a stakeholder management plan.

Park and Trails Inspections

During the spring, staff undertook the second annual park inspections of Hospital Point, Trout Creek, and Glenannan Community Park. Imeson’s Beach was inspected even though these lands have not been formally opened as parks. Staff are working on some maintenance requirements but no significant safety issues were identified.

Geographic Information Systems (GIS)

Mapping and Inquiries

In the second quarter, the GIS Technician completed 169 tasks for RDBN staff. These requests included 107 for the Planning Department, 15 for Protective Services, 5 for Administration & Finance, 4 for Environmental Services, and 2 for Area Directors. In addition, 30 public and 6 municipal requests were completed.

House Numbering

Fifteen new addresses were issued in the rural area and 13 new addresses were issued for municipalities and First Nations in the second quarter of 2023. Three addresses were adjusted.

Design

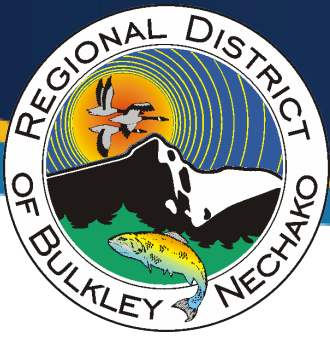
The GIS Technician completed 11 design requests in the second quarter of 2023.

Conclusion

A total of 63% of the GIS Technician's tasks were generated by the Planning Department, 16% were from other RDBN departments, and 21% were from the public.

Transit

Second quarter ridership numbers were not available at the time of writing this report.



Environmental Services

April 1, 2023 to June 30, 2023

Table of Contents

Priorities	3
Services Provided	3
Staffing	3
Notable Department Activity	4
2023 Capital Projects Update	5
Special Reports	5

Priorities

All efforts made by Environmental Services staff are working towards improving “the 5 C’s”:

- Continuity – Minimize the impact of disruptive events/circumstances
- Capacity – Ensure that there is manpower and resources to maintain the services we provide
- Compliance – Ministry of Environment and Climate Change Strategy and WorkSafe BC
- Consistency – Establish equal and consistent region-wide access to diversion services
- Competency – Ensure a high level of competency of RDBN staff with a reliable training program

Services Provided

Solid Waste Management:

- Operation of two (2) sub-regional landfills located near Houston (Knockholt) and Vanderhoof (Clearview) and one (1) local landfill in Manson Creek.
- Operation of eight (8) transfer stations located in Smithers/Telkwa, Houston, Granisle, Burns Lake, Southside, Fraser Lake, Ft. St. James and Vanderhoof,
- Operation of six (6) recycling depots located in Smithers/Telkwa, Granisle, Burns Lake, Southside, Ft. St James and Vanderhoof.
- Waste hauling operations transport waste from Transfer Stations to Landfills
- Environmental monitoring and reporting to the Ministry of Environment and Climate Change Strategy as per RDBN Operational Certificates.

Liquid Waste Management:

- Operation of septage receiving facilities at Smithers/Telkwa, Houston, Burns Lake and Fort Fraser.

Fort Fraser Water and Wastewater Systems:

- Operation of a small water supply and distribution system
- Operation of small wastewater collection and treatment system

Staffing

Full-time Permanent:

- Director of Environmental Services
- Waste Diversion Supervisor
- Operations Supervisor
- Training & Safety Supervisor - New
- Environmental Technician – vacant
- Environmental Services Office Assistant - vacant
- Field Assistant West
- Field Assistant East
- 14 x Transfer Station & Recycling Depot Attendants
- 2 x Landfill Operators
- 3 x Landfill Attendants
- 2 x Waste Haul Drivers

Part-time Permanent

- 1 x Landfill Attendant

Environmental Services

Q2 Quarterly Report – 2023

- 6 x Transfer Station & Recycling Depot Attendants
- 2 x Waste Haul Drivers

Casual (holiday and sick coverage):

- 6 Transfer Station and Recycling Depot Attendants

Summer Students:

- 1 x Office
- 1 x Field

Notable Department Activity

- Management Staff focus on continuing operations during recruitment process
- Recruited and Trained new Operations Supervisor from within – Former East Field Assistant has assumed this position.
- Recruited and trained a Training & Safety Supervisor
- Recruited a new East Field Assistant from within – former Clearview Landfill Operator
- Recruitment for a new Landfill Operator has commenced.
- Recruitment for an Environmental Technician/Coordinator continues
- Waste Characterization Study sampling event #4 was completed in May and staff is reviewing a draft Report. Staff is working with the consultant to develop the feedstock inventory.
- Quarterly ground water sampling of active landfills
- Planning the expansion of recycling programs
- Recruitment and Training of casual attendants and cross-training of current Transfer Station and Recycling Depot Attendants continues
- Landfill and Transfer Station Fence compliance - new construction, repairs and maintenance activities have brought all RDBN fences into compliance.
- Houston and Fraser Lake Recycling Depots: RecycleBC contract was signed, procurement of infrastructure and promotion/education planning in-progress
- User Fee Implementation: initiated talks with consultants on path forward
- Regional Solid Waste Advisory Committee meeting was held June 20
- 2023 Capital Projects – Planning, procurement and completion of various projects.
- Fort Fraser Capital Plan – Sewage Treatment planning, procurement and preparation

2023 Capital Projects Update

The second quarter of 2023 has been used for planning projects, purchasing equipment, and completing construction.

ES Capital Q2 - April 1 to June 30, 2023					
Site	Project	Budget	Status	Cost	Variance
FIELD	2 Skidsteers - 2022 Project Paid in 2023	\$100,000	Complete	\$91,000	\$9,000
KLF	Skidsteer	\$110,000	Complete	\$113,000	-\$3,000
KLF	Perimeter Fence	\$100,000	Complete	\$87,000	\$13,000
BLTS	Skidsteer	\$110,000	Complete	\$113,000	-\$3,000
KLF	Recycle depot	\$125,000	In-Progress	\$0	\$125,000
KLF	Lagoon Hydro	\$100,000	In-Progress	\$2,000	\$98,000
KLF	Lagoon Aeration system	\$175,000	In-Progress	\$75,000	\$100,000
FLTS	Recycle depot	\$120,000	In-Progress	\$0	\$120,000
CLF	Sub-Cell 5 expansion	\$150,000	Design/Planning	\$0	\$150,000
OTHER	Various Projects Under \$100,000	\$155,000	Complete	\$155,000	\$0
OTHER	Various Projects Under \$100,000	\$205,000	In-Progress	\$109,000	\$96,000
OTHER	Various Projects Under \$100,000	\$289,000	Design/Planning	\$0	\$289,000
Total		1,739,000		\$745,000	\$994,000

Special Reports

User Pay Implementation

Due to the vacancies in the Environmental Services Department and the lengthy recruitment and training process, staff was not able to focus many resources towards User Pay Implementation. However, staff has been working with the consultant Tetrattech to determine a path forward. On May 18, staff met with a sub-consultant of Tetrattech, a team comprised of an experienced consultant who has worked with many Regional Districts on Waste management projects (including User Pay) and an experienced former Waste Services manager who has implemented User Pay in their former Regional District. Staff are awaiting a proposal from the sub-consultant for implementation services including, workshops for the Board and public, procurement strategy and timing, how to use technical consultants, consultation for municipal payment mechanisms as well as general guidance through the process. Once this proposal is received, staff will evaluate and determine an appropriate plan.



215

Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: John Illes, Chief Financial Officer
Nellie Davis, Manager of Regional Economic Development

Date: July 13, 2023

Subject: **Canada Community-Building Fund BC Compliance Recommendations**

RECOMMENDATION:

(all/directors/majority)

Discussion.

BACKGROUND

UBCM has been hosting engagement opportunities for local governments in advance of the renewal of the Canada Community Building Fund – Community Works Funds (CCBF) program past the expiry of the current agreement on March 31, 2024. The communication includes reminders of the requirement to spend and/or allocate funding before the expiry date, and also includes information about challenges identified by UBCM and Infrastructure Canada regarding current program use.

Concerns about Regional District spending in BC include:

- The lack of large projects meeting the reporting threshold make it difficult for Infrastructure Canada to communicate benefits of the CCBF program nationally.
- RDs dividing up funds by Electoral Area limits the opportunity for large, regionally beneficial projects (for which the funds are intended).
- A significant portion of funds being delivered through third parties.
- Funds remain unspent at the end of the program.

The RDBN currently has \$6,397,140 in unspent Canada Community-Building Funds, including \$2,926,908 in unallocated funds.

Of the \$3,470,232 in currently committed funds, 22% is allocated to third party projects, 14% to municipal projects and 64% is allocated to RDBN projects, which include contributions for Broadband, Fire Halls, and Sewer and Water system projects. It is worth noting that prior to Broadband commitments and Fire Hall eligibility (both as of 2021), RDBN projects were allocated a significantly smaller portion of the funding. Each Electoral Area's current funding commitments have been provided individually.

To demonstrate the need for ongoing funding for this program, it is mandatory that all funds be targeted for a proposed project or identified for spending in an existing long-term capital plan by March 31, 2024. Staff have provided suggestions for eligible allocations and are also looking for direction for additional projects.

Options for allocating for CCBF:

- 1) Planned or anticipated major infrastructure projects in member municipalities, including Recreation, Cultural, Public Transit or Tourism Infrastructure.
- 2) Annual allocation (percentage of total calculated by population) to RDBN infrastructure asset management planning and maintenance. 10% proposed.
- 3) Annual allocation (percentage of total calculated by population) to eligible RDBN infrastructure projects.
e.g.: Solid Waste Infrastructure, Rural Fire Halls (new or retrofit)
- 4) Annual or project-specific allocation to RDBN Recreation Infrastructure.
- 5) Project-specific allocations to Broadband Connectivity Infrastructure.

An additional potential benefit to utilizing CCBF allocations for regional impactful projects would be a decrease in the required staff admin support, which currently manages a large volume of third-party funding agreements. A smaller number of large-scale RDBN projects has the potential to have a positive impact on staff capacity.

Attachments:

- 1) RDBN Canada Community-Building – Community Works Fund 2023 Allocation Table
- 2) UBCM CCBF Information Session Slides

RDBN Canada Community Building Funds – Community Works Funds

Year: 2023 (last updated July 3, 2023)*

Electoral Area	Population	Opening Balance 2023	Interest Earnings	Funds Spent	Funds Committed	Funding Received	YTD Funds Available	Gas Tax Reserve Balance
A	5,587	1,850,792.03	-	25,754.52	1,363,161.29	-	461,876.22	1,825,037.51
B	1,706	885,163.66	-	61,151.39	279,675.00	-	544,337.27	824,012.27
C	1,266	859,757.47	-	9,894.25	578,248.73	-	271,614.49	849,863.22
D	1,607	803,617.66	-	-	585,330.00	-	218,287.66	803,617.66
E	1,512	713,255.46	-	73,662.20	210,712.00	-	428,881.26	639,593.26
F	3,517	755,528.13	-	26,064.00	453,105.00	-	276,359.13	729,464.13
G	836	725,551.62	-	-	-	-	725,551.62	725,551.62
	16,031	6,593,666.03	-	196,526.36	3,470,232.02	-	2,926,907.65	6,397,139.67

*This table includes commitments up to the June 22, 2023, Board agenda. The first of two CCBF allocations is anticipated in July 2023.

Based on the 10-year average for CCBF contributions (of \$1,053,000 per year), the RDBN has approximately 2.8 years' worth of CCBF contributions uncommitted at this time. By Electoral Area, the figures are:

Area A – 1.3 years accumulated

Area B – 4.8 years accumulated

Area C – 3.3 years accumulated

Area D – 2.1 years accumulated

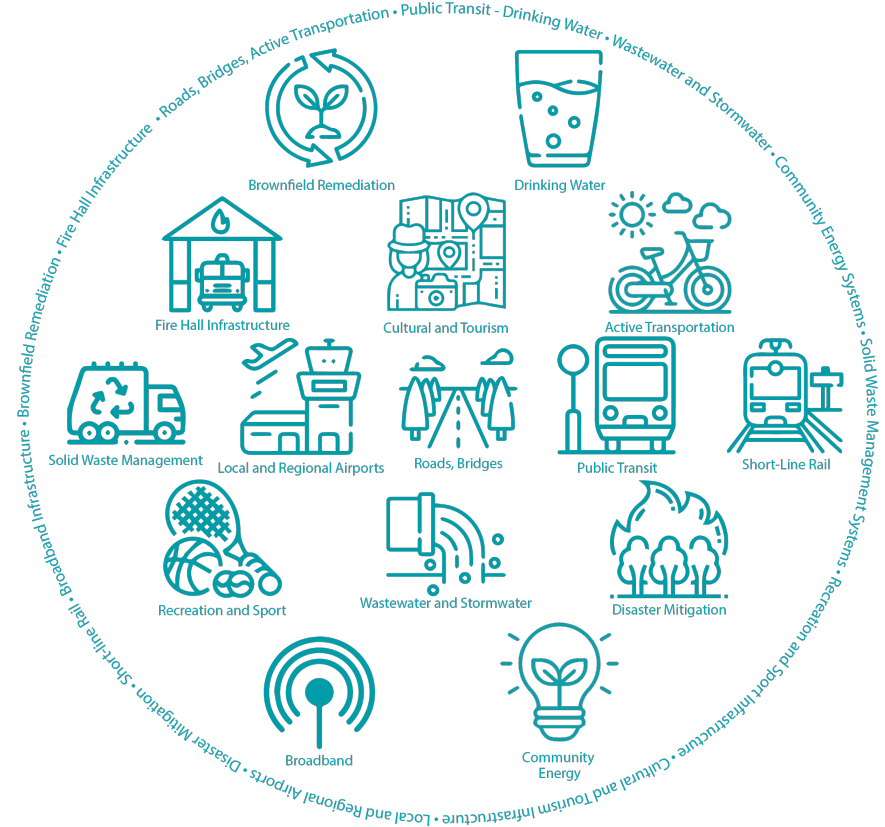
Area E – 4.3 years accumulated

Area F – 1.2 years accumulated

Area G – 13.2 years accumulated

Capital Infrastructure²¹⁸ Categories

- Recreation and Sport Infrastructure
- Wastewater and Stormwater
- Solid Waste Management
- Community Energy
- Roads and Bridges
- Active Transportation
- Public Transit
- Short-line Rail
- Drinking Water
- Disaster Mitigation
- Culture and Tourism
- Fire Hall Infrastructure
- Brownfield Remediation
- Broadband Infrastructure
- Local and Regional Airports



Ineligible²¹⁹ Costs

- **Ineligible Services/Infrastructure:**
 1. Emergency Response Services (e.g. Police, SAR, EOCs)
 2. Education/Daycare/Childcare
 3. Social Housing/Social Services
 4. City Halls, Public Works Buildings and other Administrative Buildings
 5. Senior Care Facilities and Housing
 6. Health Infrastructure (e.g. Hospitals, Convalescent Homes)
- **Ineligible Activities:**
 1. Small Equipment Purchases
 2. Feasibility Studies and Detailed Design (without additional capital spending)
 3. Fire Equipment and Emergency Response Supplies
 4. Art and Exhibit Manufacturing
- **Ineligible Costs:**
 1. Leasing Costs
 2. Overhead Costs, including salaries and other employment benefits
 3. Direct or Indirect Operating or Administrative Costs
 4. Costs Related to Planning , Engineering, Etc. Typically Carried-out by Staff
 5. Purchase of Land or Any Interests Therein, and Related Costs
 6. Routine Repair and Maintenance Costs
 7. Legal Fees

CWF in Regional Districts²⁰

First Gas Tax Agreement (2005-2013)

- Limited eligible categories (water, wastewater, solid waste, roads)
- Limited to local government assets*
- Program pooled portion of CWF for Regionally Significant Projects fund

CWF in Regional Districts²²¹

First Gas Tax Agreement (2005-2013)

Successes:

- Significant large, regional projects with measurable outcomes reported through the RSP program
- Significant measurable projects reported through CWF
- Ability to stack allowed for investments in large projects

Challenges:

- Limited categories for RD owned assets
- Requests for providing funds for third parties delivering core services
- RD dividing up CWF by Electoral Area
- Unspent funds at end of program

CWF in Regional Districts²²

Renewed Agreement (2014-2024)

Successes:

- Expansion of categories better aligned with RD assets
- Ability to provide funds to third parties that provide core LG services (expansion of definition of Ultimate Recipient)
- Transition of funds from prior agreement
- Sunset of Regionally Significant Projects Fund

Challenges:

- Considerable funds going to third parties, not meeting national outcomes and inability to report on measurable benefits
- RD dividing up CWF by Electoral Area
- Unspent funds at end of program

CWF in Regional Districts²⁰²³

3rd Parties receiving considerable amount of CWF funds

- Over 60% of RD CWF projects are 3rd party;
- Many of these are high risk for the local government due to eligibility;
- Projects are not meeting national outcomes reporting threshold;
- Inability to report on measurable benefits.

CWF in Regional Districts²²⁴

RD dividing up CWF by Electoral Area

- Projects are no longer regionally significant
- Projects often borderline eligible
- Administrative burden
- RD allocation includes all unincorporated populations within the RD boundary (IR's)

Unspent funds at end of program

- RD's hold \$155M of unspent funds as of January 1, 2022
- RD's represent 30% of unspent funds and 11% of CWF population
- Only 30% of these unspent funds officially committed – majority of RD's determine allocations annually



BRITISH COLUMBIA CATTLEMEN'S ASSOCIATION

Representing the Beef Cattle Industry of British Columbia

AGRI CENTRE - #4 - 10145 DALLAS DRIVE, KAMLOOPS, B.C. V2C 6T4 PHONE (250) 573-3611 FAX (250) 573-5155

Nellie Davis, Manager of Regional Economic Development
 Regional District of Bulkley Nechako
 PO Box 820,
 Burns Lake, BC V0J 1E0

RECEIVED

June 19, 2023

JUN 26 2023

REGIONAL DISTRICT OF
 BULKLEY-NECHAKO

BCCA File: 2023-023
 SENT BY MAIL

RE: Economic Impact Study on Veterinary Medicine in BC

On behalf of the project working group, I would like to extend our sincere appreciation for your support of the *Economic Impact Assessment of Veterinary Medicine in BC* project.

Throughout the project, producers from various livestock commodities across BC along with several veterinarians from a variety of practices were interviewed. The report outlines economic contributions of the veterinary sector and the livestock sector, as well as developing a case study to illustrate the impacts of access to veterinary care on the livestock sector in rural communities.

Key findings in the report were:

- there is a shortage of veterinarians in BC. The shortage is most significant for large animal veterinarians and in rural areas.
- Veterinarians working in large or mixed animal practices in the interior and northern BC have two to three times higher ratio of animals per veterinarian (7,700 and 8,900 animals per veterinarian) than the provincial average.
- Lack of access to veterinary services results in increased loss of animals and hinders the ability of livestock producers to expand operations, both of which can impact the viability of operations. Increased access to veterinary care could allow livestock producers to increase their production.

As a project supporter, a hard copy of the report has been enclosed for you. A PDF copy of the report has been sent to the email address we have on file.

We appreciate your support and hope that together we can create a "Made in BC" solution to address the shortage of veterinarians.

Best regards,

Elaine

Elaine Stovin,
 Assistant General Manager

*Thank you for supporting
 this valuable project.
 E.*

Encl./1 - report

BC Cattlemen's Association - Financial Report GL
Veterinary Study 2022-23

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Income</u>	<u>Expense</u>	<u>In Kind</u>
12-09-2022	MNP LLP.	Invoice 10696289 Veterinary Study		10,500.00	
12-17-2022	MNP LLP.	Invoice 10723895 Dec 30/2022 Veterinary Study		10,500.00	
03-17-2023	MNP LLP.	Invoice 10842957 Veterinary Study -Invoice 3 of 3.		9,758.75	
02-27-2023	BC Cattlemen's Association	Thank you / Gift Cards for survey participants		375.00	
06-01-2023	BC Cattlemen's Association	Printed copies for funders			275.00
10-18-2022	Fort Fraser Livestock Assoc	MNP Vet Study	1,000.00		
10-18-2022	Sinkut Mtn Cattlemen	MNP vet Study	500.00		
10-18-2022	Mud River/Beaverly Farmers Institute	MNP vet Study	500.00		
10-18-2022	Regional Dist Bulkley-Nechako	MNP vet Study	5,000.00		
11-15-2022	Regional District of Fraser-Fort George	Contribution for Economic impact study on the shortage of veterinarians	5,000.00		
11-15-2022	Nechako-Kitimat Dev Fund Society	Vet Economic Impact Assessment Total 90% of 5,000.	4,500.00		
12-15-2022	University of Northern British Columb.	Contribution for Economic impact study on the shortage of veterinarians	5,000.00		
01-19-2023	Ministry of Agriculture & Food Extension	Annotated Table of Contents	4,000.00		
03-20-2023	Ministry of Agriculture & Food Extension	Final Report	4,000.00		
03-31-2023	BC Cattlemen's Association	BCCA Contribution	1,633.75		
		TOTAL	<u>\$ 31,133.75</u>	<u>\$ 31,133.75</u>	