

AGENDA

MEETING NO. 1

January 25, 2024

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VISION

“A World of Opportunities
Within Our Region”

MISSION

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



REGIONAL DISTRICT OF BULKLEY-NECHAKO

AGENDA

Thursday, January 25, 2024

First Nations Acknowledgement

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA - January 25, 2024</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
8-24	Board Meeting Minutes – December 14, 2023	Approve
25-30	Bulkley-Nechako Joint Accessibility Committee Meeting Minutes – December 23, 2023	Receive
31-33	Bulkley-Nechako Joint Accessibility Committee Meeting Minutes – November 24, 2023	Receive
34-40	Committee of the Whole Meeting Minutes -January 11, 2024	Receive
41-44	Rural/Agriculture Committee Meeting Minutes -January 11, 2024	Receive

DELEGATION

FRASER BASIN COUNCIL & NECHAKO WATERSHED ROUNDTABLE (NWR)

Kim Menounos, Manager, Northern Interior Region, Fraser Basin Council and NWR Co-Chair

Re: Update

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	<u>ELECTORAL AREA PLANNING</u>	<u>ACTION</u>
	<u>Development Variance Permit</u>	
45-57	Danielle Patterson, Senior Planner Development Variance Permit E-01-22 Electoral Area E (Francois/Ootsa Lake Rural)	Recommendation
	<u>Bylaw for 1st, 2nd, 3rd Reading</u>	
58-67	Cameron Kral, Planning Technician Rezoning Application RZ A-04-23 1st, 2nd, 3rd Reading Report Rezoning Bylaw No.2023, 2023 Electoral Area A (Smithers/Telkwa Rural)	Recommendation
	<u>Bylaw for 3rd Reading and Adoption</u>	
68-79	Danielle Patterson, Senior Planner OCP Amendment and Rezoning Application RZ E-01-22, 3rd Reading Report Bylaw Nos. 2021-2022, 2023 Electoral Area E (Francois/Ootsa Lake Rural)	Recommendation
	<u>Bylaw for Denial</u>	
80-103	Jason Llewellyn, Director of Planning OCP Amendment and Rezoning Application RZ A-03-23 Electoral Area A (Smithers/Telkwa Rural)	Recommendation
	<u>Temporary Use Permits</u>	
104-118	Danielle Patterson, Senior Planner Temporary Use Permit F-02-23 Electoral Area F (Vanderhoof Rural)	Recommendation
	<u>Other</u>	
119-121	Jason Llewellyn, Director of Planning Housing Initiatives Capacity Funding	Receive

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<u>PAGE NO.</u>	<u>Other (Cont'd)</u>	<u>ACTION</u>
122	Advisory Planning Commission Minutes Electoral Area A (Smithers/Telkwa Rural)	Receive
123	Advisory Planning Commission Minutes Electoral Area F (Vanderhoof Rural)	Receive
<u>DEVELOPMENT SERVICES</u>		
<u>ALR Application</u>		
124-142	Danielle Patterson, Senior Planner Subdivision ALR Application 1263 Electoral Area F (Vanderhoof Rural)	Recommendation
<u>Mine Referrals</u>		
143-146	Rowan Nagel, GIS/Planning Technician Mines Referral No. 163524849 Electoral Areas G (Houston/Granisle Rural)	Recommendation
<u>Other</u>		
147-148	Jason Llewellyn, Director of Planning Coastal GasLink Pipeline Socio-economic Effects Management Plan (SEEMP)	Recommendation
<u>PARKS AND TRAILS</u>		
149-151	Maria Sandberg, Planning and Parks Coordinator Area B and E Parks and Trails Master Plan	Recommendation

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS</u>	<u>ACTION</u>
152-156	Cheryl Anderson, Director of Corporate Services – Minerals North Attendance	Recommendation
157-176	John Illes, Chief Financial Officer – Major Services Budget	Receive
177	Nellie Davis, Manager of Regional Economic Development -Canada Community – Building Fund BC – Area G (Houston/Granisle Rural) -Houston Flyers Club	Recommendation
178	Nellie Davis, Manager of Regional Economic Development -Canada Community – Building Fund BC – Area A (Smithers/Telkwa Rural) -Bulkley Valley Youth Sport Foundation	Recommendation
179-186	Nellie Davis, Manager of Regional Economic Development -Grant in Aid for Area F (Vanderhoof Rural) – Vanderhoof Children’s Theater	Recommendation
187-207	Jason Blackwell, Regional Fire Chief -911 Service Agreement	Recommendation
208-213	Jason Blackwell, Regional Fire Chief -Houston Rural Fire Protection Agreement Renewal	Recommendation
214-221	Deborah Jones-Middleton, Director of Protective Services and Christopher Walker, Emergency Program Coordinator – Letter Stating RDBN Concerns Regarding <i>Emergency and Disaster Management Act</i>	Recommendation

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
222-224	Christopher Walker, Emergency Program Coordinator – Union of BC Municipalities Community Emergency Preparedness Fund -Emergency Support Services Application	Recommendation
225-269	Cheryl Anderson, Director of Corporate Services - Departmental Quarterly Reports -4 th Quarter	Receive
270-277	Cheryl Anderson, Director of Corporate Services Regional District Voting Rules	Receive

ADMINISTRATION CORRESPONDENCE

278	Burns Lake Community Forest – Replacement K1A-Forest Stewardship Plan (2023-2028)	Receive
279-284	Ministry of Housing – Bills 44, 46, 47 and Bill 35	Receive

SUPPLEMENTARY AGENDA

VERBAL REPORTS AND COMMITTEE CHAIR

REPORTS RECEIPT OF VERBAL REPORTS

NEW BUSINESS

IN-CAMERA MOTION

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

- Cycle 16 Trail
- Northwest B.C. Resource Benefits Alliance (RBA)
- Labour Relations

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEETING NO. 13****Thursday, December 16, 2023**

PRESENT:

Chair	Mark Parker
Directors	Gladys Atrill Shane Brienen – arrived at 10:04 a.m. Martin Elphee Leroy Dekens Judy Greenaway Clint Lambert Linda McGuire Shirley Moon Kevin Moutray Chris Newell Michael Riis-Christianson – via Zoom Sarrah Storey Stoney Stoltenberg Henry Wiebe
Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services John Illes, Chief Financial Officer Nellie Davis, Manager of Regional Economic Development Janette Derksen, Waste Diversion Supervisor – arrived at 10:57 a.m., left at 12:15 p.m. Alex Eriksen, Director of Environmental Services – arrived at 10:57 a.m., left at 12:15 p.m. Deborah Jones-Middleton, Director of Protective Services – left at 2:11 p.m. Daryn Larson, Building Inspector – left at 10:08 a.m. Jason Llewellyn, Director of Planning – left at 10:08 a.m., returned at 10:44 a.m., left at 11:03 a.m., returned at 1:15 p.m., left at 2:11 p.m. Wendy Wainwright, Deputy Director of Corporate Services Chris Walker, Emergency Program Coordinator– arrived at 1:15 p.m., left at 2:11 p.m. Grace Zayac, Emergency Management Technician – arrived at 1:15 p.m., left at 2:11 p.m.
Others	Karla Mitchell, Superintendent, School District 91 Nechako Lakes – left at 10:45 a.m. Sharon Vare, Chinook Emergency Response Society – arrived at 1:18 p.m., left at 2:10 p.m. Amy Wainwright, Planner, Village of Burns Lake – left at 10:55 a.m. Scott Zayac, Chinook Emergency Response Society – arrived at 11:08 a.m., left at 2:10 p.m.

Media Saddman Zaman, LD News – arrived at 10:02 a.m.

CALL TO ORDER

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

FIRST NATIONS ACKNOWLEDGEMENT

AGENDA &

Moved by Director Stoltenberg

SUPPLEMENTARY AGENDA

Seconded by Director Wiebe

2023-13-1

“That the Board Meeting Agenda of December 14, 2023 be approved; and further, that the Supplementary Agenda be dealt with at this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes
November 24, 2023

Moved by Director McGuire
Seconded by Director Elphee

2023-13-2

“That the Board Meeting Minutes of November 24, 2023 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

STAFF INTRODUCTION

Jason Llewellyn, Director of Planning introduced Daryn Larson, Building Inspector.

DELEGATION

SCHOOL DISTRICT 91 NECHAKO LAKES – Karla Mitchell, Superintendent Re: Update

Chair Parker welcomed Karla Mitchell, Superintendent, School District 91 Nechako Lakes.

Ms. Mitchell provided a PowerPoint presentation.

School District 91 Nechako Lakes

- What does the Board/Superintendent do?
- A bit about Nechako Lakes School District
- Unceded Ancestral Territory of 14 First Nations
- About SD 91
- Who SD 91 Serve
- Strategic Education Plan 2020-2025
- Highlights of the Workplan
 - o Goal 1 Honour Diversity
 - o Goal 2 Engage our Workforce
 - o Goal 3 Create Student Success
 - o Goal 4 Enhance Connections
- Evidence of Student Learning
- Current Landscape.

DELEGATION (CONT'D)

SCHOOL DISTRICT 91 NECHAKO LAKES – Karla Mitchell, Superintendent Re: Update (Cont'd)

Discussion took place regarding the following:

- Parents ability to withdraw their children from the Sexual, Orientation, Gender Identification (SOGI) education program.
 - o Ms. Mitchell indicated that parents have the option to opt out of participating in sexual health education. She noted that SOGI is inclusivity everyday, and teachers utilize age-appropriate resources to create an environment of belonging daily
- Busing rural private school students
 - o Ms. Mitchell will connect with Director Moon to discuss further
- Career and Skills Department
 - o Prepares students for current and upcoming opportunities.
 - Mining
 - Ms. Mitchell is a new member of the Blackwater Gold Community Liaison Committee
 - Looking for opportunities
 - o Operation Heavy Duty
 - o Programming rotates depending on student interests
- EBUS learning and enrollment
- SD 91 advertising for teaching positions and the offer of signing bonuses in 2023
- SD 91 is part of a northern recruitment and retention pilot project
 - o SD 91 was a part of the provincial pilot incentive program
 - o Actively trying to hire people
 - o 2024 incentives have been released earlier than 2023 and SD 91 has applied
- Federal Government sponsored recruitment program is being made available to recruit and hire French teachers
- Recruiting in January to hire in June
- Teachers providing class instruction for courses outside their comfort zone
 - o At times teachers use researched best practices to provide programs
 - o Teachers are active in professional learning
- Want and wish of SD 91 is that children are having rich learning experiences in classrooms
- RDBN support for attraction and recruitment
 - o Websites and social media are primary tools used by SD91 to showcase the region and member municipalities
 - Keeping websites and social media posts up-to-date allows SD91 to use the information as a tool to showcase the rich diversity of the region.

Chair Parker thanked Ms. Mitchell for attending the meeting.

ELECTORAL AREA PLANNING

Bylaw for 1st and 2nd Reading

Rezoning Application
RZ A-04-23 1st & 2nd Reading
Report Bylaw No. 2023
-Electoral Area A (Smithers/
Telkwa Rural)

Due to Bill 44, 2023: Housing Statutes (Residential Development) Amendment Act recently implemented by the province staff will bring forward the application at the January 25, 2024 Board meeting for consideration.

Temporary Use Permit

Temporary Use Permit
B-01-23 -Electoral Area B
(Burns Lake Rural)

Moved by Director Riis-Christianson
 Seconded by Director Wiebe

2023-13-3

1. "That the Board receive the Supplementary Agenda item Advisory Planning Commission Minutes - Electoral Area B (Burns Lake Rural).
2. That the Board approve the issuance of TUP B-01-23 to allow short-term accommodation at 1675 Gowan Road.
3. That the Board direct staff to issue the TUP when staff have received confirmation smoke detectors have been installed as required under the B.C. Building Code."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES

Land Referrals

Land Referral No. 6409451
Electoral Area B (Burns Lake
Rural)

Moved by Director Riis-Christianson
 Seconded by Director Lambert

2023-13-4

"That the comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 6409451."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Pipeline Referrals

Coastal GasLink Clear Creek Compressor Station Electoral Area F (Vanderhoof Rural) Moved by Director Moon
 Seconded by Director Moutray

2023-13-5

"That the comment sheet be provided to the British Columbia Energy Regulator and Coastal GasLink as the Regional District's comments regarding the proposed Clear Creek Compressor Station."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Coastal GasLink Segundo Lake Compressor Station Electoral Area E (Francois/Ootsa Lake Rural)

Moved by Director Lambert
 Seconded by Director Riis-Christianson

2023-13-6

"That the attached comment sheet be provided to the British Columbia Energy Regulator and Coastal GasLink as the Regional District's comments regarding the proposed Segundo Lake Compressor Station."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

PARKS AND TRAILS

Cycle 16 Trail Phase 3

Moved by Director Stoltenberg
 Seconded by Director Atrill

2023-13-7

"That the Board endorse the submission of Licence of Occupation application to the Province for a portion of Phase 3 of the Cycle 16 Trail proposed to be located on Section 4, Township 4, Range 5 Coast District."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ENVIRONMENTAL SERVICES

Knockholt Landfill Hours of Operation – Update

Moved by Director Stoltenberg
 Seconded by Director Brien

2023-13-8

"That the Board receive the Director of Environmental Services' Knockholt Landfill Hours of Operation – Update memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ENVIRONMENTAL SERVICES

Metal Salvage Pilot-2024

The following was discussed:

- Move forward with up to \$50,000 in the budget to implement 2024 Metal Pilot Project at the Burns Lake Transfer Station
- Option 1
- 3-6 months to implement the pilot project
- Staff bring forward outline moving forward
- Tax rate implications of a \$50,000 budget increase
- Utilizing Electoral Area B (Burns Lake Rural) allocation of the Canada Community Building Fund BC if necessary
- Salvaging of high value metals
 - o Past issues and challenges regarding metal salvaging
- Possible infrastructure needs
 - o Need and feasibility of a concrete slab at Knockholt Landfill
 - Knockholt Landfill substructure
- Avoid implementation of permanent infrastructure
- Current reuse system has concrete barrier bays for:
 - o Bikes, lawnmowers, etc
 - o Intact reusable items
- The public managing reuse items and staff managing reuse bays
 - o Staff currently move items from the salvage metal pile to the reuse bays if applicable
 - o Staff and public education
 - Important to provide metal reuse processes and procedures to address safety concerns
- Capacity and space to build out the reuse bays
- Staff intends to move forward with education for all RDBN sites
- Expanding the Pilot Project across the region
- Reuse vs. salvage
 - o Utilizing specific terminology around reuse and salvage
- Metal Salvaging Ban on main metal pile to remain in place
- Budget allocation of up to \$50,000 to provide staff the ability to expand reuse bays if necessary and public education
- Rescinding Motion 2023-4-12
- Staff experience with current reuse bays and recycling requires a small amount of staff time
 - o Staff does not foresee the need for additional staff time
 - o Staff are currently utilizing reuse bays and no additional staff is required
 - o Ensuring that additional staff time is not required
- Pilot Project at Burns Lake Transfer Station will allow staff to develop formal guidelines for metal reuse and metal salvage before potential implementation at all RDBN Transfer Station Sites
- Staff to report back to the Board in six months.

ENVIRONMENTAL SERVICES (CONT'D)

Metal Salvage Pilot 2024

Moved by Director Riis-Christianson
 Seconded by Director Greenaway

2023-13-9

"That the Board allocate up to \$50,000 in the 2024 Budget for expanding the Metal Reuse Bays Pilot Project at the Burns Lake Transfer Station."

(All/Directors/Majority)

CARRIED

Metal Salvage Pilot 2024
Motion Rescind – 2023-4-12

Moved by Director Riis-Christianson
 Seconded by Director Greenaway

2023-13-10

"That the Board rescind Motion 2023-4-12 :
 "That the Board direct staff to proceed with the metal salvage pilot program at the Burns Lake Transfer Station as originally outlined; and further, that the program be implemented prior to the end of the 2023 fiscal year."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Break for lunch at 12:15 p.m.

Reconvened at 1:14 p.m.

ADMINISTRATION REPORTS

Electoral Area Directors (EAD) Forum – January 30-31, 2024
and Local Government Leadership Academy (LGLA) Forum – January 31-February 2, 2024
in Richmond, B.C.

Moved by Director Newell
 Seconded by Director Stoltenberg

2023-13-11

"That the Board authorize attendance of Rural Directors wishing to attend the Electoral Area Directors Forum and/or the LGLA Forum from January 30 to February 2, 2024 in Richmond, B.C."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Bulkley Valley Regional Pool and Racquet Courts User Fee Bylaw Moved by Director Stoltenberg
 Seconded by Director Atrill

2023-13-12

"That Bulkley Valley Regional Pool and Racquet Courts User Fee Bylaw No. 2027, 2023 be given first, second, third reading, and adoption this 14th day of December, 2023.

Further, that Bulkley Valley Regional Pool and Racquet Courts User Fee Repeal Bylaw No. 2028, 2023 be given first, second, third reading, and adoption this 14th day of December, 2023."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2023 Budget Amendment

Moved by Director Atrill
 Seconded by Director Greenaway

2023-13-13

"That Regional District of Bulkley-Nechako Five Year Financial Plan Amendment Bylaw No. 2024, 2023" be given first, second, third reading, and adoption this 14th day of December, 2023."

(All/Weighted/Majority)

CARRIED UNANIMOUSLY

Budget Process 2024

Moved by Director Stoltenberg
 Seconded by Director Wiebe

2023-13-14

"That the Board receive the Chief Financial Officer's Budget Process 2024 memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Canada Community -Building Fund BC - Area D (Fraser Lake Rural) Nechako Environment & Water Stewardship Society - Fort Fraser Boat Launch Project

Moved by Director Lambert
 Seconded by Director Storey

2023-13-15

1) "That the Board authorize contributing up to \$15,000 of Electoral Area D (Fraser Lake Lake Rural) allocation monies to the Nechako Environment & Water Stewardship Society for a Recreation Infrastructure project at the Fort Fraser Boat Launch, and further,

(participants/weighted/majority)

ADMINISTRATION REPORTS (CONT'D)

2) That the Board authorize the withdrawal of up to \$15,000 from the Federal Gas Tax Reserve Fund."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Northern Development Initiative Trust Application Local Government Internship Program

Moved by Director Riis-Christianson
 Seconded by Director Elphee

2023-13-16

"That the Board supports the application to Northern Development Initiative Trust for a grant of up to \$50,000 to host an intern under the Local Government Internship Program.

And, that the Regional District of Bulkley-Nechako commits to providing sufficient financial and staffing resources, along with training and professional development opportunities while hosting the intern."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Northern Development Initiative Trust Application Northern Community Transportation Booster

Moved by Director Atrill
 Seconded by Director Stoltenberg

2023-13-17

"That the Board supports the application to Northern Development Initiative Trust for a grant of up to \$25,000 to the Northern Community Transportation Booster Program."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Letter of Support Request -Morice Mountain Nordic Ski Club

Moved by Director Newell
 Seconded by Director Atrill

2023-13-18

"That the Board provide a Letter of Support to the Morice Mountain Nordic Ski Club for its Rural Economic Development Infrastructure Program application for the Morice Mountain Ski Trail Upgrade Project."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Letter of Support Request
-District of Vanderhoof

Moved by Director Moutray
 Seconded by Director Greenaway

2023-13-19

"That the Board provide a Letter of Support to the District of Vanderhoof for its British Columbia Air Access Program application for continued improvements to the Vanderhoof Airport."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Royal Assent given to the
Emergency and Disaster
Management Act

Moved by Director Stoltenberg
 Seconded by Director Storey

2023-13-20

"That the Board submit a letter to the Premier and Minister of Emergency Management & Climate Readiness requesting the creation of a regional district working group to codevelop regulations under the *Emergency & Disaster Management Act* as they pertain to regional districts. Further that the Board call on the Province to provide a "What We Heard Report" following consultation on the Regulation Discussion Papers to demonstrate that the Province is hearing the concerns of regional districts."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following was discussed:

- Director Storey indicated she had discussions with Minister Ma regarding additional work being downloaded to regional districts without additional funding
- Concerns that under *Emergency & Disaster Management Act (EDMA)* local authorities will have the power to order business to close during emergencies
- Concerns regarding jail time and fines for non-compliance
- Establishing a working group
- Since 2015 the RDBN has provided input with very little taken into consideration
- Concerns about the *EDMA* review process
- First Nations consultation
 - First Nations working group worked with the Ministry of Emergency Management & Climate Readiness
 - First Nations within the RDBN have expressed the process currently utilized by the RDBN to consult First Nations works well and capacity is a concern

- Federal Government oversees First Nations Communities
- Province needs to bring all stakeholders to the table
- Lack of extensive mapping of First Nations Territories
- State of Local Emergency (SoLE) Powers
 - Requirements of Local Governments to demonstrate clear consultation consent from First Nations
 - Reporting required by local governments regarding First Nations consultation
- Province consulted with First Nations to move the Act forward and the lack of consultation and recognition of feedback by local governments
- Province expectation is First Nations and local governments must work together
- Advocating the Province regarding the implications of the Act and future regulations to local government and its residents
- Impacts to local community societies such as Chinook Emergency Response Society.

Emergency and Disaster
 Management Act Regulations
 Submission

Moved by Director Riis-Christianson
 Seconded by Director Lambert

2023-13-21

“That the Board submit the comments and concerns regarding the future *Emergency and Disaster Management Act (EDMA)* Regulations to modernizeEM@gov.bc.ca.

Further, that the recommendations be shared with member municipalities and First Nations within the geographic area of the Regional District of Bulkley-Nechako and all regional districts in the province.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- RDBN consultation with other regional districts
 - Chair Parker met with the Cariboo Regional District and Regional District of Fraser-Fort George during the 2023 UBCM Conference and they indicated their opposition and similar concerns
 - Bringing forward concerns to UBCM and NCLGA

ADMINISTRATION REPORTS (CONT'D)

- Multijurisdictional emergency management organizations (MJEMO)
- Staff will bring forward the letter for Board consideration in January 2024.

RDBN Committee
Appointments for 2024

Moved by Director Stoltenberg
 Seconded by Director Storey

2023-13-22

"That the Board ratify the Committee Appointments for 2024."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

RDBN Committee
Appointments for 2024

Moved by Director Dekens
 Seconded by Director Atrill

2023-13-23

"That the Board ratify the following Appointments for 2024:

Bankers:

Bulkley Valley Credit Union

Lawyers:

Stewart McDannold Stuart, Victoria, B.C.

Young Anderson, Vancouver, B.C.

Carvello Law Corp., Victoria, B.C.

Alexander Holburn Beaudin + Lang LLP, Vancouver, B.C.

Election Officers:

Cheryl Anderson, Chief Election Officer

Wendy Wainwright, Deputy Chief Election Officer

Signing Authority:

Any two (2) of:

Chairperson

Vice-Chairperson

Director from Electoral Area B (Burns Lake Rural)

Director from Village of Burns Lake

Chief Administrative Officer

Chief Financial Officer

Director of Corporate Services

Auditors:

Beswick Hildebrandt Lund CPA."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Items to be brought forward to the Public Agenda from the November 23, 2023 In-Camera Meeting Moved by Director McGuire
 Seconded by Director Lambert

2023-13-24

"That the Board receive the following Items to be brought forward to the public agenda from the November 23, 2023 In-Camera Meeting:

RDBN Bereavement Policy

I.C.2023-15-5 "That the Board approve the amended Bereavement Leave Policy."

RDBN Sick & Family Leave Policy

I.C.2023-15-6 "That the Board approve the amended Sick and Family Leave Policy."

Bulkley-Nechako Joint Accessibility Advisory Committee Membership

I.C.2023-15-7 "That the Board approve new members of the Bulkley-Nechako Joint Accessibility Advisory Committee as follows:

- 1) Kathleen Bedard, Granisle
- 2) Patricia Dunkley, Fort St. James."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

Ministry of Municipal Affairs -UBCM Follow-up Moved by Director Riis-Christianson
 Seconded by Director Stoltenberg

2023-13-25

"That the Board receive the Administration Correspondence from the Ministry of Municipal Affairs regarding UBCM Follow-up."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Kevin Falcon, Leader of the Official Opposition, BC United Moved by Director Storey
 Seconded by Director Moon

2023-13-26

"That the Board receive the Administration Correspondence from Kevin Falcon, Leader of the Official Opposition, BC United regarding UBCM Follow-up."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE (CONT'D)

Union of B.C Municipalities Moved by Director Dekens
-Canada Community - Building Seconded by Director Elphee
Fund: Second Community
Works Fund Payment for
2023/2024

2023-13-27

"That the Board receive the Administration Correspondence from the Union of B.C. Municipalities – Canada Community – Building Fund: Second Community Works Fund Payment for 2023/2024."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

Telecommunications Referral

Rogers W2262 Tchesinkut Moved by Director Lambert
Lake – Electoral Area E Seconded by Director Riis-Christianson
(Francois/Ootsa Lake Rural)

2023-13-28

"That the Board direct staff to send a letter stating that the RDBN has no objections to the proposed telecommunication tower location."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

Village of Granisle - Update Director McGuire noted the following:

- Investment Plan Contract for the mall
- Granisle Profile on the RDBN website
 - Staff will follow-up with Director McGuire
- Community Christmas Decorating Contest
 - Judging will take place December 16 and 17.

Electoral Area A (Smithers/
 Telkwa Rural)-Update Director Stoltenberg mentioned that the Bulkley Valley Rod and Gun Club is working with landowners to plant dogwoods to address food scarcity and help enhance wildlife.

Electoral Area G (Houston/
 Granisle) – Update Director Newell attended the first meeting of the Wet'suwet'en's Morice River Working Group in November.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

Village of Burns Lake – Update Director Wiebe commented that Burns Lake officially celebrated its 100th Birthday on December 6, 2023. The community had the unveiling of the painting commemorating the event.

Director Wiebe reported that the Village of Burns Lake received notification today that their chiller part for the Tom Forsythe Arena has been delayed. The Arena will potentially open February 2024.

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

Director Greenaway in her role as NCLGA 1st Vice President attended a meeting with the Honourable Rob Fleming, Minister of Transportation and Infrastructure and brought forward the Highway 16 Transit and that a number of smaller communities are unable to access the services.

Director Greenaway also attended the following:

- Two Bulkley Nechako Joint Accessibility Committee Meetings
 - Inaugural meeting
 - Brainstorming meeting
- Fort St. James Food Drive
 - 125 applications
- Stuart Lake Extreme Shelter Society
 - Shelter will open January 2024.

District of Houston – Update Director Brienien noted concerns regarding new highway haul truck drivers and some of the accidents that have occurred recently near Houston. He also noted that the lines on Highway 16 were not repainted this year or the paint has already worn off. Director Brienien spoke of following up with the issue in 2024.

Town of Smithers – Update

Director Atrill provided the following update;

- Smithers Airport will have two flights a day starting in January 2024
- Smithers Civic Centre Arena has been repaired and reopened
- Received Northern Development Initiative Trust Funding to hire a second Bylaw Officer
- 2024 Budget Process
 - Wastewater Plant Upgrades
- Light and Truck Parade will take place December 23, 2023
- New CAO will start January 2024.
- Northwest BC Resource Benefits Alliance (RBA) Steering Committee will meet January 12, 2024 in Terrace to prepare for the BC Natural Resources Forum January 16-18, 2024 in Prince George, B.C.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

District of Fort St. James
-Update

Director Elphee mentioned the following:

- Introductory meeting with FPX Nickel regarding its Decar Property
 - Approximately two years from starting its Environmental Assessment process
- Attended the third Council to Council Meeting with Nak'azdli Whut'en
- Hired a new Chief Administrative Officer and Economic Development Officer and in the process of interviewing for a new Corporate Officer.

Electoral Area F
(Vanderhoof Rural) – Update

Director Moon provided the following update:

- Attended the Sinkut Mountain Cattlemen's Association Annual General Meeting and there were a number of younger people in attendance
- Grizzly concerns in the Nechako Valley
- Been reaching out to community members to discuss irrigation needs
- Continue to receive letters from Cluculz Lake residents regarding dog concerns
 - Will bring forward the issue for discussion in January 2024
- Received a number of grant in aid applications due to the cancellation of the Nechako Valley Exhibition due to wildfires in 2023.

Village of Telkwa – Update

Director Dekens noted that the Village of Telkwa waterline project is complete and the Village has started its 2024 Budget process. He also mentioned that the Telkwa Festive Craft Market took place December 9th and was well attended.

Electoral Area B (Burns Lake Rural) – Update

Director Riis-Christianson noted he is seeking clarification from Telus regarding future projects in the region.

Village of Fraser Lake – Update

Director Storey noted the following:

- Rod Holland is retiring and the new CAO starts December 15th
- Approved Housing Needs Report at the December 13th Council Meeting
- Working on desludging issues in Aerators
- North Central Local Government Association
 - Nominations for NCLGA Board of Directors deadline is April 3, 2024
 - Aquaculture Committee
 - Website redesign in progress
 - New executive director in the future
 - Budget updates and 2024 NCLGA AGM and Conference.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

Chair Parker – Update

Director Parker provided the following update:

- Veterinarian Shortage Working Group met with Theresa Burns, Chief Veterinarian, Province of B.C. and Mark Barnes, Director, Office of Research and Innovation, UNBC, and Minister of Agriculture Staff and Policy Writer on December 12th
 - Discussed
 - Bursaries
 - Work Placement during Practicums similar to UNBC's Nursing Program
- Attended the Fraser Lake Craft Fair which had a Record number of booths
- Attended the Fraser Lake Christmas Parade and the Vanderhoof Parade of Lights showcasing amazing community spirit
- Review of 2023 will be brought forward in early 2024 for discussion.

Directors Newell and McGuire mentioned that they had purchased Director Riis-Christianson's book and look forward to Director Riis-Christianson signing the book for them.

Chair Parker and the Board of Directors thanked staff for their work in 2023 and wished everyone a Merry Christmas and Happy Holiday Season.

Receipt of Verbal Reports

Moved by Director Dekens
 Seconded by Director Brienen

2023-13-29

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Stoltenberg
 Seconded by Director McGuire

2023-13-30

"That the meeting be adjourned at 2:49 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Deputy Director of Corporate Services

BULKLEY-NECHAKO

JOINT ACCESSIBILITY COMMITTEE MEETING MINUTES
VIA ZOOM

Friday, December 8, 2023

PRESENT: Chair Judy Greenaway, RDBN

Alternate Chair Stoney Stoltenberg, RDBN

Voting Members

Kathy Bedard, Granisle
Tania Cunningham, Burns Lake – left at 2:00 p.m.
Lynn Dunkley, Fort St. James
Elaine Storey, Fraser Lake
Glenys SnowDymond, Smithers
Shawna Taylor, Fort St. James

Absent David Livesey, Telkwa
Marion Ells, Houston
David Manahan, Houston
Jennifer Barg, Vanderhoof Public Library

Partner Organization Representatives

Alex Bihori, District of Fort St. James
Valerie Crowley, Fort St. James Public Library
Lorna Eftodie, Village of Granisle
Debbie Joujan, Village of Telkwa
Lara Hartman, Village of Fraser Lake
Karen Hogstead, District of Houston
Lisa Rees, Granisle Public Library
Nikki Sauve, Fraser Lake Public Library
Laina Helgesen, Village of Burns Lake – arrived at 1:10 p.m.
Monica Wilner, Burns Lake Public Library – arrived at 1:06 p.m.

RDBN Staff Nellie Davis, Staff Liaison
Wendy Wainwright, Recording Secretary

CALL TO ORDER Chair Greenaway called the meeting to order at 1:02 p.m.

AGENDA Moved by Glenys SnowDymond
Seconded by Shawna Taylor

BNJAAC.2023-2-1 “That the Committee Agenda for December 8, 2023 be approved.”

(All/Directors/Majority) **CARRIED UNANIMOUSLY**

MINUTES

BNJAAC Meeting Minutes
 November 24, 2023

Moved by Glenys SnowDymond
 Seconded by Shawna Taylor

BNJAAC.2023-2-2

"That the Committee receive the Bulkley-Nechako Joint Accessibility Advisory Committee minutes of November 24, 2023."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

Draft Contact Cards

Moved by Lynn Dunkley
 Seconded by Shawna Taylor

BNJAAC.2023-2-3

"That the Committee approve the draft contact card for printing and distribution."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Ms. SnowDymond requested staff ensure that the Contact Cards follow the Canadian National Institute for the Blind (CNIB) Clear Print Accessibility Guidelines.

Accessibility Plan Brainstorming Exercise

Nellie Davis, RDBN Staff Liaison – Mural Board Brainstorming Session

What kinds of barriers have we noticed? These can be physical, technological, or informational.

Physical

- Crosswalks can be challenging for those with vision impairment or mobility limitations
- Cutouts are steep onto roads with raised bumps
- Poles in sidewalks block wheelchair and walker passage

Technological Barriers

- E-readers cannot use 'captcha' button on website forms
- Digital literacy is low and many services are moving online

Informational Barriers

- Signs are not accessible to low vision residents
- Poor lighting indoors can make indoor reading difficult
- Colour blindness can impact signage accessibility
- Glare on plexiglass can make signage hard to see

Sensory Barriers

- Quiet spaces for people on the autism spectrum

Systemic Barriers

- Winter conditions can isolate those who have a hard time in icy conditions due to a higher fall risk
- Lack of mental health awareness
 - o Consider recommendations in regard to mental health and mental health awareness
- Need broader input from community, staff and community leaders
- Provincial programs not easy to use

Attitudinal Barriers

- Protests that impact marginalized communities – re-traumatized

Transportation Barriers

- Transportation to medical appointments challenging
- No taxi service in many communities
- Accessible taxis and buses for inter-community transportation is non-existent
- Maternity travel within Vanderhoof is challenging
- Lack of awareness of how to meet needs of disabled travelers

Housing Barriers

- Apartments rented to vulnerable populations are not accessible with important features like accessible bathrooms or access for those with mobility challenges
- Focus needed for integrated accessible housing
- Many rental prices remain high after industry is done
- Cost effective rents

Accommodation Barriers

- Fraser Lake – neither hotel is wheelchair accessible

Infrastructure Barriers

- Lack of above ground parking signage for wheelchair parking
- Lack of sidewalks in residential areas
- Sidewalks are pitted or in poor condition and can be dangerous for wheelchairs and walkers
- No facilities for adults that require diaper changes
- Snow removal around cutouts and accessible parking needs to be addressed

Recreational Infrastructure Barriers

- Wheelchair and walker access at waterfront site at Cottonwood Park
- No path to washrooms at walking track/park in Burns Lake
- No public accessible washrooms in some communities
- Recreation areas need appropriately designed accessible benches and picnic tables for adults and children

Private Infrastructure Barriers

- No seating/benches in Burns Lake Mall
- Bathroom at Burns Lake Mall inaccessible to wheelchairs and walkers
- Much of the accessible parking is on private (business) property
 - o No uniformity and poor signage
- Wheelchair height service and sales counters
- Benches or seating areas to meet needs of wheelchair users at doctors office
- Stairs are a barrier in buildings with no elevator – e.g. dentist office in Houston
- No wheelchair access to Medical Clinic in Houston

Employment Barriers

- Accessible employment opportunities at municipal offices
- Policies, collaboration and staff training to overcome inhibitions around serving diverse populations
- Organizational assessments for policy/collaborative staff training
- Services for adults once out of school system are lacking
- Employer training and awareness programs for adults with ASD (Autism Spectrum Disorder)
- Employment for peoples with ASD

Emergency Barriers

- Emergency planning does not sufficiently identify and plan to help vulnerable individuals
- Flood and housing security is more challenging for those on a disability living allowance
- Prescribed burning and wildfires impact residents with respiratory issues due to poor air quality
- Hotel spaces during an emergency event.

Conducting a Community Survey to collect information.

Possible Solutions

- Braille on signage to use touch to navigate a space
- Tactile markers on cross walks
- Fort St. James Accessibility Plan as a reference document
- Funding for digital literacy support at libraries
- Regional transit can act as a handy dart with 24 hours notice as long as it can be coordinated with regular service
- Health bus (if there is room) will transport residents for any reason, not only medical travel and is a low cost
- Can we encourage indigenous participation on this committee
- Encourage participation from organizations like High Road Services Society in Smithers or others who serve directly in our communities
- OneBus pilot with NDIT.

The following was discussed:

- School use of community outdoor recreation facilities for physical education
 - Some outdoor recreation infrastructure in Burns Lake lacks accessibility to bathrooms
 - Air quality concerns from prescribed burning and/or wildfires
- Fort St. James
 - Deficiencies in above ground signage for accessible parking
 - Signage that does exist does not indicate permit required
 - Sidewalks throughout community pitted and cracked making access dangerous
 - Poles in the middle of the sidewalk make access challenging
 - Wheelchair and walker access at waterfront sites (Cottonwood Park)
 - No public washrooms in Fort St. James
 - Accessibility issues at the Fort St. James Medical Clinic
 - Accessible parking challenging
 - Step up onto the sidewalk is high – no cutout or access
 - Lack of proper above or below signage for accessible parking spots
 - Located a distance away from the main door
- Most communities in northern B.C. do not have sidewalks in residential areas
- Libraries are noticing that many seniors have low digital literacy and more and more information is now accessible only online
- Inadequate lighting indoors makes reading difficult for those with vision impairments
- Accessible bathrooms for adults that require diaper changes
 - Accessible bathrooms often do not accommodate wheelchair users that require an attendant
 - Existing infrastructure is designed for small children and can't accommodate larger individuals
- Loop accessibility in public areas for a person with adaptive technology to access information being shared
- Fraser Lake
 - Public washrooms closed in the winter
 - Hotels are not wheelchair accessible
- Cutouts are relatively steep onto roads with raised bumps
- Accessible parking is on private land
 - No uniformity on proper accessible parking
 - Finding a way to reach out to landowners to encourage appropriate placement and signage
- Housing
 - How to encourage accessible entrances and removal of barriers and obstacles
- First Nations engagement
 - Recommendations for actions moving forward
 - Working to develop engagement and an opportunity to provide feedback
 - Committee may consider drafting a letter to Indigenous governments in the future
- Work BC Vanderhoof Programs for individuals with disabilities
- Vehicle adaptation challenges
- Northern Development Initiative Trust Pilot Program – OneBus
 - To be implemented in the future
 - Online booking using existing public transportation systems
 - Cashless system
 - Barriers to a cashless system for individuals
- Medical facilities and various meeting spaces require adequate wheelchair seating areas.

NEW BUSINESS

The Committee members discussed having a like-minded group to bring forward creative thoughts and information. The group knowledge sharing, and the work of the committee brings hope.

ADJOURNMENT

Moved by Glenys SnowDymond
Seconded by Lynn Dunkley

BNJAAC.2023-2-2

"That the meeting be adjourned at 2:04 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Judy Greenaway, Chair

Wendy Wainwright, Recording Secretary

BULKLEY-NECHAKO

JOINT ACCESSIBILITY COMMITTEE MEETING MINUTES

Friday, November 24, 2023

PRESENT: Chair Judy Greenaway, RDBN – via Zoom

Alternate Chair Stoney Stoltenberg, RDBN – via Zoom

Voting Members

Kathy Bedard, Granisle – via Zoom

Tania Cunningham, Burns Lake

Lynn Dunkley, Fort St. James – via Zoom

Marion Ells, Houston – via Zoom

David Manahan, Houston

Elaine Storey, Fraser Lake – via Zoom

Glenys SnowDymond, Smithers

Shawna Taylor, Fort St. James – via Zoom

Absent David Livesey, Telkwa

Partner Organization Representatives

Jennifer Barg, Vanderhoof Public Library – via Zoom

Valerie Crowley, Fort St. James Public Library – via Zoom

Lorna Eftodie, Village of Granisle – via Zoom

Laina Helgesen, Village of Burns Lake

Debbie Joujan, Village of Telkwa – via Zoom

Lara Hartman, Village of Fraser Lake – via Zoom

Karen Hogstead, District of Houston – via Zoom

Lisa Rees, Granisle Public Library – via Zoom

Nikki Sauve, Fraser Lake Public Library – via Zoom

RDBN Staff Nellie Davis, Staff Liaison

Cheryl Anderson, Recording Secretary

CALL TO ORDER

Chair Greenaway called the meeting to order at 1:02 p.m.

AGENDA

Moved by Stoney Stoltenberg

Seconded by Glenys SnowDymond

BNJAAC.2023-1-1

“That the Committee Agenda for November 24, 2023 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

INTRODUCTIONS

Introductions were made.

ORIENTATION

Nellie Davis, Staff Liaison, provided a PowerPoint Orientation Presentation which addressed the following:

- *Accessible BC Act (ABCA)*
- Other legislation
 - *Local Government Act*
 - *Community Charter*
 - *BC Building Code*
- Why a joint committee?
 - To reduce the demand on individual organizations and volunteers
- Why Bulkley-Nechako?
 - The Regional District of Bulkley-Nechako (RDBN) covers over 73,000 km² and includes eight municipalities and seven electoral areas.
- Roles and Responsibilities (derived from the *Community Charter*)
 - Elected Board/Councils have distinct responsibilities to govern
 - Advisory Committees have distinct responsibilities to represent citizen interests and provide advice to Council
 - Advisory Committee represents one collective voice
 - Staff will provide support to the Committee including meeting coordination, agenda management, minute taking and distribution, providing information.
- How Does the Committee Work
 - Terms of Reference
 - Agenda and Roberts Rules of Order
 - Staff Liaison to support Chair and Committee members and collect feedback from the public
- Demographics
- Disability Types
- Disability by Age
- Social model of disability
- What affects accessibility and inclusion?
- Scope of the Committee
- Purpose of the Committee
 - Assist partner organizations in identifying barriers and advise on how to remove and prevent barriers
 - Recommend policies and programs on matters affecting residents with disabilities
- Developing the Plan
 - Structure of a plan
 - Prioritizing our Action Plan
- Journey Experience Model
 - A collaborative exercise where the committee answers questions and maps out the process for each stakeholder and type of interaction

ORIENTATION (CONT'D)

Discussion took place regarding First Nations engagement in regard to the development of the plan. Staff will determine if First Nations are included in the 720 prescribed organizations and the legislation.

Dave Manahan asked if information could be provided regarding current legislation for accessibility. Staff will provide information at a future meeting.

Discussion took place regarding barriers for first responders.

REPORTS

Accessibility Plan Template and Public Feedback

The Committee received the Accessibility Plan Template and the Public Feedback memorandum.

Nellie Davis advised that there is a form for public feedback as well as information on the website that outlines how feedback can be provided to the Committee. All feedback received will be brought back to the Committee.

NEW BUSINESS

Accessibility Committee Cards

Director Stoltenberg suggested that cards be printed that can be given to the public with information regarding the Accessibility Committee.

ADJOURNMENT

Moved by Stoney Stoltenberg
 Seconded by Elaine Storey

RSWAC.2023-2-7

"That the meeting be adjourned at 2:22 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Judy Greenaway, Chair

Cheryl Anderson, Recording Secretary

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, January 11, 2024**

PRESENT:	Chair	Mark Parker
	Directors	Gladys Atrill Shane Brienen Martin Elphee Judy Greenaway Clint Lambert – via Zoom Linda McGuire – via Zoom Shirley Moon Kevin Moutray Chris Newell – arrived at 10:41 a.m. Michael Riis-Christianson Stoney Stoltenberg Sarrah Storey Henry Wiebe
	Alternate Director	Annette Morgan, Village of Telkwa – via Zoom
	Director Absent	Leroy Dekens, Village of Telkwa
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services Nellie Davis, Manager of Regional Economic Development – arrived at 12:47 p.m., left at 1:00 p.m. John Illes, Chief Financial Officer Deborah Jones-Middleton, Director Protective Services – arrived at 12:47 p.m. Trevor Kier, RDBN Recovery Manager Contractor – arrived at 12:59 p.m. Jason Llewellyn, Director of Planning – arrived at 12:47 p.m., left at 1:15 p.m. Wendy Wainwright, Deputy Director of Corporate Services
	Other	Anthony Giannotti, RPF, Director, Pricing and Tenures – North Area, Ministry of Forests – via Zoom – left at 11:20 a.m. Neal Marincak, Resource Manager, Nadina Natural Resource District, Ministry of Forests – via Zoom – left at 11:20 a.m. Tara Dunphy, Director of Strategic Initiatives, Skeena Region, Ministry of Forests – arrived at 10:37 a.m., left at 12:05 p.m. Robyn (Koralann) Phair, Forestry Engagement Planning Coordinator, Lake Babine Nation – arrived at 10:37 a.m., left at 12:05 p.m.

Media Saddman Zaman, LD News – arrived at 10:33 a.m., left at 12:05 p.m.

CALL TO ORDER Chair Parker called the meeting to order at 10:30 a.m.

FIRST NATIONS ACKNOWLEDGEMENT

AGENDA Moved by Director Stoltenberg
Seconded by Director Storey

C.W.2024-1-1 “That the Agenda of the Committee of the Whole meeting of January 11, 2024 be approved.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole Minutes – November 9, 2023 Moved by Director Storey
Seconded by Director Greenaway

C.W.2024-1-2 “That the Committee of the Whole Meeting Minutes of November 9, 2023 be approved.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

DELEGATIONS

MINISTRY OF FORESTS – Via Zoom – Anthony Giannotti, RPF, Director, Pricing and Tenures – North Area and Neal Marincak, Resource Manager, Nadina Natural Resource District – Re: Prince George, Lakes and Morice Timber Supply Area Apportionment

Chair Parker welcomed Anthony Giannotti, RPF, Director, Pricing and Tenures – North Area and Neal Marincak, Resource Manager, Nadina Natural Resource District, Ministry of Forests.

Mr. Giannotti and Mr. Marincak provided a PowerPoint Presentation.

Prince George, Lakes and Morice Timber Supply Area (TSA)

- Prince George TSA (PG TSA)
 - o Allowable Annual Cut (AAC) and Relative Harvest Billing System (HBS) Scaled Volume per year
 - 2012-2022
 - The current harvested volume is the same as the AAC
 - o Current Apportionment
- Lakes TSA
 - o AAC and Relative HBS Scaled Volume per year
 - 1996-2022
 - o Current Apportionment
 - o Guidance from Minister on implementing apportionment

DELEGATIONS

MINISTRY OF FORESTS – Via Zoom – Anthony Giannotti, RPF, Director, Pricing and Tenures – North Area and Neal Marincak, Resource Manager, Nadina Natural Resource District – Re: Prince George, Lakes and Morice Timber Supply Area Apportionment (CONT'D)

- Morice TSA
 - o AAC and Relative HBS Scaled Volume per year
 - o Current Apportionment
 - o The Current harvested volume is significantly higher than the AAC.

Discussion took place regarding the following:

- Community Forest 2023 Apportionment – 0
 - o Rationale
 - Government has heard the importance of Community Forests and ability to partner with First Nations and the unique role Community Forests have taken
 - Government in the PG and Lakes TSA has taken a greater opportunity to have First Nations participate in the forest economy
 - Historically 2004-2006 increase Community Forest and not First Nations which was a more short-term non replaceable volume targeting MPB
 - Recognize First Nations establishment of business relationships with licensees and logging contractors
 - o Recent decision
 - Across the interior addressing the effects of the Mountain Pine Beetle and reductions of the AAC
 - In some communities Community Forests have really felt impact of the AAC reduction
 - As AAC goes through step down process will see a reduction
- Concerns regarding the impacts of the 2018 and 2023 Wildfires
 - o Does Forestry have an idea of the impacts and will there be a review?
 - Chief Forester is preparing to present information to the public
 - Information for the 2018 Wildfires is available on the website
 - 2023 Wildfire information has not yet been updated on the website
 - o Priority of the Premier and Minister of Forests
 - o Early access to data files provides preliminary estimates of fibre burnt
 - Working to refine information
 - No timeline currently to release information
 - o Chief Forester understands there is a want to recover salvage burnt timber
 - Partition decisions may need to be considered
 - o Burns Lake Area is processing burnt timber
 - Fraser Lake Sawmill received cutting permits prior to Christmas 2023
 - Canfor is planning salvage harvesting early 2024
 - Working on rehabilitation and recovery

- Better situated in comparison to the after actions of the 2018 Wildfires
 - Proactive in assisting communities

DELEGATIONS

MINISTRY OF FORESTS – Via Zoom – Anthony Giannotti, RPF, Director, Pricing and Tenures – North Area and Neal Marincak, Resource Manager, Nadina Natural Resource District – Re: Prince George, Lakes and Morice Timber Supply Area Apportionment (CONT'D)

- Shelf life of burnt timber is estimated between 1- 5 years
 - Mr. Marincak will provide outstanding volumes from 2018
- Apportionment difference between the Morice TSA and Lakes TSA
 - Morice TSA last completed in 2017
 - Predated the recent works regarding reconciliation
 - Significant volume partnership in BC Timber Sales (BCTS) and First Nations volume
 - Volume shift to First Nations
- A healthy forest requires a diverse forest in various stages of life
 - What are the current concerns for the overall health of the forest?
 - Lakes Resiliency Project
 - Balances the needs of the land base and economic needs of the area
 - Morice TSA review
 - Skeena Sustainability Forum
 - Province decision and focus on Forest Landscape Plans
 - Reallocates and balances the objectives and collaboration with First Nations
 - Different approach than in the past
- Changing landscapes to assist with wildfire mitigation
 - Wildfire Risk Reduction Program
 - Nadina District recruitment of an additional 6-7 people to proactively conduct risk reduction
- Expanding rehabilitation and recovery works from 2018
- For Category II Timber Sales to allow for small scale salvaging of burnt timber
 - Reach out to Kevin Partington, Resource Technologists, Field Operations - Nadina or Mike Watson, Woodlands Manager, BC Timber Sales – Babine, Ministry of Forests for additional information
- Consultation when small scale harvesting takes place in close proximity to private landowner
 - Contact local Ministry of Forest office to voice concerns
- Fraser Lake thinning and spacing project near the Fraser Lake Airport
 - Funding
 - Forest Enhancement Society of B.C. potential option
 - Liaison with Mr. Marincak.

Chair Parker thanked Messrs. Giannotti and Marincak for attending the meeting.

DELEGATIONS (CONT'D)

MINISTRY OF FORESTS and LAKE BABINE NATION– Tara Dunphy, Director of Strategic Initiatives, Skeena Region, Ministry of Forests and Robyn (Koralann) Phair, Forestry Engagement Planning Coordinator, Lake Babine Nation Re: Morice TSA Pilot Project and Lakes TSA Pilot Project Update

Chair Parker Welcomed Tara Dunphy, Director of Strategic Initiatives, Skeena Region, Ministry of Forests and Robyn (Koralann) Phair, Forestry Engagement Planning Coordinator, Lake Babine Nation.

Ms. Dunphy and Ms. Phair provided a PowerPoint presentation.

Forest Landscape Planning in the Skeena Region

- Outline
 - o Forest Landscape Planning (FLP) – what is it?
 - o Planning in the Bulkley and Morice Timber Supply Area
 - o Planning in the Lakes TSA
 - o Process, Review and other initiatives
- Introducing Forest Landscape Planning
- Transition from Forest Stewardship Plan's (FSP's) to FLP's
- 5 FLP Objectives
- Weaving Indigenous Knowledge with Western Science
- Embracing Flexibility
- Bulkley & Morice Landscape Planning Process
 - o Two years of Scoping to this point – Started with Bulkley & Morice Timber Supply Reviews (TSRs)
 - o Integration Points/Sharing Resources
 - o Potential Planning Table Structure
 - First Nations Steering Committee
 - Stakeholder Review and Input Group
 - Technical Decision Making
 - o 6-month Draft Timeline
- Stated goals of the Lakes Resiliency Project
- Lakes Resiliency Project – Bulkley/Morice Forest Landscape Planning
 - o Key Decision Points
 - o Work Plan
 - o Biodiversity Legal Orders
 - o Wildlife
 - o Visuals
 - o Range
 - o Aquatics
 - o Wildfire.

Director Newell requested information concerning local consultation for the Morice TSA Planning. Ms. Dunphy mentioned the possibility of hosting Town Hall meeting(s) or participating in the Stakeholder Review and Input Group meeting(s). Ms. Dunphy will connect with Director Newell to discuss engagement.

REPORTS (CONT'D)

Discussion took place regarding the following:

- Weighted assessments
- Taxation options were discussed in Table 1, 2, 3A, 3B and 3C
- Electoral Area A (Smithers/Telkwa Rural), Smithers and Telkwa decrease in assessments
- Large market change in assessment for Granisle
- Average taxpayer
 - Includes a combination of residential, commercial, business and utilities classifications
 - Commercial tax rate payers have seen the largest increase in assessment
- Pipeline revenue
 - Maintain value over a 50 year period
- Statistics Canada average annual projected inflation rate for 2023
 - Stats Canada will release the information mid-January, 2024
 - Table 3A – 2024 Requisition including 2% increase
- Staff will provide a report of pipeline assessment changes
- Future planning in considering 2024 tax rate.

Financial Statements from Grant Receiving Societies

Moved by Director Storey
 Seconded by Director Riis-Christianson

C.W.2024-1-5

“That the Committee receive the Chief Financial Officer’s Financial Statements from Grant Receiving Societies.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Storey
 Seconded by Director Stoltenberg

C.W.2024-1-6

“That the meeting be adjourned at 1:37 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Deputy Director of Corporate Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL/AGRICULTURE COMMITTEE MEETING****Thursday, January 11, 2024**

PRESENT: Acting Chair Mark Parker

Directors Judy Greenaway
Clint Lambert - via Zoom
Shirley Moon
Chris Newell
Mark Parker
Michael Riis-Christianson
Stoney Stoltenberg

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services
Nellie Davis, Manager of Regional Economic Development – left at 2:27 p.m.
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services – left at 1:47 p.m.
Trevor Kier, RDBN Recovery Manager Contractor – left at 1:47 p.m.
Jason Llewellyn, Director of Planning – left at 1:52 p.m., returned at 2:27 p.m.
Wendy Wainwright, Deputy Director of Corporate Services

Other Linda McGuire, Village of Granisle – via Zoom

CALL TO ORDER Acting Chair Parker called the meeting to order at 1:38 p.m.

AGENDA & SUPPLEMENTARY AGENDA Moved by Director Stoltenberg
Seconded by Director Riis-Christianson

RDC.2024-1-1 “That the Rural/Agriculture Committee Agenda for January 11, 2024 be approved; and further, that the Supplementary Agenda be dealt with at this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Rural/Agriculture Committee Meeting Minutes -November 9, 2023 Moved by Director Stoltenberg
 Seconded by Director Greenaway

RDC.2024-1-2 "That the minutes of the Rural/Agriculture Committee meeting of November 9, 2023 be approved."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Staff Introduction

Deborah Jones-Middleton, Director of Protective Services introduced Trevor Kier, RDBN Recovery Manager Contractor.

DEVELOPMENT SERVICES

Referrals

Crown Land Application Referral No. 7410321 Electoral Area D (Fraser Lake Rural) Moved by Director Riis-Christianson
 Seconded by Director Stoltenberg

RDC.2024-1-3 "That the comment sheet be provided to the Province as the Regional District's comments on Crown Land Referral No. 7410321 as amended to include the following:
 Other Comments: Based on information provided, the Regional District of Bulkley-Nechako does not support the application."

(All/Directors/Majority) CARRIED UNANIMOUSLY

RURAL REPORT

Grant in Aid Policy (GIA) Review

The following was discussed:

- Opportunity for the Board to clarify its direction
- Include in draft updated Grant in Aid (GIA) Policy
 - o 1) Funding for agencies that are publicly funded, such as education and healthcare institutions
 - Potentially include the statement: Electoral Areas' Grant-in-Aid is not intended to replace any financial responsibilities of senior levels of government or other government agencies or affiliates
 - Operational maintenance work be ineligible
 - Not fund organizations that generate funds through taxation
 - o Includes School Districts and Northern Health
 - Importance of providing funding for organizations such as Lakes Outdoor Recreation Society

RURAL REPORT (CONT'D)

- Continue to have the ability to provide grant in aid to school groups such as basketball, volleyball, science teams etc.
- Grant options for a bus stop shelter at Topley
 - Staff will review and provide information to Director Newell
- RDBN Grant in Aid Policy Section 4 a) and b)
 - Provides the Regional District flexibility to impose additional requirements or reduce or modify requirements
- Application process and reporting phase
 - Requiring financial information during the application process
 - Enforcing reporting and ensuring accountability
 - RDBN Grant in Aid Policy Section 3 b)
 - Including in draft updated GIA Policy: Failure to provide reporting will nullify the applicant from applying for future granting until reporting is received
 - Letters to organizations documenting the grant approval also include information concerning reporting
 - Historical reporting discussions
 - Simplified reporting
 - Staff to forward reports, cards, photos, receipts, etc. to Electoral Area Directors
 - Staff will work with organizations to request reports for grants exceeding \$1,000 as outlined in the Policy
- Including 2) and 3) outlined in the Grant in Aid Policy Review memorandum in future updated Grant in Aid Policy
 - 2) Provision of funds for non-profit organization annual operational or core funding, as well as wages
 - 3) Expectations around recognition of awarded grants
 - Importance of recognition
 - Provincial and Federal Government Grant Funding opportunities include clauses that any communication must recognize the funding agency
- Partnering with local Community Foundations to provide funding opportunities
- Staff will bring forward a draft Grant in Aid Policy update.

SUPPLEMENTARY AGENDA

Grant in Aid Under \$2,500
Approval Update

Moved by Director Stoltenberg
 Seconded by Director Newell

RDC.2024-1-4

"That the Committee receive the Manager of Regional Economic Development's Grant in Aid Under \$2,500 Approval Update memorandum as amended to include the Nechako Senior Citizens Society grant in aid in Electoral Area F rather than Electoral Area C requests."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Cluculz Lake Residents
 Dog Concerns/Rural
 Dog Control Director Moon brought forward Cluculz Lake residents dog concerns. Staff will bring forward a report at a future meeting regarding dog and animal control in the Regional District.

Unightly Premises Concerns Director Greenaway spoke of concerns regarding an unsightly premises in Electoral Area C (Fort St. James Rural). Staff will follow up.

Mail in Ballots Director Moon requested staff bring forward information regarding mail in ballots. Staff have included it in the 2024 Work Plan and will bring forward a report for consideration and discussion at a future meeting.

Emergency & Disaster
 Management Act (EDMA) Letter Director Lambert requested an update regarding the RDBN Letter regarding the *Emergency & Disaster Management Act (EDMA)* the Board authorized at its December 14, 2023 Board Meeting. Staff will bring forward the letter and comments for Board consideration at the January 25, 2024 Board Meeting.

Director Lambert indicated the Chinook Emergency Response Society has provided a press release in regard to its concerns. Chair Parker mentioned he spoke with the Honourable Bowinn Ma, Minister of Emergency Management and Climate Readiness in December regarding the *Act* and he will follow-up with Director Lambert.

ADJOURNMENT

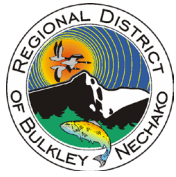
Moved by Director Stoltenberg
 Seconded by Director Newell

RDC.2024-1-5 "That the meeting be adjourned at 2:31 p.m."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Mark Parker, Acting Chair

Wendy Wainwright, Deputy Director
 of Corporate Services



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Danielle Patterson, Senior Planner
Date: January 25, 2024
Subject: **Development Variance Permit (DVP) E-01-22**

RECOMMENDATION:

(all/directors/majority)

1. That the Board approve the issuance of DVP E-01-23 for the properties located on Colleymount Road, legally described as Lot A, District Lots 5333 & 5332, Range 5, Coast District, Plan 6090 and Lot 1, District Lot 5332, Range 5, Coast District, Plan 3998, Except Plan 5079 to vary Section 14.0.3.1 of the Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 by reducing the minimum Parcel area that may be created by subdivision from 2 hectares to 1 hectare for Proposed Lots 1, 2 and 3, for a four parcel subdivision in general compliance with Schedule A of the permit.
 2. That the Board direct staff to issue the permit only if Bylaw No. 2021 and proposed Bylaw No. 2022 are adopted by the Board.
-

EXECUTIVE SUMMARY

This development variance permit (DVP) application proposes to reduce the minimum parcel area at subdivision in the Small Holdings Zone (H1) from 2 ha to 1 ha for three proposed new parcels.

Staff have no objections to the reduced minimum parcel size. The proposed reduction does not increase the potential maximum density of the subject properties and the DVP includes a setback requirement from Francois Lake for septic fields.

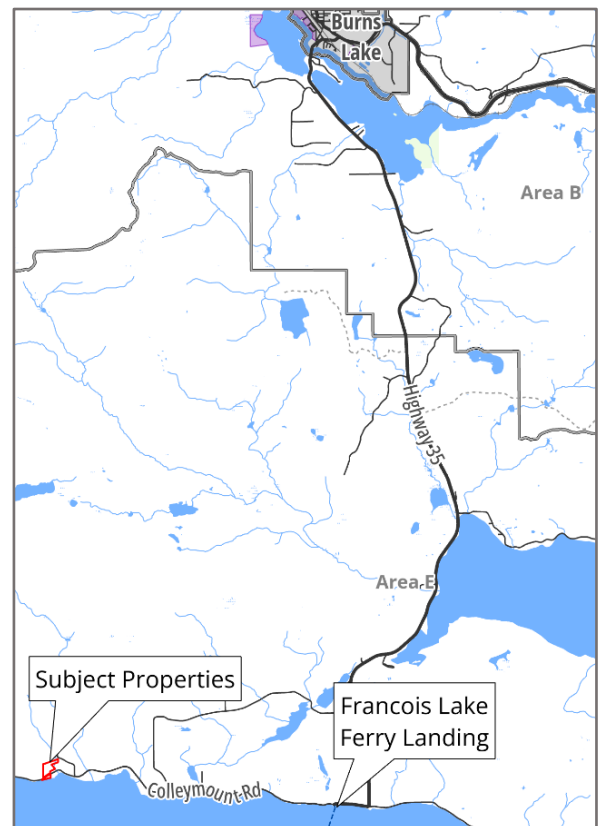
The subject properties are currently not zoned H1. The applicants have submitted an OCP and rezoning application, being considered as Bylaw No. 2021 and Bylaw No. 2022, which includes a request to rezone the subject properties to the H1 zone. Bylaw No. 2021 and Bylaw No. 2022 are on the January 25, 2024 Board agenda following this application. Planning staff recommend that DVP E-02-22 be approved but not issued until Bylaw No. 2021 and Bylaw No. 2022 are adopted.

APPLICATION SUMMARY

Name of Owners:	Gordon McFee and Joan McFee
Electoral Area:	E (Francois/Ootsa Lake Rural)
Subject Properties:	Lot A, District Lots 5333 & 5332, Range 5, Coast District, Plan 6090 (PID 010-095-713) and Lot 1, District Lot 5332, Range 5, Coast District, Plan 3998, Except Plan 5079 (PID 009-020-675)
Property Sizes:	<p>Lot A: 8.47 ha</p> <p>Lot 1: 1.74 ha</p> <p><u>Total Area:</u> 10.21 ha (25.25 ac)</p>
OCP Designations:	<p>Burns Lake Rural and Francois Lake (North Shore) OCP, Bylaw No. 1785, 2017 (the OCP):</p> <p>Lot A: Resource (RE)</p> <p>Lot 1: Lakeshore (L)</p>
Zoning:	<p>RDBN Zoning Bylaw No. 1800, 2020 (the Zoning Bylaw):</p> <p>Lot A: Large Holdings Zone (H2)</p> <p>Lot 1: Waterfront Residential I Zone (R3)</p>
ALR status:	Not in the ALR
Building inspection:	Not within the building inspection area.
Fire protection:	Not within a Fire Protection Area.
Existing land use:	Agriculture
Location:	Colleymount Road, approximately 7 km west of the Francois Lake Ferry Northside terminal.

Proposal

The applicants would like to subdivide the two subject properties into three waterfront parcels with area of 1 ha each and a remainder with an area of approximately 7.21 ha (see Attachments for Applicants' Submission). The three proposed 1 ha



waterfront parcels would straddle Colleymount Road as shown in the preliminary subdivision plan below.

To facilitate this development, the applicants wish to vary Section 14.0.3.1 of the Zoning Bylaw by reducing the minimum parcel area that may be created at subdivision from 2 ha to 1 ha for Proposed Lots 1, 2 and 3. Section 14 of the Zoning By law is the H1 Zone and the subject properties are zoned Large Holdings Zone (H2) and Waterfront Residential 1 Zone (R3).

DISCUSSION

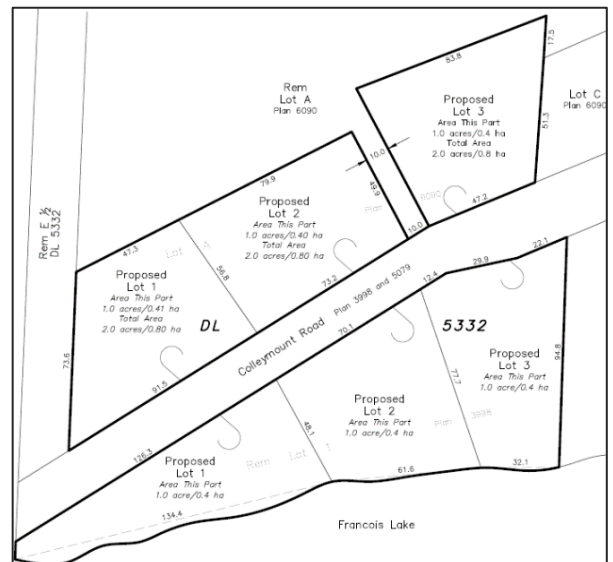
Official Community Plan amendment and rezoning application

The applicants are requesting a variance to the H1 zone when the subject properties are zoned H2 and R3. Additionally, the subject properties are designated Resource and Lakeshore in the OCP. To allow their DVP to be considered, the applicants have submitted an OCP amendment and rezoning application to change the subject properties to the Rural Residential (RR) designation and rezone the subject properties to the H1 zone. Additionally, the applicants requested a text amendment to the RR designation to allow their DVP, worded as follows:

Applications to permit up to three parcels as small as 1 hectare (2.47 acres) may be considered on parcels legally described as Lot A, District Lots 5333 and 5332, Range 5, Coast District, Plan 6090 and Lot 1, District Lot 5332, Range 5, Coast District Plan 3998, Except Plan 5079 provided that the average size of all parcels created is not smaller than 2 hectares (4.94 acres), with a maximum of one Single Family Dwelling per parcel.

Planning staff comments and permit conditions

The Lakeshore designation in the OCP has septic field lake setback for waterfront parcels. As the



applicants are proposing to change the designation to RR, this policy would no longer apply to the subject properties. Staff have concerns that with a change in designation RR, septic field setbacks would no longer be in effect for this waterfront proposal. Given the site-specific nature of the applicants' proposal, the DVP includes a condition related to septic field setbacks, so the benefits of the Lakeshore designation are not lost if the applicants' subdivision plans move forward.

Staff have no objections to the reduced minimum parcel area at subdivision. The proposed reduction does not increase the potential maximum density of the subject properties and the DVP includes a septic field lake setback requirement. Planning staff recommend that DVP E-02-22 be approved, and not issued until Bylaw No. 2021 and Bylaw No. 2022 are adopted. If Bylaw No. 2021 and Bylaw No. 2022 are not adopted by the Board, proposed DVP E-02-22 would not be issued.

Provincial subdivision approvals

The applicant must work with the Ministry of Transportation and Infrastructure (MoTI) regarding matters related to sewage disposal, water supply, access to lands beyond, and a safe building site. The MoTI Approving Officer would be obligated to secure the conditions outlined in the DVP as part of the subdivision approval process.

REFERRAL RESPONSES

Typically, the Electoral Area E Advisory Planning Commission (APC) would not review DVPs but as this DVP was referred in a combined report with the property owner's OCP amendment/rezoning application, the APC reviewed the proposal. The APC recommended the application be supported subject to increasing the areas of the three smaller parcels from 0.8 ha to 1 ha each.

No referral responses were received by Skin Tyee Nation, Wet'suwet'en First Nation, Office of the Wet'suwet'en, Witsset First Nation, Nee-Tahi-Buhn Band, or MoTI as of the writing of this report. The referral letters stated if no response was received, it would be assumed interests were unaffected.

PUBLIC CONSULTATION

All property owners within 100 m of the subject property have been provided written notice of the application and were given an opportunity to comment on this application in writing. Written submissions will be made available at the Board meeting on January 25, 2024.

ATTACHMENTS:

- Applicants' Submission
- Site Visit Photos
- Development Variance Permit E-01-22

Suitability for Onsite Sewerage – Proposed Subdivision

Date: October 10, 2023

Legal Description: Lot 1, District Lot 5332, Range 5, Coast District, Plan 3998 except Plan 5079.
PID 009-020-675 Assessment Roll: 26-755-10217.000

Property Owner: Joan and Gordon McFee
email [REDACTED]

Background

The owners are applying for subdivision approval. The parent parcel is 3.13 acres, with proposed division into 3 lots – each approximately 1 acre.

As a condition of subdivision approval, the Authorities Having Jurisdiction require written advice from an Authorized Person confirming that each of the proposed lots have conditions suitable for construction of onsite sewerage systems in compliance with the Sewerage System Regulation.

Methodology

- I attended the site June 15, 2021 with Josh Carpenter, ROWP. We excavated test pits throughout the site, in locations representing conditions within the three proposed lots.
- Conclusions regarding suitability for onsite sewerage are in accordance with the Sewerage System Regulation and the BC Ministry of Health's Sewerage System Standard Practice Manual.

Conclusions

All three proposed lots have conditions that are suitable for onsite sewerage treatment and dispersal.

Advanced treatment is not required. Type 1 treatment (septic tank only) is suitable.

Sand mounds, drip dispersal or other 'advanced' dispersal configurations are not required. Applicable standards for soil dispersal (drain fields) require conventional pressure dispersal to shallow or at grade seepage beds.

Details:

- All horizontal separation standards are easily met, including the 30 m setback from dispersal systems to freshwater bodies and surface sources of drinking water.
- Depth of unsaturated and permeable soil above the shallowest limiting conditions (seasonal high water or restrictive soils) range from 60 – 90 cm.
- Soil texture within those shallow soil horizons is sand and loamy sand, underlain by restrictive silts and clays with seasonal saturation.

- Based on SPM standards, the required configuration of sewerage systems are as follows:
 - Type 1 treatment (septic tank only).
 - Uniform dispersal to native soil by pressure distribution to seepage beds with infiltrative surfaces at or below original grade, with raised cover soil.
 - The size of drain fields would be approximately 3 m x 25 m (for four-bedroom residences).

Summary

In my opinion, each of the three proposed lots have conditions and available area that is suitable for onsite sewerage systems in accordance with the Sewerage System Regulation and the Standard Practice Manual ... with suitable capacity for a single residence on each lot, up to four bedrooms.

If you have any questions or require any further information, please do not hesitate to contact me.



Jim Andersen, ASCT., ROWP



Attachment: Site Visit Photos

Photo #1: View of Lot 1 (left/south side of road) and Lot A (right/north side of road)



Photo #2: Opposite View of Lot 1 (right/south side of road) and Lot A (south/north side of road)



Photo Series: View of Lot 1 (parcel on south side of Colleymount Road)

Photo #3: Haybarn



Photo #4: Haybarn and level topography



Photo #5: Fenced and gated pasture



Photo #6: Fenced and gated pasture continued



Photo #7: Lakeview from pasture



Photo #8: Lakeview from driveway/tree line



Photo Series: View of Lot 2 (parcel on north side of Colleymount Road)

Photo #9: Barn



Photo #10: cattle and winter pasture



Photo Series: topography/sloping on of Lot 2 (northside of Colleymount) towards Road

Photo #11: Slope to road/increased elevation north of fenced in area



Photo #12: Slope to road/increased elevation in treed area

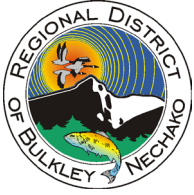


Photo #13: Slope to road



Photo # 14: Slope from fence line





REGIONAL DISTRICT OF BULKLEY-NECHAKO
DEVELOPMENT VARIANCE PERMIT NO. E-01-22

ISSUED TO: Gordon McFee and Joan McFee
 7877 Colleymount Road
 Burns Lake, BC V0J 1E2

WITH RESPECT TO THE FOLLOWING LANDS:

Lot A, District Lots 5333 & 5332, Range 5, Coast District, Plan 6090 (PID 010-095-713) and Lot 1, District Lot 5332, Range 5, Coast District, Plan 3998, Except Plan 5079 (PID 009-020-675) located on Colleymount Road (the "Lands")

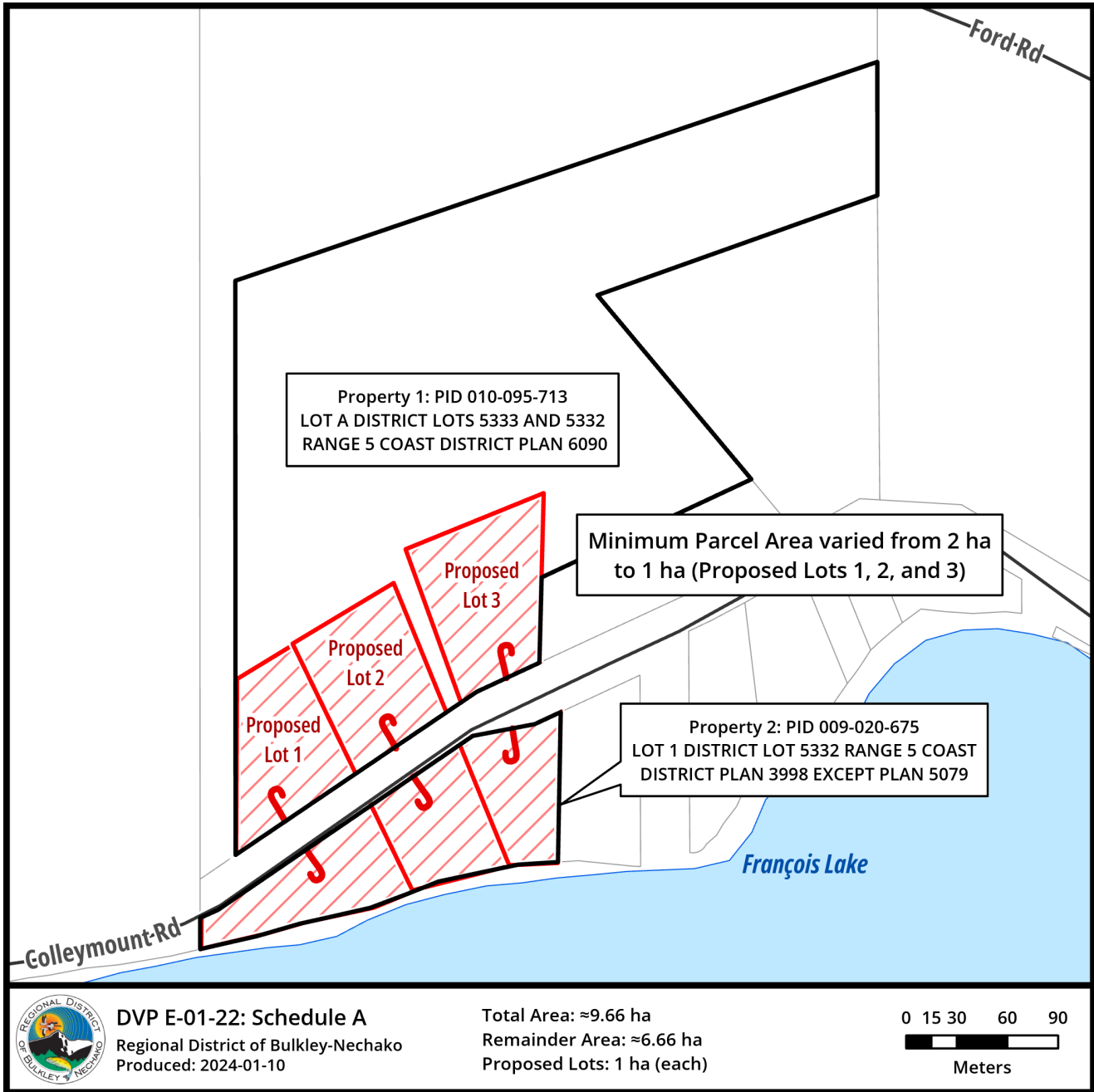
1. This Development Variance Permit varies Section 14.0.3.1 of the Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 by reducing the minimum Parcel area that may be created by subdivision from 2 hectares to 1 hectare for Proposed Lots 1, 2 and 3, subject to the following conditions:
 - 1.1. Not more than 1 Single Family Dwelling shall be permitted per proposed parcel.
 - 1.2. No septic field(s) shall be permitted within 100 metres of Francois Lake, unless designed by an appropriately qualified engineer or geoscientist who provides a written report to the Regional District that the septic field will have no detrimental impacts on Francois Lake. In no case shall the septic field(s) be setback less than 30 metres from Francois Lake.
2. This variance applies only to the subdivision of the subject properties in general accordance with the plans shown on Schedule A, which forms part of this permit.
3. In accordance with Section 503 of the *Local Government Act*, notice of this Development Variance Permit shall be filed in the Land Title Office. Once filed, the terms of this Development Variance Permit shall be binding upon all persons who acquire an interest in the lands affected by the permit.
4. If the subject properties have not been subdivided within 4 years from the date of this permit's authorizing resolution, this permit shall lapse.
5. This permit does not 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 District Board

this _____ day of _____, 2024.

PERMIT ISSUED on this _____ day of _____, 2024.

 Corporate Administrator





Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cameron Kral, Planning Technician
Date: January 25, 2024
Subject: **Rezoning Application RZ A-04-23**
First, Second and Third Reading for Rezoning Bylaw No. 2023, 2023

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

1. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2023, 2023" be given first, second and third reading.

EXECUTIVE SUMMARY

The rezoning of the subject property from the Small Holdings Zone (H1) to the Small Holdings – Additional Dwelling Zone (H1A) will allow the applicants to construct a second single family dwelling on the subject property. The proposal aligns with the Official Community Plan's policies for considering a second single family dwelling. No negative impacts are expected from this rezoning. Any comments received in response to the public notice of first reading will be presented to the Board in the supplemental agenda for consideration.

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

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

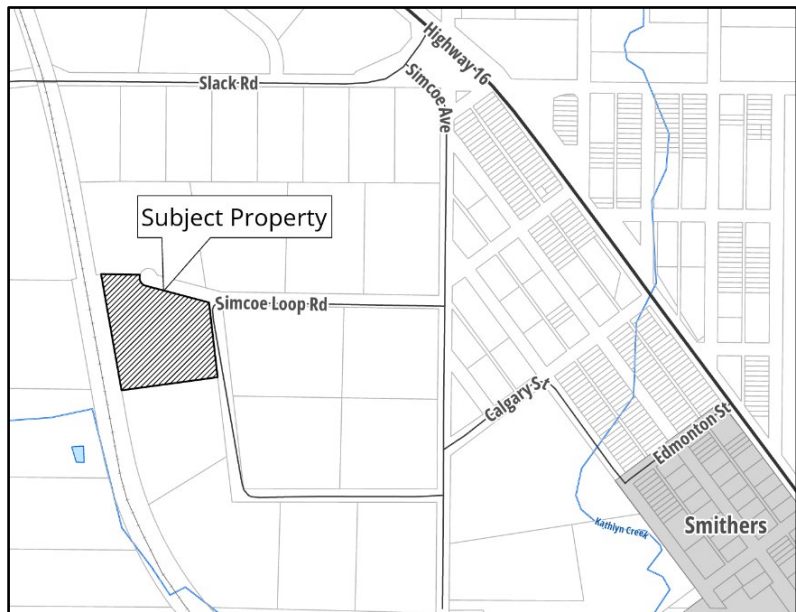
APPLICATION SUMMARY

Electoral area:	Area A (Smithers/Telkwa Rural)
Subject property:	4594 Simcoe Loop Road, legally described as Lot 9, Section 2, Township 1A, Range 5, Coast District, Plan 7255 (PID: 009-463-968)
Property size:	2.29 ha (5.65 ac)
OCP designation:	Rural Residential (RR) Designation in Smithers Telkwa Rural Official Community Plan, Bylaw No. 1704, 2014
Zoning:	Small Holdings Zone (H1) in Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020
ALR status:	Not in the ALR
Building inspection:	Within the building inspection area
Fire protection:	Smithers rural fire protection area
Existing land use:	Residential
Location:	500 m west of the Town of Smithers

Proposed rezoning

The applicants are applying to rezone the subject property from the Small Holdings Zone (H1) to the Small Holdings - Additional Dwelling Zone (H1A) to allow the construction of a second single family dwelling.

The subject property contains an existing 159 m² (1,708 ft²) single family dwelling that is used as the applicants' primary residence. The applicants wish to construct a second two-bedroom single family dwelling.



The H1 Zone permits a maximum density of one single family dwelling on the subject property. Therefore, the applicants are proposing to rezone to the H1A Zone.

DISCUSSION

Official Community Plan (OCP)

The subject property is designated Rural Residential (RR) in the Smithers Telkwa Rural OCP. The RR designation is intended to provide opportunities for people to live in a rural setting while protecting and preserving the rural character of the area. OCP policy 3.4.2(7) states that rezoning applications to allow a second single family dwelling on a parcel under the RR designation may only be considered under the following circumstances:

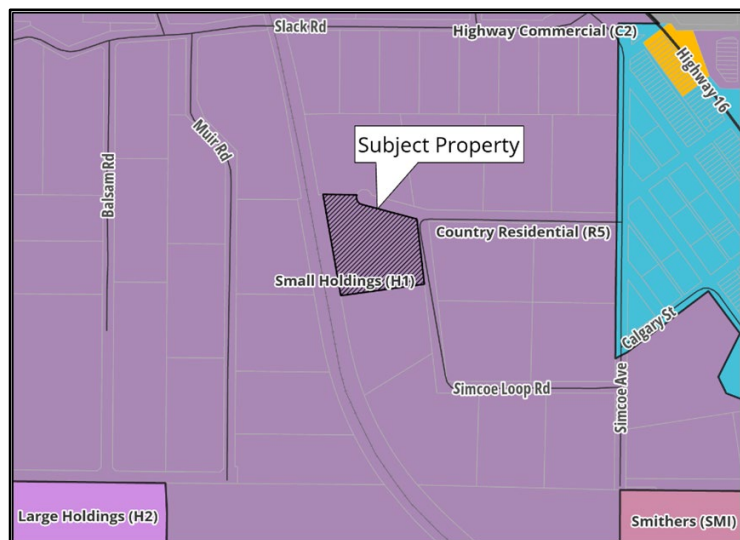
- (a) The subject property is a minimum of 2 hectares (5 acres) in size or larger, or a 2nd single family dwelling exists and is legal but non-conforming to zoning.*
- (b) It has been demonstrated that the parcel can accommodate an on-site sewage disposal system for two dwellings.*
- (c) The development 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 has provided an Initial Site Investigation Report (see Attachments) stating that the subject property can support on-site septic for the proposed second dwelling with a type 1 or type 2 raised sand mound and pump system. 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 current H1 Zone allows for one single family dwelling on properties smaller than 4 ha (9.88 ac). Under the proposed H1A Zone, up to two single family dwellings would be permitted on the subject property, but only one can exceed a gross floor area of 120 m² (1,290 ft²). The minimum parcel size in both the H1 and H1A Zones is 2 ha (4.94 ac), preventing further subdivision of the subject property.



The subject property is in a rural subdivision adjacent to the Town of Smithers and is surrounded by similar sized properties in the H1 Zone.

Staff Comments

The proposal aligns with the 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. 2023, 2023 receive first, second and third readings.

Referral Responses

At their December 4, 2023 meeting, the **Electoral Area A Advisory Planning Commission** supported the proposed rezoning.

No response was received from the **Town of Smithers** at the time of writing this report. Any response will be included in the supplemental agenda.

The **Ministry of Transportation and Infrastructure** stated that:

The Ministry sees little-to-no impact to our infrastructure.

Pursuant to section 52(3)(a) of the Transportation Act, the Ministry of Transportation and Infrastructure is prepared to endorse the Bylaw after its third reading subject to the following:

As the parcel is located on a MoTI secondary road, a residential access permit is not required. Should access be required for any reason other than residential use, the land owner is required to obtain an access permit from the Ministry.

Public Notice

Notice of this application was published in the January 11th and 18th issues of the Interior News newspaper informing the public of the date and location of the Board's consideration of first reading of the bylaw and their ability to provide input in writing. Property owners and tenants within 200 m of the subject property were sent a similar notice and the applicant has posted a sign on the subject property.

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

ATTACHMENTS:

- Applicant Letter
- Site Plan
- ROWP Letter
- Proposed Bylaw No. 2023, 2023



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 2023

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 9, Section 2, Township 1A, Range 5, Coast District, Plan 7255, 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. 2023, 2023".

READ A FIRST TIME this _____ day of _____, 2024.

READ A SECOND TIME this _____ day of _____, 2024.

READ A THIRD TIME this _____ day of _____, 2024.

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

DATED AT BURNS LAKE this _____ day of _____, 2024.

Corporate Administrator

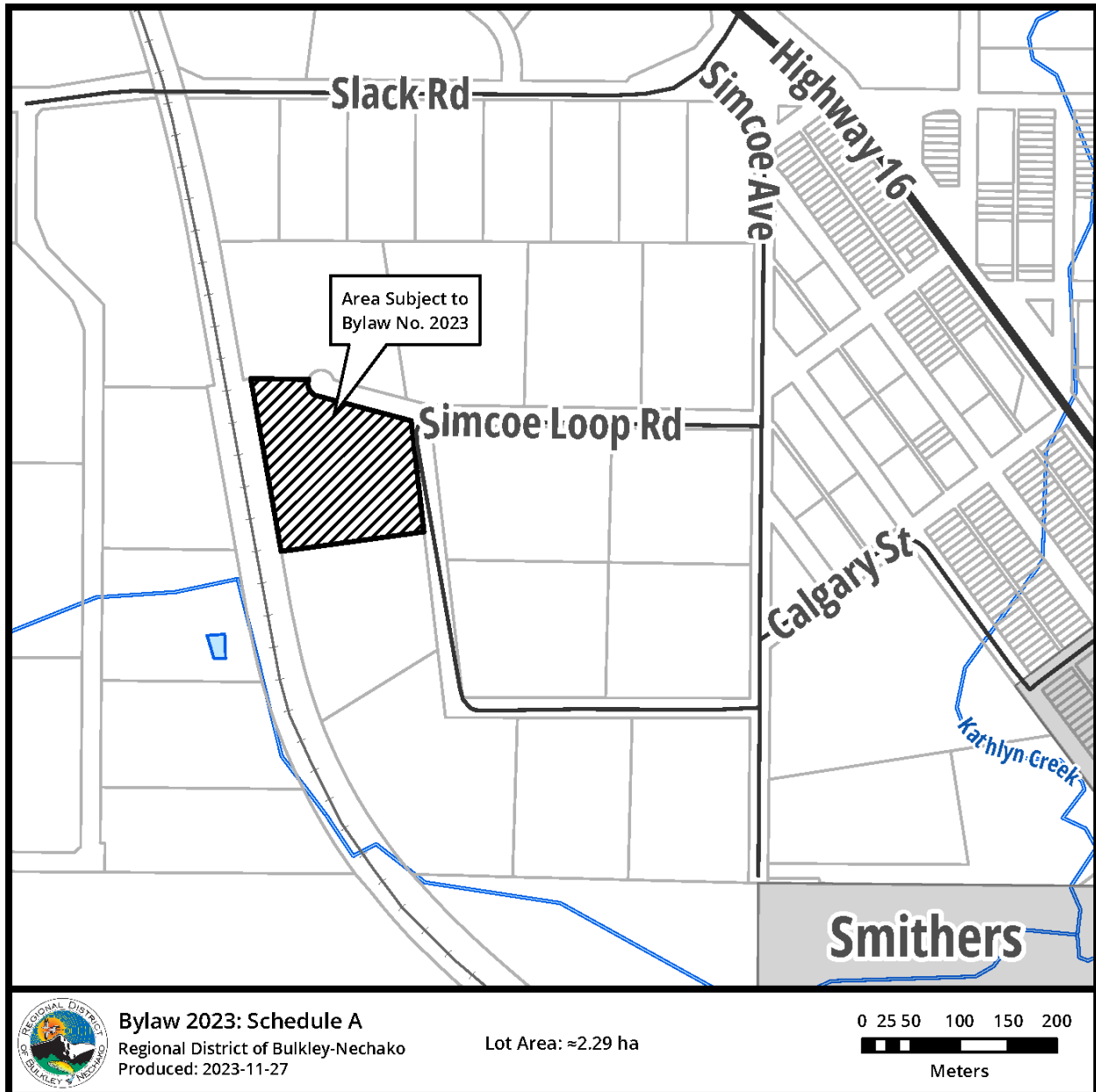
Approved pursuant to section 52(3)(a) of the *Transportation Act*
this _____ day of _____, 20____

for Minister of Transportation & Infrastructure

ADOPTED this _____ day of _____, 2024.

Chairperson

Corporate Administrator

SCHEDULE "A" BYLAW NO. 2023

Lot 9, Section 2, Township 1A, Range 5, Coast District, Plan 7255, being rezoned from the Small Holdings Zone (H1) to the Small Holdings – Additional Dwelling Zone (H1A).

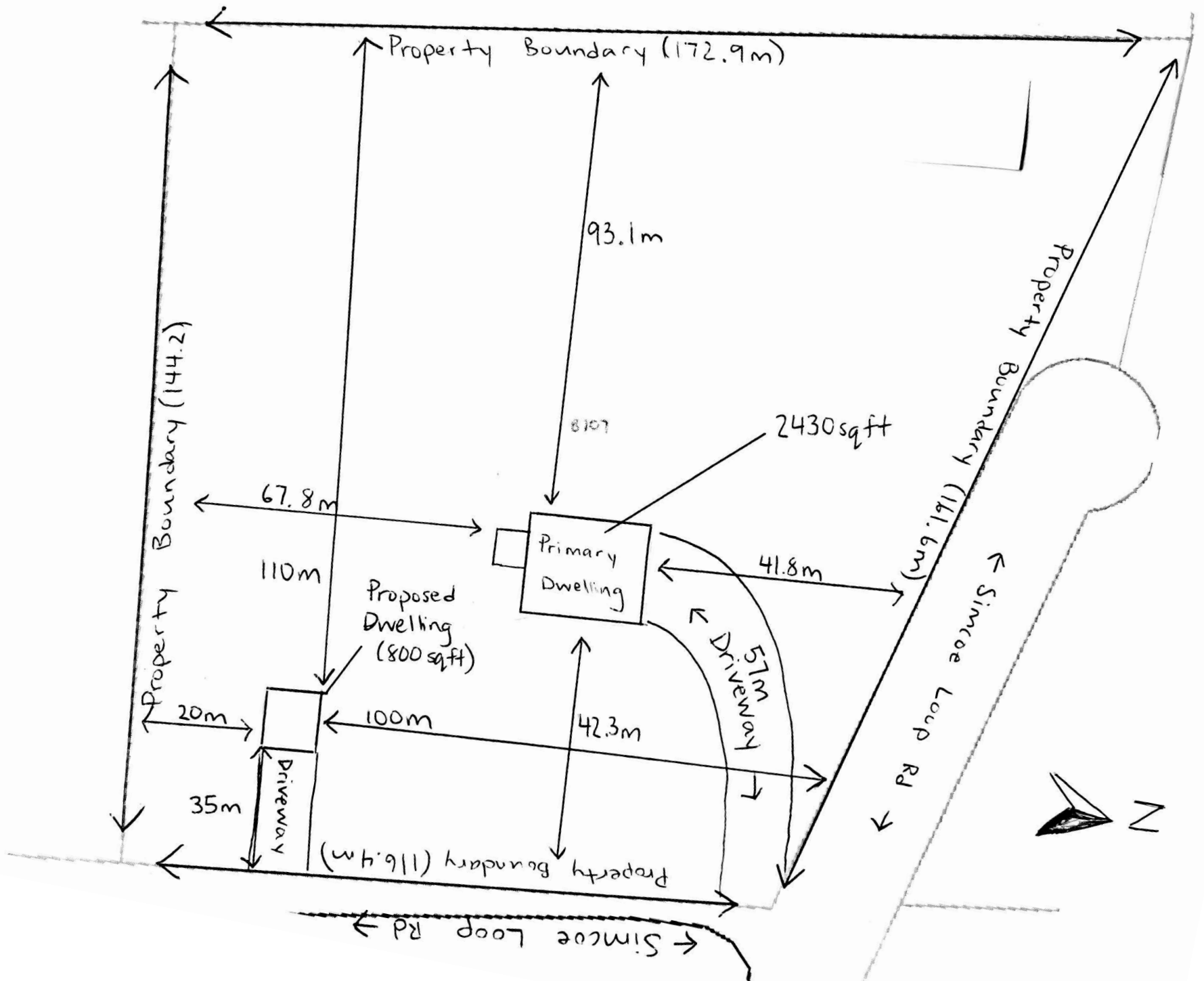
I hereby certify that this is Schedule "A" of Bylaw No. 2023, 2023.

Corporate Administrator

4. Reason for Application

We're hoping to build a secondary dwelling that can serve as a long-term rental and when needed, provide housing for our aging parents. Smithers is facing a rental shortage and with the rising costs of living, a rental will not only help with the lack of supply but also help balance our living costs.

The structure would be a two-bedroom rancher that is wheelchair friendly and approximately 800 sqft in size. It would be similar in design to our primary residence and will blend in well within the natural surroundings of the site. Proposed location of the building is in the south-east corner of our property, approximately 110m from the railway. We intend to plant mature trees surrounding the secondary dwelling, as well as, between the two dwellings to add a layer of privacy.



From: [RDBN Planning](#)
To: [Planning Staff](#)
Subject: FW: Notice of first reading for bylaw amendment no.2023,2023 rezoning from H1 to H1A of subject property Lot 9, Section 2, Township1A, Range 5, Coast District, plan PRP7255
Date: January 15, 2024 4:14:25 PM

From: George and Sharon Schultze
Sent: Monday, January 15, 2024 4:10 PM
To: RDBN Planning <planning@rdbn.bc.ca>
Subject: Notice of first reading for bylaw amendment no.2023,2023 rezoning from H1 to H1A of subject property Lot 9, Section 2, Township1A, Range 5, Coast District, plan PRP7255

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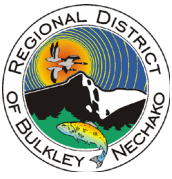
As a resident of Simcoe Loop road (4850 Simcoe Loop Rd) I would like to comment on the proposed application. The rural residential life style of this area is a quality that I would not like to lose.

While the rezoning would perhaps increase the density of dwellings in this area it would not likely impact that lifestyle. However, recognizing that there is a housing shortage in the Smithers area, allowing two dwellings on a property may offer some relief to that situation. As well the prohibitive cost of housing may be alleviated by giving the property owners an opportunity to off set their property expenses through the ability to have a rental unit (2nd dwelling) located on their property and may make it easier for home buyers to afford a home.

As such, I think that with some forward thinking planning the whole area should be re zoned from (H1) to (H1A). Perhaps the rezoning should be done at a more strategic level rather than on an adhoc piece meal basis.

Sincerely

George Schultze
Sent from my iPad



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Danielle Patterson, Senior Planner

Date: January 25, 2024

Subject: **OCP Amendment and Rezoning Application RZ E-01-22
Third Reading and Adoption for Bylaw No. 2021 and Bylaw No. 2022**

RECOMMENDATIONS:

(all/directors/majority)

1. That the Regional District Board receive the Report of the Public Hearing for "Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Amendment Bylaw No. 2021, 2023" and "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2022, 2023".
 2. That "Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Amendment Bylaw No. 2021, 2023" be given third reading and adoption.
 3. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2022, 2023" be given third reading and adoption.
-

EXECUTIVE SUMMARY

The applicants are requesting an Official Community Plan (OCP) amendment to change the designation of their parcels from Resource and Lakeshore to the Rural Residential designation and to rezone their parcels from the Large Holdings Zone (H2) and Waterfront Residential 1 Zone (R3) to the Small Holdings Zone (H1). The purpose of the requested amendments is to facilitate subdividing the two parcels into four parcels. The applicants also request text amendments to the OCP to allow a development variance permit application (DVP), to reduce the minimum parcel size at subdivision in the H1 zone from 2 ha to 1 ha for three of the four proposed parcels.

The applicants request that the Board not consider adoption of Bylaw No. 2021 and Bylaw No. 2022 until the outcome of their DVP E-01-22 application is approved. Therefore, DVP E-01-22 has been placed on the January 25, 2024 Board agenda prior to this OCP and rezoning application. Should DVP E-01-22 not be approved, this application should not be considered.

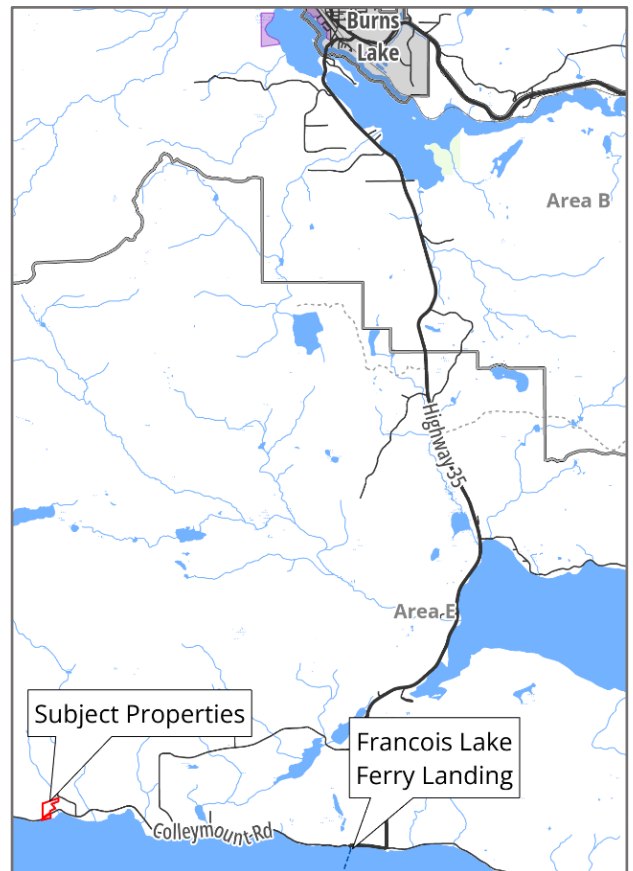
Staff have no concerns with the proposed OCP amendment and rezoning and recommend the application receive third reading and adoption.

APPLICATION SUMMARY

Name of Owners:	Gordon McFee and Joan McFee
Electoral Area:	E (Francois/Ootsa Lake Rural)
Subject Properties:	Lot A, District Lots 5333 & 5332, Range 5, Coast District, Plan 6090 (PID 010-095-713) and Lot 1, District Lot 5332, Range 5, Coast District, Plan 3998, Except Plan 5079 (PID 009-020-675)
Property Sizes:	<p>Lot A: 8.47 ha</p> <p>Lot 1: 1.74 ha</p> <p>Total Area: 10.21 ha (25.25 ac)</p>
OCP Designations:	<p>Burns Lake Rural and Francois Lake (North Shore) OCP, Bylaw No. 1785, 2017 (the OCP):</p> <p>Lot A: Resource (RE)</p> <p>Lot 1: Lakeshore (L)</p>
Zoning:	<p>RDBN Zoning Bylaw No. 1800, 2020 (the Zoning Bylaw):</p> <p>Lot A: Large Holdings Zone (H2)</p> <p>Lot 1: Waterfront Residential I Zone (R3)</p>
ALR status:	Not in the ALR
Building inspection:	Not within the building inspection area.
Fire protection:	Not within a Fire Protection Area.
Existing land use:	Agriculture
Location:	Colleymount Road, approximately 7 km west of the Francois Lake Ferry Northside terminal.

Proposed Official Community Plan (OCP) and Zoning Amendments

The applicants would like to subdivide the two subject properties into three waterfront parcels as small as 1 ha each and one larger remainder.



The waterfront parcels would straddle Colleymount Road as shown in the preliminary subdivision plan below.

To facilitate this development, the applicants have applied to do the following.

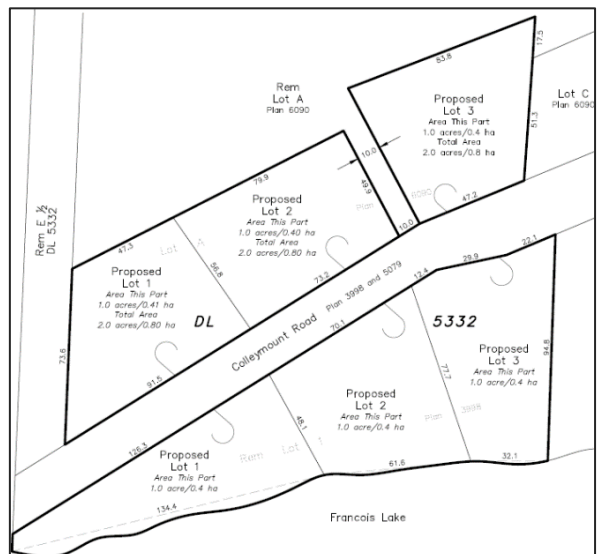
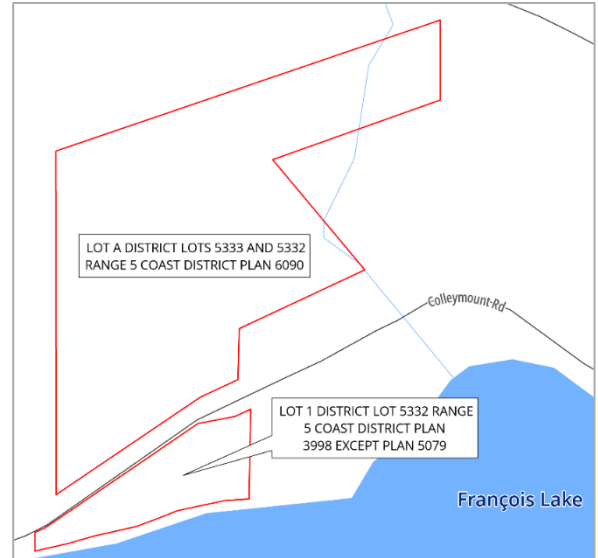
1. Amend the Official Community Plan (OCP) by changing the designation of the subject properties from the Resource (RE) and the Lakeshore (L) designations to the Rural Residential (RR) designation.
2. Amend the OCP by adding a policy which allows the H1 Zone to be varied to allow parcels as small as 1 ha.
3. Rezone the subject properties from the Waterfront Residential 1 Zone (R3) and the Large Holdings Zone (H2) to the Small Holdings Zone (H1).

DISCUSSION

OCP designation

Current OCP Designation for Lot A: The RE designation is characterized by a lack of settlement and by extensive resource management potential. It is the intent of this designation to protect the resource values of the designated area and to minimize resource conflicts among recreation, grazing, mining, and wildlife by discouraging settlement on Resource designated lands. The minimum parcel size in RE designation is 8 ha (19.77 ac).

Current OCP Designation for Lot 1: The L designation is intended to accommodate the demand for residential development near lakes in the Plan area. The lands available for the L designation are limited to allow in-fill development at a scale that will not impact the character of existing lakeshore development or other neighbourhoods. The density and scale of development is also limited to ensure that the environmental integrity of the lakes is not



negatively impacted, and to avoid the necessity for the establishment of development permit areas to adequately mitigate the impacts of lakeshore development.

Proposed OCP Designation for both parcels: The RR designation is intended to provide opportunities for people to live in a rural setting in a sustainable and responsible manner, while protecting and preserving the rural character of the area. This designation supports the proposed rezoning to H1.

To facilitate the applicants' development variance permit (DVP) application request to have three of their four proposed parcels be as small as 1 ha at subdivision, the following text amendment is proposed for the RR designation:

Applications to permit up to three parcels as small as 1 hectare (2.47 acres) may be considered on parcels legally described as Lot A, District Lots 5333 and 5332, Range 5, Coast District, Plan 6090 and Lot 1, District Lot 5332, Range 5, Coast District Plan 3998, Except Plan 5079 provided that the average size of all parcels created is not smaller than 2 hectares (4.94 acres), with a maximum of one Single Family Dwelling per parcel.

Zoning

The applicants propose rezoning both properties to H1. Rezoning Lot A from H2 to H1 removes Intensive Agriculture, Portable Sawmill, and Rural Retreat as permitted principal uses and removes Large Kennel and Guest Ranch as permitted secondary uses. Rezoning Lot 1 from R3 to H1 would change the legal non-conforming Agriculture use on Lot 1 to a permitted principal use. Additionally, the 33 per cent parcel coverage limit would be removed. The H1 zone supports a minimum parcel size at subdivision of 2 ha (4.94 acres).

DVP

As noted, the applicants propose a DVP to vary the requirement for a 2.0 ha minimum parcel size at subdivision under H1. The DVP process is the opportunity for the Board to review a proposed subdivision plan and consider other DVP conditions. Under the current Lakeshore designation of Lot A, following OCP policy is in effect.

Section 3.5.2(11) Applications to permit new waterfront parcels shall not be supported if a lot is serviced by a septic field that is within 100 metres from any lake, unless that septic field is designed by an appropriately qualified engineer or geoscientist to confirm that the proposed septic field will have no detrimental impacts on the adjacent water body. In no case should the setback be less than 30 metres.

Staff have concerns that with a change in designation of Lot A from L to RR, the above policy would no longer be in effect for this waterfront parcel. Given the site-specific nature of the applicants' proposal, during the DVP process, staff recommend the intent of the

above policy be incorporated as a DVP condition, so the benefits of this parcel are not lost if the applicants' subdivision plans move forward.

Provincial Subdivision Approvals

The applicant must work with the Ministry of Transportation and Infrastructure (MoTI) regarding matters related to sewage disposal, water supply, access to lands beyond, and a safe building site. The MoTI Approving Officer would be obligated to secure any conditions outlined in the DVP as part of the subdivision approval process.

Planning Staff Comments

The applicants requested that Board consideration of adoption of Bylaw No. 2021 and Bylaw No. 2022 be deferred until the outcome of their DVP E-01-22 application is known. If their DVP is not approved, the applicants stated they might withdraw their OCP and rezoning application prior to consideration of third and adoption.

Staff have no concerns with the proposed OCP amendments and rezoning and recommend the application be given third reading and adoption. If the applicants' DVP is not approved, staff would recommend postponement of consideration of third reading and adoption until the applicants have had the opportunity to decide if they want to withdraw their OCP and rezoning application.

REFERRAL RESPONSES

The Electoral Area E APC recommended the application be supported subject to increasing the areas of the three smaller parcels from 0.8 ha to 1 ha each.

No referral responses were received by Skin Tyee Nation, Wet'suwet'en First Nation, Office of the Wet'suwet'en, Witsset First Nation, Nee-Tahi-Buhn Band, School District 91 (Nechako Lakes), or MoTI as of the writing of this report. The referral letters stated if no response was received, it would be assumed interests were unaffected.

PUBLIC HEARING

The Public Hearing for both bylaws was held on Tuesday, January 2, 2024 (see Attachments for Public Hearing Report).

ATTACHMENTS:

- Bylaw No. 2021
- Bylaw No. 2022
- Public Hearing Report for Bylaw No. 2021 and Bylaw No. 2022



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 2021

A Bylaw to Amend "Burns Lake Rural and Francois Lake (North Shore)
 Official Community Plan Bylaw No. 1765, 2017"

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

1. That "Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Bylaw No. 1765, 2017" be amended such the designation of the following lands is changed from Resource (RE) to Rural Residential (RR):

Lot A, District Lots 5333 and 5332, Range 5, Coast District, Plan 6090 as shown on Schedule "A", which is incorporated in and forms part of this bylaw.

2. That "Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Bylaw No. 1765, 2017" be amended such the designation of the following lands is changed from from Lakeshore (L) to Rural Residential (RR):

Lot 1, District Lot 5332, Range 5, Coast District, Plan 3998, Except Plan 5079 as shown on Schedule "A", which is incorporated in and forms part of this bylaw.

3. That "Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Bylaw No. 1765, 2017" be amended by adding the following to the Rural Residential (RR) Designation Policy Section 3.4.2.:

"Applications to permit up to three parcels as small as 1 hectare (2.47 acres) may be considered on parcels legally described as Lot A, District Lots 5333 and 5332, Range 5, Coast District, Plan 6090 and Lot 1, District Lot 5332, Range 5, Coast District Plan 3998, Except Plan 5079 provided that the average size of all parcels created is not smaller than 2 hectares (4.94 acres), with a maximum of one Single Family Dwelling per parcel."

This bylaw may be cited as "Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Amendment Bylaw No. 2021, 2023".

READ A FIRST TIME this 23rd day of November 2023.

READ A SECOND TIME this 23rd day of November 2023.

PUBLIC HEARING HELD this 2nd day of January 2024.

READ A THIRD TIME this ____ day of ____

I hereby certify that the foregoing is a true and correct copy of "Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Amendment Bylaw No. 2021, 2023".

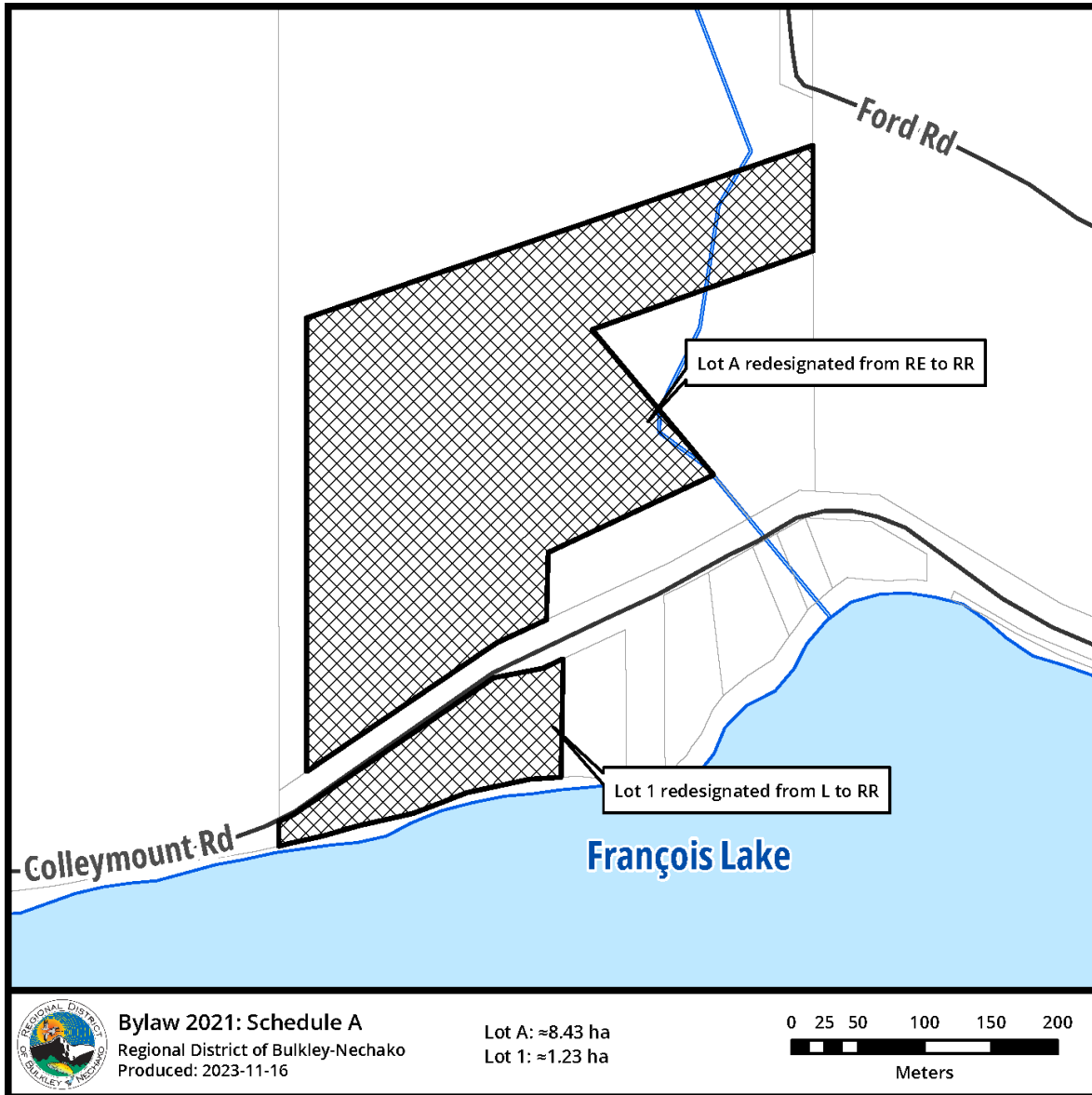
DATED AT BURNS LAKE this ____ day of ____

Corporate Administrator

ADOPTED this ____ day of ____

Chairperson

Corporate Administrator

SCHEDULE "A" BYLAW NO. 2021

The land legally described as Lot A, District Lots 5333 and 5332, Range 5, Coast District, Plan 6090 be redesignated from Resource (RE) to Rural Residential (RR) and the land legally described as Lot 1, District Lot 5332, Range 5, Coast District, Plan 3998, Except Plan 5079 being redesignated from Lakeshore (L) to Rural Residential (RR).

I hereby certify that this is Schedule "A" of Bylaw No. 2021, 2023.

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 2022

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 these lands are rezoned from the Large Holdings Zone (H2) to the Small Holdings Zone (H1):

Lot A, District Lots 5333 and 5332, Range 5, Coast District, Plan 6090 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 these lands are rezoned from the Waterfront Residential I Zone (R3) to the Small Holdings Zone (H1):

Lot 1, District Lot 5332, Range 5, Coast District, Plan 3998, Except Plan 5079 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. 2022, 2023".

READ A FIRST TIME this 23rd day of 2023.

READ A SECOND TIME this 23rd day of 2023.

PUBLIC HEARING HELD this 2nd day of 2024.

READ A THIRD TIME this ____ day of ____

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2022, 2023".

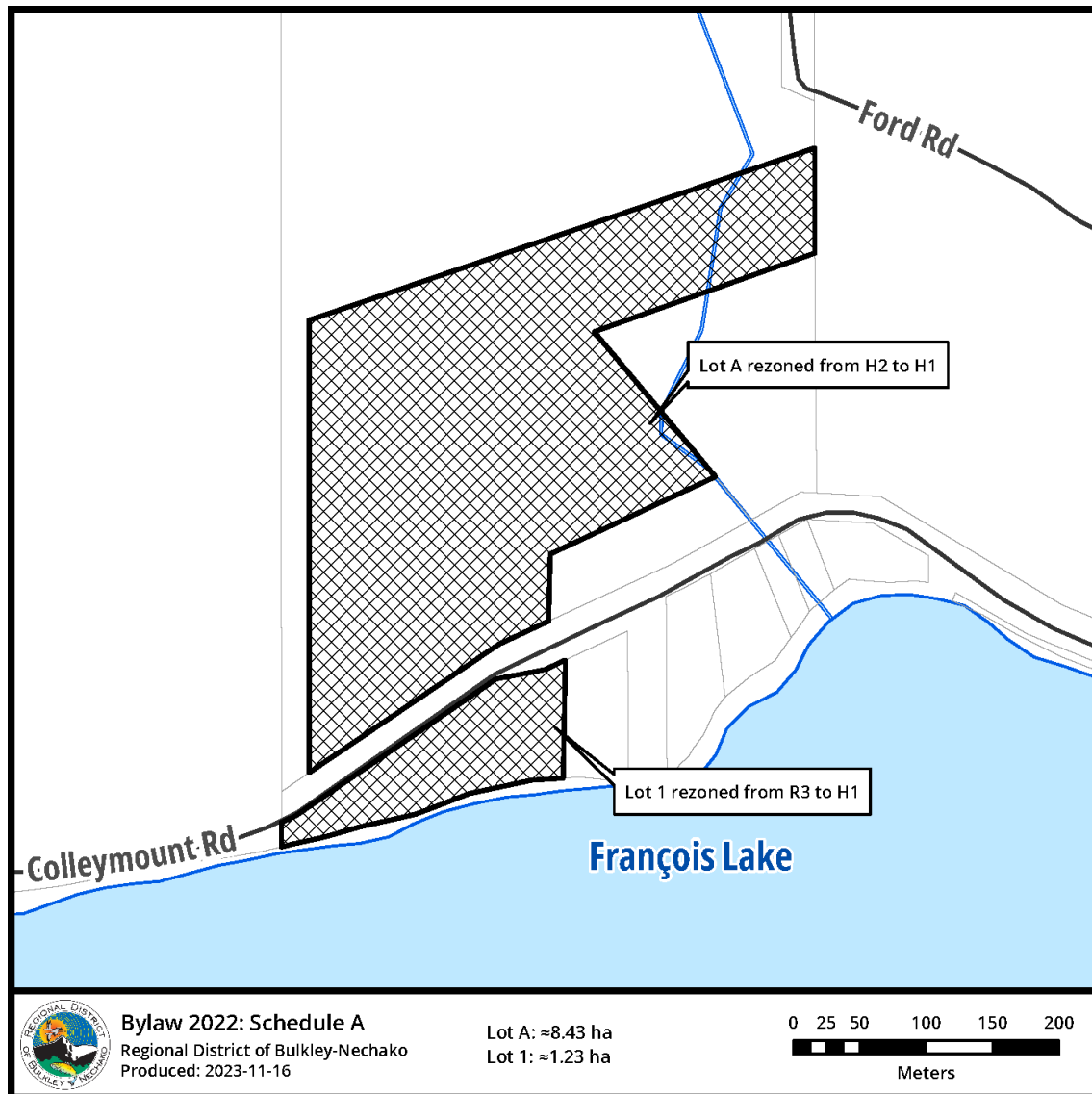
DATED AT BURNS LAKE this ____ day of ____

Corporate Administrator

ADOPTED this ____ day of ____

Chairperson

Corporate Administrator

SCHEDULE "A" BYLAW NO. 2022

The lands legally described as Lot A, District Lots 5333 and 5332, Range 5, Coast District, Plan 6090, be rezoned from the Large Holdings Zone (H2) to the Small Holdings Zone (H1) and the lands legally described as Lot 1, District Lot 5332, Range 5, Coast District, Plan 3998, Except Plan 5079 being rezoned from the Waterfront Residential I Zone (R3) to the Small Holdings Zone (H1) .

I hereby certify that this is Schedule "A" of Bylaw No. 2022, 2023.

Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO**REPORT OF THE PUBLIC HEARING FOR BYLAW NO. 2021 & BYLAW NO. 2022**

Report of the Public Hearing held at 7:00 pm, Tuesday, January 2, 2024 at at Francois Lake Hall, 770 Francois Lake East Road, BC, "Burns Lake Rural and Francois Lake (North Shore) OCP, Bylaw No. 1785, 2017" and "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2022, 2023".

ATTENDANCE:**Members of the Public:**

Gordon McFee, 7877 Colleymount Road (applicant)

Joan McFee, 7877 Colleymount Road (applicant)

Sherille Brewer, 900 Burns Lake

Tom Brewer, 900 Burns Lake

Public Hearing Chair:

Clint Lambert, Director, Electoral Area E (Francois/Ootsa Lake Rural)

RDBN Staff:

Danielle Patterson, Senior Planner (Recording Secretary)

Cameron Kral, Planning Technician

CORRESPONDENCE: No written submissions to this Public Hearing were received.

CALL TO ORDER: The meeting was called to order by Chair Lambert at 7:02 pm.

BUSINESS:

Chair Lambert	Chair Lambert provided an overview of Bylaw No. 2021 and Bylaw No. 2022 and the Public Hearing process. Chair Lambert stated that the Public Hearing package is available at the sign-in table and on the Regional District's website.
Chair Lambert	Asked applicants Gordon McFee and Joan McFee if they had any comments.
Joan McFee	Said they have two parcels of land and would like to subdivide it into four parcels for their children.
Chair Lambert	Asked if there were any other comments.
Joan and Gordon McFee	Said they had a Registered Onsite Wastewater Practitioner come to their property who said the proposed parcels can all have onsite septic.
Chair Lambert	Asked for any additional comments a first time. No comment received.
Chair Lambert	Asked for any additional comments a second time. No comment received.

Chair Lambert Asked for additional comments a third and final time. No comment received.

Chair Lambert Adjourned the Public Hearing at 7:08 pm.

Clint Lambert, Chairperson

Danielle Patterson, Recording Secretary



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Llewellyn, Director of Planning
Date: January 25, 2024
Subject: **OCP Amendment and Rezoning Application RZ A-03-23**

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

That "Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 2030, 2024" and "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2031, 2024" be denied.

EXECUTIVE SUMMARY

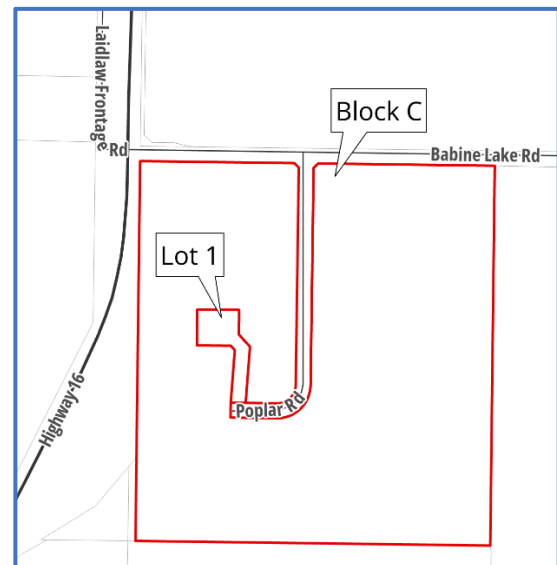
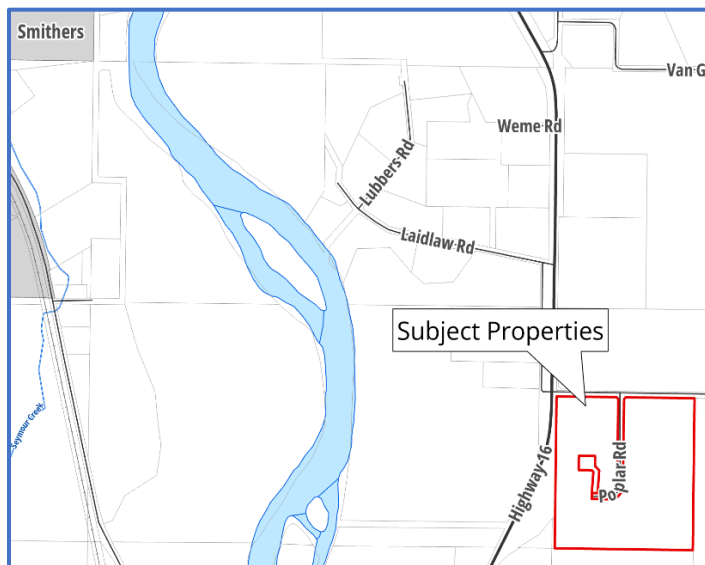
The existing development on the subject properties contains a total of 21 dwellings in 15 buildings. Four of the 21 dwellings may be considered legal as they were built before applicable regulations. The remaining 17 dwellings were built without building permits and contrary to zoning and the *Agricultural Land Commission Act* and regulations (ALCA). It is unknown whether the sewer and water systems meet Provincial regulations.

This application requests amendments to "Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014" (the OCP) and "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw) to allow up to 21 dwellings on the subject properties. The property owner is also requesting that the RDBN make an application to exclude the land from the Agricultural Land Reserve.

Staff have concerns regarding this density of development in the rural area, and the impact of accommodating this development in the Zoning Bylaw and through ALR exclusion without a clear understanding of how, and if, the 17 illegally constructed dwellings can be brought into compliance with the BC Building Code. Staff are unable to recommend support for the application as proposed.

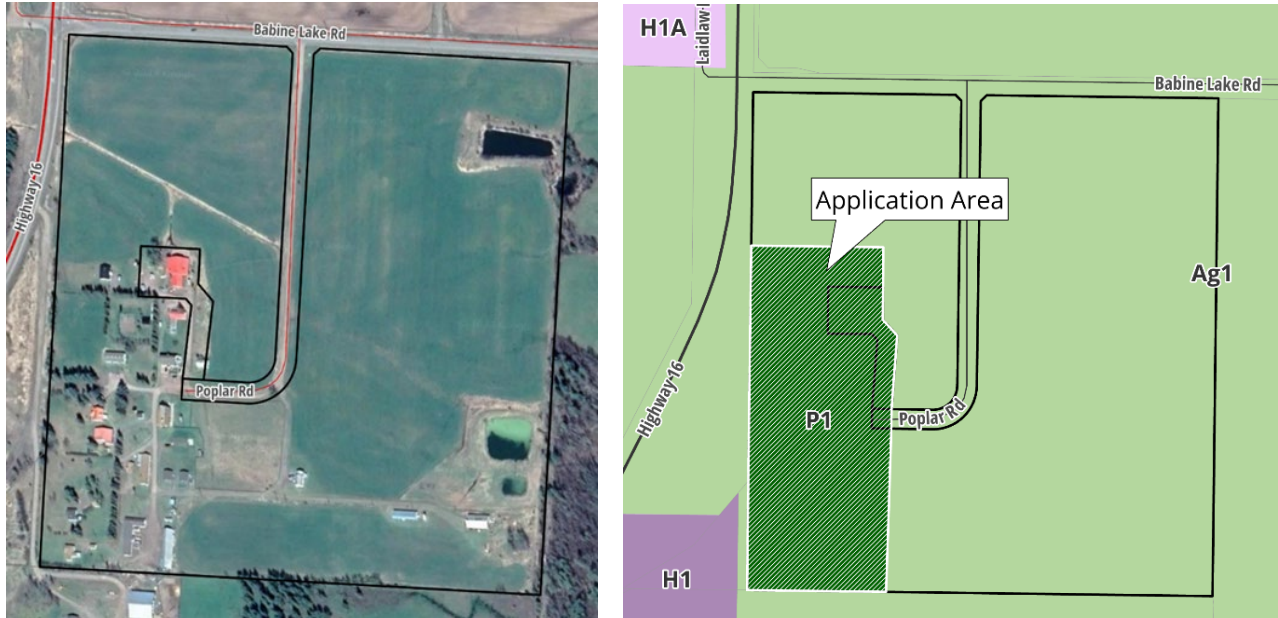
APPLICATION SUMMARY

Name of Agent/Owner:	Jeremy Penninga, Hendrik Penninga, and Ann Penninga
Electoral Area:	Electoral Area A (Smithers / Telkwa Rural)
Subject Properties:	Block C, Section 16, Township, 4, Range 5, Coast District, Plan 6397, Except Plans 8749 and PRP47360 Lot 1, Section 16, Township 4, Range 5, Coast District, Plan PRP47360
Property Size:	Block C: ±23 ha. (57 ac.) Lot 1: 0.4 ha. (0.99 ac)
Application Area:	5 ha. (12.5 ac.)
OCP Designation:	Agriculture (AG) in the Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014 (the OCP)
Zoning:	Block C: Agriculture (Ag1) and Civic/Institutional (P1) pursuant to "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw) Lot 1: Civic/Institutional (P1)
Existing Land Use:	Agricultural, Residential
Location:	The subject properties are located at the corner of Highway 16 and Babine Lake Road approx. 4 km from the Town of Smithers. The addresses range from 3336 to 3500 Poplar Road.



Proposal

Block C contains 18 dwellings. Four of the 18 dwellings on Block C may be considered legal as they were built before applicable regulations. Lot 1 contains three dwellings in a single building. In total it appears that at least 17 buildings have been illegally constructed on the property without the required building permits, and contrary to zoning and the ALCA.



ALC Non-Farm Use Application 1226, to allow the unauthorized dwellings was considered by the RDBN Board and forwarded to the Agricultural Land Commission (ALC) in May 2021 with a Board recommendation that the ALC support the application. The ALC released its decision on February 27, 2023 which determined that four dwellings on Block C could be considered legal non-conforming, and the 3-plex on Lot 1 may potentially be converted to a residential use in accordance with ALC regulations.

The location of the dwellings are shown on the map attached to the ALC decision letter. The ALC indicated that it would delay enforcement action until February 27, 2025 to allow the occupants of the dwellings time to transition to new housing. The ALC Northern Panel encouraged the property owner to work with the RDBN and the ALC to develop a compliance plan.

A property owner subsequently requested that the RDBN consider making an application to the ALC to exclude Lot 1 and the area of Block C zoned P1 from the Agricultural Land Reserve (ALR). A letter from a property owner making this request is attached. The RDBN Board responded to this request by directing the following:

1. That the property owners make an OCP amendment and rezoning application to legalize the residential dwellings on the subject properties.
2. And, that staff report back to the Board with direction regarding submission of an ALC exclusion application if bylaws amending the OCP and Zoning Bylaw to legalize the residential dwellings are supported at 3rd reading.

The applicant is proposing to change the OCP designation and rezone Lot 1 and the area of Block C zoned P1 to allow the legalization of the dwellings. The area proposed for rezoning is approximately 5 ha. (12.5 ac.) in size. The applicant is also proposing to undertake a property line adjustment to create two new parcels. One parcel will include the 5 ha. area of Block C and Lot 1 which are zoned P1 and are the subject of this application. The second parcel will include the remainder of the land used for agriculture and is intended to remain in the ALR.

DEVELOPMENT AND OWNERSHIP HISTORY:

The use and development history of the subject properties is outlined below.

1937 – 1965 Federal Experimental Farm

1970 – 1984 Province of BC - Northern Training Centre Group Home

1984 - 1999 Province of BC - Residential Attendance Program Group Home

1994 Smithers Community Services gains ownership from the Provincial Government

2001 The property was subdivided into Block C and Lot 1. Smithers Community Services retained ownership of Block C. Lot 1 was acquired by the Child Development Centre for their use.

It appears that 2 buildings on Block C were converted into 2 unauthorized dwellings (3336 and 3363 Poplar Road) prior to 2004.

2004 Block C was purchased by the applicant from Smithers Community Services.

It appears that 6 buildings on Block C were converted into 8 unauthorized dwellings (3340, 3336, 3363, 3435 and 3348 Poplar Road) after 2004.

Also, four new unauthorized single-family dwellings were constructed.

2017 Lot 1 was purchased by the applicant from the Child Development Centre.

It appears that the Child Development Centre office building was converted into 3 unauthorized dwellings (3350 Poplar Road) after 2004.

DISCUSSION:**Official Community Plan and Zoning**

The OCP and Zoning Bylaw do not accommodate the proposed level of residential density in the rural area. Higher density rental housing functions best when located within municipal boundaries near urban services. Accommodating this density of housing in the rural area facilitates rural growth over municipal growth, which is not sustainable from a land use or taxation perspective. Also, this density of rural development changes the character of the rural area and can create long term servicing issues when the privately operated sewer or water systems are not adequately maintained. Increased rural residential density also increases the demand for regulation in the rural area which can not be efficiently and effectively provided.

OCP Amendment Bylaw 2030, 2023 proposes to designate the lands as Rural Residential (RR) and add a policy to the OCP allowing the increased residential density only on the subject properties.

The existing **Agriculture (AG)** designation in the OCP has been applied to the areas that are most suitable for agricultural activities with the intent to protect and preserve farmland and soil having agricultural capacity, and facilitate the appropriate utilization of that land for agricultural purposes. The OCP's objectives for lands designated AG are as follows:

- (1) To protect and preserve farm land and soil having agricultural capability.
- (2) To encourage the expansion and full utilization of land for agricultural purposes.
- (3) To support the objectives of the Provincial Agricultural Land Commission.
- (4) To encourage a diversity of agricultural uses and opportunities, as well as innovative agricultural practices.

The proposed **Rural Residential (RR)** designation in the OCP is intended to provide opportunities for people to live in a rural setting while protecting and preserving the rural character of the area. The OCP's objectives for lands designated RR are as follows:

- (1) To provide opportunities for residential lots that fit the existing rural character of the Plan area.
- (2) To support opportunities for affordable housing, rental housing and special needs housing.
- (3) To ensure future development does not have a significant negative impact on the natural environment.

- (4) To protect and enhance the quality of life associated with existing and new rural residential development.
- (5) To avoid rural sprawl and allow appropriate and limited infill development.
- (6) To take advantage of opportunities for new housing forms (such as bare land stratas) that fit the character of rural areas to allow rural residents greater opportunity to age in place, take advantage of the benefits of communal living, and allow for increased protection of the natural environment.

Rezoning Bylaw 2031, 2024 proposes to rezone the application area to Multiple Family Residential (R2) and amend that zone for the subject properties only to accommodate the proposed development.

The Sewer and Water Systems

Planning Department staff requested documentation that the sewer and water system servicing the 21 dwellings has been developed with required authorizations from Northern Health or Ministry of Environment and Climate Change Strategy. Staff also requested that the applicant provide an engineer's report identifying any work necessary to bring the sewer and water systems into good working order and into compliance with applicable provincial regulations. The applicant declined the opportunity to provide this information and said the work could be completed after 3rd reading and after ALC exclusion approvals have been obtained.

BC Building Code and RDBN Building Bylaw

Planning Department staff requested that the applicant provide an engineer's report for each of the 17 dwellings built without building permit to determine the work necessary to bring each building into compliance with the BC Building Code. The applicant declined the opportunity to provide this information and said the work could be completed after 3rd reading and after ALC exclusion approvals have been obtained.

It is unclear whether any required electrical permits and gas permits were obtained. Also, dwelling construction may not be in compliance with BC Housing regulations. These issues would need to be addressed with BC Housing as part of any building permit approval process.

Planning Department Comments

As noted, the level of residential density that exists on the subject property is unique, and new development at this density is not supported in the rural area. This application would have no chance of being supported by Planning Department staff if it was not already in existence, in part because of a unique property history. However, in this situation staff may have been willing to consider supporting the rezoning and the request for ALC exclusion if they were confident that the dwellings would be legalized at the end of the process. Unfortunately, there is a significant lack of objective information available regarding the work necessary to bring the dwellings, and the associated services, to an appropriate standard.

Staff have concerns that many of the dwellings may not be properly constructed and do not meet the BC Building Code. This concern is elevated where the building converted into dwellings were originally built for farm uses such as a barn, a greenhouse, and a grainery. In staff's opinion there is a clear risk that it is not practical or cost effective to bring a number of these structures into compliance with the BC Building Code and the RDBN's Building Bylaw. Staff are not prepared to advise the Board to proceed with 1st, 2nd, or 3rd readings of the bylaws and an ALC exclusion application without understanding the scope of work necessary to bring the property into compliance with zoning and the Building Bylaw, and a commitment from the property owner to complete the work. Staff are concerned that if the application proceeds the land may be excluded from the ALR but the work to legalize the dwellings or remove the dwellings as necessary will not occur. If the ALC approves exclusion from the ALR enforcement will fall entirely on the RDBN. The enforcement implications to the RDBN in this situation may be notable.

It is also noted that should the Bylaws and ALC exclusion process proceed as proposed in this application the property owners could build up to 21 completely new dwellings on the property. Staff may have been willing to support a process which legalized existing structures, where practical, however, a rezoning to allow additional new buildings is not supported.

Proposed Security

The above concerns were discussed with the applicant. In response the applicant offered to put \$100,000 in a joint bank account as explained in the attached email and letter dated January 4, 2024. Staff informed the applicant that the customary method of securing commitment's made as part of the rezoning process is to obtain a covenant registered on title detailing the commitments and use of funds secured by a letter of credit. In staff's opinion the proposed joint account does not provide adequate security that the property

owners will follow through with the work necessary to legalize or remove the dwellings to the satisfaction of the RDBN.

A covenant acceptable to staff would clearly outline the expectations regarding building upgrades or demolition, and authorize release of the money held in a letter of credit based on clearly identified and agreed upon conditions. The covenant could also authorize the RDBN to enter the property and use the funds to do certain works (such as improve the sewer or water system). The covenant could require the establishment of a reserve fund to ensure repair and replacement of the sewer and water system long term. And, the covenant could authorize the use of the funds by the RDBN to cover the cost of legal action enforcing RDBN bylaws. The applicant would not offer to work with staff to identify acceptable covenant terms. The above noted joint account was offered.

For the Board's information the following process may have been recommended had the applicant offered a letter of credit and a formal covenant registered on title. The process below assumes the necessary approvals are received to move the process forward.

- Step 1: Board consideration of 1st and 2nd Readings.
- Step 2: Covenant / easement drafted to the RDBN's satisfaction.
- Step 3: Public Hearing and Board consideration of 3rd Reading and ALC exclusion application.
- Step 4: Letter of credit provided and covenant / easement registered on title.
- Step 5: ALC exclusion application submitted. If ALC exclusion application is denied Bylaws are defeated, covenant / easement is released from title and letter of credit is released.
- Step 5: If ALC exclusion application is approved the parcel is subdivided, the sewer and water systems are upgraded as necessary, building permits are prepared and demolition permits are issued as appropriate.
- Step 6: Board consideration of Bylaw Adoption.
- Step 7: Building permits issued, work completed, letter of credit released.

REFERRALS

This application was referred to the Electoral Area A Advisory Planning Commission, the Town of Smithers, the Office of the Wet'suwet'en, the Witset First Nation, the Ministry of Transportation and Infrastructure, the RDBN Agriculture Coordinator, the Ministry of Agriculture District Agriologist, and Northern Health.

The Electoral Area A Advisory Planning Commission provided the following comment:

The APC is hesitant to deny OCP Amendment and Rezoning application RZ A-03-23 as it recognizes the desire to avoid the eviction of the development's residents, if possible. However, the APC also hesitates to support the application given the land use implications and the precedent set by supporting the application. There is a concern that legalizing the development will encourage others to "seek forgiveness rather than approval". Therefore, the APC has not taken a position on application support or denial. The APC recommends that, should the Board support the application, adoption of the bylaws not be approved until the following has occurred.

- All dwellings to be legalized obtain a Building Permit and Occupancy Permit.*
- The sewer system and community water system be brought into compliance with all Provincial regulations.*

At the time of the writing of this report no comments had been received from the Town of Smithers, the Office of the Wet'suwet'en, the Witset First Nation, the Ministry of Transportation and Infrastructure, the RDBN Agriculture Coordinator, the Ministry of Agriculture District Agrologist, or Northern Health.

ATTACHED

- Bylaws 2030, 2024 and 2031, 2024.
- [Reasons for Decision - ALC Application 61685, February 27, 2023-link](#)
- ALR exclusion request letter, 2022
- Applicant email and letter dated January 4, 2024.



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2030

A Bylaw to Amend

“Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014”

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

That “Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014” be amended such that a ± 5.04 ha portion of these lands be redesignated from Resource (RE) to Rural Residential (RR).

Block C, Section 16, Township, 4, Range 5, Coast District, Plan 6397, Except Plans 8749 and PRP47360; and Lot 1, Section 16, Township 4, Range 5, Coast District, Plan PRP47360 as shown on Schedule “A”, which is incorporated in and forms part of this bylaw.

And, that the following text is added to Section 3.4.2 of Schedule “A”.

- (12) Rezoning applications to allow multiple dwelling units on a parcel may be considered for the RR designated portions of the lands described as Block C, Section 16, Township, 4, Range 5, Coast District, Plan 6397, Except Plans 8749 and PRP47360; and Lot 1, Section 16, Township 4, Range 5, Coast District, Plan PRP47360.

This bylaw may be cited as “Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 2030, 2024”.

READ A FIRST TIME this day of

READ A SECOND TIME this day of

PUBLIC HEARING HELD this day of

READ A THIRD TIME this day of

I hereby certify that the foregoing is a true and correct copy of “Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 2030, 2024”.

DATED AT BURNS LAKE this day of

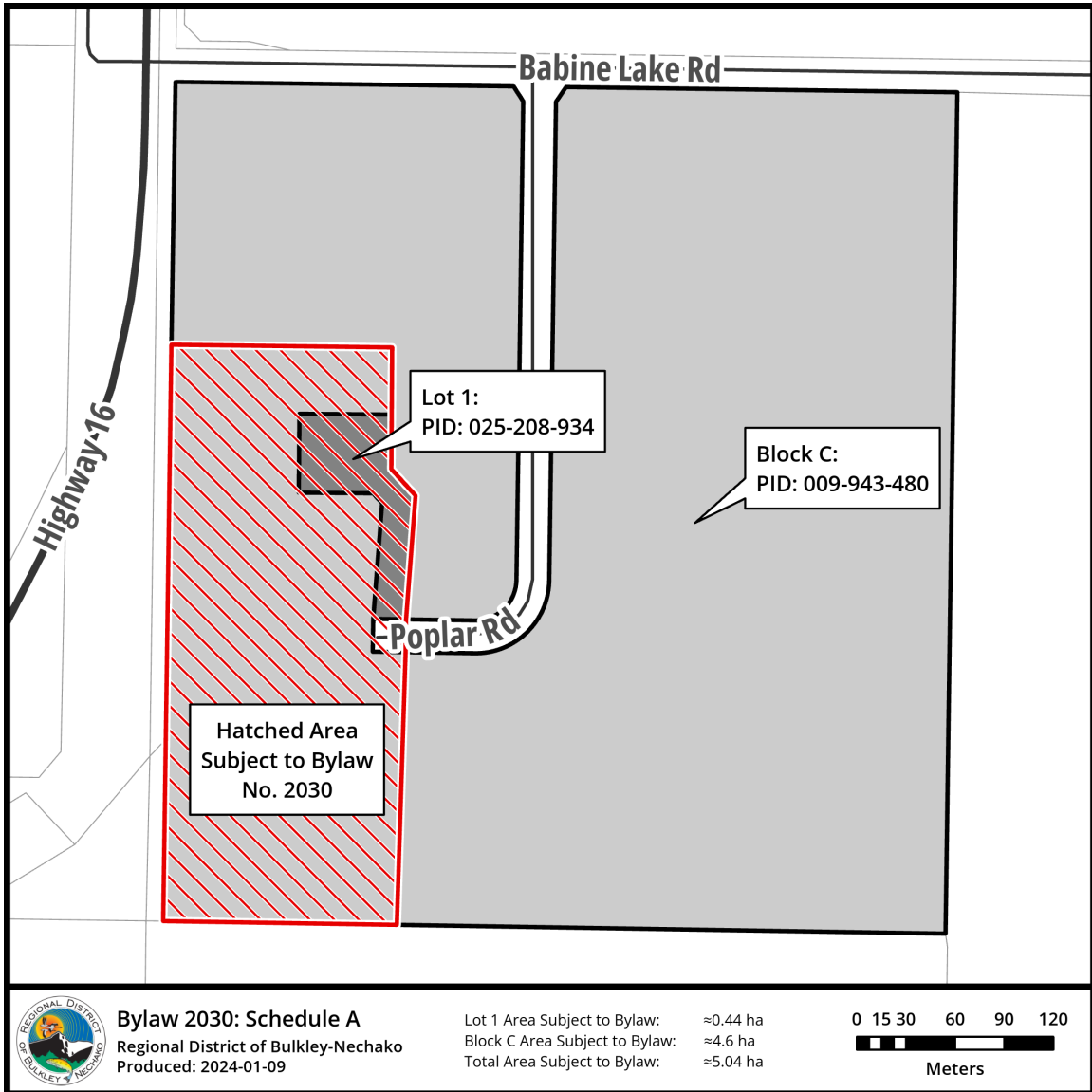
Corporate Administrator

ADOPTED this day of

Chairperson

Corporate Administrator

SCHEDULE "A" BYLAW NO. 2030



A 0.44 ha portion of the lands legally described as Lot 1, Section 16, Township 4, Range 5, Coast District, Plan PRP47360, and a 4.6 ha portion of the lands legally described as Block C, Section 16, Township, 4, Range 5, Coast District, Plan 6397, Except Plans 8749 and PRP47360 being redesignated from Resource (RE) to Rural Residential (RR), as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 2030, 2024.

 Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 2031

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

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

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended such that a \pm 5.04 ha portion of these lands are rezoned from the Civic/Institutional Zone (P1) to the Multiple Family Residential Zone (R2).

Block C, Section 16, Township, 4, Range 5, Coast District, Plan 6397, Except Plans 8749 and PRP47360; and Lot 1, Section 16, Township 4, Range 5, Coast District, Plan PRP47360 as shown on Schedule "A", which is incorporated in and forms part of this bylaw.

And, that the following text is added to Section 6.0.2 Density

- (3). Notwithstanding Section 6.0.2 (1), more than one Single Family Dwelling, and more than one Two Family Dwelling are permitted only on the lands described as Block C, Section 16, Township, 4, Range 5, Coast District, Plan 6397, Except Plans 8749 and PRP47360; and Lot 1, Section 16, Township 4, Range 5, Coast District, Plan PRP47360 provided that the maximum number of Dwelling Units on a Parcel does not exceed one Dwelling Unit per 2,380 square metres (25,618 square feet) of Parcel area.

This bylaw may be cited as "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2031, 2024".

READ A FIRST TIME this day of

READ A SECOND TIME this day of

PUBLIC HEARING HELD this day of

READ A THIRD TIME this day of

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2031, 2024".

DATED AT BURNS LAKE this day of

Corporate Administrator

Approved pursuant to section 52(3)(a) of the *Transportation Act*
this _____ day of _____, 20____

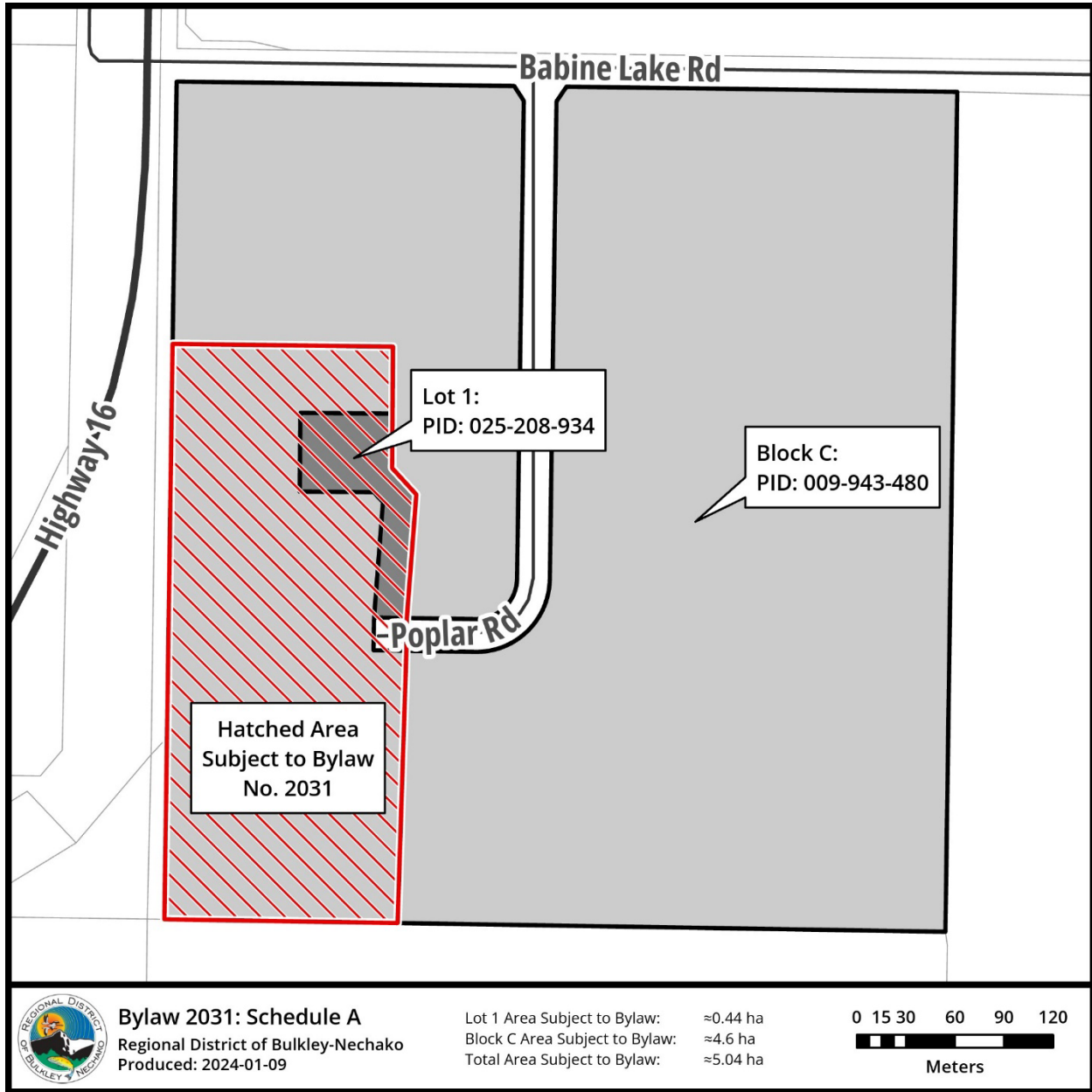
for Minister of Transportation & Infrastructure

ADOPTED this day of

Chairperson

Corporate Administrator

SCHEDULE "A" BYLAW NO. 2031



A 0.44 ha portion of the lands legally described as Lot 1, Section 16, Township 4, Range 5, Coast District, Plan PRP47360; and 4.6 ha portion of the lands legally described as Block C, Section 16, Township, 4, Range 5, Coast District, Plan 6397, Except Plans 8749 and PRP47360 being rezoned from the Civic/Institutional Zone (P1) to the Multiple Family Residential Zone (R2), as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 2031, 2024.

Corporate Administrator

Dear Jason and Maria.

First, thank you very much for your help over the past four years with trying to find a way to make my property conform. I have more knowledge about these things than most "Area A" residents, but even I cannot keep up with all the levels of governments and their changes to the laws. I am willing to present my case to the Board in order for them to understand it clearly before they make a decision, if this is needed.

This process started when the OCP for this area was going through the mandatory review process. The RD wanted to take out many of the uses in the P1 zone and so they sent a letter to that effect. I remember a few conversations with Jason and I agreed we needed to find a long-term solution to the current use and the OCP/zoning. I was open and honest and had the planners, building inspectors and anyone who wanted to see the place come and document what was here. I agreed to work with the RDBN and make the changes needed to ensure all was in compliance. We went to the APC and the Board and they agreed to the ALC application for non-adhering residential use (June 3, 2021). I understand that since then the ALC had their legislation changed to not allow more than two residences per property unless the housing was needed by farm workers. If we would have known that we would not have applied for non-adhering residential use. However, the ALC has made it clear that they only want 4 houses (3354,3365, 3475 and 3485 as well as two units in 3350 to remain as residential units. This would drastically reduce the use of the remaining 15 residential units and seriously harm 14 existing tenants (I would have to move as well since my "kitchen" (3435), which was built in 1977 with permits, can no longer be used).

The best way to proceed would be to have the 10 acres zoned P1 removed from the ALR. This would give the local government the ability to deal directly with me to make this property fit well in the Smithers Rural area. Therefore, I am asking if the RDBN is willing to make this application on my behalf? I am willing to purchase another 10+ acre parcel in the RDBN area that is similar or better (agriculturally) that is not in the ALR and put it in the ALR if my current property can be excluded. You can register this promise on my title to ensure it happens, or make it a condition.

The 10 acres in question is not suitable for agriculture for the following reasons:

1. Historically the federal government established an experimental farm here to see if this was a good farming area (started by leasing in 1923,

bought it in 1937 and ran it for this purpose till 1963). They used this small **10-acre parcel as the hub of the original 300+ acre farm** (that is why so much infrastructure and the majority of the buildings were built here). As far as I can tell, there has never been any real agriculture on this 10-acre parcel except for some pigs in the big barn. See the attached 1957 photo with 19 plus buildings already on this 10-acre piece.

2. The land is full of utility lines: gas lines, underground and overhead power lines, water and sewer lines, storm drain lines and ditches as well as mature trees (lots of important roots) plus all the access roads. Almost all of these were developed from 1938 to 1975. The recent ALC decision allows for at least five residential units to remain and considering the location of these, not much additional agriculture can be developed on the 10-acre parcel. Please see the appended map for the details. It's possible that a few more acres could be kept in the ALR along the South Boundary.
3. It is unknown exactly when the provincial government took over the property, but they continued to develop on this 10-acre piece by adding more buildings (3435, 3350 and added on to 3465) and they improved/engineered a better sewer and water system and increased the electrical power (added 3-phase power). They had permission from the ALC to run a Residential Attendance Program for Young Offenders and to rebuild the main residence (3350, as the original bunk house burnt down. Resolution #092/94, application #21-B-93-28397). At that time there were 54 people living here. Today there are 34.
4. Smithers Community Services continued to operate the property (including renting out 3354,3363,3365,3435,3475,3485,3465 and 3336. They sold off 3350 with 1 acre to the Child Development Centre, which the ALC approved in 1999 (Resolution #622/99)). They ran a community garden, woodworking shop, recording studio, community kitchen, tannery and they stored many old farm machines for the local museum. They developed the 10 acres further and neglected the farm land. As this is a separate title, I propose to move the boundary to make the 10 acres one parcel and the remainder the second parcel. This will allow for the long-term protection of the 50-acre agricultural land.
5. I purchased the property in 2004 and continued with many of the uses while fixing up the buildings and infrastructure and I converted and built additional residences inside the existing footprint. I also paid a farmer thousands of dollars to plow up the fields (the 50 acres zoned AG-1), reseed, fertilize and drain the land so that it could be productive

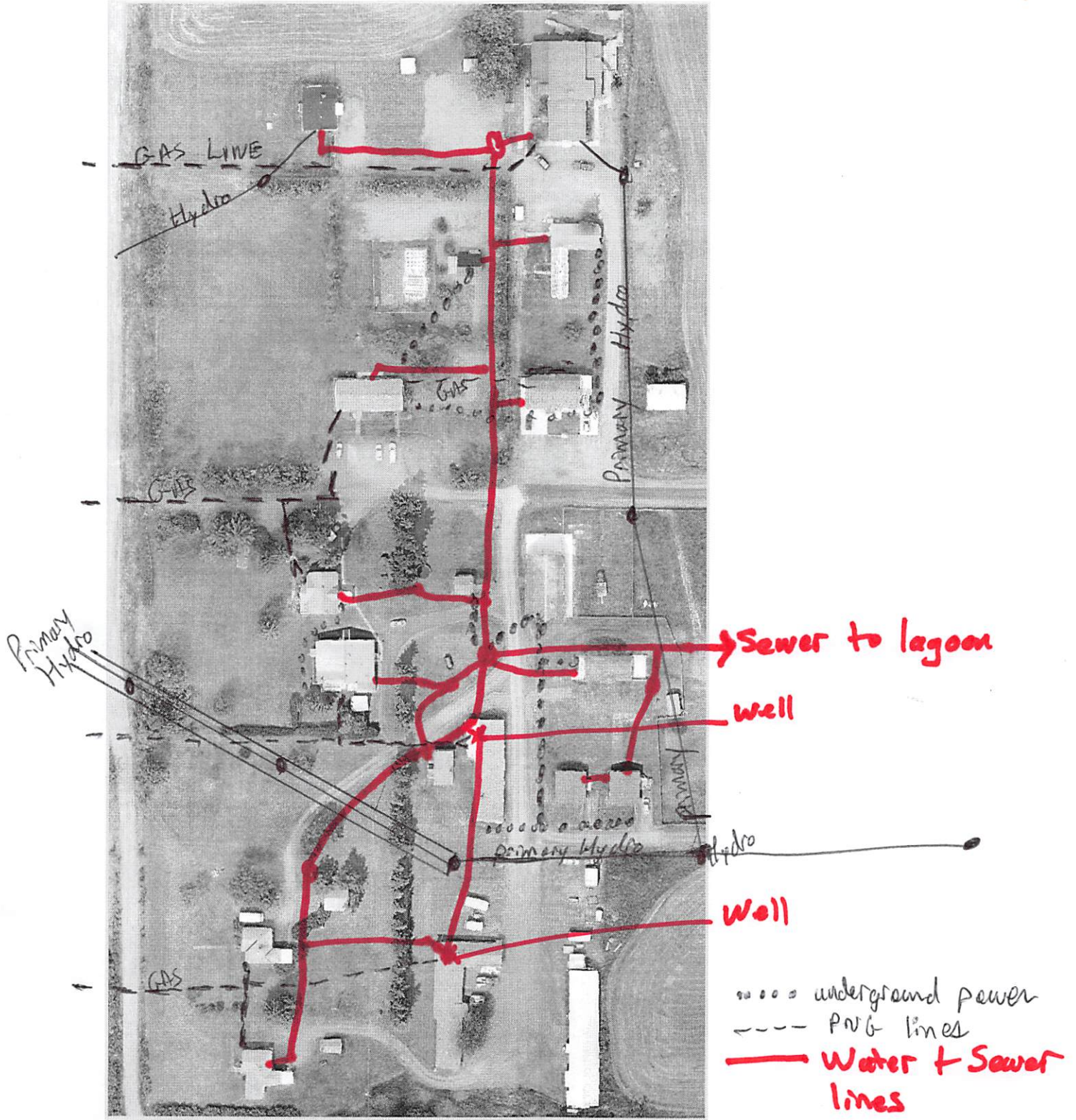
agricultural land. I could afford to develop the land because I could generate income from the 10-acre hub. If the RDBN board agrees with this proposal we could also help many needy local residences by providing much-needed affordable housing, and the increased value adds thousands of dollars in taxes, per year, to all three levels of government.

I hope everyone can appreciate that 83% of the land (50 of the 60 acres) has been enhanced for agricultural use over the past 19 years. The 10 acres in question has always been the hub of the "farm" and was never actively farmed. Farms are not what they were when they were originally developed and we can't change this fact. Remember, the government sold off the large pieces of farm land to the north, east and south rather than maintaining the original 300+-acre farm. To destroy or mothball perfectly good buildings and infrastructure (water, sewer, power, roads etc) to get the "virgin" land back into production is not wise or realistic and does not serve the people well. I continue to admit and regret not getting all the necessary approvals in the past. I cannot go backwards and I am promising to do what is necessary going forward. I want to ensure the overall ALR land is not lost and that is why I am willing to add 10+ acres to compensate. Will you help me and all my tenants go forward by removing this parcel from the ALR and allowing the current uses so that this parcel can continue to be a blessing to many and a delightful place to live?

Thank you very much for your help.

Sincerely,

Jeremy Penninga





Aug. 1957

Experimental Farm

FREE

PICTORIAL

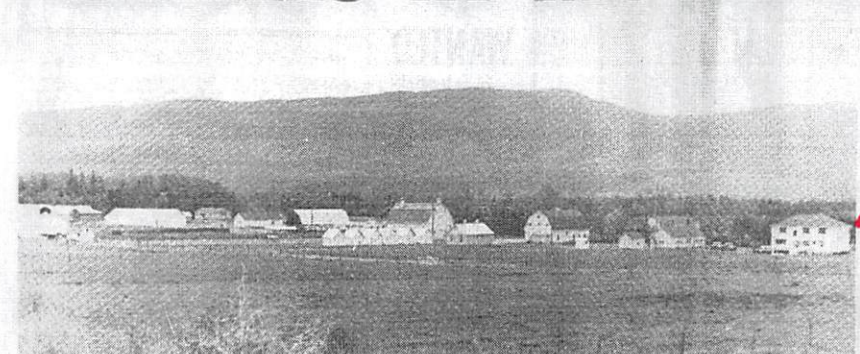
ACTUAL CIRCULATION OF THE PICTORIAL LAST WEEK WAS 4452 COPIES

VOL. 2 No. 25

* SMITHERS, BRITISH COLUMBIA, TUESDAY June 20, 1967

TELEPHONE 847-2381

EXPERIMENTAL FARM - WHEELS IN MOTION



An extended effort to gain the Experimental Farm on Highway 16 east of Smithers by the incorporation of the Federal Children of British Columbia has been in the making since last year according to local president Jim Lovison and E.C. executive director Bill Murphy.

To date nothing definite has been given the Association by either the provincial or federal governments; however, prospects look good.

at least opinion buds forth from officers of the Association. Murphy told the Pictorial that wheels of motion are in motion but no legislation has been made available as yet.

One point of question that will no doubt be put forth by local residents is the need for an establishment as large as the Experimental Farm when there only six or eight students are presently enrolled at the Happy Valley school in Telkwa. If it is the

intention of the Association if successful in obtaining the farm, to bring in children over the whole northern area of B.C.

Happy Valley School can only accommodate students up to 18 years of age.

The farm would be used for a Farm Training programme as a multi-level skill in this province-free planting.

A successful farm-training programme was instituted at Lander where the Association

of Extended Children of B.C. have taken over former Department of National Defence property. Students from all over the Fraser Valley attend this training programme.

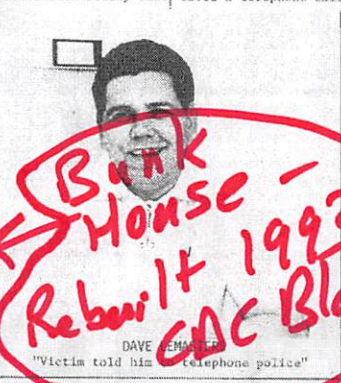
When first approached by the Association, the Federal Government had stated it was too large a project to carry out but after six years there was a possibility of turning the farm over to the Province and Government, who in turn would negotiate with the Association.

Local associations, Smithers, Hazelton, Terrace, Prince George, Hazelton, Fort St. John, Dawson Creek and Quesnel, would all make use of the Experimental Farm if the Association is successful in obtaining it, and would work in close liaison with the school system and the Department of Education.

The decision is now up in the Provincial and Provincial governments.

STABBING IN LOCAL HOTEL

An early morning stabbing in a Smithers hotel room Sunday sent one man to hospital.



DAVE LEMASTERS "Victim told him telephone police"

RCMP said they received a telephone call around 2:30 a.m. Sunday from a taxi driver saying he had taken a victim to the Bulkley Valley District Hospital.

Two men were taken into custody; however one has been released since.

The alleged victim is still in hospital, with superficial wounds to the right shoulder. Dave Lemasters, taxi driver, told the Pictorial a man came over to the taxi stand at 2:20 a.m. Sunday and asked that he telephone the police.

Lemasters telephoned RCMP and mentioned the stranger told him to "buddies" of his from Alberta had stabbed him and took his car.

Lemasters took the description of the car the victim told him was his and again telephoned it to the RCMP.

RCMP would not release the name of either the victim or the suspect presently held.

ing in Smithers another year. This is a sterling situation except for one thing. Diane is a volunteer.

A good example of Diane's work would be seen out at Horsetown three weeks ago when the "Beauty Contest" was in progress. This young lady was one of the organizers behind this contest and it was a pleasure to see her in action. The pleasure mainly was seeing the enjoyment she obtained working with these kids.

Diane holds a home nursing course out at Horsetown every week in conjunction with the local branch of the Department of Education.

When asked what she thought of Smithers, her remarks were "I love it!"

We salute you "Personality of the Week"...Kris Dianne Corrigan, R.N.

PERSONALITY OF THE WEEK



DIANNE CORRIGAN, R.N.

Diane Corrigan has been in Smithers since September of last year employed as the School Nurse for St. Joseph's School and now plans on staying

July 3rd A HOLIDAY OR NOT?

Monday, July 3rd could be a holiday. For then again maybe it isn't. But of course you never know, are you taking it, or not.

These were the opinions of merchants and organizations in Smithers last week.

Premier Bennett says B.C. will not get a general public holiday July 3rd however, he says the provincial government workers will get one because Saturday is a holiday and their normal day off.

Prime Minister Pearson has declared the day Confederation Day but said it was up to the provinces to choose whether to order a general holiday.

Mayor Joe Macdonald will not declare it a holiday unless further word is received from the provincial government.

One office in Smithers advised they will not be

closing Monday, as the staff will stagger their day between Friday and Monday.

The banks will still be closed on Monday. This is definitely, perhaps the only definite answer to date.

One barber states he will be closing Monday. Three merchants have stated their intention to stay open. Four have said they will leave it up to the town Council or the Chamber of Commerce, and two told the Pictorial they would be closing...maybe!

Although nothing has been confirmed, it would appear the stores will remain open Monday July 3rd. The banks will close, the post office will probably be closed, and the B.C. government employees will have a day off.

One thing is for sure...the students will be out of school!



The small vehicle pictured above was involved in an accident on the Smithers side of the Bulkley Bridge. It was reported that the vehicle had gone out of control and had skidded for some distance both on its wheels and on its side. Three juveniles were involved in the incident. No names have been released.

PSST....

Here's a dilly for the record and it helps us it's true! Local lady hears (hope she meant "reads") of Joe Sakona being drafted to Philadelphia. Local lady says to local husband: "Isn't it too bad, local husband, that Joe Watson was drafted?" Local husband told local wife he couldn't see what was really too bad about it other than the fact that Joe was looking forward to playing with Boston.

"But!" says local lady "I could send him to Vietnam." Oh, local lady you gotta be the most jaaaaa.

A few things were learned at the Morice Town-Smithers ball game last Thursday pee-em. Number one was that a young fellow on the Smithers team certainly has a temper. Sure hope he gets rid of it before he gets on in years. Number two was that Moricetown fans are an enthusiastic bunch, and number three was that Moricetown certainly has business-

mind people. At 25¢ a shot for a bottle of pop, it must be a business! By the way, how come every team in the league whether it be baseball, girls softball, or what-have-you, manage to get the fans at their games? Smithers attendance is sick. WHY?

Some fellow came around Smithers two Saturdays ago collect money. Knew it didn't look like the Sally Ann but thought maybe they had changed their uniforms.

After shelling out our few pultry pennies, found out it was the "Translation Army." He left a tabloid called "The End". Sure looked like it.

One of our Town's banks have a book out entitled "A Centennial Year - 1967". Taking an awful chance knocking a bank-especially our own but the opening sentence in the book is a real diller...quote "Only once

in a hundred years is one invited to the celebration of a Centenary." It doesn't say it but it may as well further add "Every seven days Mr. So and so regularly makes his deposit once a week." Further on the writer adds: "B.C.'s hills have their feet in the Pacific Ocean" Real good. Not so good but unfortunately probably true is another statement "2X of B.C. is 234,403,200 acres in required as fit for cultivation."

Peter Quinn's version of why he kept missing the ball at the Terrace Open Golf Tournament a few weeks back: "This golf course is two feet lower than the one in Smithers."

Some of the merchants have expressed concern that enough time had not been given for them to get a float ready for the parade July 1st. We doubt if it is the Elk's fault, as they

didn't tackle the job until not too long ago. Regardless, let's get some little thing in it, even a car with streamers on it is effective if you get enough of them.

Nice work Pat Sturgans on lining up the program for the July 1st afternoon. Looks like a real good show, we hope your efforts were worth it.



Students of Occupation 1 at Secondary School presented Town Engineer Jim Hren painting? after his talk on town's water.

BANK OF B.C. 'A GAMBLE'

Most Smithers and district householders have already received prospectus of the share subscription certificates offered by Premier Bennett's Bank of British Columbia at \$25.00 a share.

The objective is to raise \$500 million operating capital from a share issue of 20,000,000 shares, available to 50,000 individuals and corporations.

When the question was put before the members of the Canadian Imperial Bank of Commerce he stated he would present the prospectus to the client but he could not advise the customer to purchase.

Bill Kelly, manager of the bank of Montreal, told us it is a unique business, having comparable to the banking in Canada for many years. Letting a banking business be expanded and it is therefore unlikely that dividends will be forthcoming for some time. However, the granting of a license to do business in a valuable commodity and how there have shown a steady growth during their history.

Officials of the Bank of B.C. have admitted that shareholders would receive any dividends for at least three or four years.

Royal Bank of Canada, stated "The record of the banking community in Canada is second to none in the world and with aggressive management I would expect the new bank to succeed."

"All free enterprise," added one, "is a calculated risk and does not exist as it would be free enterprise."

When the question was put before the members of the Canadian Imperial Bank of Commerce he stated he would present the prospectus to the client but he could not advise the customer to purchase.

Bill Kelly, manager of the bank of Montreal, told us it is a unique business, having comparable to the banking in Canada for many years. Letting a banking business be expanded and it is therefore unlikely that dividends will be forthcoming for some time. However, the granting of a license to do business in a valuable commodity and how there have shown a steady growth during their history.

Officials of the Bank of B.C. have admitted that shareholders would receive any dividends for at least three or four years.

THOUGHT FOR THE WEEK: Allergies affect one out of ten Canadians. And hearing about them bores the other nine.

From: [Jeremy Penninga](#)
To: [Jason Llewellyn](#)
Cc: [Deneve Vanderwolf](#); [Danielle Patterson](#)
Subject: Re: \$100,000 and a lawyers bill
Date: January 4, 2024 12:29:39 PM
Attachments: [scan of Promissory note and deposit.pdf](#)

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

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Secured by Check Point

Hello Jason.

So, I have an appointment at 10 tomorrow morning with the BVCU re. a joint bank account as discussed in the attachment. It seems possible from my discussion with the clerk but she wanted me to confirm with the specialist tomorrow.

I made the promissory note as simple and clear as possible but I am open to your suggestions. The bottom line is, I am serious and show that by what I have agreed to here. We all want to make this right so I hope the board and all involved can work with this. A lawyer would write 10 pages (and cost thousands) but in the end, a simple one page agreement summarizing the intentions of the parties is best. I put a very generous \$25,000 penalty in the note to show I will not easily try to get out of it.

If we can work with this I would love to have the report go to the board this month. I would be happy to present to the board at this meeting if it would be helpful.

Sincerely,

Jeremy

PROMISSORY NOTE

Between:

Regional District of Bulkley Nechako

Box 820, Burns Lake, BC V0J 1E0

And:

Jeremy Penninga/Snowball Enterprises

3435 Poplar Road, Smithers, BC V0J 2N6

Details: **\$100,000.00**

I, Jeremy Penninga/Snowball Enterprises, agree to set \$100,000 aside in a joint bank account at the Bulkley Valley Credit Union. The money in this account will be exclusively for paying the costs agreed to by both parties to comply with the renovations needed to make the subject properties (PID 011-318-325 and 025-208-934) conform to the RDBN requirements during the OCP, zoning and ALC exclusion process. Both parties need to sign to have the money come out of this bank account and so this will ensure that the expenses are legitimate and that both parties are in agreement.

The money will set up in the account on or before the end of January 2024.

If an in pass or disagreement should form that can not be resolved, the parties agree to cancel this promissory note by paying out \$75,000 to Jeremy Penninga and \$25,000 to the Regional District of Bulkley Nechako. Both parties can take further legal action at their discretion if needed.

Jason Llewellyn (Planner for RDBN)

Witness:

Date signed:



Jeremy Penninga

Witness:

January 4, 2024
Date signed:

DEPOSIT RECEIPT**DEPOSIT DATE:** Dec 04, 2023**RECEIVED BY:** Edward Jones**RECEIVED FROM:**SNOWBALL ENTERPRISES LTD.
3435 POPLAR ROAD
SMITHERS, BC V0J 2N6
CANADA**ACCOUNT NUMBER:** 206-104XX-1X

DESCRIPTION	AMOUNT	CHEQUE NUMBER
SNOWBALL ENTERPRISES LTD.	\$100,000.00 CAD	533
TOTAL:	\$100,000.00 CAD	

EDWARD JONES**By:** **FINANCIAL ADVISOR:**K HUISMAN
3764 THIRD AVENUE
SMITHERS BC
250-847-5755

PLEASE MAKE ALL CHEQUES PAYABLE TO: EDWARD JONES
PLEASE NOTE THAT EDWARD JONES DOES NOT ACCEPT DEPOSITS OF CURRENCY
THANK YOU FOR ALLOWING EDWARD JONES THE OPPORTUNITY TO SERVE YOU



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Danielle Patterson, Senior Planner
Date: January 25, 2024
Subject: **Temporary Use Permit F-02-23**

RECOMMENDATION:

(all/directors/majority)

1. That the Board approve the issuance of TUP F-02-23 to allow the operation of an aggregate crusher and an aggregate screener at the property legally described as the Northeast $\frac{1}{4}$ of Section 6, Township 13, Range 5, Coast District, located on Kluskus Forest Service Road.
 2. That the Board direct staff to not issue the TUP until Agricultural Land Commission Non-Farm Use Application 1256 for aggregate extraction on the subject property has been approved by the ALC.
-

EXECUTIVE SUMMARY

The proposed Temporary Use Permit (TUP) F-02-23 would allow the operation of an aggregate crusher and an aggregate screener in a 7.5 ha TUP area on the subject property from March to October 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 a supplemental agenda for consideration.

Planning staff do not anticipate any significant impacts to surrounding land uses from the proposed TUP, which aligns with TUP policies in the OCP. Planning staff recommend that TUP F-02-23 be approved, with issuance subject to ALC approval of Non-Farm Use application 1256 for the subject property.

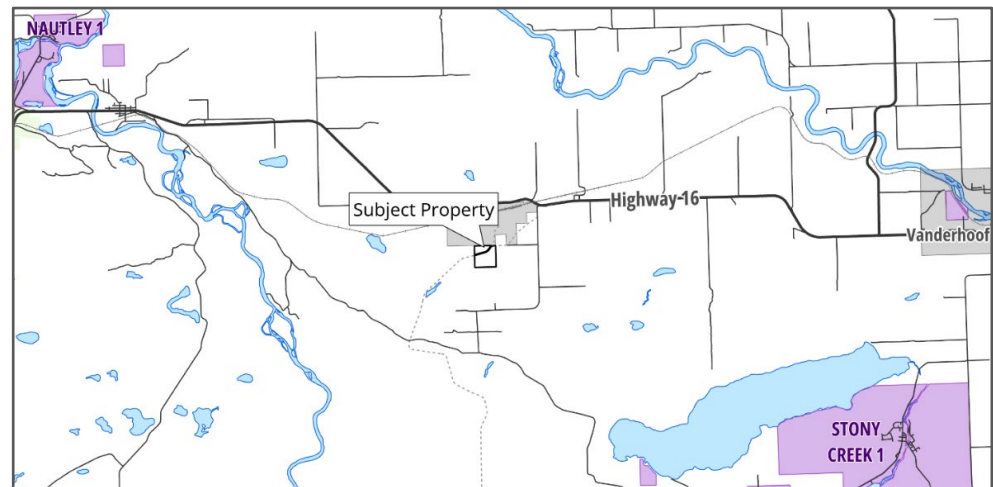
APPLICATION SUMMARY

Name of Agent / Owner:	Allnorth Consultants / 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)
OCP Designation:	Agriculture (AG) in the Vanderhoof Rural Official Community Plan Bylaw No. 1963, 2021 (the OCP)
Zoning:	Agricultural (Ag1) in the Regional District of Bulkley-Nechako Zoning Bylaw No 1800, 2020 (the Zoning Bylaw)
ALR Status:	Within the ALR
Existing Land Use:	Gravel Pit
Location:	The subject property is on Kluskus Forest Service Road, abutting the Canfor Plateau mill site. It is approximately 12 km from Stoney Creek 1 Reserve and Nautley 1 Reserve, and 14 km from the main townsite of Vanderhoof. 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 and 1,330 m from the TUP area.
Property Area:	62.41 ha (154.22 ac)
TUP Area:	Approximately 7.5 ha (~18.5 ac)

Proposal:

The applicant is requesting a Temporary Use permit (TUP) for three years to allow the operation of aggregate crushing and screening equipment on a

7.5 ha area of the subject property as part of their proposed aggregate extraction operations (see Applicant submission).

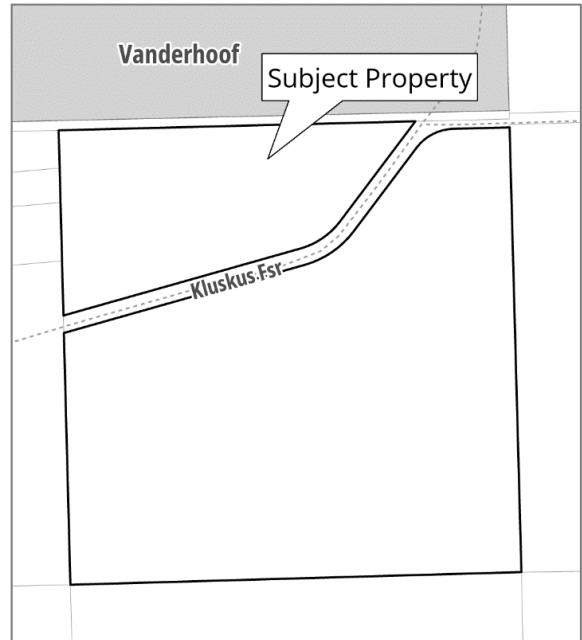


The property owner wants to start aggregate crushing and screening this year. The aggregate is primarily used for the maintenance of roads operated by Canadian Forest Products. Their existing quarry pit began operations in 1998 but is now under

consideration by the Agricultural Land Commission (ALC) to continue operations. The crushing and screening would be limited to the existing pit and the proponent would use existing roads.

The applicant indicates that crushing and screening would occur from approximately March to October, Monday to Saturday from approximately 6:00 am to 6:00 pm. No washing is proposed. No permanent structures are proposed, and the applicant proposes maintaining the existing 600 m tree buffer between the site and Kluskus FSR Road. The proponent plans to utilize a wheel loader, rock truck, excavator, and a crusher.

The lands are zoned Agricultural Zone (Ag1), which does not permit aggregate processing, including crushing and screening; therefore, a TUP is required. The proponent also plans to perform approximately 10 hours of blasting over the three-year period. Aggregate extraction, including blasting, cannot be regulated by the RDBN.



DISCUSSION

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 can submit a new application to allow the use to continue.

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:



Proposed TUP Area for aggregate processing: 250 m x 300 m = ~7.5 ha

- “(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 need for security in the form of an irrevocable letter of credit with an automatic extension clause has been considered to ensure that the required decommissioning and reclamation is completed;*
- (e) the proposed temporary use does not require a significant amount of capital investment in a particular location; and,*
- (f) the proposed temporary use has the support of the Agricultural Land Commission through the approval of an application if the land is within the ALR.”*

There are no records of complaints for the previous aggregate operations on the subject property. The proposal includes a tree buffer and is a relatively small processing operation. As such, staff do not anticipate any significant negative impacts to neighbouring land uses. No adverse increases in traffic are anticipated and the applicant does not propose significant capital investment.

If approved by the ALC and the Ministry of Energy, Mines and Low Carbon Innovation (MEMLCI), both will require a remediation plan and the RDBN requested they ensure adequate dust mitigation. Planning Department staff recommend TUP F-02-23 be approved, with issuance subject to ALC approval of the related NFU application.

MEMLCI and ALC Application Process

In July 2023 the RDBN Board considered and recommended ALC approval for ALC Non-Farm Use (NFU) application 1256 for aggregate extraction on the subject property (see [link](#) to ALR 1256 Board report).

On April 26, 2023, the RDBN’s Rural/Agriculture Committee considered Crown Land Application No. 7410295 for aggregate extraction on the lands immediately south of the subject property. That Crown Land application proposed using the subject property to access the aggregate on Crown Lands. The Rural/Agriculture Committee raised concerns that dust associated with the aggregate extraction negatively impacting the local airshed.

Given the above noted Crown Land application’s proximity to the subject property, when ALC NFU application 1256 abutting the Crown Land also proposed aggregate extraction, the RDBN Board recommended the ALC approve NFU application 1256 subject to the ALC ensuring appropriate remediation throughout the life of the pit and a request that ALC and the MEMLCI ensure the proposed pit operations have a dust mitigation plan in place to address potential negative impacts on adjacent residents and farming operations.

Planning Staff Comments

The TUP area is a plateau of bedrock. Previous aggregate extraction operations removed aggregate in a way that created a crowning effect on the west, south, and east sides TUP area. This acts as a natural barrier between the TUP area and the surrounding area. There are two gates, with one used as an entrance and one used as an exit. The site is heavily treed and there are no apparent gaps in the existing tree buffer. Only the top of the rock formation is visible from small section of Kluskus FSR (see Attachments for site visit photos).

REFERRAL RESPONSES

At their January 9, 2024 meeting, the **Electoral Area F Advisory Planning Commission** (APC) stated *"we unanimously approved this application with the following caveat:*

#1 Mitigate:

A. Dust issues

B. Noxious weed issues

C. Any adverse effects from blasting

#2 Reclamation to Mines Act standards."

Staff note blasting is considered aggregate extraction rather than processing and outside of the scope of the TUP proposal. The RDBN's 2023 submission to the ALC for NFU application 1256 and referral response to the MEMLCI *Mine Act* permit application included a request to ensure adequate dust mitigation. Requirements related to weed management lie within the scope of ALC and MEMLCI requirements.

The **District of Vanderhoof's Council** passed a resolution stating, *"[t]hat staff be directed to inform the Regional District of Bulkley-Nechako that District of Vanderhoof Council has no concerns with the issuance of Temporary Use Permit TUP F-02-23, except that Council prefers that the aggregate used be used solely, not primarily, for the maintenance of roads operated by Canadian Forest Products and forestry operations."*

The **RDBN Agriculture Coordinator** stated they had no comments.

In response to the related ALC NFU application, the **Ministry of Agriculture and Food** recommended a site-specific weed prevent and control plan and stated *"it does not appear the operation of the subject gravel pit will contribute positively to the agricultural production on the parcel or the surrounding area"*.

Referral responses from Nadleh Whut'en and Saik'uz First Nation were not received at the time of the writing of this report. The referral letters stated if no response was received, it would be assumed interests were unaffected.

PUBLIC NOTICE

Notice of this application was published in the January 18, 2024 issue of the Vanderhoof Omineca Express 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 were sent a similar notice and the applicant is required to post a sign on the subject property. Any comments received in response to the public notice will be presented to the Board in the supplemental agenda for consideration.

ATTACHMENTS:

- TUP E-02-23
- Applicant Submission
- [Mine Plan \(link\)](#)
- Site visit photos
- [July 13, 2023 ALC 1256 Board report \(link\)](#)



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
TEMPORARY USE PERMIT NO. F-02-23**

ISSUED TO: Canadian Forest Products Ltd.
101-161 East 4th Avenue
Vancouver, BC V5T 1G4

WITH RESPECT TO THE FOLLOWING LANDS:

The Northeast 1/4 of Section 6, Township 13, Range 5, Coast District.

1. This Temporary Use Permit authorizes the following temporary use:
 - 1.1. The operation of an aggregate crusher and an aggregate screener in the area identified in Schedule A, which forms part of this permit, as the "Aggregate Processing 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. Not construct any permanent structures on the subject property as part of the temporary use.
 - b. Limit the hours of operation to 6:00 am to 5:00 pm from Monday to Saturday.
 - c. Operate crushing and screening equipment only between March and October of each year.
 - d. Maintain the existing 80 metre tree buffer between the aggregate processing area and Kluskus Forest Service Road.
 - e. Provide the Regional District of Bulkley-Nechako a copy of the Agricultural Land Commission approval of the aggregate operations.
4. This Permit authorizes the temporary use identified in Section 1 of this permit to occur for a term of three years from the date of issuance of this permit or until January 25, 2028, whichever is less.

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

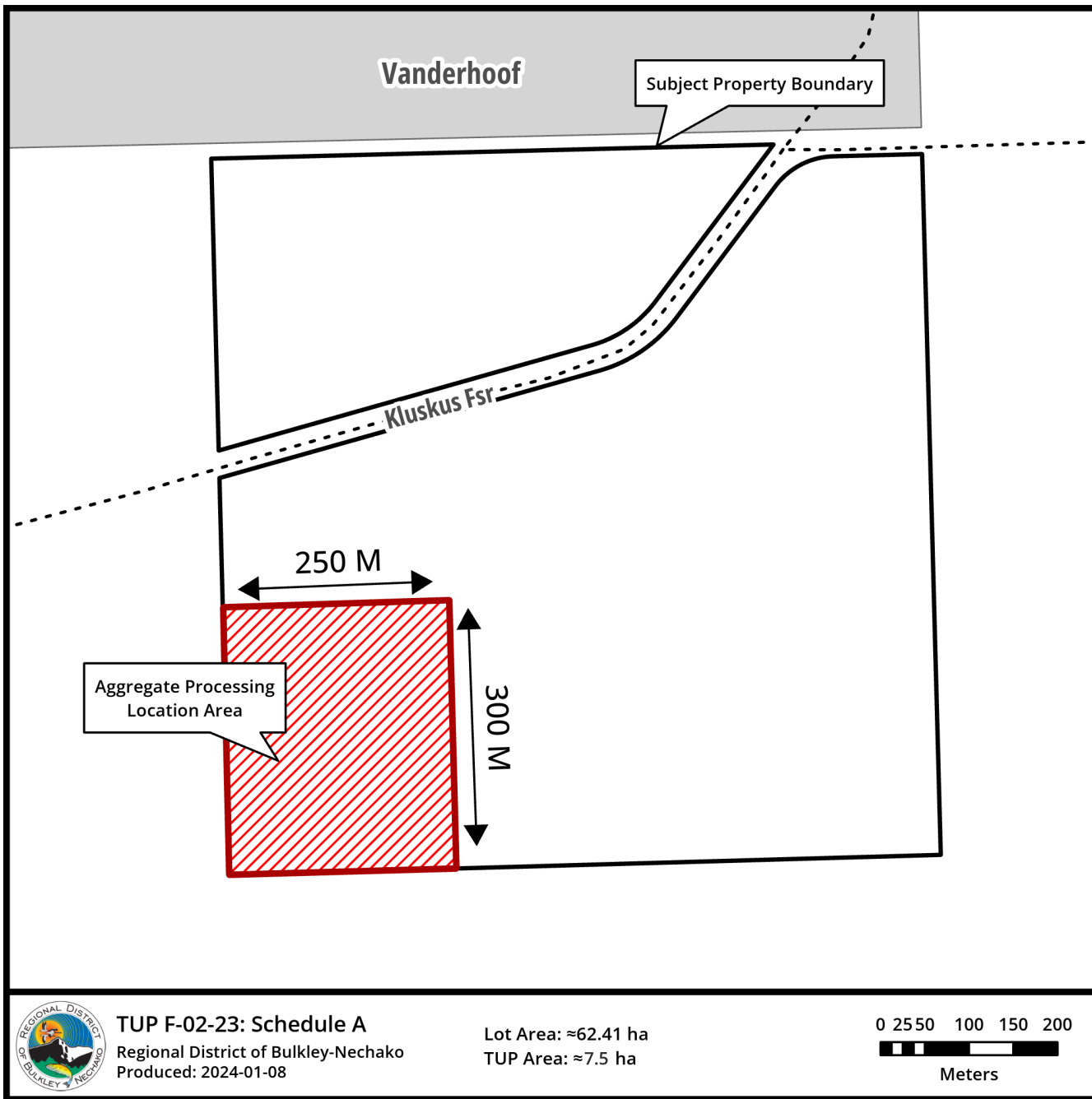
Applicant and / or property owner are in default of this permit, and the permit shall be void and of no use or effect.

- 5. As a term of this permit the owner of the land must remove all gravel crushing and screening equipment from the land upon which the temporary use is occurring or has occurred within two months of 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 _____, 2024.

PERMIT ISSUED on the ___ day of _____, 2024.

Corporate Administrator



2. AGENT AUTHORIZATION

If the applicant is not the sole registered owner of the subject property, ALL owners of the subject property must sign the application below, or provide a signed letter, authorizing the applicant to act as agent on their behalf in regard to the application.

As owner(s) of the land described in this application, I/we authorize (please print) All north. to act as Applicant, and as our agent in regard to this application.

Andy Kratchmer
Owner Name (print)

[Signature]
Signature

Sept 28th, 2023
Date

Gerald Callahan
Owner Name (print)

[Signature]
Signature

Sept 28/23
Date

Owner Name (print)

Signature

Date

3. PROPERTY INFORMATION

Legal Description(s) of the land which is the subject of this Application (subject property):

THE NORTHEAST 1/4 OF SECTION 6 TOWNSHIP 13 RANGE 5 COAST DISTRICT

Civic Address (House No., Street Name):

NA

Size of Property: 153.74 Acres (Hectares/Acres)

Existing Land Use:

(Describe the uses that currently occur on the land under application. List each building and the use of that building.)

The applicant's site has historically been used as gravel extraction pit to support Canfor's forestry operations in the area. Upon submitting a Notice of Work Application to expand the pit, Canfor was made aware that this site is within the Agricultural Land Reserve (ALR). Since then, Canfor has applied for a non-farm use to the Agricultural Land Commission (ALC). As part of the local government referral process associated with this application, Canfor was instructed by RDBN staff to secure a temporary use permit to allow the use Aggregate Processing on site. The site has no permanent structures installed on the site. The site regularly has machinery parked onsite to support aggregate extraction and processing. There are no permanent structures currently onsite or proposed. Canfor is pursuing the approval of a Temporary Use Permit to make current use in compliance with local Zoning policies and ensure the continued operation of their gravel extraction and processing on the site.

4. PROPOSED TEMPORARY USE

Reason for Application:

Describe the proposed temporary use in detail, including the following:

- The length of time the use is expected to occur.
- The activities proposed to occur on the property.
- Any buildings or structures proposed on the property.

Canfor would like to request the use Aggregate Extraction be permitted through a Temporary Use Permit for a term of 3 years on the south western portion of the parcel legally described as the Northeast ¼ of Section 6 Township 13 Range 5 Coast District. The two associated access roads currently used for transporting materials and equipment are also requested to be retained to support the proposed use. A detailed site map with the area requested for temporary use has been attached to this application.

This application is required because the site is currently Zoned AG1 (Agricultural) and the permitted uses of this zone do not include Aggregate Processing. The intended use of the site will include excavating, blasting, and processing aggregate products. The site will regularly have machinery parked onsite to support aggregate extraction and processing. There are no permanent structures currently onsite or proposed.

The pit and all associated processing would occur solely within the existing disturbance area and access roadways. No additional expansion to the disturbance area or access is requested and therefore no tree clearing is required. The application or 20-year mine plan has more detailed imagery on the proposed extraction faces and stock-pile areas and has been attached as Appendix A to this application. This will ensure the existing 800m tree buffer from Kluskus Road and the 2km treed area between the pit and the nearest neighbouring structure to the east are both retained.

The site is adjacent to the south, west and east by AG1 (Agricultural) zoned properties. These properties are primarily forested and some to the east are cleared and used for agricultural operations. Directly to the north the properties are zoned A-1 (Airport) and I-2 (Heavy Industrial). These parcels include the Canfor Plateau sawmill and associated log sort yard. The site is compatible with all of the surrounding land uses and heavily forested areas separate the pit by at least 2km from the nearest structure of the surrounding properties.

Having this pit in proximity to Canfor's Sawmill operations has provided efficiencies by limiting aggregate hauling distances. This helps reduce Canfor's overall greenhouse gas emissions and community impacts from highway travel for heavy equipment. Over the past 20 years of operations, Canfor's pit has not produced offsite impacts that negatively impacted surrounding properties and has remained in compliance with relevant Ministry of Mines restrictions to mitigate offsite impacts. In dry periods, water trucks are used to avoid creating excessive dust from the operations. The site is primarily used during daylight hours between 6am and 6pm with very occasional nighttime use as necessary. The gravel pit has also contributed to the local economy by supplying high quality aggregate products to support Canfor Plateau's sawmill operations which is a major employer of the region. Under the Agricultural Land Commission's policies, a reclamation plan is also being prepared and will be implemented once the desired aggregate has been extracted. This reclamation will ensure that the land is reclaimed and useable for future agricultural activities.

Please also discuss why you consider the proposed development to be appropriate for the land under application. If more space is needed use page 4 or attach separate pages to the application, or a letter if necessary.

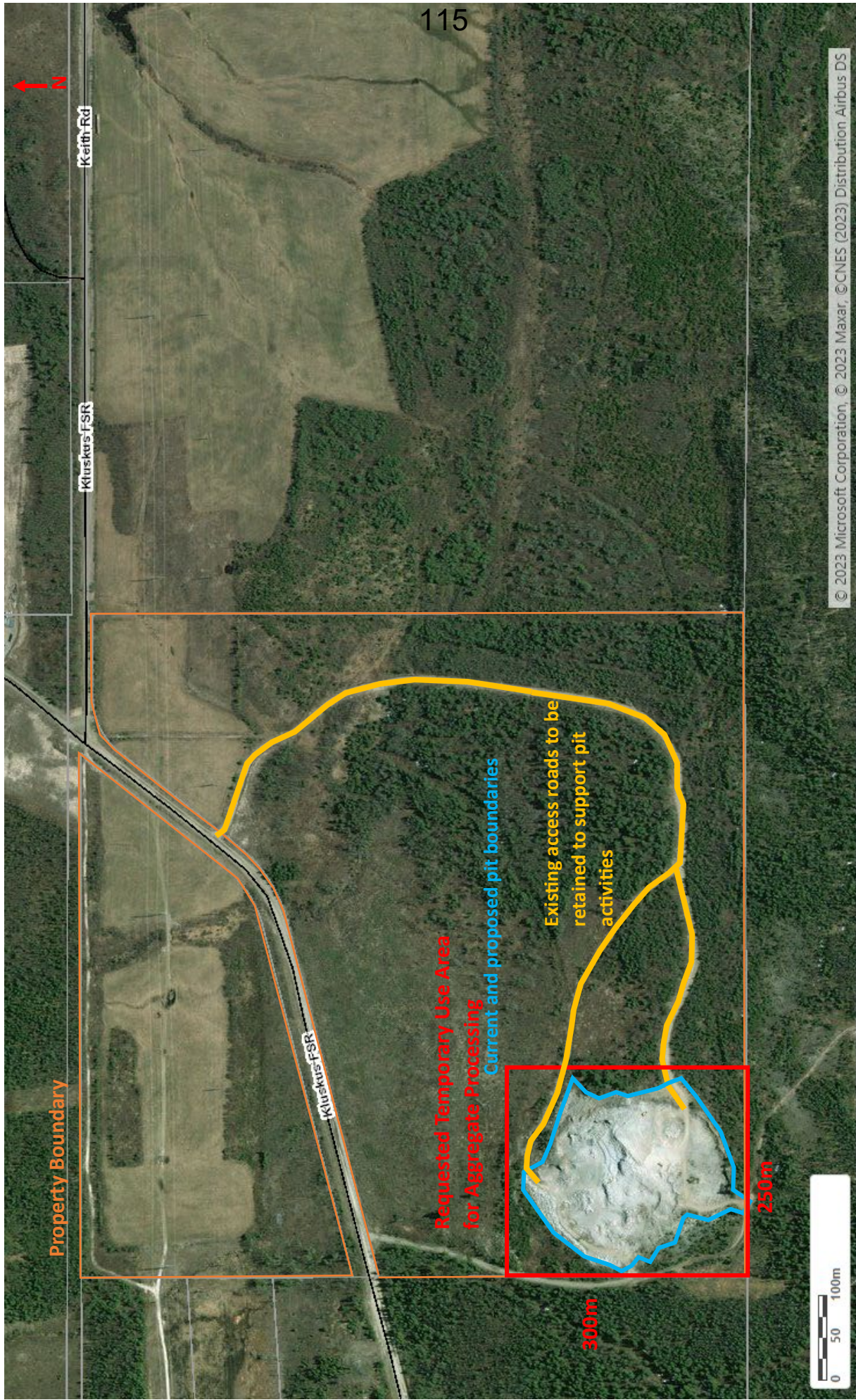
5. APPLICATION FEES

An application fee as set out in Schedule A to the Regional District of Bulkley-Nechako Development Procedures Bylaw No. 1898, 2020 must accompany this application. An application is not considered complete and cannot be processed until the required application fee and information has been received by the Regional District.

Fees can be paid by cheques, interact debit card, or cash.

*Please note that the fee for an application to legalize an existing bylaw contravention is increased by an additional 50%.

Canfor Temporary Use Permit Application Site Plan



Attachment: Site Visit Photos

Photo #1: View of site tree buffer from Kluskus FSR



Photo #2: Only visible view of site from Kluskus FSR (near intersection with Plateau Mill rear entrance)



Photo #3: Locked east gate (entrance)



Photo #4: Danger notice sign next to east gate



Photo #5: Locked west gate with danger notice (exit)



Photo #6: Road approach to quarry pit – tree buffer visible



Photo #7: Crest of quarry pit, looking down and towards the north - tree buffer visible



Photo #9: Quarry pit, looking down towards the northeast



Photo #10: Quarry pit, looking down and towards the east - tree buffer visible



Photo #11: Quarry pit, looking down and towards the west - tree buffer visible





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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Llewellyn, Director of Planning
Date: January 25, 2024
Subject: **Housing Initiatives Capacity Funding**

RECOMMENDATION:

(all/directors/majority)

Receive.

The attached letter from the Ministry of Housing confirms that \$198,964 in funding is going to be provided to the RDBN at the end of January, 2024 to assist with implementation of recent Provincial housing initiatives.

The Planning Department will provide a report to the Board of Directors recommending use of these funds once staff have had an opportunity to review forthcoming information on eligible projects, eligible project costs, and reporting requirements.

ATTACHMENTS:

Letter dated December 21, 2023 from the Ministry of Housing



VIA EMAIL

Ref: 63760

December 21, 2023

Curtis Helgesen
Chief Administrative Officer
Regional District Bulkley-Nechako
Email: curtis.helgesen@rdbn.bc.ca

Dear Curtis Helgesen:

I am writing to notify you of the funding allocation for the Regional District Bulkley-Nechako from the \$51 million capacity funding for local government implementation of the legislative changes to support housing initiatives, including small-scale multi-unit housing and proactive planning, development finance, and transit-oriented development.

The Regional District Bulkley-Nechako will receive \$198,964 by the end of January 2024.

The funding formula reflects the different legislative requirements for municipalities and regional districts, and that smaller communities may need more financial assistance because they have fewer resources.

The funding formula includes a base amount and a per-capita amount (based on BC Stats 2023 estimates).

- For municipalities, the base amount is \$150,000, and the per-capita amount is \$4.39.
- For regional districts, the base amount is \$80,000 and the per capita amount is \$5.80.

This funding is intended to support activities or projects local governments must undertake to meet the new legislative requirements. Examples include updates to an existing zoning bylaw, parking bylaw, Official Community Plan (OCP), Official Development Plan (ODP), Development Cost Charge (DCC) bylaw, Development Cost Levy (DCL) or

.../2

Curtis Helgesen
Page 2

Housing Needs Report (HNR), as well as the development of a new zoning bylaw, OCP, ODP, DCC, DCL or new amenity cost charge (ACC) bylaw. This funding can also be used to hire staff and/or consultants in support of these activities. More specific information on eligible projects, eligible project costs as well as the reporting requirements will be provided in the funding guidelines when the funding is distributed.

If you have any questions regarding the legislative changes or funding program, please contact Ministry of Housing staff at PLUM@gov.bc.ca or 250-387-3394.


Yours truly,



Bindi Sawchuk
Assistant Deputy Minister
Housing and Land Use Policy Division
Ministry of Housing

pc: Teri Collins, Deputy Minister, Ministry of Housing
Tracy Campbell, Executive Financial Officer, Ministry of Housing
Kaye Krishna, Deputy Minister, Ministry of Transportation and Infrastructure
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
Kevin Volk, Assistant Deputy Minister, Ministry of Transportation and Infrastructure
Jessica Brooks, Executive Director, Ministry of Housing
Rebecca Penz, Director, Ministry of Housing

**Advisory Planning Commission
Meeting Minutes**

Electoral Area A	Meeting Date: Monday, December 4, 2023	Meeting Location: Virtually via Zoom
Attendance		
<u>APC Members</u>		<u>Electoral Area Director</u>
<input checked="" type="checkbox"/> Natalie Trueit-MacDonald		<input checked="" type="checkbox"/> Director Stoney Stoltenberg
<input checked="" type="checkbox"/> Bob Posthuma		<input type="checkbox"/> Alternate Trevor Krisher
<input checked="" type="checkbox"/> Sandra Hinchliffe		<u>Other Attendees</u>
<input checked="" type="checkbox"/> Andrew Watson		<input checked="" type="checkbox"/> Jason Llewellyn
<input checked="" type="checkbox"/> Alan Koopman		<input checked="" type="checkbox"/> [REDACTED]
		<input type="checkbox"/>
		<input type="checkbox"/>
Chairperson: Sandra Hinchliffe		Secretary: Natalie Trueit-MacDonald
Call to Order: 7:03pm		
Agenda		
7:00 pm:	RZ A-03-23 (penninga)	
7:20 pm:	RZ A-04-23 [REDACTED]	
Applications (Include application number, comments, and resolution)		
RZ A-03-23 – Penninga		
<p>The APC is hesitant to deny OCP Amendment and Rezoning application RZ A-03-23 as it recognizes the desire to avoid the eviction of the development’s residents, if possible. However, the APC also hesitates to support the application given the land use implications and the precedent set by supporting the application. There is a concern that legalizing the development will encourage others to “seek forgiveness rather than approval”. Therefore, the APC has not taken a position on application support or denial. The APC recommends that, should the Board support the application, adoption of the bylaws not be approved until the following has occurred.</p> <ul style="list-style-type: none"> • All dwellings to be legalized obtain a Building Permit and Occupancy Permit. • The sewer system and community water system be brought into compliance with all Provincial regulations. 		
RZ A-04-23 – [REDACTED]		
The APC supports the application		
Meeting Adjourned: 8:30pm	Secretary Signature: 	

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Advisory Planning Commission
Meeting Minutes

Electoral Area F	Meeting Date: January 9, 2024 7:00 pm	Meeting Location: District of Vanderhoof Office
Attendance		
APC Members <input checked="" type="checkbox"/> Mike Pritchard <input checked="" type="checkbox"/> Henry Klassen <input 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 type="checkbox"/> Alternate Director Alex Kulchar Other Attendees <input checked="" type="checkbox"/> <u>Timothy Neudorf</u> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
Chairperson: <u>Henry Klassen</u>		Secretary: <u>Barb Ephrom</u>
Call to Order: <u>7:03 p.m.</u>		
Agenda: 7:00-7:30 ALR 1263 (applicant will attend) 7:20-7:40 TUP F-02-23 (applicant will attend)		
Applications (Include application number, comments, and resolution) <div style="border: 1px solid black; border-radius: 50%; padding: 2px; display: inline-block; margin-bottom: 5px;">ALR 1263</div> <p style="margin-left: 40px;">Barb Ephrom made a motion to approve as presented by Tim Neudorf on behalf of File No. ALR 1263</p> <p style="margin-left: 40px;">After discussion — by consensus we all rejected this application.</p>		



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Danielle Patterson
Date: January 25, 2024
Subject: **ALR Subdivision Application. No. 1263**

RECOMMENDATION:

(all/directors/majority)

That Agricultural Land Reserve Subdivision Application No. 1263 be recommended to the Agricultural Land Commission for denial.

EXECUTIVE SUMMARY

This applicant is requesting Agricultural Land Commission (ALC) approval to subdivide the 64.7 ha (159.89 ac) parcel into two 16.2 ha parcels and one 32.3 ha parcel to create separate parcels for the three single family dwellings on the subject property. The applicant is requesting subdivision approval so a relative living in one of the dwellings may pursue financing to begin farming on the subject property and to assist with inheritance planning.

The proposed subdivision does not fit the character of the area or align with the Official Community Plan. Planning staff recommend the application be forwarded to the ALC with a recommendation to deny.

APPLICATION SUMMARY

Name of Agent / Owners: Timothy Neudorf (agent) / Jason Fitzlaff, James Hardy, & Lori Hardy (owners)

Electoral Area: Electoral Area F (Vanderhoof Rural)

Subject Properties: The Northeast 1/4 of Section 24, Township 3, Range 4, Coast District (PID 015-308-529)

Property Size: 64.7 ha (159.89 ac)

OCP Designation: Agriculture (AG) in the "Vanderhoof Rural Official Community Plan, Bylaw No. 1963, 2021" (the OCP)

Zoning: Agricultural (Ag1) Zone in the "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw)

Existing Land Use: Residential

Location: 5387, 5513, & 5629 Lakes Road, abutting the Stoney Creek 1 Reserve, approximately 3 km southwest of the District of Vanderhoof. Lands to the North and East are used for agriculture (crop/hay production). The lands to the west are used for agriculture and are identified as an Important Bird Area. The land to the south is Stoney Creek 1 Reserve, with a mixture of community / residences and forested land.

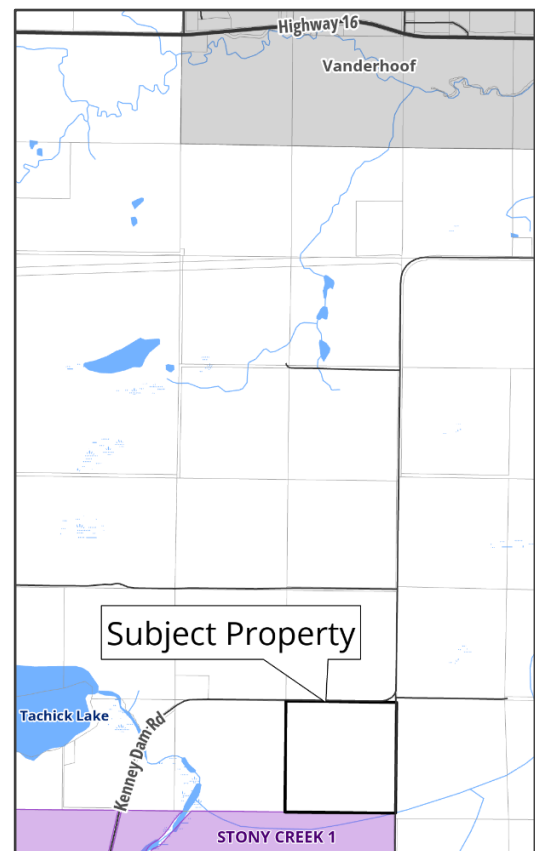
Proposed Subdivision: **3 parcels:** two 16.2 ha (40 ac) parcels and one 32.3 ha (~79.8 ac) parcel.

Building Inspection Area: Not within

Fire Protection Area: Vanderhoof Rural

PROPOSAL

The applicant is requesting Agricultural Land Commission (ALC) approval to subdivide the 64.7 ha property into two 16.2 ha (40 ac) parcels, referred to as proposed Sites 1 and 2, and one 32.3 ha (~79.8 ac) parcel, referred to as proposed Site 3 (see Proposed Subdivision Plan below).



There are three single family dwellings on the subject property. The proposal is to subdivide the property so each dwelling is on a parcel (see Attachments for ALC Submission). The applicant states this request would facilitate developing the property for agriculture by allowing the residents of proposed Site 1 (5387 Lakes Road) to obtain a separate property title and financing. The applicant also believes having three titles would make inheritance planning easier for the property owners. The subject property is not being farmed and based on the condition of the farm structures, has not been farmed for some time.

DISCUSSION

Proposed Site 2 (5513 Lakes Road) is mostly treed. It has a house with a two-vehicle garage, a large garden, a green house, storage shed/firewood storage, a carport, and a storage outbuilding (see Attachments for site visit photos). Proposed Site 3 (5629 Lakes Road) is mostly treed, with a house, greenhouse, an empty paddock, a barn, some small outbuildings, and several derelict vehicles. Both houses were built in the late 1970s. Proposed Site 1 (5387 Lakes Road) is mostly treed, with a manufactured home, a storage shed, a utility shed, and a large garden. The applicant states the dwelling at 5387 Lakes Road was built in 1999.

Official Community Plan (OCP)

The lands are designated Agriculture (AG) under the OCP. The intent of the AG designation is to preserve these lands for the purposes of farming and other related activities. In general, the AG



Proposed Subdivision Plan: The Applicant's subdivision proposal for proposed parcel Site 1 (5387 Lakes Rd), parcel Site 2 (5513 Lakes Rd) and parcel Site 3 (5629 Lakes Rd).

designation follows the boundaries of the Agricultural Land Reserve (ALR). Section 3.1.2 of the OCP has the following subdivision policies:

“(3) A minimum parcel size of 16 hectares (39.5 acres) is supported unless a different parcel size is approved by the Agricultural Land Commission.

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

(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.

9) The voluntary consolidation of legal parcels which form part of the same farm unit will be encouraged. Subdivisions and consolidations which permit more efficient use of land for agricultural purposes will also be supported.”

Important Bird Area (IBA): IBAs are sites that support specific groups of birds: threatened birds, large groups of birds, and birds restricted by range or by habitat. The Tachick Lake area provides important habitat for migrating waterfowl, such as ducks, swans, and geese in the fall between September and November. Tachick Lake also hosts a substantial population of the American White Pelican. Approximately two thirds of the subject property is identified in the OCP as part of the Tachick Lake Important Bird Area (IBA) by the IBA Program, which is an international conservation initiative.

More than 15 feral cats were on proposed Site 3 (5629 Lakes Road) during staff's site visit. While the RDBN does not regulate domestic animals, given the property's location in the IBA, staff believe the feral cats are noteworthy.

Zoning

The subject property is in the Agricultural Zone (Ag1). The proposal complies with the 16 ha (39.5 ac) Ag1 minimum parcel size at subdivision. There are three single family dwellings on the subject property. The single family dwellings at 5513 Lakes Road (Proposed Site 2) and 5629 Lakes Road (Proposed Site 3) were built in the 1970s and complied with zoning. The third single family dwelling at 5387 Lakes Road (Proposed Site 1) was constructed in 1999, exceeding the number of dwellings permitted in Ag1 without ALC approval.

If the proposed subdivision occurs, all three dwellings would comply with Ag1 and ALC regulations and each parcel could have two single family dwellings. Without subdivision, the process to legalize the subject property would require the property owners to obtain an ALC non-adhering residential use approval or for the property owner to remove one of the three dwellings.

Agricultural capability soil classifications

The soil classifications for the subject property are 93.2 per cent Class 5, with 10.2 per cent limited by excess water and 83 per cent limited by cumulative/minor adverse conditions (see Appendix A). It is noted that 6.8 per cent of the subject property, is "O" for organics, meaning the land is swamp or a similar landscape that contains organic material but no soil classes. The organics run east west near the unnamed creek on proposed parcel Site 3.

Past ALC applications

The current property owners submitted three previous ALC applications for this property (see Appendix B) which were recommended for denial by the Board and were denied by the ALC. They are summarized as follows.

- 1975: Application for a 17-parcel subdivision to sell land for hobby farms/rural residences. The ALC stated the land's agricultural capacity for forage production was important to the area and subdivision would intrude into an area of mostly large parcels.
- 1975: Application for four parcels for small farms. The ALC stated the land was intentionally included in the ALR because it is excellent for forage production and grazing and needed to be protected from "random development". The ALC stated subdivision could contribute to the "the erosion of lands most precious and vital to the preservation of the cattle industry".
- 1980: Application to create a three-parcel subdivision to create three titles. The ALC stated the land was suitable for forage production and grazing and the ALC did not want to encourage further parcelization, which could have a detrimental impact on the agricultural community.

Planning staff comments

There appears to be no significant changes to the use or condition of the subject property since the previous subdivision application denials to justify the proposed subdivision other than the addition of a third dwelling in 1999, which is contrary to the previous and current zoning bylaws. The subject property is in an area of mostly cultivated quarter sections and the proposal does not fit the character of the area. Subdivision will reduce potential for future agricultural uses of the subject property and will increase the amount of rural residential development in a farming area. Therefore, planning staff recommend the application be forwarded to the ALC with a recommendation to deny.

REFERRAL RESPONSES

At their January 9, 2024 meeting, the **Electoral Area F Advisory Planning Commission** (APC) stated "*by consensus we all rejected this application*".

The **RDBN Agriculture Coordinator** stated *“as the land is not extensively being used for commercial agriculture at present, I have only considered agricultural potential. There are many variables with respect to the different types of agricultural production that could be carried out on this parcel (either in its present state, or subdivided); consequently, it's unclear whether this subdivision proposal would significantly alter the land's agricultural potential”*.

As part of a subdivision referral response pilot project, the **Ministry of Agriculture and Food** sent a standardized letter providing broad comments on the impact on land value per hectare from subdivisions, and links to resources for the landowner (see Attachments).

Given the presence of the IBA and the property abutting Stoney Creek 1 Reserve, the application was referred to the **Ministry of Environment and Climate Change Strategy** and **Saik'uz First Nation**, with no responses as of the writing of this report.

ATTACHMENTS

- Appendix A – Agriculture capability
- Appendix B – Surrounding ALR applications
- Site visit photos
- ALC submission
- Referral responses

Appendix A

Agricultural Capability based on Canada Land Inventory Mapping

83% of the subject lands are:

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

17% of the subject lands are:

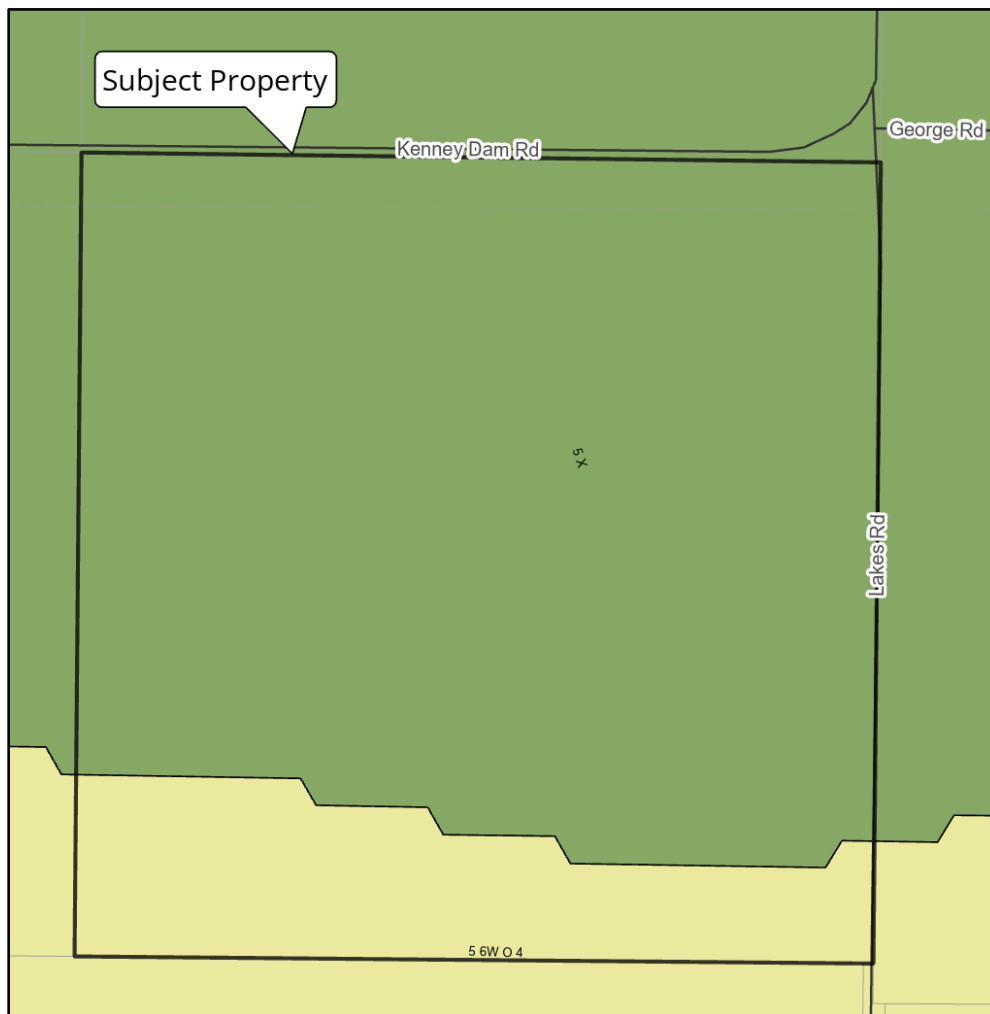
60% Class 5W (limited by excess groundwater).

40% Class O (organic soils).

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

Class O Land in this category is not placed in a capability class.

Agricultural Capability Map

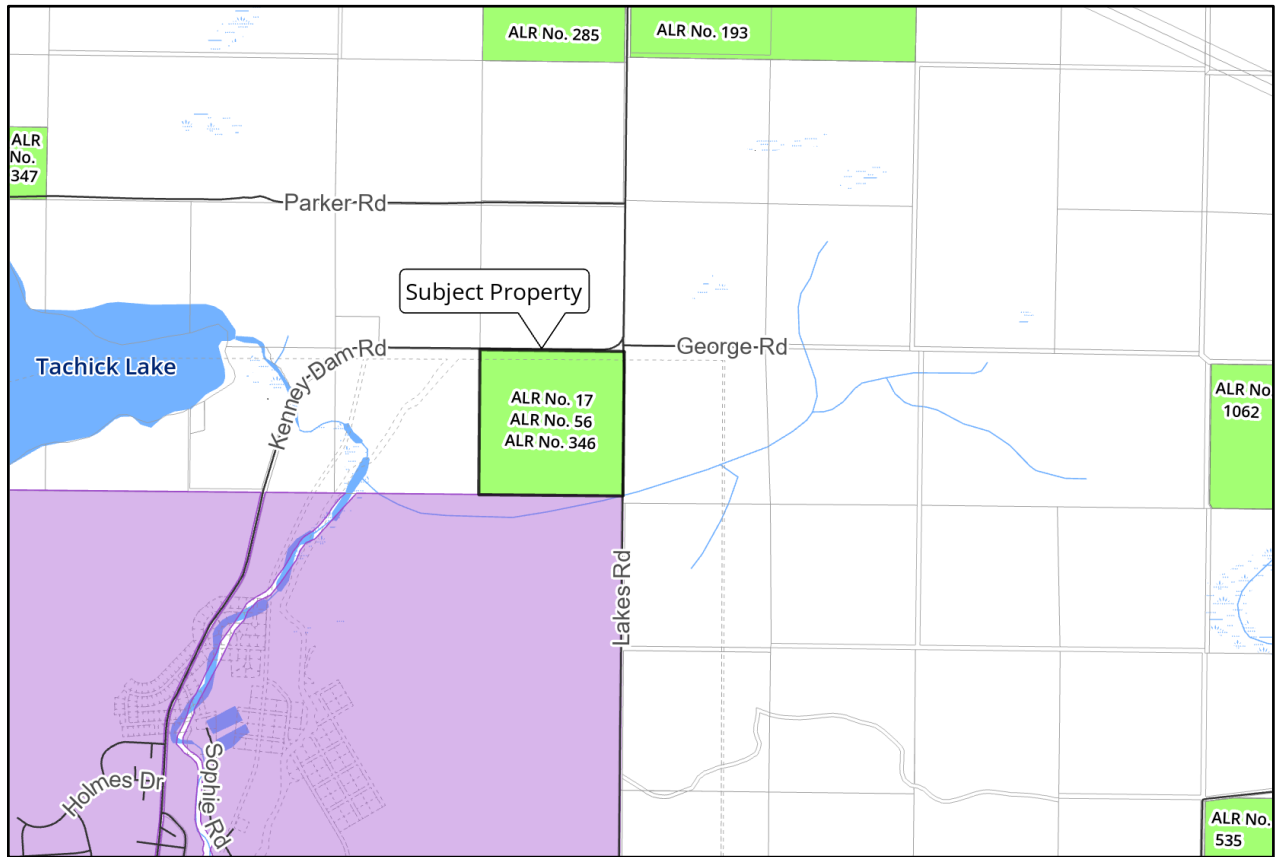


APPENDIX B:

Surrounding Applications

ALR Application	Legal Description	Summary	Recommendation
17 (Subject Property)	NE 1/4, Section 24, Township 3, Range 4, Coast District	Application to subdivide subject property and for non-farm use.	Staff: Denial
			Board: Denial
			ALC: Denied
56 (Subject Property)	NE 1/4. Section 24, Township 3, Range 4, Coast District	Application to subdivide 160 ac into four 40 ac parcels.	Staff: Denial
			Board: Denial
			ALC: Denied
193	Section 31, Township 2, Range 4, Coast District	Application to subdivide subject property into four quarter sections.	Staff: Approval
			Board: Denial
			ALC: Approved
285	SE 1/4, Section 36, Township 3, Range 4, Coast District	Application for exclusion from ALR.	Staff: Denial
			Board: Denial
			ALC: Denied
346 (Subject Property)	NE 1/4, Section 24, Township 3, Range 4, Coast District	Application to subdivide subject property.	Staff: Denial
			Board: Denial
			ALC: Denied
347	S 1/2 of NE 1/4, Section 27, Township 3, Range 4, Coast District	Application to subdivide subject property into two parcels of 5 ac and 75 ac.	Staff: Denial
			Board: Denial
			ALC: Denied
535	S 1/2, Section 16, Township 2, Range 4, Coast District, except the most westerly 10 metres and the most northerly 10 metres.	Application to subdivide 127.58 ac into two parcels of ± 63.7 ac each.	Staff: Approval
			Board: Approval
			ALC: Approved
1062	Block A, Section 21, Township 2, Range 4, Coast District	Application to subdivide subject property into two 160 ac parcels.	Staff: Approval
			Board: Approval
			ALC: Approved

Surrounding Applications Map



Attachment: Site Visit Photos

Photo Series 1: 5387 Lakes Road (proposed parcel Site 1)

Photo #1: View of residential site from road



Photo #2: manufactured home



Photo #3: storage shed



Photo #4: large garden



Photo Series 2: 5513 Lakes Road (proposed parcel Site 2)

Photo #5: view from the road



Photo #6: house with attached garage



Photo #7: garage attached to house



Photo #8: carport/storage outbuilding



Photo #9: storage shed/wood storage



Photo #10: large garden and greenhouse



Photo Series 3: 5629 Lakes Road (proposed parcel Site 3)

Photo #11: view from the road



Photo #12: house (front view from driveway)



Photo #13: house (side view from yard)



Photo #14: barn (front view)



Photo #15: barn (side view from paddock)



Photo #16: shed and outbuilding next to barn



Photo #17: greenhouse



Photo # 18: paddock





Provincial Agricultural Land Commission - Applicant Submission

Application ID: 57333

Application Status: Under LG Review

Applicant: James Hardy , Lori Hardy , Jason Fitzlaff

Agent: Timothy Neudorf

Local Government: Bulkley-Nechako Regional District

Local Government Date of Receipt: 07/09/2023

ALC Date of Receipt: This application has not been submitted to ALC yet.

Proposal Type: Subdivision

Proposal: The purpose of this proposal is to subdivide the property under consideration into 3 parcels of 16.2 ha, 16.2 ha, and 32.3 ha, with all 3 parcels to remain in the ALR.

The property has been owned by the co-owners since 1976. Two of the home sites have been occupied by the three co-owners of the property since that time and the third home site since 1999 by the daughter (and her husband) of 2 co-owners, when a portion of the property was gifted to them as a wedding present.

Subdivision is desirable as it will:

- 1) Provide titles to all three families with interests in the property.
- 2) Provide the opportunity to pass the property on to family as all three legal co-owners have passed retirement age.
- 3) Provide long-term stability and security for the title holders, facilitating property development for agriculture. The family on Lot 1 is committed to making a sizeable financial investment in the property, including land clearing, well drilling, and farming infrastructure construction, but is unable to proceed with development unless title is in place to facilitate bank financing.

The proposed lot configuration was chosen because it provides road access for each property while allowing each lot to remain a size conducive to farming activity.

Agent Information

Agent : Timothy Neudorf

Mailing Address :



Primary Phone :

Email :

Parcel Information

Parcel(s) Under Application**1. Ownership Type : Fee Simple****Parcel Identifier :** 015-308-529**Legal Description :** NE 1/4 OF SEC 24 TP 3 R4C**Parcel Area :** 64.7 ha**Civic Address :** 5387, 5937, 5629 Lakes Road, Vanderhoof, BC, V0J 3A1**Date of Purchase :** 08/13/1976**Farm Classification :** No**Owners****1. Name :** James Hardy**Address :**
[REDACTED]**Phone :** [REDACTED]**Cell :** [REDACTED]**Email :** [REDACTED]**2. Name :** Lori Hardy**Address :**
[REDACTED]**Phone :** [REDACTED]**Email :** [REDACTED]**3. Name :** Jason Fitzlaff**Address :**
[REDACTED]**Phone :** [REDACTED]**Current Use of Parcels Under Application****1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).***-135 square meter established garden at Site #1.**-300 square meter established garden at Site #2.**-Currently no active agriculture at Site #3.***2. Quantify and describe in detail all agricultural improvements made to the parcel(s).***-Previous property owner logged the property but made no agricultural improvements.**-Site 1 has an established 135 square meter garden with additional 1000 square meters of property just cleared for agricultural use (orchard).***Applicant:** James Hardy , Lori Hardy , Jason Fitzlaff

- Site 2 has an established 300 square meter garden with 20 square meter greenhouse under construction.
- Site 3 has a substantial portion of the property fenced and a barn and outbuildings in place.
- The majority of the property is undeveloped and covered in natural forest regrowth.

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

- Site #1 - .35 hectare home site cleared.
- 1 mobile home with addition and 2 sheds
- Site #2 .47 hectare home site cleared.
- 1 permanent dwelling with 2 sheds and 3 bay unfinished pole shed.
- Site #3 .41 hectare home site cleared.
- 1 permanent dwelling with barn and several outbuildings

Adjacent Land Uses

North

Land Use Type: Agricultural/Farm

Specify Activity : Approximately 35 hectares cleared for production, approximately .88 hectare home-site. Remainder of 1/4 section is forested.

East

Land Use Type: Agricultural/Farm

Specify Activity : Approximately 24.8 hectares cleared for production. Approximately .8 hectare home site. Remainder of 1/4 section is forested.

South

Land Use Type: Unused

Specify Activity : Indian Reserve

West

Land Use Type: Agricultural/Farm

Specify Activity : Approximately 40 hectares cleared for production. Approximately 1.4 hectares home/farm site. Remainder is forested.

Proposal

1. Enter the total number of lots proposed for your property.

16.2 ha

16.2 ha

32.3 ha

2. What is the purpose of the proposal?

The purpose of this proposal is to subdivide the property under consideration into 3 parcels of 16.2 ha, 16.2 ha, and 32.3 ha, with all 3 parcels to remain in the ALR.

The property has been owned by the co-owners since 1976. Two of the home sites have been occupied by the three co-owners of the property since that time and the third home site since 1999 by the daughter (and her

husband) of 2 co-owners, when a portion of the property was gifted to them as a wedding present.

Subdivision is desirable as it will:

- 1) *Provide titles to all three families with interests in the property.*
- 2) *Provide the opportunity to pass the property on to family as all three legal co-owners have passed retirement age.*
- 3) *Provide long-term stability and security for the title holders, facilitating property development for agriculture. The family on Lot 1 is committed to making a sizeable financial investment in the property, including land clearing, well drilling, and farming infrastructure construction, but is unable to proceed with development unless title is in place to facilitate bank financing.*

The proposed lot configuration was chosen because it provides road access for each property while allowing each lot to remain a size conducive to farming activity.

3. Why do you believe this parcel is suitable for subdivision?

The property is suitable for subdivision for a number of reasons:

- 1) *Lakes Road runs along the eastern boundary of the entire quarter, providing road access to all three proposed lots. The proposed subdivision plan does not require any road easements or access planning.*
- 2) *The property was logged by the previous owner before 1976 but no investment was made to develop the property for farming. The property, aside from the three home sites, is covered in immature forest, and no substantial agricultural improvements have been made. Subdivision does not threaten any existing agriculture.*
- 3) *The proposed subdivision and resulting parcel sizes do not limit or inhibit the potential of the property for agricultural use. The proposed subdivision creates three parcels suitable for farming activity in an area with high land prices and limited potential for agricultural development.*
- 4) *The proposed subdivision will facilitate and encourage the development of the properties for agriculture, as titles will allow bank financing for agricultural improvements.*
- 5) *This subdivision proposal holds many similarities to a number of recent subdivision approvals in Northern BC.*

4. Does the proposal support agriculture in the short or long term? Please explain.

The proposal supports both short and long term agriculture.

Regarding short term:

The proposal would provide titles to individual property owners, providing financial security to facilitate the development of the properties for agriculture. The current title situation limits options for property development as high land clearing and development costs cannot be offset by timber value as the land has previously been logged.

Regarding long term:

Long-term agricultural security in our area is being threatened on multiple levels:

- 1) *Vanderhoof, BC recently experienced an unprecedented real estate boom, fueled by low-interest rates, an influx of people moving in from outside the community, and limited available agricultural real estate. A large portion of prime farmland in the Vanderhoof area is held by a select few, large-scale farmers and over the past decade large tracts of prime, arable land in the Vanderhoof area have been purchased by companies with foreign interests that export all produce from this land. These factors together contribute to the inflation of agricultural property values in the area, making agricultural land acquisition unattainable for all but a select few.*

2) *The recent Covid 19 crisis exposed our vulnerability regarding food security and showed how dependent we are on foreign markets for consumables. Supermarkets were stripped bare, and many families struggled to procure even the basic necessities as prices skyrocketed.*

Meanwhile, the wholesale export of produce, specifically hay, from agricultural land in our area owned by companies with foreign interests, drives up the prices of feed for farmers, which translates to increased prices for local agricultural products. These factors together contribute to the erosion of the food security that our region has enjoyed for generations.

3) *Many local young people dream of someday owning their own agricultural properties to settle, develop, and farm. Many families desire to move out of town limits, looking to return to more sustainable lifestyles including raising their own produce, dairy, and protein sources. Others wish to invest in small agriculture in an attempt to guarantee their own food security.*

Sadly, the majority of these families and aspiring farmers will never have the means to purchase farmland in their lifetime due to the high cost and limited availability of agricultural land in our area.

Subdividing this property would produce three viable farmsteads. Subdivision would provide title to current owners of the property, allowing them the stability and financial means to develop the properties for their own agricultural use. This would contribute to greater food security for both the property owners and their community via local farmers' markets.

Smaller parcel sizes would make the properties more affordable, should owners wish to pass the property on in the future. An existing home on each parcel would make these properties a perfect fit for aspiring future farmers in the area.

5. Are you applying for subdivision pursuant to the ALC Homesite Severance Policy? If yes, please submit proof of property ownership prior to December 21, 1972 and proof of continued occupancy in the "Upload Attachments" section.

No

Applicant Attachments

- Agent Agreement - Tim Neudorf
- Proposal Sketch - 57333
- Other correspondence or file information - Certificate of Indefeasible Title
- Site Photo - Property in context of surrounding area
- Site Photo - Arial View of Property
- Site Photo - Arial View with Boundaries
- Other correspondence or file information - ALR Purpose
- Other correspondence or file information - RDBN AG Plan
- Other correspondence or file information - Map 1 -Land Cover
- Other correspondence or file information - Map 2- Land Use
- Other correspondence or file information - Map 3 -Land Availability
- Other correspondence or file information - Map 4- Farming Activities Inventory
- Other correspondence or file information - Map 5- ALR Land Conditions
- Certificate of Title - 015-308-529

Applicant: James Hardy , Lori Hardy , Jason Fitzlaff



October 30, 2023

File: 0280-30

Ref: 201422

Dear Local Government Planning Staff:

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

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

Given the similar input provided by Ministry staff on most subdivision applications, the limited impact that Ministry referral responses have on local government decisions, and current staff workload pressures, the Ministry discontinued parcel-specific review of ALC subdivision applications for an initial six-month trial period from March 2023 to September 2023. The Ministry has extended the trial period for an additional 12 months from October 2023 to October 2024. At the conclusion of the 18-month trial period, Ministry staff will complete an analysis to determine how ALC subdivision application referrals from local governments will be reviewed moving forward. In the interim, Ministry staff will focus on developing alternative outreach and education mechanisms to support land use decisions that benefit agriculture.

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

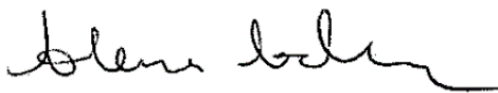
- Subdivision in the ALR frequently results in each parcel having diminished agricultural potential and an increase in land cost per hectare due to increased residential and accessory structures. Smaller lots and increased residential structures can also increase conflict between adjacent land uses.

.../2

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

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

Sincerely,



Arlene Anderson

Executive Director

Phone: (778) 698-5170

Email: Arlene.Anderson@gov.bc.ca



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Rowan Nagel, GIS technician
Date: January 25, 2024
Subject: Lease Renewal Referral 163524849

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

That the attached comment sheet be provided to the Province as the Regional District's comments on Lease Renewal Referral No. 163524849.

DISCUSSION

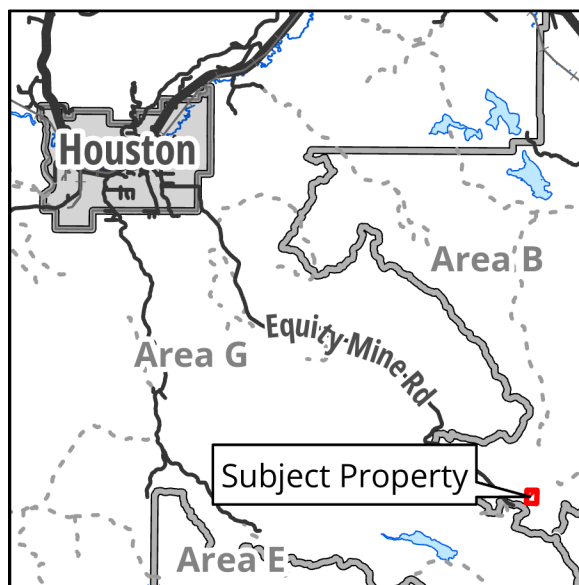
The RDBN has received a request to comment on a Lease Renewal application by the Newmont Corporation (Formerly Goldcorp Canada Ltd.) under the Mineral Tenure Act. If approved, this renewal would extend mining lease 317124, associated with the Equity Silver Mine, for an additional 21 years. An extension of this lease does not authorize new mining activity.

The lease is located in Electoral Area B and is accessed through Houston via the Equity Mine Road. Houston is approximately 30 kilometers to the north-west, and the nearest RDBN residents live approximately 20 kilometers to the north.

Commercial mining operations ceased at this site in 1994. However, site remediation efforts such as the treatment of Acid Rock Drainage continue. The subject lease includes a quarry where non-acid generating rock is extracted, which is used in the continued remediation and upkeep of the facility. It also covers a portion of the Tailings Storage Facility (TSF), including the TSF spillway.

ATTACHMENTS

- Comment Sheet
- Applicant Maps

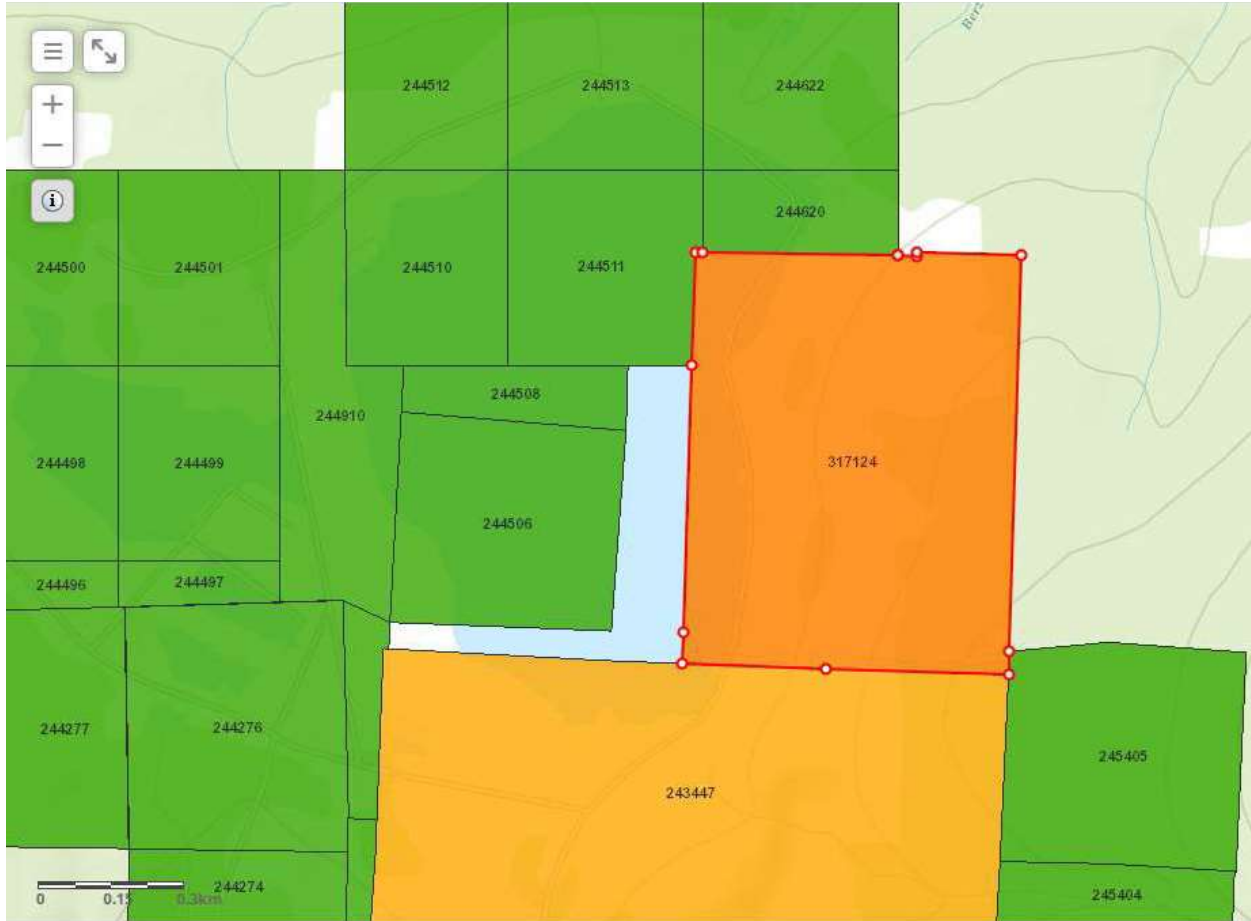


Comment Sheet for Notice of Work Referral No. 163524849

Electoral Area:	Electoral Area B (Burns Lake Rural)
Applicant:	Newmont Corporation (Formerly Goldcorp Canada Ltd.)
Existing Land Use:	Decommissioned Mine
Zoning:	Not Zoned
OCP Designation:	Not Designated
Proposed Use Comply with Zoning:	N/A
If not, why?	N/A
Agricultural Land Reserve:	No
Access:	Equity Mine Road
Building Inspection:	Yes
Fire Protection:	No
Comments:	N/A

Appendix 2: Maps of Mining Lease 317124







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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Llewellyn, Director of Planning
Date: January 25, 2024
Subject: Coastal GasLink Pipeline – Socio-economic Effects Management Plan (SEEMP)

RECOMMENDATION

(all/directors/majority)

That the Board identify any community impacts that it would like addressed through the Socio-economic Effects Management Plan's adaptive management process.

DISCUSSION

As a condition of the Province's approval of the Environmental Assessment Certificate for the Coastal Gaslink Pipeline project the Province required TC Energy to develop a Socio-economic Effects Management Plan (SEEMP) which outlines how Coastal GasLink will identify and mitigate socio-economic effects on community-level services and infrastructure. The SEEMP, attached in the below link, includes a schedule for consultation with the RDBN, and other stakeholders, during the construction process and requires that TC Energy develop semi-annual status reports for submission to the Province which discuss potential negative community impacts and whether their mitigation efforts are successful. The most recent SEEMP Status Report for construction activities from June to November 2023 is attached in the below link.

The December 15, 2023 letter from TC Energy asking the RDBN for input on community impacts associated with pipeline construction is attached. This input will inform the drafting of the next SEEMP status report. This is the opportunity for the RDBN to formally raise any concerns regarding community impacts associated with pipeline construction.

ATTACHMENTS

December 15, 2023 letter from TC Energy

[Coastal GasLink SEEMP Status Report No.10 \(link\)](#)

[Coastal GasLink SEEMP \(link\)](#)

450 – 1st Street S.W.
Calgary, AB, T2P 5H1
Canada

Tel: 403.920.5279
Email: sian_weaver@tcenergy.com
Web: <https://www.coastalgaslink.com/>

CGL4703-CGP-GEN-SE-LTR-6675

December 15th, 2023

Curtis Helgesen
Chief Administrative Officer
Regional District of Bulkley-Nechako
37 3rd Avenue, PO Box 820
Burns Lake, B.C. V0J 1E0

e-mail: curtis.helgesen@rdbn.bc.ca

Dear Mr. Helgesen,

Re: Coastal GasLink – Socio-Economic Effects Management Plan (SEEMP) Status Report #10

Pursuant to Environmental Assessment Certificate #E14-03 Condition #24, Coastal GasLink Pipeline Ltd. (Coastal GasLink) submitted the Socio-economic Effects Management Plan (SEEMP) for the Coastal GasLink Pipeline Project (Project) on March 24th, 2016 and received approval from the Environmental Assessment Office (EAO) on May 13th, 2016. In the approved SEEMP, Coastal GasLink committed to provide SEEMP status reports semi-annually during the construction phase of the Project and a final report available within two years after construction is completed.

Coastal GasLink is pleased to provide the attached SEEMP Status Report #10 that reflects SEEMP implementation activities from June to November 2023.

Should you have any questions, please contact me at 403-920-5279 or by e-mail at sian_weaver@tcenergy.com.

We look forward to continuing engagement with the Regional District of Bulkley-Nechako during implementation of the SEEMP.

Sincerely,



Sian Weaver
Manager, Socio-economics

cc. Jason Llewellyn, Director of Planning - jason.llewellyn@rdbn.bc.ca
Alex Eriksen, Director of Environmental Services – alex.eriksen@rdbn.bc.ca



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Maria Sandberg, Planning and Parks Coordinator
Date: January 25, 2024
Subject: Parks and Trails Master Plan for Electoral Areas B (Burns Lake Rural) and E (Francois /Ootsa Lake Rural)

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

That the Board receive the attached “Parks and Trails Master Plan for Electoral Areas B (Burns Lake Rural) and E (Francois /Ootsa Lake Rural).

BACKGROUND

This report presents the “Parks and Trails Master Plan for Electoral Areas B (Burns Lake Rural) and E (Francois /Ootsa Lake Rural)” to the Board for consideration. The Plan is intended to serve as a long-term guiding document for the Regional District’s provision of parks and trails services in Electoral Areas B and E.

In January 2023, Lees and Associates were awarded the contract to develop the plan. The consultant developed the Village of Burns Lake’s Parks and Recreation Master Plan concurrently with the rural plan, which allowed for project efficiencies and increased coordination between the two Master Plans. Both plans are now completed and were presented to the Directors for Electoral Areas B and E, and the municipal Council, on December 12, 2023.

The project was funded by the Northern Capital Planning Grant and came in on budget.

DISCUSSION

The purpose of the Plan is to provide a strategy and action plan for recreation, parks, and trails in Electoral Areas B and E which builds on the successes of existing outdoor recreation service providers, identifies the role of the Regional District in providing new and improved outdoor recreation services, and establishes a priority list of projects and tasks to be undertaken to meet community recreation needs over the next ten years.

The Planning process included invitations to the public, community organizations, First Nations, government agencies and other stakeholders to participate in two rounds of engagement including in-person and virtual open houses, interviews, and meetings and on-

line surveys. The Plan's Appendix A: "What We Heard Report" outlines the engagement strategy and details the input received. Feedback from the first round of engagement was used to develop a plan draft including the plan's vision, goals and recommendations. The draft plan was presented during the second round of public engagement, and the plan content was refined.

The key priorities that were identified by the community include the desire for enhanced trail connectivity, increased access to lakes and shorelines, diverse recreational opportunities for individuals of all ages and abilities, the importance of maintaining existing parks and trails, supporting community organizations in delivering recreation services, and fostering collaboration with First Nations.

The Plan presents the following vision statement that supports the identified key priorities:

The RDBN's Parks and Trails Service for Electoral Area B (Burns Lake Rural) and Area E (François Lake/Ootsa Lake), which is located on the traditional territories of six Lakes District First Nations, will:

- **Build on Community Strengths.** The RDBN seeks to build upon the strengths of the recreation services provided by other levels of government, including First Nations, and recreation organizations. These partnerships will create a cohesive and synergistic system that enhances the overall recreational experience for all.*
- **Connect People to Nature.** The parks and trails system in Electoral Areas B and E will support connections between new and existing parks and facilitate the creation of accessible and multiuse trails.*
- **Provide Diverse and Accessible Recreation Opportunities.** Whether seeking a thrilling hiking adventure, a tranquil camping experience, or a leisurely stroll along a picturesque shoreline, the parks and trails system will offer diverse and accessible recreation options for all ages and abilities. This will be achieved through the creation of new park and trail facilities and the continuous upkeep of existing infrastructure.*
- **Celebrate the Region's Natural Beauty.** The parks and trails system will facilitate access to lakes, shorelines, unique natural areas, and important community destinations. The parks and trails system will protect and enhance the rich ecosystems of the Lakes District, preserving opportunities for wildlife viewing and appreciation of native flora and fauna for future generations.*

The following five goals that support the RDBN in achieving the parks and trails vision were identified:

- Goal 1: Define the RDBN approach to the delivery of the Parks and Trails Service in Electoral Areas B and E.

- Goal 2: Strengthen partnerships and build community capacity.
- Goal 3: Increase access to lakes and shorelines.
- Goal 4: Enhance the user experience at regional parks and trails.
- Goal 5: Support active transportation and a connected community.

Section 6 of the Plan contains 14 recommendations to be accomplished over the next ten years to support these five goals, as well as six recommendations specific to Electoral Areas B and E.

The proposed implementation is outlined in Section 7, listing the recommendations along with their priority levels, timelines, resource requirements and service provider if not the Regional District. These recommendations identify practical actions and strategic directions for the Regional District to pursue over the next ten years.

It is noted that the Master Plan is intended to serve as a resource document for staff and the Board when developing the year-to-year work plans for the Parks and Trails function. The Board's acceptance of the plan does not indicate a commitment regarding implementation of any aspect of the plan.

ATTACHMENT:

[RDBN Parks and Trails Master Plan for Electoral Areas B \(Burns Lake Rural\) and E \(Francois /Ootsa Lake Rural\) link](#)



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: January 25, 2024
Subject: **Minerals North – May 8-10, 2024 – Kitimat, BC**

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

That the Board authorize attendance of Rural Directors wishing to attend Minerals North from May 8-10, 2024 in Kitimat, B.C.

BACKGROUND

Minerals North is taking place in Kitimat from May 8-10, 2024. The conference program has not been finalized.

The early bird deadline for registering is January 31, 2024 and the base cost is \$250. A registration form is attached for reference. All the associated costs will come from each director's rural legislative budget.

The conference program will be circulated upon receipt.

ATTACHMENTS:

Registration Form

Minerals North (<http://mineralsnorth.ca/>)

[Home \(http://mineralsnorth.ca/\)](http://mineralsnorth.ca/) [Association](#) [Conference](#)

[Contact \(http://mineralsnorth.ca/contact\)](http://mineralsnorth.ca/contact)



Registration

[HOME \(HTTP://MINERALSNOTH.CA\)](http://mineralsnorth.ca/) > [CONFERENCE \(HTTP://MINERALSNOTH.CA/CONFERENCE/\)](http://mineralsnorth.ca/conference/)
> [REGISTRATION](#)

Delegate Registration

- When:** May 8 - 10, 2024
- Location:** Riverlodge Recreation Centre
654 Columbia Ave W.
Kitimat, BC
- Cost:** Registration - early bird: \$250.00 (until January 31, 2024)
Registration - full price; \$275.00
Banquet - (optional) \$75.00
- Payment:** Credit Card payments will be accepted with your online registration.
Request an invoice to pay by cheque: mn2024kitimat@gmail.com
(<mailto:mn2024kitimat@gmail.com>).
- Refund Policy:** Full refunds up to and including March 8, 2024. Substitutions allowed until April 17 2024.

If you have questions, please contact Laurel D'Andrea at 250-632-6294 or mn2024kitimat@gmail.com
(<mailto:mn2024kitimat@gmail.com>).

Registration Type

Select your Registration Type

Delegate

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***Delegate Type:** Regular Delegate (FULL Conference)
 Pre-Conference ONLY

***Delegate First Name:**

***Delegate Last Name:**

***Representing:**

***Position:**

***Mailing Address:**

***City:**

***Province:**

British Columbia



***Postal Code:**

***Phone:**

***E-mail Address:**

Dietary Restrictions: None Specify:

***Method of Transportation to the Conference:**

- Air
 Highway
 Local
 Other

***Will you use the FREE Airport Shuttle Service?:**

- Yes
 No Thanks

Our goal is to coordinate with other guests arriving around the same time frame so their may be a slight delay from when you arrive to when we leave the airport

Once you have booked your flight please email that information to: mn2024kitimat@gmail.com
 (mailto:mn2024kitimat@gmail.com)

*The Airport does have rental vehicles but it's best to book in advance.

*Taxi service available but is very pricey.

Pre Conference Activities

- **Golf**
10 am – 4 pm
Hirsch Creek Golf and Winter Club enjoy our 18-hole, par 72 golf course situated against a picturesque background of mountain vistas.
Lunch at The Creek Bar and Grill
Buses will start pickups between 9-9:30 am
Cost: \$100.00, Max: 40

- **Industry Tour**
11 am – 4 pm
Rio Tinto & LNGC Tours – Kitimat is where we 'marvel in both nature & industry' –
Lunch included - Two Peaks Brewing Ltd.
Buses will start pickups between 10 –10:30 am
Cost: \$75.00, Max: 50

- **Tour the Channel and discover the Haisla Heritage Collection**
10:30 am – 4 pm
2 Hour tour aboard the Aurora (departs from MK Bay Marina) discovering the Channel and its surroundings. After that, you will experience the Haisla Heritage Collection Exhibit at the Kitimat Museum & Archives. Museum staff will tour visitors through its displays including the Haisla Heritage Collection.
Lunch included -The Chalet Restaurant
Buses will start pickups between 10 – 10:30 am
Cost: \$75.00, Max: 50

- No Thanks

Opening Reception - May 8, 2024

6 pm – 9 pm Welcome Reception "Cocktails & Conversations" connect or reconnect with fellow delegates at the Kuldo Restaurant, home to Kitimat's Tomahawk Steak. Appy's will be provided.

The Kuldo Restaurant 650 Kuldo Blvd, Kitimat, BC V8C 1V9

Buses will be provided to shuttle you back and forth.

- Yes, I will attend the Welcome Reception (Cost: included)

- No Thanks

Banquet - May 9, 2024 - (only 275 tickets available)

The Luso Canadian Association is a non-profit membership-Portuguese Club. Kitimat is proud of its diverse cultures and the Portuguese Club constantly delivers. The food is made from scratch and the flavours are authentic.

159 Konigus Street
Kitimat, BC
V8C 2G6

- Yes, I will attend the Banquet (Cost: \$75.00)

- No Thanks

Total Fees

Conference Fees \$ 0.00

Pre Conference Fees \$ 0.00

Banquet Fees \$ 0.00

5% GST: 107572778 RT0001: \$ 0.00

TOTAL PAYMENT DUE \$ 0.00

Comp Code:

---- Register for Conference ----

NOTE: If the total is not correct you may not have Javascript enabled. In order to enable Javascript, please [click here \(javascript.htm\)](#)



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: January 25, 2024
Subject: **Major Services Budgets**

RECOMMENDATION: (all/directors/majority)

Receipt.

BACKGROUND

Inflationary Adjustment

The Consumer Price Index for BC (December to December) was announced by Statistics Canada at 3.4%. Therefore, directors' remuneration, unionized staff remuneration, and contracted staff (non-union) staff salaries will be adjusted by this amount for 2024. The draft budget includes these increases. The finance department will begin to implement these changes beginning at the end of January for Directors.

Tax Rates and Estimated Tax Increases for Major Services

The general tax rates for all major services is proposed to increase from \$0.919 per \$1,000 to \$0.923 for rural properties and from \$0.736 to \$0.739 for municipal properties.

For the average property that faces a property assessment increase of 2.36%, the increase in taxes paid over those paid in 2023 is expected to be 2.8% for rural properties and 2.7% for municipal properties. However, as residential properties have had a smaller assessment increase compared to other properties (such as those zoned commercial or industrial), the residential tax increase over the amount paid in 2023 is expected to be 1.1% for rural residential taxpayers and 1.0% for municipal residential taxpayers.

This proposed budget includes \$1.1 million in strategic initiatives for the 2024 taxation year to capture the additional non-market revenue (mostly pipeline). The requisition for Environmental Services is capped by bylaw at \$4,375,000 until 2026, after 2026 the requisition can be increased by \$1,093,750 (or 25%) to \$5,468,750. To minimize the increase in taxation expected in 2026, staff are recommending that the \$1.0 million in regional wide strategic initiatives be utilized for two years (2024 and 2025) and in 2026 be

allocated within the Environmental Services 2026 requisition. This strategy will allow \$2.0 million to be used for RDBN strategic priorities over the next 2 years.

Administration (Both General and Rural)

The administration budget is mainly impacted by the increase in wages and remuneration. There is a limited amount of capital items planned for 2024 including:

2 new vehicles (pre-approved)	\$ 82,000
Completion of the HVAC system upgrade	\$128,000
Upgrading of the office data network	\$ 60,000
Other	\$ 30,000

These costs are covered by vehicle reserves, the Climate Action Program grant and the Northern Capital and Project Grant.

Economic Development, Electoral Area Planning and Development Services

These three budgets are impacted only by the 3.4% inflation increase. There is a new position in Development Services dedicated to housing initiatives. This position is fully funded by the Growing Communities Fund, with additional funding applied for through a grant from Northern Development. There is a drop in the Development Services budget as there has been a reallocation of staff time to the 911 Service to help implement the new e-911 system.

911 Service

The 911 service is taking advantage of lower than expected costs to implement the new 911 service as well as a one time grant for additional GIS work from UBCM.

Weed Control

The grant to the Northwest Invasive Plant Council of \$35,000 from this service remains the same as in previous years. This is an Electoral Area only service.

Emergency Preparedness

This service sees an increase in requisition to fund projects related to the new Emergency Program Act and the general inflation increase. Approximately \$50,000 of the requisition increase is a result of unrecoverable expenses from the 2023 wildfire event. These costs include employ benefits such as WCB, Employment Health Tax and pension benefits associated with overtime paid to staff in the EOC event. It also includes Director's remuneration and travel associated with EOC activity. These costs are not recoverable under current provincial policy. Staff are reviewing these costs with their provincial counterparts.

The changes in effort required by the service in the coming years associated with the implementation of the new emergency management legislation will very likely put pressure on the requisition amounts in 2025 and 2026. This is an Electoral Area only service.

Environmental Services

The Environmental Services budget is limited by a maximum requisition of \$4,375,000 (specified in the bylaw) until the 2026 taxation year when the limit can be increased by \$1,093,750 (or 25%) to \$5,468,750.

In 2024, the draft budget is \$7,734,000 up 3.7% from the \$7,460,000 approved budget in 2023. In addition to taxation of \$4,375,000 the revenue for this service is provided by:

Grant for Clearview Expansion (Northern Development)	\$ 250,000
Growing Community Fund Grant allocation	\$ 776,838
Grants in Lieu of Taxes and service agreements	\$ 506,662
Revenue from Recycling including metal recycling	\$ 342,000
Tipping Fees	\$ 323,500
Revenue brought forward from 2023	\$1,160,000
Total	\$3,359,000

Last years revenue is currently sitting at \$8,755,000, a total of \$1,295,000 over last year's estimate. This was due to increased amounts in metal recycling, and industrial tipping fees. This increased amount in industrial tipping fees appears to be related primarily to pipeline activity that has since abated. Recycling revenue from 2023 continues to be collected in January as well as industrial tipping fees, thus the revenue estimate for 2023 can be considered conservative. In order to balance the Environmental Services budget in 2024 we are bringing forward much of the extra revenue realized in 2023 to 2024.

The budget for 2025 will rely on \$2.4 million in operational reserve funding, grant funding, or an increase in tipping fees. The budget for 2026, will utilize the extra \$1,093,750 available in requisition as well as 1.7 million in operation reserve funding, grant funding or increased tipping fees. While both reserve funding and grant funding have limitations, additional tipping fees have the potential to fund Environmental Services on a permanent basis, but will be evaluated and contingent upon taxation levels.

A memo will be brought forward in a later meeting discussing the strategic options for funding Environmental Services in future years.

A draft asset management and inventory plan has been completed for the rolling stock for Environmental Services. The plan proposes that pickup trucks will be replaced every seven years (a third of the fleet of pickup trucks are F550 or similar while the remaining are

F250/F350 or similar). Bobcat replacement is every five years. Larger truck replacement is every ten years, and the replacement schedule for larger trucks will begin in 2025. Trailers will be replaced or rebuilt every fourteen years.

While the replacement schedule appears to be fixed, parts of the fleet not needing replacement because of continued low maintenance costs will not be replaced, rather the budgeted amount will be placed in the rolling stock reserve to allow replacement when needed. This asset management plan and strategy will allow consistent and predictable budget amounts over the next ten years.

The asset management plan has also scheduled landfill compactor replacement at the Clearview Landfill in 2026 and Knockholt in 2028. Estimated cost for each compactor is \$1.25 million. Excavator replacements are scheduled for Knockholt in 2025 and in Clearview in 2027. Initial estimated costs are \$750,000 for each excavator. Assessments will be completed on this machinery in 2024.

The asset management plan has specified an initial capital budget target of \$2.26 million in 2024, with a proposed target budget of \$2.5 million for the following six years.

In addition to the rolling stock replacement specified in the draft asset management plan of \$665,000, the following projects are proposed in 2024:

Clearview Landfill Expansion Project	\$400,000
Upgrades to the Fraser Lake Transfer Station	\$170,000
Floor resurfacing of the Vanderhoof Transfer Station	\$300,000
Mini-Excavator (for use in all sites)	\$110,000
Required Safety Improvements (all sites)	\$125,000
Minor Site Improvements and capital maintenance	\$490,000

\$1.725 million was spent in capital projects in Environmental Services in 2023. The initial budget was \$1.639 and was subsequently amended to \$1.749 million in December.

Building Inspection

The Building Inspection budget includes the allowance for inflation and the updated cost sharing amounts for partner municipalities based on the five-year rolling average of the number of permits issued.

The building inspection budget is not included in the overall summary as it does not include all electoral areas and only portions of most others. The building inspection budget varies by up to 10% year to year based on the value of the building permits received in the previous year.

Recommendations:

Many Electoral Area Directors did not tax for grant in aid in 2023. Dropping the rural funds dedicated to strategic initiatives will allow the rural directors to increase their electoral area grant in aid budget while minimizing their electoral area taxation increases. The budgets with the maximum taxation for each grant in aid budget are included as an attachment with this memo. Rural directors are encouraged to talk to the finance department to set their grant in aid tax rate for 2024.

In 2024 staff will be evaluating the impacts to the Protective Services budget from the implementation of the new *Emergency and Disaster Management Act* to determine recommendations and options for the 2025 budget, and how this could impact the rural requisition increase for 2025 (and moving forward).

Staff will bring back recommendations and options on how best to utilize the approximately \$1.0 million in new non-market revenue to align with the Board's Strategic Plan and to meet operational needs into the future.

Staff are working with BC Assessment to determine information about the pipeline assessments requested by the Directors at the January committee meeting. Information will be brought forward when available.

Attachments:

Taxation Class Assessment Analysis

Table 1: Projected Tax Rates for Regional Services

Rural Government Budget

General Government Budget

Building Inspection

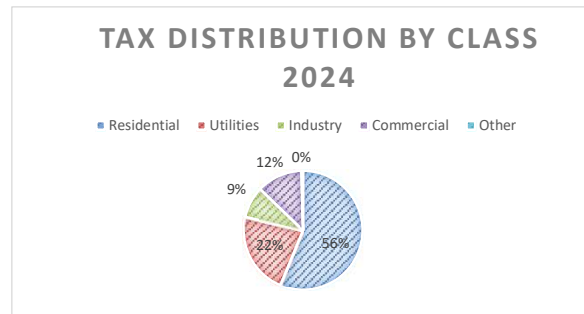
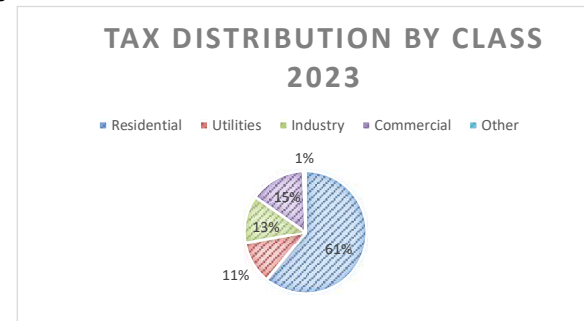
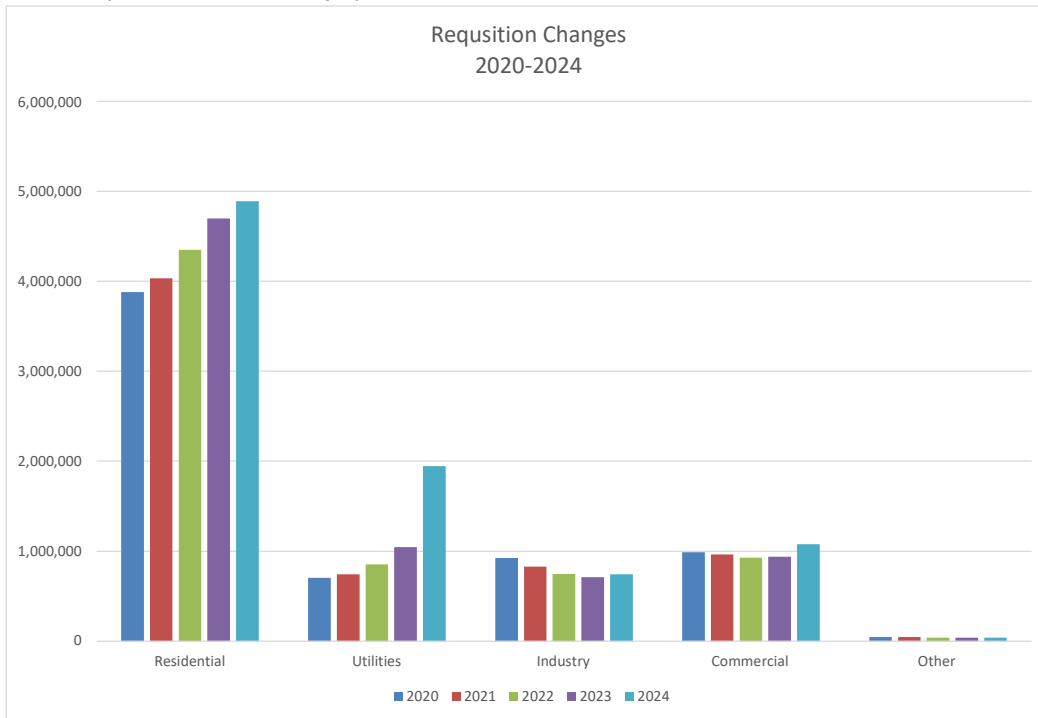
Grant in Aid Budgets (7)

PROPERTY CLASS ASSESSMENT ANALYSIS

		2020		2021		2022		2023		2024	
Class 1	Residential	368,172,071	59%	406,111,629	61%	487,623,957	63%	563,426,249	63%	578,372,661	56%
Class 2	Utilities	66,902,629	11%	74,656,888	11%	95,768,807	12%	125,334,513	14%	230,134,692	22%
Class 4/5	Industry	87,742,294	14%	83,531,132	13%	83,626,264	11%	85,211,208	10%	87,874,156	9%
Class 6	Commercial	93,777,320	15%	97,130,482	15%	104,049,690	13%	112,451,032	13%	127,019,015	12%
Class 7/8/9	Other	4,377,866	1%	4,502,405	1%	4,449,239	1%	4,642,771	1%	4,641,994	0%
Total Assessments (Hospital)		620,972,180		665,932,536		775,517,956		891,065,774		1,028,042,519	
Change Year over Year				7.24%		16.46%		14.90%		15.37%	

		2020	2021	2022	2023	2024
Class 1	Residential	3,881,414	4,034,019	\$ 4,349,022	\$ 4,699,377	\$ 4,891,390
Class 2	Utilities	705,314	741,588	\$ 854,143	\$ 1,045,379	\$ 1,946,286
Class 4/5	Industry	925,014	829,738	\$ 745,846	\$ 710,722	\$ 743,166
Class 6	Commercial	988,637	964,824	\$ 927,999	\$ 937,922	\$ 1,074,220
Class 7/8/9	Other	46,153	44,724	\$ 39,682	\$ 38,724	\$ 39,258
Total Requisition (Major Services)		6,546,532	6,614,892	\$ 6,916,691	\$ 7,432,124	\$ 8,685,362

Tax Rate (blended Rural/Municipal)	1.054	0.993	0.892	0.834	0.845
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RDBN - 2024 Budget
Projected Tax Rates for Regional Services
TABLE 1

Dept	Service	Tax on a \$100,000 Residential Property								
		Taxation			Rural Taxpayers			Municipal Taxpayers		
		2024 Tax	2023 Tax	Increase (Decrease)	2024	2023	Increase (Decrease)	2024	2023	Increase (Decrease)
Region-Wide Services										
1201	General Government	1,021,353	985,290	36,064	9.93	11.06	(1.12)	9.93	11.06	(1.12)
1210	Strategic Initiatives	1,000,000		1,000,000	9.73		9.73	9.73		9.73
2500	Regional Economic Development	338,915	329,050	9,865	3.30	3.69	(0.40)	3.30	3.69	(0.40)
4101	Electoral Area Planning	320,562	288,694	31,868	3.63	3.83	(0.20)	2.42	2.56	(0.14)
4301	Development Services	253,686	281,989	(28,303)	2.47	3.16	(0.70)	2.47	3.16	(0.70)
5101	Environmental Services	4,375,000	4,349,787	25,213	42.56	48.82	(6.26)	42.56	48.82	(6.26)
7501	9-1-1 Service	356,446	388,849	(32,403)	3.47	4.36	(0.90)	3.47	4.36	(0.90)
Total Region-Wide Services		7,665,963	6,623,658	6,241	75.08	74.93	0.15	73.87	73.65	0.22
Regional Rural Services										
1101	Rural Government	371,475	356,092	15,383	6.26	7.46	(1.20)			
1110	Strategic Initiatives	100,000		100,000	1.69		1.69			
5901	Weed Control	29,322	31,002	(1,680)	0.49	0.65	(0.16)			
7601	Emergency Preparedness	518,602	421,381	97,221	8.74	8.83	(0.09)			
Total Rural-Wide Services		1,019,399	808,475	210,924	17.18	16.94	0.24			
TOTAL		8,685,362	7,432,133	217,165	92.26	91.87	0.39	73.87	73.65	0.22

Major Services Requisition Change

		Tax Rate \$/\$1000 Assessment	0.923	0.919	0.004	0.739	0.736	0.002
		Tax amount increase for a \$250,000 Assessment		\$ 0.97	0.4%		\$ 0.55	0.3%
THIS IS THE AVERAGE RD PROPERTY	2.36% MARKET INCREASE	Tax amount increase for a NOW \$255,900 Assessment		\$ 6.41	2.8%		\$ 4.91	2.7%
THIS IS THE AVERAGE RD RESIDENTIAL PROPERTY	0.69% MARKET INCREASE	Tax amount increase for a NOW \$251,725 Assessment		\$ 2.56	1.1%		\$ 1.83	1.0%

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
RURAL GOVERNMENT SERVICES 1101 1102
Legislative**

		Five Year Financial Plan:									
		2022	2023	2023	2024	2025	2026	2027	2028		
		Actual	Budget	Actual	Budget	Budget	Budget	Budget	Budget		
REVENUE:											
400002	General Taxation on All Electoral Areas (A to G)	334,083	356,092	356,092	371,475	372,943	380,443	402,440	374,440		
443001	Province of B.C. - Admin. Grant	94,800	64,800	68,300	64,800	64,800	64,800	64,800	64,800		
	General Government (1201)		28,800								
	General Government (1202)		57,600								
	General Government (1203)		28,800								
	Rural Government (1101)		64,800								
	Fort Fraser Local Community (1501)		5,000								
446001	Grant in Lieu of Taxes	259		504							
446002	Grant in Lieu of Alcan Taxes	73,846	71,523	75,180	71,568	71,568	71,568	71,568	71,568		
480001	Miscellaneous Revenue	150									
499999	Prior Year's Surplus - Operations										
TOTAL REVENUE:.....		503,138	492,415	500,076	507,844	509,311	516,811	538,809	510,809		
EXPENDITURE:											
Legislative Expenses											
600101	Director's Remuneration		2023	66,296	68,170	67,672	71,990	73,430	73,430	74,898	74,898
	Rural Directors' Monthly Fee		47,628								
	Rural Directors' Committee Chair		5,484								
	Population Pay		16,378								
	Contingency		2,500								
			<u>71,990</u>								
600151	Director's Remuneration - Area "A"	2,566	6,000	4,824	6,000	6,000	6,000	6,000	6,000		
600152	Director's Remuneration - Area "B"	504	6,000	2,546	6,000	6,000	6,000	6,000	6,000		
600153	Director's Remuneration - Area "C"	4,598	6,000	6,834	6,000	6,000	6,000	6,000	6,000		
600154	Director's Remuneration - Area "D"	2,849	6,000	2,010	6,000	6,000	6,000	6,000	6,000		
600155	Director's Remuneration - Area "E"	2,890	6,000	2,546	6,000	6,000	6,000	6,000	6,000		
600156	Director's Remuneration - Area "F"	3,188	6,000	5,494	6,000	6,000	6,000	6,000	6,000		
600157	Director's Remuneration - Area "G"	756	6,000	3,216	6,000	6,000	6,000	6,000	6,000		
600201	Director's Travel Contingency										
600251	Electoral Area "A" Travel	4,930	15,000	8,474	12,000	12,000	12,000	16,000	12,000		
600252	Electoral Area "B" Travel	557	15,000	5,652	12,000	12,000	12,000	16,000	12,000		
600253	Electoral Area "C" Travel	7,713	15,000	10,061	12,000	12,000	12,000	16,000	12,000		
600254	Electoral Area "D" Travel	2,925	15,000	5,203	12,000	12,000	12,000	16,000	12,000		
600255	Electoral Area "E" Travel	5,826	15,000	8,117	12,000	12,000	12,000	16,000	12,000		
600256	Electoral Area "F" Travel	3,913	15,000	10,792	12,000	12,000	12,000	16,000	12,000		
600257	Electoral Area "G" Travel	600	15,000	7,102	12,000	12,000	12,000	16,000	12,000		
601109	Employer Health Tax and CPP Matching	1,782	8,210	2,740	2,223	2,251	2,251	2,280	2,280		
601801	Association Dues & Memberships	14,440	2023	23,050	29,670	29,000	29,000	29,000	29,000		

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	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
NCLGA		8,500						
FCM		5,200						
UBCM		10,500						
		<u>24,200</u>						
607001 Legal Expense								
604001 Computer Systems - Contribution for Electronics	78	2,500		2,500	2,500	20,000	2,500	2,500
606001 Communications (Directors Cell and Internet)	11,117	2,500	6,360	10,500	10,500	10,500	10,500	10,500
651014 Allocation Cellular		4,985	4,985	4,631	4,631	4,631	4,631	4,631
606003 Advertising	1,949	2,000	2,000	2,000	2,000	2,000	2,000	2,000
608002 Liability Insurance	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
609011 Meeting and Directors Local Government Expenses	580	5,000	2,758	20,000	20,000	20,000	20,000	20,000
610001 Election Expenses	25,368					50,000		
612801 Special Projects								
Administration Expenses								
612301 Federal Gas Tax Grants	497,442	1,000,000	584,970	600,000	600,000	600,000	600,000	600,000
651012 Admin Recoveries	225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000
TOTAL EXPENDITURE:.....	<u>891,864</u>	<u>1,492,415</u>	<u>1,013,027</u>	<u>1,097,844</u>	<u>1,099,311</u>	<u>1,166,811</u>	<u>1,128,809</u>	<u>1,100,809</u>
Revenues minus Expenditures	-388,726	-1,000,000	-512,952	-590,000	-590,000	-650,000	-590,000	-590,000
RESERVE BUDGET								
Transfer from Reserves								
420099 Transfer From Federal Gas Tax Reserve	497,442	1,000,000	584,970	600,000	600,000	600,000	600,000	600,000
420005 Transfer From Election Reserve	24,538					50,000		
	<u>521,980</u>	<u>1,000,000</u>	<u>584,970</u>	<u>600,000</u>	<u>600,000</u>	<u>650,000</u>	<u>600,000</u>	<u>600,000</u>
Transfer to Reserves								
781004 Contribution to Insurance Reserve				10,000	10,000		10,000	10,000
781005 Contribute to Rural Election Reserve	0			10,000	10,000	0	10,000	10,000
Net Reserves	<u>521,980</u>	<u>1,000,000</u>	<u>584,970</u>	<u>590,000</u>	<u>590,000</u>	<u>650,000</u>	<u>590,000</u>	<u>590,000</u>
Revenues minus Expenditures and Transfers	133,254	0	72,019	0	0	0	0	0

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
GENERAL GOVERNMENT SERVICES 1201**

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400002 Taxation	229,327	936,658	985,281	985,723	1,021,353	1,238,989	1,266,600	1,367,763	1,323,489
410001 Investment Income	20,000								
442101 Other Grant Revenue <i>Provincial</i>	252,250	64,098	70,000	1,782,924	70,000				
443001 Province of B.C. - Admin. Grant	28,800	147,374	115,200	121,200	115,200	115,200	115,200	115,200	115,200
443004 Climate Action Program Grant		112,082	112,082	112,082	112,082	112,082	112,082	112,082	112,082
445001 NDI Grant - First Nations	45,000	16,122	40,500	67,202					
446001 Grants in Lieu of Taxes	0	10,094	20,500	8,305	20,500	20,000	20,000	20,000	20,000
446002 Grant in Lieu of Alcan Taxes	33,429	112,711	111,248	116,454	104,103	104,103	104,103	104,103	104,103
446110 Administration Fees	653,074								
460001 Admin. Recovery - SNRHD	14,400	15,900	15,900	17,799	15,900	15,900	15,900	15,900	15,900
480001 Miscellaneous Revenue		4,000		15,508					
480002 Gain on Sale of TCA									
499999 Prior Year's Surplus		134,000	450,000	450,000	300,000				
TOTAL REVENUE:.....	1,276,280	1,553,040	1,920,711	3,677,197	1,759,138	1,606,274	1,633,885	1,735,048	1,690,774
EXPENDITURE:									
600101 Director's Remuneration	310,723	290,305	337,005	327,056	362,194	369,438	376,827	384,363	392,051
15 Directors	164,340								
Chair, Vice Chair & Committee Chairs	57,576								
Travel Time	18,281								
Cheque Signer Fees	3,312								
25 Board Meetings	103,875								
Other Meetings	8,310								
Contingency	6,500								
	<u>362,194</u>								
601101 Directors' Medical and Dental Benefits		53,799	60,000	58,075	60,000	60,000	60,000	60,000	60,000
600197 Director's Accident Insurance	1,364		1,400		1,400	1,400	1,400	1,400	1,400
600199 RD Matching of Directors' CPP	21,245	12,739	22,104	13,327	22,546	22,997	23,457	23,926	24,404
600201 Director's Travel	70,239	36,171	91,373	35,596	93,653	95,526	97,436	99,385	101,372
601109 Employer Health Tax	7,891	5,739	6,572	7,955	7,063	7,204	7,348	7,495	7,645
604001 Computer Network		20,191	2,500	1,913	2,500	2,000	2,000	25,000	2,000
606001 Communications (Directors Cell 1/2 cost x 15)	0		7,500		7,500	7,500	7,500	7,500	7,500
607001 Legal Expense (FCM Defense Fund \$500)	500		500		500	500	500	500	500
608002 Liability Insurance (MIA \$4K)	7,000	8,841	8,500	4,000	4,000	4,000	4,000	4,000	4,000

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
608003 Vehicle Insurance			3,000	196	3,000	3,000	3,000	3,000	3,000
609011 Board meetings - supplies & food	20,000	19,448	25,000	23,210	25,000	30,000	30,000	30,000	30,000
601101 Employee Benefits		1,691							
612100 Regional Grant In Aid	25,000	75,000	225,000	200,000	38,000	25,000	25,000	25,000	25,000
612801 Special Projects	10,000		0	13,131	0	0	0	0	0
Total Legislative Expenses	473,962	523,923	790,453	684,459	627,355	628,564	638,468	671,569	658,872
Administrative Expenses		719,948	1,067,340	817,280	1,013,783	977,710	995,417	1,013,479	1,031,901
Financial Expenses		421,386	-0	-110,180	0	0	-0	0	0
HR Expenses		16,061	0	-132,746	0	0	0	0	0
Total General Government Expenses	637,201	1,681,319	1,857,793	1,258,813	1,641,138	1,606,274	1,633,885	1,685,048	1,690,774
Revenues minus Expenditures	802,318	(128,279)	62,918	2,418,384	118,000	-	-	50,000	-
RESERVE BUDGET									
Transfer from Reserves									
420001 Transfer from NCPG Reserve	217,648		145,000	35,701	100,000				
420003 Transfer from Vehicle Reserve	45,000	42,943			82,000	0			
420097 Transfer from Climate Reserve			92,082						
Transfer To Reserves									
781097 Climate Reserve Contribution/Growing Communities		92,082		1,764,000		92,082	92,082	92,082	92,082
Net Reserves	262,648	49,139	237,082	-1,728,299	182,000	0	0	0	0
CAPITAL BUDGET									
780001 New Capital Items	282,750	84,237	300,000	205,436	300,000	0	0	50,000	
490001 Use of Capital Items	80,000	80,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000
780101 Amoritization	80,000	80,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000
	882,318	-261,655	0	484,649	0	0	0	0	0

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
BUILDING INSPECTION**

4201

Five Year Financial Plan:

		2022	2023	2023	2024	2025	2026	2027	2028
		Actual	Budget	Actual	Budget	Budget	Budget	Budget	Budget
REVENUE:									
400004	Electoral Areas Taxation - Specified Area	214,431	223,940	219,384	230,091	236,458	245,503	254,728	264,137
450016	Building Permit Fees (Rural)	167,831	160,000	100,773	120,000	120,000	120,000	120,000	120,000
451001	Cost Sharing by Municipalities	250,544	247,034	239,535	237,415	237,415	237,415	237,415	237,415
	Granisle	18,743							
	Houston	70,287							
	Fraser Lake	25,512							
	Burns lake	57,271							
	Telkwa	36,445							
	Fort St. James	29,156							
		<u>237,415</u>							
499999	Prior Year's Surplus		60,000	60,000					
TOTAL REVENUE.....		632,806	690,974	619,692	587,506	593,873	602,917	612,142	621,552

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
BUILDING INSPECTION**

4201

Five Year Financial Plan:

	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
EXPENDITURE:								
601001 Salaries	339,298	378,298	358,242	337,110	343,852	350,729	357,744	364,899
601101 Benefits	124,711	106,534	96,427	106,234	108,359	110,526	112,736	114,991
601901 Safety Program (Boots)	132	500	237	500	500	500	500	500
604001 Computer Systems	674	10,000	7,558	10,000	7,500	7,500	7,500	7,500
606003 Advertising		1,000		1,000	1,000	1,000	1,000	1,000
607001 Legal		5,000	1,182	5,000	5,000	5,000	5,000	5,000
607003 Title Searches and Document Filing		500	1,500	1,500	1,500	1,500	1,500	1,500
608002 Liability Insurance - MIA	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
608003 Vehicle Insurance	2,532	2,750	4,231	4,500	4,500	4,500	4,500	4,500
609001 Supplies	916	1,000	1,145	1,000	1,000	1,000	1,000	1,000
631006 Vehicle Maintenance	6,833	7,500	2,504	5,000	5,000	5,000	5,000	5,000
641001 Vehicle Fuel	11,410	12,000	7,983	10,000	10,000	10,000	10,000	10,000
651010 Administration Fees	28,449	33,205	33,205	30,111	30,111	30,111	30,111	30,111
651014 Centralized Supplies	37,370	52,687	48,024	45,551	45,551	45,551	45,551	45,551
799999 Prior Year's Deficit								
TOTAL EXPENDITURE:.....	572,325	630,974	582,238	577,506	583,873	592,917	602,142	611,552
Revenues minus Expenditures	60,482	60,000	37,454	10,000	10,000	10,000	10,000	10,000
Transfer from Reserves								
420003 Transfer from Vehicle Reserve		-	-		50,000			-
Transfer to Reserves								
781003 Contribute to Vehicle Reserve		10,000	10,000	10,000	10,000	10,000	10,000	10,000
CAPITAL BUDGET								
780001 New Capital Items		50,000	49,551		50,000			
490001 Use of Capital Items		5,500	5,500	5,500	5,500	5,500	5,500	5,500
780101 Amoritization		5,500	5,500	5,500	5,500	5,500	5,500	5,500
Revenues minus Expenditures and Transfers	60,482	-	(22,097)	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
RURAL GOVERNMENT SERVICES**

Grant in Aid - Electoral Area A

Five Year Financial Plan:

	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:								
Assessments	1,303,357,682							
Rate	0.0682							
<i>Limit \$0.10 per \$1,000</i>	\$ 130,336							
400004 Taxation Electoral Area A	10,000	0	0	88,850	88,850	88,850	88,850	88,850
446001 Covid Funds	45,511							
499999 Prior Year Surplus	77,928	63,823	68,823	41,486	0	0	0	0
TOTAL REVENUE:.....	133,440	63,823	63,823	130,336	88,850	88,850	88,850	88,850
EXPENDITURE:								
612101 Grant in Aid	24,105	63,823	22,337	130,336	88,850	88,850	88,850	88,850
612803 Covid Relief	45,511							
TOTAL EXPENDITURE:.....	69,616	63,823	22,337	130,336	88,850	88,850	88,850	88,850
	63,823	0	41,486	0	0	0	0	0

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
RURAL GOVERNMENT SERVICES
Grant in Aid - Electoral Area B**

Five Year Financial Plan:

	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:								
Assessments	324,920,163							
Rate	0.0447							
<i>Limit \$0.10 per \$1,000</i>	\$ 32,492							
400004 Taxation	0	5,000	5,000	14,514	14,514	14,514	14,514	14,514
400001 Covid Grant	21,611	0	0	0	0	0	0	0
499999 Prior Year Surplus	28,311	22,778	22,778	17,978	0	0	0	0
TOTAL REVENUE:.....	49,922	27,778	27,778	32,492	14,514	14,514	14,514	14,514
EXPENDITURE:								
612102 Grant in Aid	5,533	27,778	9,800	32,492	14,514	14,514	14,514	14,514
605999 Grant in Aid Surplus to Year								
612803 Covid Relief	21,611							
TOTAL EXPENDITURE:.....	27,144	27,778	9,800	32,492	14,514	14,514	14,514	14,514
	22,778	0	17,978	0	0	0	0	0

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
RURAL GOVERNMENT SERVICES**

Grant in Aid - Electoral Area C

Five Year Financial Plan:

	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:								
Assessments	441,748,989							
Rate	0.0732							
<i>Limit \$0.10 per \$1,000</i>	<i>\$ 44,175</i>							
400004 Taxation		0	0	32,351	32,351	32,351	32,351	32,351
400001 Covid Relief	27,623	0	0	0	0	0	0	0
499999 Prior Year Surplus	142,836	25,211	25,211	11,824	0	0	0	0
TOTAL REVENUE:.....	170,458	25,211	25,211	44,175	32,351	32,351	32,351	32,351
EXPENDITURE:								
612103 Grant in Aid	117,625	25,211	13,387	44,175	32,351	32,351	32,351	32,351
612803 Covid Grant	27,623							
TOTAL EXPENDITURE:.....	145,248	25,211	13,387	44,175	32,351	32,351	32,351	32,351
	25,211	0	11,824	0	0	0	0	0

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
RURAL GOVERNMENT SERVICES
Grant in Aid - Electoral Area D**

Five Year Financial Plan:

	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:								
Assessments	416,591,305							
Rate	0.0251							
<i>Limit \$0.10 per \$1,000</i>	\$ 41,659							
400004 Taxation	0	4,620	4,620	10,474	10,474	10,474	10,474	10,474
446002 Alcan GIL Taxes		5,014	5,265	7,946	7,946	7,946	7,946	7,946
446002 Covid Relief Grant	22,167	0	0	0	0	0	0	0
499999 Prior Year Surplus	28,653	23,688	23,688	22,616	0	0	0	0
TOTAL REVENUE:.....	50,820	33,322	33,573	41,036	18,419	18,419	18,419	18,419
EXPENDITURE:								
612104 Grant in Aid	4,965	33,322	10,957	41,036	18,419	18,419	18,419	18,419
605999 Grant in Aid Surplus to Year		0	0	0	0	0	0	0
612803 Covid	22,167							
TOTAL EXPENDITURE:.....	27,132	33,322	10,957	41,036	18,419	18,419	18,419	18,419
	23,688	0	22,616	0	0	0	0	0

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
RURAL GOVERNMENT SERVICES
Grant in Aid Electoral Area E**

Five Year Financial Plan:

	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:								
Assessments	473,586,183							
Rate	0.0318							
<i>Limit \$0.10 per \$1,000 \$ 47,359</i>								
400004 Taxation	7,888	6,869	6,869	15,043	15,043	15,043	15,043	15,043
400001 Covid Grant	30,837							
446002 Grant in Lieu of Alcan Taxes - Grant in Aid	9,958	7,454	7,828	11,412	11,412	11,412	11,412	11,412
499999 Prior Year Surplus	10,536	17,677	17,677	20,008	0	0	0	0
TOTAL REVENUE:.....	59,219	32,000	32,374	46,463	26,455	26,455	26,455	26,455
EXPENDITURE:								
612105 Grant in Aid	10,705	32,000	12,357	46,463	26,455	26,455	26,455	26,455
605999 Grant in Aid Surplus to Year								
612803 Covid	30,837							
TOTAL EXPENDITURE:.....	41,542	32,000	12,366	46,463	26,455	26,455	26,455	26,455
	17,677	0	20,008	0	0	0	0	0

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
RURAL GOVERNMENT SERVICES**

Grant in Aid - Electoral Area F

Five Year Financial Plan:

	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:								
Assessments	846,589,483							
Rate	0.0689							
<i>Limit \$0.10 per \$1,000 \$ 84,659</i>								
400004 Taxation	63,496	0	0	58,323	58,323	58,323	58,323	58,323
400001 Covid Grant	61,230							
499999 Prior Year Surplus	2,974	39,736	39,736	26,336	0	0	0	0
TOTAL REVENUE:	127,700	39,736	39,736	84,659	58,323	58,323	58,323	58,323
EXPENDITURE:								
612106 Grant in Aid	26,734	39,736	13,400	84,659	58,323	58,323	58,323	58,323
612803 Covid Grant	61,230							
TOTAL EXPENDITURE:	87,964	39,736	13,400	84,659	58,323	58,323	58,323	58,323
	39,736	0	26,336	0	0	0	0	0

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
RURAL GOVERNMENT SERVICES**

Grant in Aid - Electoral Area G

Five Year Financial Plan:

	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:								
Assessments	308,045,714							
Rate	0.0597							
<i>Limit \$0.10 per \$1,000 \$ 30,805</i>								
400004 Taxation	0	0	0	18,385	18,385	18,385	18,385	18,385
400,001 Covid Relief Grant	17,291							
499999 Prior Year Surplus	13,419	13,419	13,419	12,419				
TOTAL REVENUE:	30,710	13,419	13,419	30,805	18,385	18,385	18,385	18,385
EXPENDITURE:								
612107 Grant in Aid		13,419	1,000	30,805	18,385	18,385	18,385	18,385
605999 Grant in Aid Surplus to Year								
612803 Covid Grant	17,291							
TOTAL EXPENDITURE:	17,291	13,419	1,000	30,805	18,385	18,385	18,385	18,385
	13,419	0	12,419	0	0	0	0	0



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Nellie Davis, Manager of Regional Economic Development
Date: January 25, 2024
Subject: **Canada Community Building Fund Electoral Area G (Houston/Granisle Rural) – Houston Flyers Club**

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

- 1) That the Board authorize contributing up to \$85,000 of Electoral Area G (Houston/Granisle Rural) Canada Community-Building Fund BC allocation monies to the Houston Flying Club for a Local Airport Infrastructure project at the Houston Airport, and

(participants/weighted/majority)

- 2) That the Board authorize the withdrawal of up to \$85,000 from the Federal Gas Tax Reserve Fund.

BACKGROUND

Previously the Houston Airport had tanks and fuel for purchase; however, activity declined in the 1990's and eventually the tanks and infrastructure were removed. The location and access to hydro still exists. The 2017 Land Use Plan commissioned by the District of Houston identifies development of the fuel location in the long range, aerodrome development plan. The Houston Flying Club's Fuel System project advances this plan.

The Houston Flying Club was successful in applying for a Rural Economic Diversification and Infrastructure Program from the Province of BC for projects at the airport and requires additional funding support to complete the fuel system project budget.

Total uncommitted Canada Community-Building Fund BC funds remaining in the Electoral Area G allocation is \$793,378.

Director Chris Newell is supportive of this project and of accessing Canada Community-Building BC funds in the amount of up to \$85,000 from Area G for this Local Airport Infrastructure project.

A Board resolution is required to contribute Canada Community-Building BC Funds to this project.



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Nellie Davis, Manager of Regional Economic Development
Date: January 25, 2024
Subject: **Canada Community Building Fund Electoral Area A (Smithers/Telkwa Rural) – Bulkley Valley Youth Sport Foundation**

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

- 1) That the Board authorize contributing up to \$180,000 of Electoral Area A (Smithers/Telkwa Rural) Canada Community-Building Fund BC allocation monies to the Bulkley Valley Youth Sport Foundation for a Recreation Infrastructure project at the Telkwa tennis courts, and

(participants/weighted/majority)

- 2) That the Board authorize the withdrawal of up to \$180,000 from the Federal Gas Tax Reserve Fund.

BACKGROUND

The Bulkley Valley Youth Sports Foundation is working collaboratively with several local racquet sport clubs and the Village of Telkwa to make improvements to the existing tennis courts near the Telkwa Community Hall.

The existing courts are no longer in useable condition, and this project plans to replace them with pickle ball, tennis and half-basketball courts.

Total uncommitted Canada Community-Building Fund BC funds remaining in the Electoral Area A allocation is \$345,709.

Director Stoney Stoltenberg is supportive of this project and of accessing Canada Community-Building BC funds in the amount of up to \$180,000 from Area A for this Recreation Infrastructure project.

A Board resolution is required to contribute Canada Community-Building BC Funds to this project.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Nellie Davis, Manager of Regional Economic Development
Date: January 25, 2024
Subject: **Grant in Aid for Area F (Vanderhoof Rural)
Vanderhoof Children's Theater**

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

That the Board approve allocating \$5,000 in Electoral Area F (Vanderhoof Rural) Grant in Aid monies to the Vanderhoof Children's Theater for the Lion King production.

BACKGROUND

Please see the attached application for further detail.

The Grant in Aid Balance for Area F is \$28,336.

Director Moon is supportive of the application in the amount of \$5,000.

ATTACHMENTS:

- 1) Grant in Aid Application Form

From: website@rdbn.bc.ca
To: [Nellie Davis](mailto:Nellie_Davis); andy@abcweblink.ca
Subject: Website Form Submission – Online Grant in Aid Application Form
Date: November 14, 2023 10:35:08 PM

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

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

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

Organization Legal Name:

Vanderhoof Children's Theater

Contact Email Address:

r_wruth@hotmail.com

Contact Phone Number:

2505670949

Organization Mailing Address:

Box 1701

Project or purpose for which you require assistance:

In order to produce a large scale production of The Lion King. Requires many moving parts: We currently have 72 cast members each cast member has a total of 5 costumes with a total of 360 costumes alone not including all the animal puppets and masks that are required for the show. There are special effects on sets and props department of the show from the rising sun on the opening number to the giant elephant graveyard. With such a large cast requires more mics that are required for the show. And due to the limited space that we have at the Integrus Community Theater we are having to upgrade our communication system for our back stage helpers from 8 headsets to 16.

Amount of Grant Requested:

10000

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

Yes

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

Vanderhoof Children's Theater overall mission is to promote the arts for our youth. Its to bring together youth/adults from all faiths/races/orientation to come together to promote live theater. To provide a safe environment for all involved. Many of our students join theater at a very early age and can go through the program all of their elementary and high school years.

Is your organization voluntary and non-profit?:

Yes

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

All run by Volunteers

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

Over the years VCT has averaged 50 students per production. The past few years that number has grown. And so has the caliber of our shows. This year we are proud to say that we have 72 students ranging from ages 7 through 18 and will be the biggest show we have attempted in our 25 years. The Lion King Jr.

This show will require a minimum of 30 volunteers per performance to bring the final production to the public.

Assistance is being requested for::

Capital project and/or equipment

Special event

Other Purpose:

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

Costume Rentals - \$6000.00 Remaining costumes to make \$15000.00 Sets \$5000.00 - \$10000.00 Microphones

Actors \$4000.00 - \$5000.00 Communication Headset upgrades - \$12000.00

Describe how this proposal will benefit the community.:

Live Theater. is something that we all need in life. It brings together people from all walks of life. A place to laugh, to cry to connect. Its a place that you see your Neighbors, your family your community. These students become a family for months on end a bond that many of them keep with them through their lives. For the past 25 years i have seen so many of them grow and achieve many goals in life. From being able to talk in the front of the class, to being the class valedictorian, to move on to becoming an Actor or Teacher. It doesn't matter what each of these students decide to do in life we have helped pave the way to feel confident in themselves that they can achieve any goal they set.

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

Yes - please provide information below

Name of Grant or Funding Agency:

Four Rivers Co-op

Amount applied for:

10000

Status of application:

Pending

Name of Grant or Funding Agency:

Rio Tinto

Amount applied for:

10000

Status of application:

Pending

Name of Grant or Funding Agency:

Amount applied for:

Status of application:

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

Yes

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

2022 - \$4000.00 Little Mermaid

2019 - \$4000.00 Frozen

2018 - \$4000.00 Disney Work Shops

2017 - \$4000.00 Beauty & The Beast

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

Offer direct financial assistance to individuals or families?

Provide an opportunity for individuals to make direct contributions?

Contact Name:

Richard Wruth

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

7792,7793

Contact Name:

Contact Phone Number:

Contact Email Address:

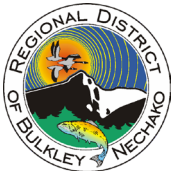
Which RDBN electoral area(s) receive services or benefits from your organization?:

Electoral Area C (Fort St. James Rural)

Electoral Area D (Fraser Lake Rural)

Electoral Area F (Vanderhoof Rural)

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



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Blackwell, Regional Fire Chief
Date: January 25, 2024
Subject: **911 Service Agreement**

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

That the Board approve the renewal of the 911 Service Agreement with the Regional District of Fraser-Fort George (RDFFG) for an additional five-year term from January 1, 2024 to December 31, 2028.

BACKGROUND

The agreement with the RDFFG to provide 911 services to the RDBN expired on December 31, 2023. Attached is the new five-year agreement from January 1, 2024, to December 31, 2028.

The renewal agreement is consistent with the previous agreement other than an increase in costs for this term.

The current fee structure has been static for the past ten years and is limited as it has not adequately addressed things such as future asset management needs, new costs associated with Next General 911 (NG 911) compliance, increased operating costs related to service level delivery, and inflation impacts.

Costs associated with providing the 911 service are based on the call volumes of all cost sharing partners. For 2023 the RDBN paid 7.53% of the costs based on call volume and that percentage has been consistent over the years.

The new cost of the service will see an increase of \$666,507 shared between the partners. RDBN's portion will be an increase of \$50,186. The table below shows a breakdown of costs for each of the sharing partners.

	2023 Call Volume Split*	Cost Allocation Split	Increase over 2023	Increase over 2023
RDFFG	48.44%	\$1,425,160	\$322,925	29.3%
CRD	12.50%	\$367,688	\$83,313	29.3%
RDBN	7.53%	\$221,495	\$50,186	29.3%
RDCK	11.34%	\$333,567	\$75,582	29.3%
RDKS	20.18%	\$593,596	\$134,501	29.3%
Total	100%	\$2,941,507	\$666,507	

* Call Volume Split will be based on actual call volume

Assuming the call volume remains the same, the structure for the new increase will be implemented over 2 years as follows:

- In 2024, the RDBN will see an increase to \$171,308 which is a 6.6% increase over 2023 to cover the Fire Operations Communication Center contract lift.
- From 2025 through 2028 the fees will be increased to \$221,496 which is 21.3% increase over 2024.

The increased costs are needed to ensure the 911 emergency response service allows for growth potential and operational resiliency of call-answer, dispatch, and radio communication public safety services to meet the needs of Next General 911.



**REGIONAL DISTRICT
of Fraser-Fort George**

9-1-1 SERVICE AGREEMENT

REGIONAL DISTRICT OF FRASER-FORT GEORGE

and

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Expires: December 31, 2028

9-1-1 SERVICE AGREEMENT

BETWEEN:

REGIONAL DISTRICT OF FRASER-FORT GEORGE, a local government incorporated pursuant to the *Local Government Act* and having its business office located at:
155 George Street
Prince George, British Columbia V2L 1P8

(hereinafter referred to as the "RDFFG")

OF THE FIRST PART

AND:

REGIONAL DISTRICT OF BULKLEY-NECHAKO, a local government incorporated pursuant to the *Local Government Act* and having its business office located at:
37 3rd Avenue
Burns Lake, British Columbia V0J 1E0

(hereinafter referred to as the "RDBN")

OF THE SECOND PART

WHEREAS:

- A. The RDFFG provides a 9-1-1 emergency telephone service consisting of 9-1-1 call answer, fire/rescue dispatch, and related services within its boundaries;
- B. The RDFFG and the RDBN are both public authorities within the meaning of the *Local Government Act*, S.B.C. 2015, and the RDFFG may make agreements with a public authority respecting activities, works or services within the power of the RDFFG;
- C. Under the terms of an agreement dated for reference January 1, 2018 – December 31, 2022 as extended by written agreement dated January 1, 2023 – December 31, 2023 the RDFFG agreed to provide a PSAP Service and Fire/Rescue Emergency Dispatch and Communications Services to the RDBN;
- D. Next Generation 9-1-1 ("NG9-1-1") is a federally mandated initiative to modernize Canada's 30-year-old 9-1-1 telecommunications technology network. RDFFG is working on the transition to NG9-1-1, and that transition and its related costs are anticipated to come into effect during the term of this Agreement;
- E. RDBN is a party to a Next Generation 9-1-1 Local Government Service Agreement with TELUS Communications Inc. ("TELUS") with an effective date of October 3, 2022, the terms of which are as approved by the Canadian Radio-television and Telecommunications Commission ("CRTC") under Telecom Order CRTC 2022-119; and
- F. The agreement referred to in Paragraph C of these Recitals will expire on December 31, 2023, and the Parties wish to enter into this Agreement to set forth the terms and conditions by which the RDFFG will continue to provide the PSAP Service and Fire/Rescue Emergency Dispatch and Communications Service to the RDBN, the terms and conditions for the transition to NG9-1-1, and terms and conditions for the provision of related services by the RDFFG.

NOW THEREFORE THIS AGREEMENT WITNESSES THAT, in consideration of the premises, covenants, and promises of each party herein contained, the parties agree as follows:

1. INTERPRETATION

1.1 Definitions

In this Agreement:

“CAD” means the Computer Aided Dispatch System used for dispatching fire/rescue agencies;

“RDBN 9-1-1 Service Area” means the geographic area as described in Appendix “B”;

“RDBN System” means the RDBN’s field radio dispatch and communications system, and all other equipment and facilities within the RDBN 9-1-1 Service Area that are required in order for the RDBN Agencies to receive dispatches from and otherwise communicate with the FOCC;

“Data” means address points, street centerlines, zone boundaries and community boundaries, and all associated metadata;

“E-Comm” means E-Comm Emergency Communications for British Columbia Incorporated;

“Effective Date” means January 1, 2024;

“ESZ” or “Emergency Service Zones” means defined Telus areas within the RDBN 9-1-1 Service Area consisting of a specific combination of local government authority, law enforcement, fire, emergency medical, and PSAP coverage areas;

“Fire Rescue Response Zone” means defined areas within the RDBN’s 9-1-1 Service Area where fire rescue agencies provide service;

“ESInet” means the Emergency Services IP Network operated in British Columbia by TELUS;

“Fire/Rescue Emergency Dispatch and Communications Service” means the fire/rescue emergency dispatch and communications service described in section 2.6 of this Agreement;

“Fire/Rescue ERA” means a Fire/Rescue Emergency Response Agency in the RDBN 9-1-1 Service Area providing fire/rescue emergency response services and that is identified in Appendix “C”;

“FOCC” means the Fire Operations Communications Centre designated by the RDBN under section 2.2.b of this Agreement which shall operate as a Secondary PSAP with responsibility for receiving 9-1-1 fire/rescue calls, sessions and events from the Primary PSAP, and fire/rescue emergency telephone calls from other sources, and for providing the Fire/Rescue Emergency Dispatch and Communications Service;

“GIS” means the computerized Geographic Information System used to manage spatial location and Fire Rescue Response Zone data;

“Material Change” means any change to standards, processes, protocols or other matters impacting the quality or manner in which the Services are provided and, for greater certainty, includes: a) changes in applicable laws, or order of a court, board, regulator, or tribunal of competent jurisdiction, as well as changes in requirements of third party agreements, including those imposed by the Canadian Radio-television and Telecommunications Commission (“CRTC”), b) changes necessitated by the transition to NG9-1-1 Services as described in this Agreement, and c) material requirements imposed by TELUS pursuant to the NG9-1-1 LGA that relates in a material way to this Agreement or the Services;

“NENA i3Standard” means the detailed functional and interface standard for NG9-1-1, published by the National Emergency Number Association, 1700 Diagonal Rd., Suite 500, Alexandria VA 22314 (www.NENA.org);

“NG9-1-1 LGA Agreement” means the Next Generation 9-1-1 Local Government Service Agreement between RDBN and TELUS Communications Inc. with an effective date of October 3, 2022;

“NG9-1-1 Service” has the meaning given to that term in Paragraph D of the Recitals to this Agreement;

“Party” means a party to this Agreement, and “Parties” means both parties to this Agreement;

“Primary PSAP” means the Public Safety Answering Point to which 9-1-1 calls, sessions and events are routed directly as the first point of contact, and for the purpose of this Agreement means the Primary Public Safety Answering Point operated by the Primary PSAP operator as designated by the RDFFG under section 2.2.a of this Agreement;

“Primary PSAP Service” means the primary 9-1-1 call answer services described in section 2.5 of this Agreement;

“Provincial 9-1-1 Service” means provision by TELUS of customer access to the 9-1-1 dialing code and the transport and routing of 9-1-1 calls, along with the caller’s telephone number, name and address, to the Primary PSAP;

“RCMP” means the Royal Canadian Mounted Police;

“RDFFG System” means the 9-1-1 Emergency Telephone Service operated by or on behalf of the RDFFG consisting of 9-1-1 call answer, fire/rescue dispatch, and additional services as specified in this Agreement;

“RMS” means the Records Management System provided by the RDFFG for use by the Fire/Rescue ERAs;

“Serving Area” means the area within the LGA’s boundaries, as determined by TELUS and the LGS, from which calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1 will be directed to a particular primary PSAP which has a contract with the LGA;

“TELUS” means TELUS Communications Inc.;

“Secondary PSAP” means a PSAP to which 9-1-1 calls, sessions and events are transferred from the Primary PSAP;

“Service Change” means: (i) modifications or other alterations to the Services in general, that result in a Material Change to the specifications therefore, or to any other requirement related thereto set out in this Agreement; (ii) material modifications, or alterations to the nature or characteristics of the Services to be provided; (iii) any material modifications to an existing service level, or the addition of any new service level;

“Service Fee” means the amounts payable by the RDBN in respect of the Services provided under this Agreement, as determined under Appendix “A”;

“Services” means, collectively, the Primary PSAP Service, the Fire/Rescue Emergency Dispatch and Communications Service, and the additional services to be provided by the RDFFG under this Agreement; and

“Term” means the term of this Agreement as described in Section 6.1.

2. SERVICES

- 2.1 The RDFFG agrees to provide the Services to the RDBN in accordance with the terms and conditions of this Agreement.
- 2.2 Unless the RDFFG notifies the RDBN in writing pursuant to section 2.3:
- a. the Primary PSAP shall be operated by E-Comm from the Emergency Communications Centre for British Columbia, located at 3301 East Pender Street, Vancouver, British Columbia, under the terms of a 9-1-1 Call Answer Centre Service Contract between E-Comm and the RDFFG (the "E-Comm Call Answer Centre Service Contract"), and E-Comm is designated as the Primary PSAP for the purpose of this Agreement; and
 - b. the Fire/Rescue Emergency Dispatch and Communications Service shall be operated by the City of Prince George Fire Department from Fire Hall No. 1, 2012 Massey Drive, Prince George, British Columbia, and the City of Prince George Fire Department is designated as the FOCC for the purpose this Agreement.
- 2.3 The RDFFG may from time to time notify the RDBN of a change in:
- a. the operator and location of the Primary PSAP as designated under section 2.2.a;
 - b. the operator and location of the FOCC as designated under section 2.2.b.
- 2.4 The RDBN will designate the PSAP operators identified in section 2.2, as changed from time to time pursuant to section 2.3, as the RDBN's PSAPs for the purpose of the NG9-1-1 LGA Agreement.

2.5 Primary PSAP

Under the terms of its agreement with the operator of the Primary PSAP, RDFFG will require that all 9-1-1 calls routed by telecommunications service providers from the RDBN 9-1-1 Service Area to the Primary PSAP, or that are otherwise received by the Primary PSAP from the RDBN 9-1-1 Service Area, be:

- a. transferred by the Primary PSAP to the RCMP if the call relates to a police emergency;
 - b. transferred by the Primary PSAP to the FOCC if the call relates to a fire or rescue emergency; and
 - c. transferred by the Primary PSAP to the BC Ambulance Service if the call relates to a medical emergency.
- 2.6 **Fire/Rescue Emergency Dispatch and Communications Service**

Under the terms of its agreement with the operator of the FOCC, the RDFFG will require that upon receiving a 9-1-1 call from the Primary PSAP, or an emergency call from another source within the RDBN 9-1-1 Service Area, that relates to an emergency requiring a fire or rescue agency's assistance, the FOCC will dispatch and communicate with the appropriate Fire/Rescue ERAs when fire/rescue services are required.

2.7 Additional Services

The RDFFG agrees to:

- a. supply a report of all fire/rescue dispatched incidents within the RDBN 9-1-1 Service Area on a monthly basis, which includes statistics on the number of police, fire and ambulance calls received by the Primary PSAP and that are transferred by the Primary PSAP to the FOCC, or to the RCMP or BC Ambulance Service;
- b. subject to the transitional provisions of section 2.9.c concerning the transition to and implementation of NG9-1-1:
 - i) receive and process GIS Data provided by the RDBN;
 - ii) maintain and update CAD response programming;
- c. provide CAD and RMS software and software support services in respect of the same, maintain and operate the CAD and RMS software and undertake periodic software updates and equipment upgrades as required to maintain efficiency of the Services;
- d. make reasonable efforts to require the FOCC to operate to standards established by the National Emergency Number Association and the National Fire Protection Association;
- e. appoint a representative of the RDFFG as Contract Administrator, who shall be responsible for the administration of this Agreement, and who shall be the RDFFG's principal contact for the purpose of communicating with the RDBN about this Agreement and the management and operation of the Services; and
- f. schedule meetings as required, at a minimum once per year during the Term, to discuss system operation, maintenance, development, and costs, such meetings to be attended by all necessary RDFFG and RDBN personnel, including but not limited to their respective Contract Administrators and Managers of their GIS Department, and the RDBN's Fire/Rescue ERA Liaison (as appointed pursuant to section 2.8.g). Meetings may be held at either the RDFFG or RDBN offices, or virtually. The RDFFG and the RDBN shall each be responsible for the cost of travel to and attendance of their respective representatives at such meetings.

2.8 RDBN Agreements

The RDBN agrees to:

- a. maintain, operate and repair the RDBN System so as to ensure that the Fire/Rescue ERAs are able to receive dispatches from and otherwise communicate with the FOCC;
- b. provide twenty-four (24) hours/seven (7) days per week technical repair and maintenance services for the RDBN System, and without limiting the foregoing the RDBN will ensure that its radio system contractor is equipped with a transmission impairment measurement set for testing telephone interconnects as this is critical system testing equipment that must be utilized to maintain the system;
- c. maintain and update CAD and GIS Data derived from the RDBN 9-1-1 Service Area, including all of the RDBN's member municipalities and First Nations, and subject to the transitional provisions of section 2.9.c dealing with the transition to NG9-1-1, to forward the Data and regular updates to the RDFFG;

- d. ensure that Data submitted to the RDFFG is spatial and in the format specified by the RDFFG, unless alternative arrangements have been mutually agreed upon by the RDFFG and the RDBN;
- e. continue to fulfill any obligations it may have with respect to: a) the Provincial 9-1-1 Service and E9-1-1 Service for the RDBN Service Area; and b) perform its obligations under the NG9-1-1 LGA Agreement; except with respect to those functions that are the responsibility the RDFFG as set out in this Agreement;
- f. appoint a representative of the RDBN as Contract Administrator, who shall be the RDBN's principal contact for the purpose of communicating with the RDFFG about this Agreement and the management and operation of the Service;
- g. provide a single point of contact person as the RDBN's liaison between the RDFFG and each of the Fire/Rescue ERAs listed in Appendix "C" (the "Fire/Rescue ERA Liaison"). The purpose of this single-point-of-contact role is to disseminate information provided by the RDFFG to the Fire/Rescue ERAs, and to collect updated information as required from the Fire/Rescue ERAs, so that the RDFFG has the most current and up to date information required for providing the Fire/Rescue Emergency Dispatch and Communications Service. As of the commencement of this Agreement the RDBN's Fire/Rescue ERA Liaison is as follows, and the RDBN shall advise the RDFFG promptly of any change in appointment or change in the Fire/Rescue ERA Liaison's contact information:

Contact Name: Jason Blackwell

Position Title: Regional Fire Chief

Position Contact Information:

- Email Address: jason.blackwell@rdbn.bc.ca
- Phone Number: (250) 692-3195

- h. ensure on an ongoing basis that the list of Fire/Rescue ERAs in Appendix "C" is accurate, and is updated as changes to the Fire/Rescue ERAs occur, and the RDBN will provide an updated Appendix "C" and related documentation to the RDFFG at a minimum on an annual basis, and more frequently as changes occur, confirming that all listed Fire/Rescue ERAs are active responding agencies and that the official name of each Fire/Rescue ERA is properly listed with correct spelling;
- i. ensure that the contact information for Fire/Rescue ERAs listed in Appendix "C" is current and accurate, and to provide any changes to that contact information to the RDFFG as soon as possible after any change in that contact information;
- j. confirm requests for all additions and deletions to the list of Fire/Rescue ERAs included in Appendix "C" by providing an updated and duly signed Appendix "C" as prepared and provided by the RDFFG, which amended Appendix "C" shall be attached to and form an integral part of this Agreement.

2.9 RDBN Acknowledgements

The RDBN acknowledges and agrees that:

- a. additions to the list of Fire/Rescue ERAs in Appendix "C" may result in additional service fees to the RDBN, in accordance with Appendix "A";

- b. if regular GIS Data updates are not submitted by RDBN to the RDFFG as required pursuant to section 2.8.c, the RDFFG shall not be responsible for any deficiencies in or failure to provide Fire/Rescue Emergency Dispatch and Communications Services that result from the missing or incorrect Data;
- c. upon completion of NG9-1-1 implementation the RDBN will no longer be required to provide GIS Data to the RDFFG, the RDFFG will cease providing GIS services at the time of NG9-1-1 implementation, and RDBN will be responsible for submission of their GIS Data to the Province's central point of GIS aggregation, all due to the change in GIS business practices resulting from the implementation of NG9-1-1; and
- d. upon completion of NG9-1-1 implementation, RDBN will be responsible to provide the RDFFG with the RDBN's Fire Rescue Response Zone boundaries for use in the RDFFG's CAD software, as provided for in section 3.5.i of this Agreement.

3. NG 9-1-1 IMPLEMENTATION

- 3.1 The following provisions apply to the transition to and implementation of NG9-1-1 in the RDBN 9-1-1 Service Area and will apply to the provision of Services following completion of NG9-1-1 implementation.
- 3.2 The RDFFG and the RDBN both recognize that:
 - a. TELUS is the sole provider of the ESInet in British Columbia and as such can route NG9-1-1 calls, sessions, and events originating in the RDBN 9-1-1 Service Area to the appropriate PSAP which provides the 9-1-1 caller with access to emergency services;
 - b. in order for the Primary PSAP to perform the Primary PSAP Service on calls that originate on the ESInet, RDBN has entered into the NG9-1-1 LGA Agreement with TELUS;
 - c. under the terms of the NG9-1-1 LGA Agreement, the RDBN is subject to certain obligations which the RDFFG has agreed to perform on behalf of the RDBN in connection with the provision of the Services.
- 3.3 In view of the matters stated in section 3.2, during the term of this Agreement following implementation of NG9-1-1, and under the terms of the E-Comm Call Answer Centre Service Contract, or such other agreement that RDFFG enters into from time to time with the operator of the Primary PSAP:
 - a. 9-1-1 calls currently originating on the E9-1-1 network may originate on the ESInet and that the Primary PSAP will be required to operate NG9-1-1 systems compliant with NENA i3 standards to receive and route 9-1-1 calls;
 - b. the Primary PSAP may operate E9-1-1 compliant systems and NG9-1-1 compliant systems in parallel;
 - c. the Primary PSAP will enable the receipt and routing of voice calls and RTT capabilities as mandated by the CRTC;
 - d. the Primary PSAP will be required to provide the NG9-1-1 system operations services necessary to sustain the proper functioning of the NG9-1-1 system and system integrations;
 - e. the Primary PSAP will be required to update and patch the NG9-1-1 systems and systems integrations as necessary to receive and route 9-1-1 calls;

- f. the Primary PSAP will be required to establish services to sustain the NG9-1-1 systems and environments employing internal change control processes and in coordination with NG9-1-1 service providers and partner organizations;
 - g. the Primary PSAP will be required to operate security and cyber security controls to protect the NG9-1-1 systems and associated network connectivity including firewalls, networking monitoring, network segmentations, antivirus systems, and physical building controls; and
 - h. the Primary PSAP may choose to implement NG9-1-1 system enhancements to achieve system and 9-1-1 service improvements and efficiencies.
- 3.4 In further recognition of the matters stated in sections 3.2 and 3.3, the RDFFG agrees that:
- a. it shall ensure that the Primary PSAP remains qualified, certified, and authorized by either TELUS and/or the CRTC to connect to the ESInet;
 - b. it shall ensure that the Primary PSAP and any Secondary PSAP are i3-compliant as per the conditions and requirements of the NG9-1-1 LGA Agreement;
 - c. it shall ensure that the Primary PSAP and any Secondary PSAP provide, operate, and manage the personnel and the equipment, including terminal equipment, required to receive and process all emergency calls, sessions and events directed to the PSAP, based on the technical requirements of the NG9-1-1 LGA Agreement;
 - d. it shall provide TELUS with a minimum of ninety (90) days' written notice of an intended change of a PSAP under this Agreement;
 - e. it shall coordinate the participation of all PSAPs providing Services to the RDBN Service Area with respect to TELUS Next Generation 9-1-1 Service, by performing the functions referred to in sub-paragraphs (f) to (k);
 - f. in conjunction with RDBN and TELUS, and for the purpose of the NG9-1-1 LGA Agreement, it shall assist in establishing the "Serving Area" and "Emergency Service Zones" (both as defined in the NG9-1-1 LGA Agreement) that are served by the Primary PSAP and any Secondary PSAP;
 - g. it shall ensure that all PSAPs Area have secure 9-1-1 data and systems which security includes physical security, network security, cybersecurity, and all other considerations within the PSAPs domains;
 - h. it shall ensure that the Primary PSAP accepts specific planned test calls from the public;
 - i. it shall ensure that the Primary PSAP implements a call handling solution that includes a test call interface and automaton as described in NENA i3;
 - j. it shall require the Primary PSAP and any Secondary PSAP to have a 9-1-1 contingency plan and policy routing rules in place, in collaboration with TELUS, to: (i) provide default routing to ensure 9-1-1 calls are answered in the event of an outage, including alternative routing and configuration options related to the TELUS NG9-1-1 network, such that 9-1-1 calls, sessions, and events are directed to an alternative PSAP or PSAPs due to network issues or missing/invalid location information, and (ii) enable multi-layered treatment policies for diversion within the TELUS NG9-1-1 network, providing more options to a PSAP to divert 9-1-1 calls, sessions, and events to another destination based on multiple conditions defined in the policy routing rules; and

- k. upon request, but subject to the provisions of Appendix "A" concerning changes in Service Fees, it shall provide reasonable assistance to the RDBN in fulfilling other requirements and obligations of the RDBN under the NG9-1-1 LGA Agreement, so far as the RDFFG can assist in performing those obligations in its capacity as the provider of the Services.

3.5 RDBN agrees that:

- a. the RDFFG may contact and deal directly with TELUS on the RDBN's behalf with respect to requirements under the NG9-1-1 LGA Agreement that the RDFFG has agreed to perform on behalf of the RDBN;
- b. the RDFFG may authorize the operator of the Primary PSAP to contact and deal directly with TELUS with respect to matters within the scope of section 3.5.a;
- c. promptly following the execution of this Agreement, RDBN shall deliver to TELUS written confirmation of the authority to granted under sections 3.5.a and 3.5.b;
- d. during the term of this Agreement, the RDBN shall provide written notice to and shall consult with the RDFFG before doing or agreeing to do anything under the NG9-1-1 LGA Agreement that could affect the RDFFG's provision of the Services;
- e. it shall provide to TELUS and validate, as required by TELUS, all GIS Data, including street names, addresses, or other Data provided by the GIS system and will associate those with the Emergency Service Zones established under the NG9-1-1 LGA Agreement;
- f. it shall inform TELUS of changes in the GIS Data for the RDBN Service Area that may occur and as soon as possible after that Data changes;
- g. it shall correct all errors with submitted GIS Data as reported by TELUS as soon as possible after notification is sent to the RDBN;
- h. it shall provide TELUS with 85 days written notice of an intended change in borders of the RDBN Service Area; and
- i. it will immediately notify the RDFFG of any changes to the RDBN's Fire Rescue Response Zones, upon the change being made, in order to allow the RDFFG to immediately make the necessary changes to its CAD programming. The RDBN acknowledges that any updates to this Data must be provided to the RDFFG three (3) business days before the effective date in order to ensure adequate time to update the CAD software, with the option to cancel the update if those changes are canceled by the RDBN. The RDBN accepts responsibility for errors in dispatch that may result from a failure to provide this Data as required under this Agreement. Data submitted shall be spatial and in the format specified by the RDFFG, unless alternative arrangements have been mutually agreed upon by the RDFFG and the RDBN.

4. CHANGE MANAGEMENT

- 4.1 RDBN recognizes that one or more Material Changes may occur during the Term, which may require a change to the terms and conditions under which the RDFFG provides Services under this Agreement, in order to ensure compliance with all applicable laws, standards, and requirements governing provision of the Services, and to ensure that the RDFFG achieves a sufficient level of cost recovery in providing the Services. In the event of a Material Change:
 - a. each Party will make reasonable efforts to identify and provide notice in writing to the other Party of any Material Change that relates in a material way to this Agreement or the Services;

- b. in a notice under subsection 4.1.a, the notifying Party shall outline the Material Change, and describe the anticipated or actual impact on the notifying party, this Agreement or the Services; and
- c. following delivery of a notice pursuant to subsection 4.1.a the Parties shall meet to discuss the changes to this Agreement or Service Changes that may be reasonably necessary, the financial, technological and operational impact of such changes, and shall diligently and in good faith negotiate amendments to this Agreement, including Service Fees, in order to integrate such changes in a timely manner in order to ensure compliance with all applicable laws, standards, and requirements governing provision of the Services.

5. SERVICE FEES

5.1 Fees and Disbursements

The RDFFG will charge for the performance of the Services only the fees and disbursements authorized under this Agreement unless otherwise agreed upon by the parties.

5.2 Invoices

By no later than August 1st in each year of the Term, the RDFFG shall provide the RDBN with an invoice for the Service Fee payable in respect of that year, calculated in accordance with Appendix "A".

The RDBN will pay to the RDFFG, on or before September 15th in each year of the Term, the Service Fee payable in respect of that year as calculated in accordance with Appendix "A".

5.3 Taxes

The RDBN will pay all applicable taxes in connection with the Services provided under this Agreement.

6. TERM, AMENDMENT AND TERMINATION

6.1 Term

This Agreement will commence as at the Effective Date and terminate on December 31, 2028.

6.2 Amendment

This Agreement may only be amended by agreement in writing by both parties.

6.3 Termination of the Services

The parties acknowledge that the Services are essential for the protection of the public in the RDBN 9-1-1 Service Area. In the event of a breach of this Agreement by the RDBN, the RDFFG agrees it will not terminate this Agreement unless the RDFFG provides six (6) months' notice of the breach of the Agreement by the RDBN. In the event of a breach by the RDFFG that results in loss of, or degradation to the Services, the RDBN may terminate this Agreement by providing six (6) months' notice to the RDFFG. In the event of termination of this Agreement, the Service Fee will be adjusted on a pro-rata basis for Services that were completed up to and including the date of termination.

7. DISPUTE RESOLUTION

7.1 Procedure

If there is any dispute arising out of, or relating to, this Agreement, the parties will attempt to resolve such dispute, first by direct negotiation and then, if that is not successful and if the parties so agree, by mediation with a neutral third party mediator acceptable to both parties. Each party will bear its own costs and expenses in connection with any mediation and all costs and expenses of the mediator will be shared equally by the parties. If any dispute is not settled by negotiation or mediation within sixty (60) days either party may give written notice to the other requiring the dispute be settled exclusively by binding arbitration by a single arbitrator. If the parties cannot agree on an arbitrator, the arbitrator will be selected in accordance with the *Arbitration Act*.

7.2 No Suspension of Services

The parties agree that the Services are essential for the protection of the public within the RDBN 9-1-1 Service Area and that the Services may not be suspended during the resolution of any dispute referred to in section 7.1 unless this Agreement has first been terminated in accordance with section 6.3.

8. INSURANCE

Each party will obtain and maintain a comprehensive general liability insurance policy against claims for bodily injury, including death, property damage or other loss arising out of the operation of the Services. The RDFFG and RDBN are to be included as additional insured on all policies. Each policy will be written on a comprehensive basis with inclusive limits of not less than \$10,000,000 (ten million dollars) per occurrence or such higher limit as the parties may agree from time to time. If this Agreement is terminated prior to the expiration of the Term, the parties agree to maintain the respective policies for two (2) years after the date of such termination.

9. INDEMNIFICATION

9.1 RDFFG Indemnification

The RDFFG hereby indemnifies, saves harmless, releases and forever discharges the RDBN from and against any and all manner of actions, causes of actions, claims, debts, suits, losses, liabilities, costs, demands and expenses whatsoever, whether known or unknown, of any person in any way arising from, in connection with, or attributable to the operation of the RDFFG System which is in any way contributed to, or by reason of, the negligence or other fault of the RDFFG, its servants, agents or employees in connection with or in consequence of this Agreement.

9.2 RDBN Indemnification

The RDBN hereby indemnifies, saves harmless, releases and forever discharges the RDFFG from and against any and all manner of actions, causes of actions, claims, debts, suits, losses, liabilities, costs, demands and expenses whatsoever, whether known or unknown, of any person in any way arising from, in connection with, or attributable to, the negligence or other fault of the RDBN, its servants, agents or employees in connection with, or in consequence of, this Agreement.

10. FORCE MAJEURE

- 10.1 Neither the RDFFG or RDBN will be held responsible for any damages or delays as a result of war, invasion, insurrection, demonstrations, pandemic, or as a result of decisions by civilian or military authorities, fire, floods, strikes, decisions or regulatory authorities, and, generally, as a result of any event that is beyond the reasonable control of the RDFFG or RDBN (“Force Majeure”).
- 10.2 RDFFG and RDBN agree that in the event of a Force Majeure, the Parties will cooperate and make all reasonable efforts to provide temporary replacement service until permanent Services are completely restored.

11. GENERAL PROVISIONS

11.1 Extensions and Further Agreements

One (1) year prior to the expiry of the Term of this Agreement, the parties will meet to discuss the potential for a) an extension of the Term of this Agreement, or b) the replacement of this Agreement with a new agreement for the provision of the Services, but neither party will be bound to extend the Term of this Agreement, or to enter into a new agreement, unless the terms of the extension or new agreement are approved by that party’s Board and the agreement is executed by that party’s authorized signatories.

In the event that six months prior to the end of the Term of this Agreement the RDBN provides the RDFFG with written notice that it does not intend to renew this Agreement or to enter into a new Agreement, the RDFFG will calculate the RDBN’s invoice for the final year of the Term of this Agreement in accordance with Appendix “A” and with section 6.2.

11.2 Assignment

Neither party will have the right to assign, transfer, or otherwise dispose of any of its interest in all or any part of this Agreement, without the prior written consent of the other party.

11.3 Notices

Any notice required pursuant to this Agreement will be in writing and delivered personally, by courier, registered mail, email, or facsimile to the address of the appropriate party as set forth herein, or to such other address as either party may substitute by written notice to the other:

for the RDBN to:

Director of Corporate Services
Regional District of Bulkley-Nechako
37 3rd Avenue
Burns Lake, British Columbia V0J 1E0
Email: cheryl.anderson@rdbn.bc.ca

for the RDFFG to:

General Manager of Legislative and Corporate Services
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8
Email: maureen.connelly@rdffg.bc.ca

Any notice or other writing sent in compliance with this section is deemed to have been given and received on the day it is so delivered unless that day is not a business day, in which case the notice shall be deemed to have been given and received on the next day that is a business day. For clarity, “business day” means a day other than a Saturday, Sunday or statutory holiday in the Province of British Columbia.

11.4 **Entire Agreement**

This Agreement constitutes the entire agreement between the RDBN and the RDFFG and supersedes all previous expectations, understandings, communications, representations and agreements, whether verbal or written, between the RDBN and RDFFG with respect to its subject matter and may not be modified except by subsequent agreement in writing executed by the RDBN and the RDFFG.

This Agreement will enure to the benefit of, and be binding upon the parties hereto, and their successors, administrators, executors, heirs and permitted assigns.

Each of the parties hereto covenants and agrees to execute such further documents and instruments and do such other things as may be necessary to implement and carry out the intent of this Agreement.

11.5 **Waiver**

Except as may be specifically agreed in writing, no action or failure to act by the RDBN or the RDFFG shall constitute a waiver of any right or duty afforded either of them under this Agreement, nor shall any such action or failure to act, constitute an approval of, or acquiescence in any breach of this Agreement.

Waiver of any default by either party will not be deemed to be a waiver of any subsequent default by that party.

11.6 **Relationship of Parties**

The legal relationship between the RDFFG and the RDBN arising pursuant to this Agreement is that of service provider and purchaser of services and in particular, without limiting the generality of the foregoing, nothing in this Agreement shall be construed so as to render the relationship between the RDFFG and the RDBN to be that of partners in a partnership or joint venture, or employee and employer.

Nothing in this Agreement will be construed as creating any employment, partnership or joint venture relationship between the RDBN, E-Comm, or the City of Prince George, its employees, servants, or agents.

11.7 **Access to Records**

- a. The RDFFG will promptly provide the RDBN with such information and records respecting the operation of the Primary PSAP or the FOCC as the RDBN, acting reasonably, may from time to time require, including but not limited to a copy of any contract, agreement, or memorandum of understanding between E-Comm, the City of Prince George, and the RDFFG concerning the operation of the Primary PSAP or the FOCC.
- b. The RDBN will promptly provide to the RDFFG such information and records that the RDFFG may from time to time reasonably require in order to perform its obligations under this Agreement and to provide the Services.

11.8 Access to Information Requests and Protection of Privacy

- a. The RDFFG and RDBN both acknowledge and agree that the printed, electronic, and other records produced and maintained by the RDFFG for the purpose of, or in connection with, the provision of the Services are records that for the purpose of the *Freedom of Information and Protection of Privacy Act (B.C.)* ("*FIPPA*") are in the custody and under the control of the RDFFG, and that the RDFFG shall be responsible to process any request for access to those records under the *FIPPA* that are received from third parties by the RDBN or the RDFFG.
- b. The RDFFG and the RDBN will comply with all federal and provincial legislation applicable with respect to the protection of privacy as is in effect from time to time, including without limitation the provisions of the *FIPPA*. Without limiting the foregoing,
 - i) the RDFFG and the RDBN both acknowledge and agree that the records referred to in this section 11.8, including records that are created in the CAD environment and are transferred to the RMS environment, include personal information (as defined in the *FIPPA*) and that such personal information shall be collected, maintained, used and disclosed only as permitted by and in accordance with the provisions of the *FIPPA*, and
 - ii) RDBN shall ensure that each of the Fire/Rescue ERAs listed in Appendix "C" is informed of and agrees to comply with the requirements of this section 11.8.

11.9 Confidentiality

- a. The RDFFG will treat as confidential and will not, without the prior written consent of the RDBN, publish, release or disclose, or permit to be published, released or disclosed, either before or after the expiration or sooner termination of this Agreement, material or any information supplied to, obtained by, or which comes to the knowledge of, the RDFFG as a result of this Agreement, except insofar as such publication, release or disclosure is necessary to enable the RDFFG to fulfill its obligations under this Agreement or to comply with any applicable laws.
- b. Without limiting the generality of the foregoing, both Parties shall comply with the confidentiality provisions of the NG9-1-1 LGA Agreement.

11.10 Validity

Should any part of this Agreement be declared or held invalid for any reason, such invalidity will not affect the validity of the remainder which will continue in full force and effect and be construed as if this Agreement had been executed without the invalid portion.

11.11 Miscellaneous

- a. Every reference to each party is deemed to include the heirs, executors, administrators, successors, permitted assigns, employees, servants, agents, officers, and invitees of that party whenever the context so requires or allows.
- b. Time is of the essence concerning this Agreement.
- c. This Agreement will be governed by, and construed in accordance with, the laws of the Province of British Columbia.



11.12 Counterpart

This Agreement may be executed by the parties in counterparts and may be executed and delivered by email or fax and all such counterparts and emails and faxes together constitute one and the same agreement.

IN WITNESS WHEREOF the parties have duly executed this Agreement.

SIGNED ON BEHALF OF THE
REGIONAL DISTRICT OF FRASER-FORT GEORGE

Chair

Date

General Manager of Legislative and
Corporate Services

Date

SIGNED ON BEHALF OF THE
REGIONAL DISTRICT OF BULKLEY-NECHAKO

Signature

Date

Chair (Please print)

Signature

Date

Corporate Officer (Please print)

APPENDIX "A"

OPERATING AND CAPITAL COST CONTRIBUTION METHODOLOGY

The RDBN will pay to the RDFFG for the Services at the times and frequencies specified in this Agreement, determined in accordance with the following provisions:

1.0 PRIMARY PSAP ANNUAL OPERATING COST CONTRIBUTION

The RDBN will pay a ratio of the total annual fees payable by the RDFFG under its 9-1-1 Call Answer Service Contract with E-Comm Emergency Communications for British Columbia Incorporated, or such other operator of the Primary PSAP as designated by RDFFG from time to time (the "Total Annual Primary PSAP Fee") determined by the following formula:

$$\text{RDBN Fee} = \text{RDBN's 9-1-1 Call Ratio} \times \text{Total Annual Primary PSAP Fee}$$

where the RDBN's Call Ratio = RDBN's 9-1-1 calls / Total 9-1-1 calls

2.0 FOCC ANNUAL OPERATING COST CONTRIBUTION

The RDBN will pay a ratio of the costs for providing the Fire/Rescue Emergency Dispatch and Communications Service to all recipients of that service determined by the formula:

$$\text{RDBN Fee} = \text{RDBN's Fire/Rescue Call Ratio} \times \text{Total Fire/Rescue Dispatch Fee}$$

where the RDBN's Fire/Rescue Call Ratio = RDBN's Fire/Rescue calls / Total Fire/Rescue calls

Total Fire/Rescue Dispatch Fee Per Year	
Year 1 – 2024	\$2,425,000
Year 2 – 2025	\$2,941,507
Year 3 – 2026	\$2,941,507
Year 4 – 2027	\$2,941,507
Year 5 – 2028	\$2,941,507

3.0 COMPUTER AIDED DISPATCH/RECORDS MANAGEMENT SYSTEMS

The RDBN will pay to the RDFFG the actual annual licensing fees attributed by the CAD/RMS vendor to the RDBN for CAD/RMS licensing fees.

4.0 ADDITIONAL FEES

Where RDBN requests for additions to the list of Fire/Rescue ERAs in Appendix "C" results in additional costs incurred by the RDFFG to implement the addition (i.e.: software licenses, hardware, etc.) such additional costs will be invoiced to the RDBN, payable within 30 days of the invoice date.

Where RDBN requests assistance in fulfilling requirements and obligations of the RDBN under the NG9-1-1 LGA Agreement, other than requirements and obligations that the RDFFG has agreed to perform on behalf of the RDBN under the express terms of this Agreement, and the provision of such assistance results in additional costs incurred by the RDFFG, such additional costs will be invoiced to the RDBN, payable within 30 days of the invoice date.

APPENDIX "B"

REGIONAL DISTRICT OF BULKLEY-NECHAKO 9-1-1 SERVICE AREA



APPENDIX "C"

FIRE/RESCUE EMERGENCY RESPONSE AGENCIES

- (a) Burns Lake Volunteer Fire Department
- (b) Cluculz Lake Volunteer Fire Department
- (c) Fort Fraser Volunteer Fire Department
- (d) Fort St. James Volunteer Fire Department
- (e) Fraser Lake Volunteer Fire Department
- (f) Granisle Volunteer Fire Department
- (g) Houston Volunteer Fire Department
- (h) Smithers Volunteer Fire Department
- (i) Southside Volunteer Fire Department
- (j) Telkwa Volunteer Fire Department
- (k) Topley Volunteer Fire Department
- (l) Vanderhoof Volunteer Fire Department

I confirm that the above list of Fire/Rescue Emergency Response Agencies is accurate and complete:

Signature of Authorized Signatory for the
Regional District of Bulkley-Nechako

Name (printed)



208

Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Blackwell, Regional Fire Chief
Date: January 25, 2024
Subject: **Houston Rural Fire Protection Agreement Renewal**

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

That the Board approve the renewal of the Houston Rural Fire Protection Agreement for an additional five-year term from January 1, 2024 to December 31, 2028.

BACKGROUND

The agreement between the Regional District and the District of Houston to provide fire services to the Houston Rural Fire Protection Area expires on December 31, 2023. Attached is the draft five-year agreement from January 1, 2024, to December 31, 2028. The District of Houston has reviewed the agreement and is ready to move forward.

The renewal agreement is consistent with the previous agreement. The maximum taxation rate for this service is \$2.57/\$1000. Last year the rate was \$0.93/\$1000 and do not anticipate an increase.

THIS AGREEMENT DATED FOR REFERENCE THE __ DAY OF 2024.

BETWEEN:

Regional District of Bulkley-Nechako
P.O. Box 820
Burns Lake, British Columbia
VOJ IE0

(the "Regional District")

OF THE FIRST PART

AND:

District of Houston
P.O. Box 370
Houston, British Columbia
VOJ 1Z0

(the "Municipality")

OF THE SECOND PART

WHEREAS:

- A. The Regional District may by bylaw establish and operate a service under the provisions of section 332 of the *Local Government Act* to provide fire protection and suppression services.
- B. The Regional District has adopted 'Houston Rural Fire Protection Service Establishment Bylaw No. 1233, 2002' as amended from time to time which provides for the provision of fire protection and suppression services for a portion of Electoral Area G by way of a contractual agreement with the Municipality.
- C. Under section 23 of the *Community Charter*, the Municipality may make agreements with a public authority respecting the undertaking, provision, and operation of activities, works and services within the powers of a party to the agreement.
- D. The District of Houston Bylaw No. 839, 2001 (as amended), a bylaw of the District of Houston to provide for the continuation and operation of the Houston Fire Department, authorizes the Houston Fire Department to supply firefighting services outside the Municipal boundaries as provided in a written agreement or with the approval of Council.
- E. The Regional District and the Municipality entered into an agreement dated December 31, 2018 pursuant to which the Municipality agreed to provide fire protection and suppression services to the residents of the Houston Rural Fire Protection Service Area, which agreement expired on December 31, 2023 and the parties wish to renew the agreement for a further five years.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of mutual covenants and agreements herein contained, the parties hereto covenant and agree each with the other as follows:

1 TERM OF AGREEMENT

- a) The term of this Agreement is from January 1, 2024 to December 31, 2028 (the 'Term').

2 SERVICE TO BE PROVIDED

- a) The Municipality agrees to provide fire protection and suppression services for and to the residents of the 'Houston Rural Fire Protection Service Area' shown on Schedule A as the 'Houston Rural Fire Protection Service Establishment Bylaw No. 1233, 2002' (Rural Service Area) in the same manner and to the same extent as such services are provided to the residents of the Municipality, except as provided otherwise in this Agreement, and taking into account that differing supplies of water may exist within the Municipality and in the Rural Service Area.
- b) Without limiting the foregoing, the parties acknowledge that the Rural Service Area is not serviced with fire hydrants and that neither party is obliged to install or make available a system of fire hydrants within the Rural Service Area.
- c) The Municipality agrees that Houston Fire Department firefighting apparatus, equipment and personnel shall be dispatched and deployed in a manner that maximizes the effectiveness of the Services that can be provided, considering the limitations on the availability of water for firefighting purposes within the Rural Service Area.
- d) The Municipality agrees to operate its Houston Fire Department and provide the Services in compliance with all laws, statutes, regulations, by-laws, and orders of all authorities having jurisdiction.

3 ESTABLISHMENT OF CAPITAL RESERVE FUND

- a) The Municipality will cause the establishment and ongoing maintenance of a reserve fund pursuant to section 188 of the Community Charter for the purpose of funding capital expenditures by the Municipality for the Houston Fire Department purposes.
- b) The Municipality may designate an amount of the fee for service described under section 5 for the purposes of depositing such funds into the reserve established under this section, which will be calculated as provided for under section 5.
- c) Any funds allocated to the Houston Fire Department which are not expended by the Municipality will be deposited into the reserve established under this section.
- d) On or before January 31 of each year of the Term, the Municipality will report to the Regional District the balance in the Reserve Fund and any additions or withdrawals from the Reserve Fund.

4 ANNUAL FEE FOR SERVICE

- a) On or before August 10th of each year during the Term the Regional District shall pay a service fee to the Municipality (the 'Service Fee') by calculating and paying to the Municipality the Regional District Share, as follows:
- b) The parties shall determine the converted hospital assessment on improvements within the District of Houston, the Rural Service Area and both areas together;

- c) The parties shall calculate the percentage of the converted hospital assessment on improvements within the District of Houston (the 'Municipal Share') and the Rural Service Area (the 'Regional District Share') respectively; and
- d) The parties shall apply those percentages to:
 - i. the sum of the following District of Houston Fire Department budgeted expenses for the year:
 - a. operating costs;
 - b. debt repayment costs (including principal and interest);
 - c. any budgeted contribution to the Reserve Fund; and
 - d. other capital expenditures;
 - ii. Less:
 - a. any amounts to be transferred or utilized from the Reserve Fund;
 - b. any amounts to be transferred or utilized from a Regional District capital reserve fund for the purpose of the Services;
 - c. any capital grants; and
 - d. any other source of funds received by the Municipality for the use of the Fire Department including but not limited to the payments for any fire protection agreements from industry or commercial enterprises and the Province of British Columbia.

5 CAPITAL EXPENDITURES

- a) Capital expenditures by the Municipality for the Fire Department will be funded by the Municipality through current year revenues, grants, debt, and/or funds withdrawn from the Reserve established under section 4.

6 GENERAL

- a) In no event shall the Regional District Share exceed the amount that may be lawfully requisitioned by the Regional District under the 'Houston Rural Fire Protection Service Establishment Bylaw No. 1233, 2002'. The Board of the Regional District will consider amendment to the maximum requisition should the maximum taxation amount be reached during the life of this Agreement.
- b) The Regional District and the Municipality will use the most recent assessment information provided by the British Columbia Assessment Authority in determining the converted hospital assessment on improvements.

7 CONSULTATION

- a) The Municipality shall consult with the Electoral Area G Director of the Regional District in the preparation of the Municipality's Houston Fire Department Annual Budget. The Municipality shall provide the Regional District with the District of Houston Council approved Houston Fire Department budget in time to be included in the Regional

District's Annual Budget for each year, and in no event later than February 1st, together with a reconciliation of the prior year's Fire Department budget as compared to the prior year's actual expenditures.

8 RECORD OF FIRES

- a) The Houston Fire Department shall keep a record of fires within the District of Houston and the Rural Service Area for the benefit and information of both the Municipality and the Regional District. The Regional District and the Municipality acknowledge and agree that the printed, electronic, and other records produced and maintained by the Municipality for the purpose of or in connection with the provision of the Services are records for the purpose of the *Freedom of Information and Protection of Privacy Act* and the parties agree to work together cooperatively and in a timely manner to ensure each party discharges its statutory duties under that *Act*.

9 INDEMNITY

- a) The Municipality shall indemnify and save harmless the Regional District from any and all liability arising out of the provision by the Municipality of the fire protection and suppression service contemplated by this Agreement and that arise from or are contributed to by the negligence of the Municipality, its officers, employees, agents or contractors.
- b) The Regional District shall indemnify and save harmless the Municipality from any and all liability arising from the provision by the Municipality of the fire protection and suppression service contemplated by this Agreement and that arise out of or are contributed to by the negligence of the Regional District, its officers, employees, agents or contractors.

10 GENERAL PROVISIONS

- a) Time shall be of the essence of this Agreement.
- b) This Agreement shall not be assigned by any of the parties.
- c) Nothing in this Agreement shall be interpreted as creating an agency, partnership, or joint venture among or between the parties.
- d) This Agreement will enure to the benefit of and be binding upon the parties and their respective heirs, administrators, executors, successors, and permitted assignees.
- e) The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar. A waiver must be in writing to be effective.
- f) The headings in this Agreement are inserted for convenience and reference only and in no way define, limit, or enlarge the scope or meaning of this Agreement or any provision of it.
- g) This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

Rural Fire Protection Service Agreement between
Regional District of Bulkley-Nechako And District of Houston
January 1, 2024 to December 31, 2028

h) This Agreement may be executed in counterparts and when the counterparts have been executed by the parties, each originally executed counterpart, whether a facsimile, photocopy or original, will be affected as if one original copy had been executed by the parties to this Agreement.

IN WITNESS THEREOF the said parties hereto have hereunto affixed their seals the day and year first above written.

REGIONAL DISTRICT OF BULKLEY-NECHAKO:

Mark Parker, Chair

Curtis Helgesen, Chief Administrative Officer

DISTRICT OF HOUSTON:



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Deborah Jones-Middleton, Director of Protective Services and Christopher Walker, Emergency Program Coordinator

Date: January 25, 2024

Subject: **Letter Stating RDBN Concerns Regarding Emergency and Disaster Management Act.**

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

That the Board submit the attached letter to the Premier and Minister of Emergency Management & Climate Readiness regarding the RDBN's concerns on the *Emergency and Disaster Management Act*.

BACKGROUND

The Board received two staff reports in December regarding the Emergency and Disaster Management Act (EDMA). The board recommended that a letter be drafted stating the RDBN's concerns and requested actions regarding the legislation.

The letter highlights some of the concerns the Board and staff raised and the December 14, 2023, report to the Board has been attached. Since the December 14, 2023, Board meeting staff have received 2 responses clarifying 2 concerns raised, this has been noted in the attached Board report being attached to the letter.

Below are the 2 responses received:

- Risk of potential legal actions against regional districts and their employees under Section 150 – 153 of EDMA the following clarification was received on December 19, 2023:

“Thank you for sharing your concerns about the risk of potential legal actions against regional districts and their employees. We trust that the following information will help address your concerns.

Sections 150-153 of the Emergency and Disaster Management Act (Act) enable actions to be taken against persons who contravene orders and emergency instruments issued by the Province or a local authority; provide false or misleading information or fail to provide information in situations specified under the Act; or interfere or obstruct another person who is authorized to take emergency measures. For example, if the Province or a regional district issues an order during a state of provincial or local emergency and a resident contravenes the order, the resident would be liable to legal actions under these sections.

Sections 150-153 of the Act do not enable legal actions to be taken against a local authority, such as regional districts, for failing to achieve certain results in the

implementation of an emergency plan or for choosing to take a particular action during a response to an event. Disagreements between local authorities, Indigenous Governing Bodies, and the Province regarding implementation of emergency plans and emergency responses are not grounds for a legal action under these sections as disagreements are not a contravention of orders and emergency instruments.

Additionally, section 154 of the Act establishes protections against legal proceedings against local authorities and persons who exercises a power or performs a duty under the Act, such as regional districts' employees, except in instances of grossly negligent actions and actions done or omitted in bad faith.

The penalties set out in section 153 of the Act are maximums. As you may know, offences can also be addressed by way of a violation ticket issued under the Violation Ticket Administration and Fines Regulation made under the Offence Act. This regulation enables certain enforcement officers, such as police officers, to issue violation tickets. Currently, the default fine associated with a violation ticket is \$2,000. An additional victim surcharge levy of \$300 also applies, making the ticketed amount \$2,300. These amounts also applied to violation tickets issued under the Emergency Program Act.

The ministry will be reviewing policy for violation tickets as it works toward regulations under the Act for compliance and enforcement."

- Clarification was received how the RDBN is to exercise Recovery Powers under Section 118 of EDMA on December 19, 2023:

"Section 118 of the Emergency and Disaster Management Act (the Act) enables a local authority, such as a regional district, to use recovery powers by issuing an emergency instrument, such as an order, resolution, or bylaw.

Section 19(5) of the Act provides that the head of a local authority or a person designated under section 19(2) must not exercise a power under section 118.

In effect, individuals, such as the chair of a regional district board or another designated person, may not exercise a power under section 118, but a regional district board as a body may exercise a power under section 118."

Attachment:

- Letter to Premier and Minister of Emergency Management and Climate Readiness re: Concerns regarding EDMA.
- Letter from RDBN resident Bryan Worrall re: EDMA concerns.
- Letter from RDBN resident Bernadette Peebles re: EDMA concerns.
- Chinook Emergency Response Society Press Release.



January 25, 2024

Premier Eby
Province of BC
premier@gov.bc.ca

Honourable Bowinn Ma
Ministry of Emergency Management and Climate Readiness
Via email: EMCR.Minister@gov.bc.ca

Dear Premier Eby and Minister Ma:

Re: Emergency and Disaster Management Act (EDMA)

At the December 14, 2023, meeting of the Regional District of Bulkley-Nechako (RDBN) the following resolution was passed:

“That the Board submit a letter to the Premier and Minister of Emergency Management & Climate Readiness requesting the creation of a regional district working group to codevelop regulations under the *Emergency & Disaster Management Act* as they pertain to regional districts.

Further that the Board call on the Province to provide a “What We Heard Report” following consultation on the Regulation Discussion Papers to demonstrate that the Province is hearing the concerns of regional districts.”

During the meeting there were several concerns brought forward from the Board and staff such as:

- Increased capacity required regarding consultation and collaboration with First Nations.
- Expectations regarding preparedness and response on crown lands.
- The new requirements to extend State of Local Emergency Powers.
- Local community groups staying and defending and how that may be considered contravening *EDMA*.
- Concerns with adequately staffing the emergency management programs to meet the new requirements of *EDMA* without sustained funding.
- Creating an Indigenous Governing Body working group to work with the Province and regional districts on the co-development of the regulations and policies.

Attached for your reference and further concerns is the RDBN staff report to the Board.

The RDBN has submitted comments on the questions presented by Emergency Management & Climate Readiness regarding the proposed regulations to modernizeEM@gov.bc.ca, however, this consultation is inadequate to address the many concerns.

The RDBN looks forward to continuing to work together to improve public safety and the emergency management work that becomes more critical each year.

Sincerely,

Mark Parker
Chair

cc: Honourable George Heyman, Minister of Environment and Climate Change Strategy and
Minister responsible for TransLink, Acting Minister responsible for Emergency Management
and Climate Readiness
Nathan Cullen, Member of the Legislative Assembly of B.C. (Stikine)
John Rustad, Member of the Legislative Assembly of B.C. (Nechako Lakes)
Kevin Falcon, Member of the Legislative Assembly of B.C. (Leader of the Opposition)
Taylor Bachrach, Member of Parliament (Skeena-Bulkley Valley)
Todd Doherty, Member of Parliament (Cariboo-Prince George)
Union of B.C. Municipalities
North Central Local Government Association
All Regional District Boards

Attachment: Staff report to RDBN Board December 14, 2023 re: Royal Assent given to the *Emergency and Disaster Management Act*.

Dear John Rustad,

Enclosed is a copy of the letter I sent to Premier Eby regarding the EDMA that was put into effect in November of 2023. I hope that you will support the CERS and all that the rural volunteers have done to contain the wildfires.

Thank you for listening to our concerns here in the Lakes District.

Dear Premier David Eby

I am writing this with great concern. The Emergency and Disaster Management Act (EDMA) that was put in effect in November of 2023 is going to have a serious negative impact on the local rural communities, especially those in Northern British Columbia. The government does not have enough people in the BC Wildfire group to adequately and successfully fight all the wildfires in this province especially in a summer like we had in 2023. If not for the volunteers in the Regional District of Bulkley Nechako Electoral Area E there would have been very few if any homes that would have survived the wildfires in the Parrot Lookout and Ramsey Creek fires. Because of the people who defied the evacuation orders and stayed to protect their own and their neighbour's property NO homes were lost. You, as a government, have chosen to punish these good Samaritans for doing a job that YOU are unable or unwilling to do. Why are you doing this? What do you hope to gain? Are you going to pay to have the residents rebuild their homes when lost to wildfire because the volunteers are ordered out?

It seems to me that as an elected government you are not listening to or observing what your voters in the North are doing. It seems to me that you were embarrassed by the actions of the people in the North that did a better job of fire fighting than your own team did. Therefore you are out to punish those people by making them bankrupt.

The Chinook Emergency Response Service (CERS) was formed in 2018 because of the LACK of action by the Wild Fire people. There were homes on the shores of lakes in my area that lost their homes in 2018 because they followed orders and left. This is unacceptable. CERS have done a wonderful job of organization, preparedness and training people how to fight fires safely and successfully. It is because of this organization that this area fared so well back then and especially in 2023. Rather than punish people with ridiculously high fines, encourage people to participate in CERS groups and for other areas to form their own Emergency Response Service groups.

Sincerely and respectfully,

Bernadette Seebler

*Please copy for client
I am writing.*

I have read the recent announcement regarding proposed changes to the EDMA.

I must speak out regarding our rights as citizens in this province to protect the land and buildings on the property we live on. For my family we live in a rural agriculture area on 158 acres (Francois Lake BC). We know the risks that go along with wildfire, heavy snow, flooding and we are prepared for these events. To take away our rights and threaten us with Million Dollar fines and or jail time for protecting what is ours is PREPOSTEROUS. The citizens of this province especially those that live in rural areas know the dangers we face. Our property is protected more than the average and I know that. We have on hand Heavy Equipment, Dozers, Excavators, Water Tankers, pumps, hoses, nozzles, sprinkler systems, Irrigation gun, a 33,000 gallon water pond, fuel on hand for the equipment, S100 and S185 training. Permanent Fire Guards, boats and generators for power. We have done logging on the property to reduce the fuel load. In our regional district RDBN Area E we have an organization called Chinook Emergency Response Society that was formed after the major fires in 2017 and 2018 in our area. This organization was formed to assist the local population to respond to events and to assist the community to work together. They have been very successful in identifying and organizing the response to and extinguishing wildfires before they get out of hand and before BCWS has been able to respond. We are not new to this threat. Our major threat in our area is Wildfire, we also have had major snow events (2006) where we had 4 feet of snow overnight at our place alone and a km of road to get to the hwy. We ourselves were without power for 5 days. We spent hours breaking trail to take feed out to our cattle that were on fall pasture away from our property. If we would have been forced to leave all our water would have froze up never mind the cattle starving and going with out feed until the govt eventually was able to open the roads. (I myself plowed snow for 12 hours with our 4 wheel drive tractor and blade just to get access out to the hwy) and this is on a relatively main road used by many, The govt and local hwys contractor could not begin to open up the side roads. We stayed in place and plowed and fed our cattle to ensure they were taken care of. In recent past years we have had several major fires. Most recently 2023, 2018, 2017 2015, 2014. Do you see a pattern, It is not new to us. I can appreciate the govt wanting to say they are concerned about our health when it comes to wildfire but the only response to wildfire is a quick response to put it out. In our current situation with BC Wildfire you do not have the staff or resources to respond when multiple fires start up. Never mind the time it takes to mobilize and deploy the limited staff BCWF currently has available to respond. I implore you all to speak out against this proposed legislation. The govt is elected to represent the wishes of the people not to dictate to us. People tend to forget this. I implore you to work together with the people of this province. Do not let this legislation be rammed through the "Due Process" .Stop it in it's tracks.....now! Instead take the time and resources to review and implement appropriate staffing of Wildfire personnel and equipment to be able to respond to these major events.

Respectfully

Bryan Worrall

Francois Lake BC

***Community is Concerned About
Emergency and Disaster Management Act (EDMA)***

Burns Lake, BC: The Chinook Emergency Response Society (CERS) assists communities in the Regional District of Bulkley Nechako (RDBN) Electoral Area-E prepare and respond to emergencies and disasters.

Without any prior consultation or communication with communities directly impacted by this incoming legislation, the *Emergency and Disaster Management Act (EDMA)* came into effect on November 8, 2023. CERS is extremely alarmed about the potential impacts this new act will have for the community, local governments and First Nations in disaster response.

“Since 2018, CERS has worked hard organizing a grassroots community emergency response system in our vast area. Our community members include highly skilled and trained people who have actioned countless emergency events in our area. We have developed relationships with local First Nations and the RDBN, which have been acknowledged and praised by BCWS, government agencies and elected officials. Now, in an attempt to fast-track policy that would throw us in jail for protecting our property and livelihoods, they are pushing not only the EDMA down our throats, but regulations that would effectively criminalize us for responding to emergencies in our communities. It’s insane!!!” Risé Johansen - Founding CERS Chair

There are 3 main areas of concern:

1. Maximum fines of one million dollars and/or jail time for individuals and businesses who are non-compliant during an emergency, effectively criminalizing neighbors helping neighbors.
 - In the summer of 2023, community volunteers responded to 27 fires in the region. These volunteers could now be jailed and/or fined.
 - Community members protecting property, feeding livestock and fighting fires behind evacuation order lines could also be jailed and fined.
2. EDMA regulations will strip Regional Districts in B.C. of local decision-making authority and autonomy.
 - In 2023, the RDBN issued Temporary Access Permits for Agricultural Purposes and allowed the support of residents and business owners who remained within areas under evacuation orders to feed livestock and protect infrastructure. Under EDMA, the RDBN and their staff could face fines and jail time if they continue to support residents in this way.
3. EDMA regulations will take away individual and community rights and their ability to organize and respond to emergencies that threaten their property or livelihoods.
 - Neighbors facing fines and/or jail time will be reluctant to help protect community resources.
 - Overreach of this magnitude cripples communities who want to protect themselves and aid others in an emergency event.

“It has been shown that the government does not have the capacity to deal with large-scale wildfire events such as those that have occurred since 2017. Because of this, more and more communities are organizing to help protect their properties and livelihoods. CERS has been working with local community members since 2018 and receives no government funding and the actions of community volunteers have saved millions of dollars in timber resources, structures and firefighting costs. This government needs to work with organized communities, and they need to start now.” Sharon Vare – CERS Board Chair

CERS is urging residents to voice their concerns before the government deadline of January 31, 2024.

- Email concerns to modernizeEM@gov.bc.ca (<https://engage.gov.bc.ca/emergencymanagementregulations/written-submission-guidelines/>)
- Contact your local Regional District, municipality, band office and local elected officials to find out more about their response to EDMA.
- Contact your local MLA

Chinook Emergency Response Society Background

The Chinook Emergency Response Society assists community members in the RDBN Electoral Area-E in responding and reacting to any and all emergency situations. Electoral Area E is located in the territory of the Wet'suwe'ten and Cheslata'ten people and focuses on three priority areas:

1. Communication
 - a. CERS sets up communication and information systems for residents, such as email and phone lists, website, Facebook page and newsletters.
 - b. CERS works to communicate effectively with other organizations like the Southside Volunteer Fire Department, BCWS, Regional District officials and the local First Nations. This work is about building relationships and trust with these organizations. Trust building takes time and willingness from community members and representatives from these organizations to sit and talk out plans and share concerns.
2. Education
 - a. CERS organizes training events including S100 training, fire smart and wildfire preparedness events.
3. Coordination
 - a. CERS organizes Neighbourhood Pods and Community Wildfire Response Trailers as well as utilizes asset mapping to see what resources are locally available and can be used during an emergency.

In 2023, community members responded to 27 fires in RDBN Area-E, extinguishing 12 of these in 5 hours or less. Anyone of these fires could have resulted in a large-scale wildfire event resulting in loss of property and countless hectares of forest. On July 9, 2023, some community members choose to stay behind evacuation order lines during the Parrot Lookout (R21234) and Ramsey Creek fires (R11238). These volunteer residents had the experience and resources to safely work with structural protection and BCWS to help protect property, resources and community infrastructure.

Further Information:

- <https://www.burnslakelakesdistrictnews.com/local-news/tension-rises-over-emergency-and-disaster-management-act-7290019>
- <https://thenarwhal.ca/bc-emergency-diaster-management-act/>
- https://www.rdbn.bc.ca/application/files/6517/0198/7607/Board_Agenda_December_14_2023SOnilPww.pdf. PG 106-128.
- https://www.leg.bc.ca/content/data%20-%20ldp/Pages/42nd4th/1st_read/PDF/gov31-1.pdf

Contact Information:

- CERS.information@gmail.com
- (250)251-0226
- www.chinook-ers.com
- www.facebook.com/groups/chinookinfo



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Christopher Walker, Emergency Program Coordinator
Date: January 25, 2024
Subject: **Union of BC Municipalities Community Emergency Preparedness Fund –
Emergency Support Services Application**

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

That the Board supports the submission of a regional application to the Union of BC Municipalities Community Emergency Preparedness Fund (UBCM) – Emergency Support Services (ESS) funding stream for the 2024 grant on behalf of the Regional District of Bulkley-Nechako (RDBN), Village of Granisle, and District of Houston.

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

BACKGROUND

The application deadline for the UBCM Community Emergency Preparedness Fund – ESS funding stream is January 26, 2024. Up to \$30,000 is available per local authority to build local emergency response capacity for ESS through volunteer recruitment, retention and training, and the purchase of ESS equipment. The total amount included in this regional application is \$89,890.70.

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

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

DISCUSSION

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

The application includes the following purchases and activities:

- The purchase of Personal Protective Equipment (PPE), which includes shirts, pants, jackets, and boots. This is a standardized equipment set, bulk purchase was done under last years grant, this grant includes two additional sets for sizing needs.
- A trailer for Houston ESS, as they have equipment stored throughout the community and want to centralize storage. This will allow for quicker deployment for large events and if needed, relocation of equipment and team to support other communities.
- Hosting a contracted ESS courses in Granisle, the volunteers in Granisle have challenges in attending training out of community due to their regular professions, this would bring the needed training to them. This price is an estimate as the Justice Institute of B.C. is redeveloping the training and could not provide exact figures at this time.
- Registration and travel cost for up to 11 people to attend the Network of Emergency Support Services Teams (NESST) conference in Kamloops. The NESST society have moved this years conference to kamloops to provide opportunities for ESS teams in the south of the province to attend, this impacts the ability of RDBN volunteers to attend the annual event. By including registration and travel costs in this grant, it will lessen the impact on the teams budgets.
- ESS remote support centre equipment. During the 2023 wildfire season, for the first time a remote support centre for ESS was stood up, there were centres in Prince George, Smithers, Burns Lake, and in the lower mainland. This was to support evacuees in Kelowna and worked well. The RDBN is looking at building capacity locally for support of the ESS teams in the region when travel between communities is not feasible.
- Short term group lodging equipment and trailer. The RDBN does not have capacity for long term group lodging, but recognizes that with few available hotel rooms in our communities that a solution is required until rooms become available or relocation to a larger host community can be accomplished. This contingency plan is for an initial 30 cot sets and a trailer large enough for additional cots if needed to be maintained as a regional ESS asset for deployment to communities that do not have enough rooms for evacuees and travel to larger host communities cannot be done at that time or supports are

not yet ready to receive evacuees. It is not the intention of the RDBN to operate long term group lodging as the resources to sustain one is not available beyond the initial 24-48 hours. This will allow enough time if required, for supports in larger host communities to activate and be ready to receive evacuees.

Below is the budget for this project.

Proposed Expenses				
Description	Cost per Unit	Quantity	Total	Total plus PST
NESST Conference (Per Person)				
Registration Fee	350.00	11	3,850.00	4,119.50
Accommodation (4 days)	180.00	44	7,920.00	8,474.40
Travel (mileage per km for 6 vehicles maximum, carpooling encouraged)	0.70	10320	7,224.00	7,729.68
Food (23.00 per meal, 4 days)	23.00	132	3,036.00	3,248.52
Equipment				
Remote Call Centre equipment (headsets)	260.00	20	5,200.00	5,564.00
Group Lodging Trailer	18000	1	18,000.00	19,260.00
Group Lodging cots with pillows and sleeping bags	260.00	30	7,800.00	8,346.00
Cargo Trailer 8.5'x20'	21,000.00	1	21,000.00	22,470.00
Jackets	450	2	900.00	963.00
Shirts	120.00	2	240.00	256.80
Pants	130.00	2	260.00	278.20
Boots	240.00	2	480.00	513.60
JIBC ESS Bootcamp (outside of the ECMR provided bootcamps)	8,100.00	1	8,100.00	8,667.00
Total			\$84,010.00	\$89,890.70



225

Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: January 25, 2024
Subject: **Departmental Quarterly Reports – 4th Quarter**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

Departmental Quarterly Reports for the 4th 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

October 1, 2023 – December 31, 2023

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Staffing

Fulltime permanent:

Curtis Helgesen, CAO

Cheryl Anderson, Director of Corporate Services

Wendy Wainwright, Deputy Director of Corporate Services

Anusha Rai, Human Resources Advisor

Danielle Sapach, Administration Clerk

Justin Greer, First Nations Liaison (Paternity Leave)

Nellie Davis, Manager of Regional Economic Development

Shari Janzen, Economic Development Assistant

Cameron Hart, Economic Development Assistant

Megan D'Arcy, Agriculture Coordinator (part-time)

Marissa Moroski, Custodian

Strategic Priorities

2023-2026 STRATEGIC PRIORITIES

Relationships with First Nations

- To enhance relationships with First Nations in the region and explore opportunities to collaborate and work in partnership for the benefit of our communities.
 - 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

Advocacy with the Province

- 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.
 - 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

Housing Supply

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

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 fourth quarter of 2023, staff worked with the Ministry of Indigenous Relations and Reconciliation and the Ministry of Water, Land and Resource Stewardship to coordinate a meeting with the Nechako First Nations and Cheslatta Carrier Nation during the BC Natural Resources Forum in regard to the Health of the Nechako Reservoir.

The RDBN has received a grant of \$10,000 through the UBCM Regional Community to Community grant program. The purpose of the grant is to strengthen relationships between neighbouring First Nations and local governments.

Advocacy with the Province

The RDBN is preparing a submission to the Ministry of Emergency Management & Climate Readiness regarding the new *Emergency and Disaster Management Act (EDMA)*.

Housing Supply

The Ministry of Housing notified the RDBN of funding in the amount of \$198,964 to support activities or projects local governments must undertake to meet the new legislative requirements.

Economic Development

Connectivity

Staff continue to advocate and work on developing projects that ensure all residents receive access to affordable, highspeed internet. Connectivity projects are at varying degrees of completion.

Recruitment

Engagement continues to develop regarding both the RDBN's participation in the BC PNP Entrepreneur Immigration Program as well as skilled workforce attraction.

Funding Requests

Staff submitted applications totalling over \$1.6 million for projects with a total value of over \$8.6 million in 2023.

Administration

October 1, 2023 to December 31, 2023

Agriculture

The Agriculture Coordinator continues to implement the RDBN Food and Agriculture Plan and support recovery and planning for a potential 2024 drought/wildfire season.

Bulkley-Nechako Joint Accessibility Advocacy Committee

The first two meetings of the Bulkley-Nechako Joint Accessibility Committee have been held, and work on drafting the Accessibility Plan has begun.

Human Resources

The RDBN welcomed Anusha Rai, Human Resources Advisor, in November 2023.

Employee Handbook Drafting

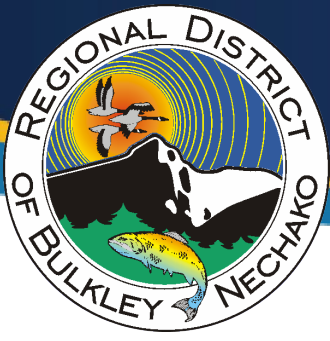
One of the primary focuses of the Human Resources Advisor has been the creation of a comprehensive Employee Handbook. This document has been drafted and is intended to serve as a vital resource for employees, providing them with clear guidelines and policies to navigate their roles within the organization.

Frequently Asked Questions (FAQs) on Collective Agreement

To enhance communication and understanding regarding the Collective Agreement, the HR Advisor has compiled a set of Frequently Asked Questions (FAQs) to address common queries and concerns related to the Collective Agreement, offering employees a quick reference guide to navigate through relevant policies and procedures.

Establishment of Rigorous Hiring Justification Procedure

Recognizing the importance of strategic workforce planning, the HR Advisor has established a rigorous Hiring Justification Procedure which ensures that each new hire aligns with the organization's goals and is supported by a well-defined business case, promoting responsible and effective resource allocation.



Finance

October 1, 2023 to December 31, 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

Statistic Highlight for the 4th Quarter 2023

Accounts payable paid a total of \$16,269,023 in invoices in 2023.

Accounts Receivable balance as of December 31st is \$238,815 with \$63,645 over 60 days (\$336,412 with \$83,730 over 60 days last quarter).

Accounting

The Finance Department is completing the 2023 year-end and preparing for the yearly audit engagement. The auditors will be visiting the office the week of March 3rd. The Financial Statements for the twelve months ending December 31st will be included in the February board meeting for review.



Protective Services Department

October 1, 2023 – December 31, 2023



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General

The Protective Services Department is responsible for the following services: 911, Rural Fire Protection, Emergency Preparedness and Administration projects. The following information provides a brief update on the status of the 2023 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:

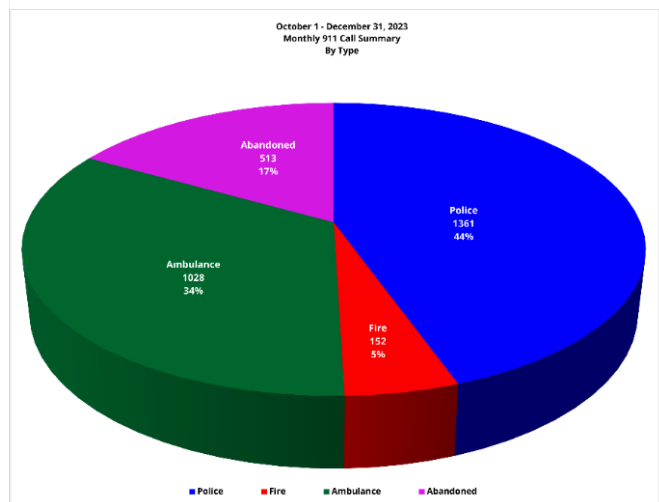
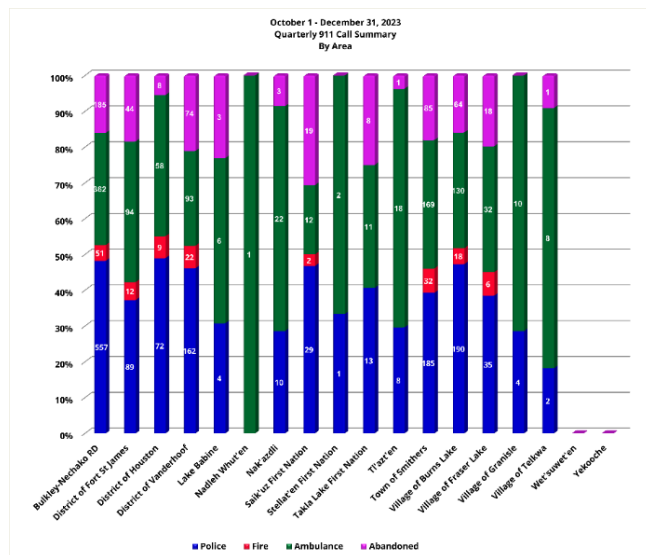
- Emergency Management Technician – Grace Zayac

Staffing changes since last report

- FireSmart Educator – Position to be refilled in 2024.

911 Service

E-COMM received **3,054** 911 calls for the months of October, November, and December 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.





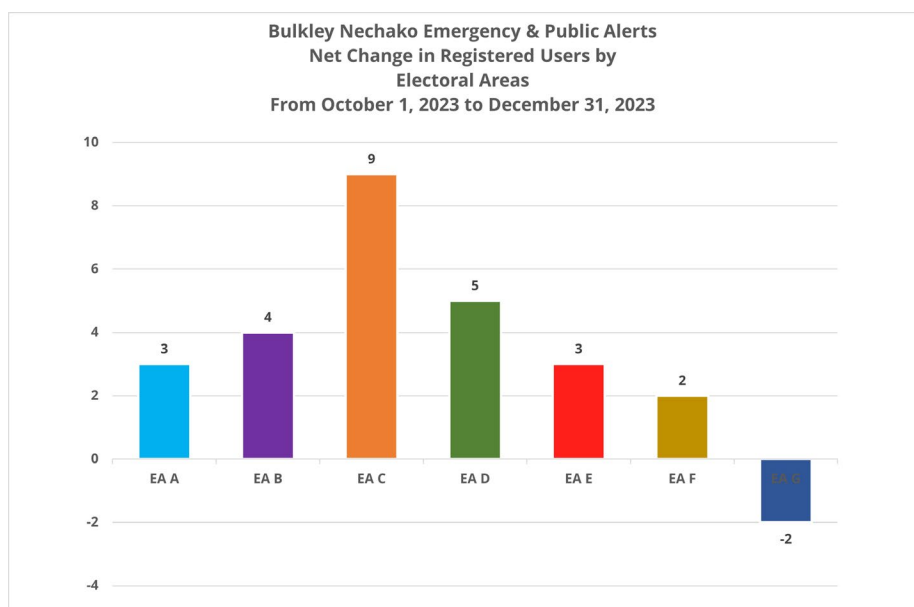
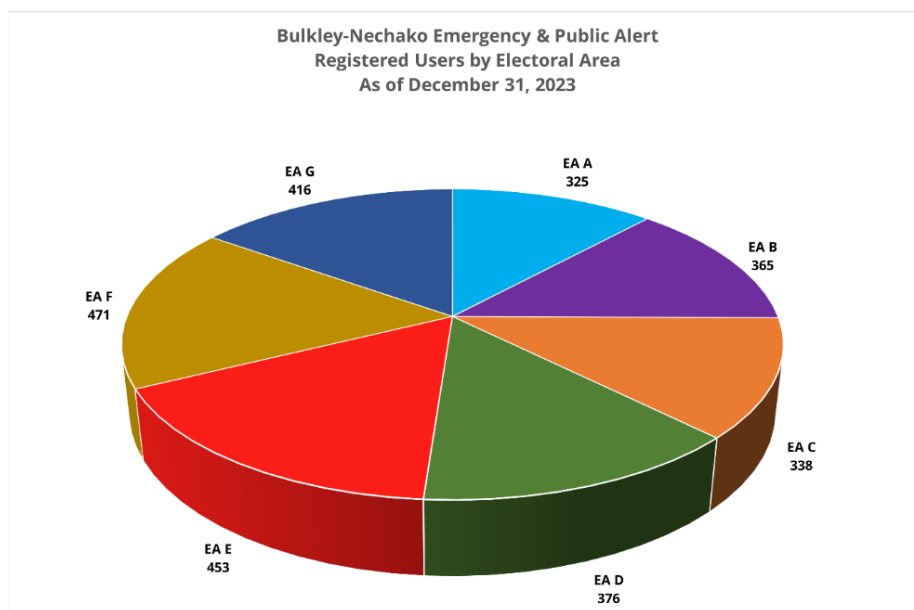
Transition to NG911

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.

Staff will be engaging communities in the new year to determine how to best utilize the NG911 grant funding.

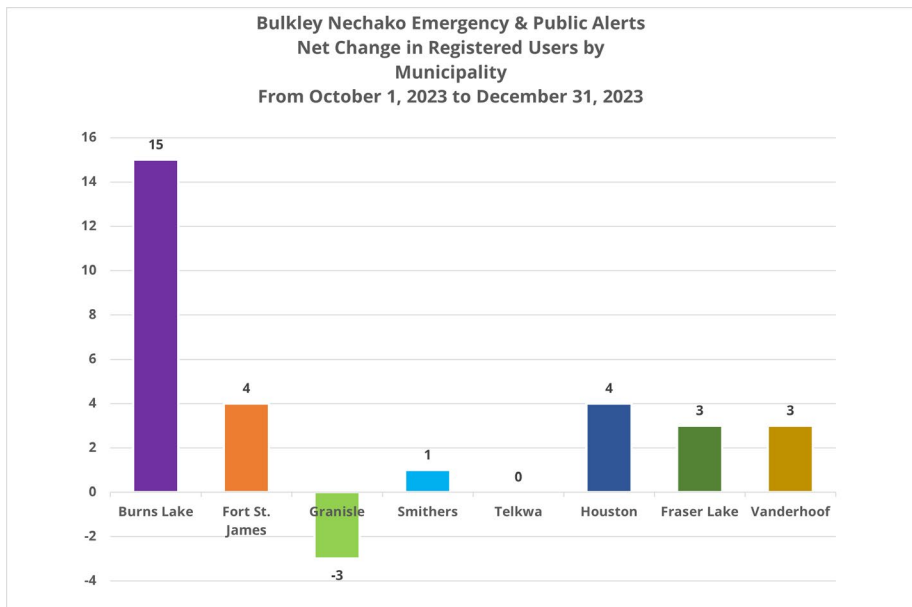
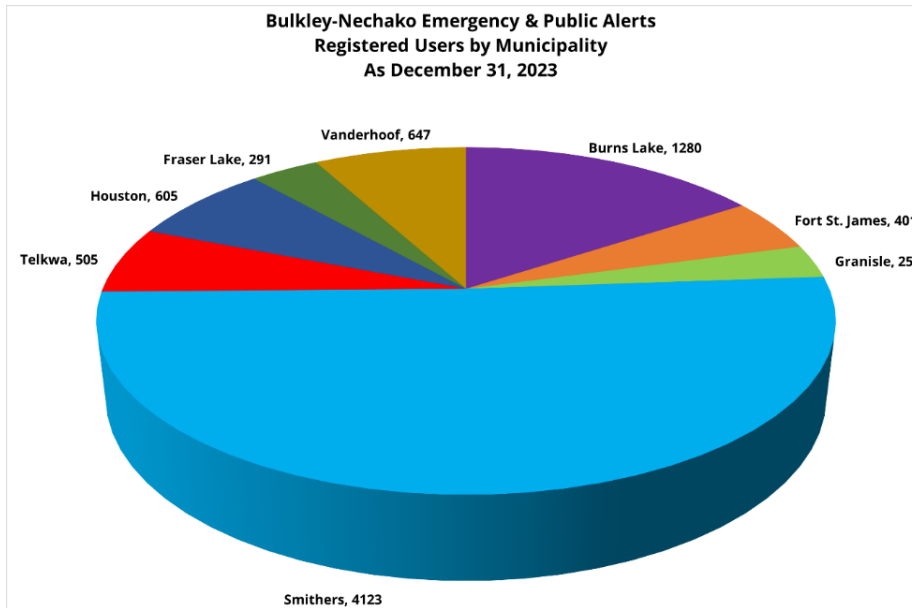
Bulkley Nechako Emergency & Public Alerts

The RDBN continues to promote the use of the BNE&PA across the region. There have been **24** new users for the electoral areas and **75** new users for the municipalities in the fourth quarter, which is reflected in the two graphs below.





There are a total of **1,493** users signed up for the electoral areas and **5,618** 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.

Staff recently set up a demo of the system with Nak'azdli Whut'en First Nation who seem very interested in signing on to the program.



Rural Fire Protection

Administration of Rural Fire Protection Agreements

The Rural Fire Service Agreements with both the District of Houston and the District of Vanderhoof expire on December 31, 2023. Staff have drafted the renewal agreements, and they will be on the agenda of the January 2024 Board meeting.

Administration, Training, and Support for the Rural Fire Departments

The underground water tanks at Round Lake and Topley are 95% complete. The remaining work is projected to be completed in late January once the fittings to connect to the standpipes arrive.

Fort Frasers old water tender was sold in November for \$6,000 and those funds have been deposited into the Fort Fraser Fire Protection Service Capital Reserve account.

Using the 2022 Community Emergency Preparedness Fund, testing equipment for SCBA masks was purchased. The testing equipment is quite expensive so many departments do not have this equipment. This testing of SCBA masks is a WorkSafe requirement, so the RDBN has made the use of the testing equipment available to all municipal and rural Fire Departments within the RDBN and the Waste Management Department.

Staff have assisted the rural Fire Departments with their applications for the 2023 Community Emergency Preparedness Fund. Each department submitted individual applications for this intake.

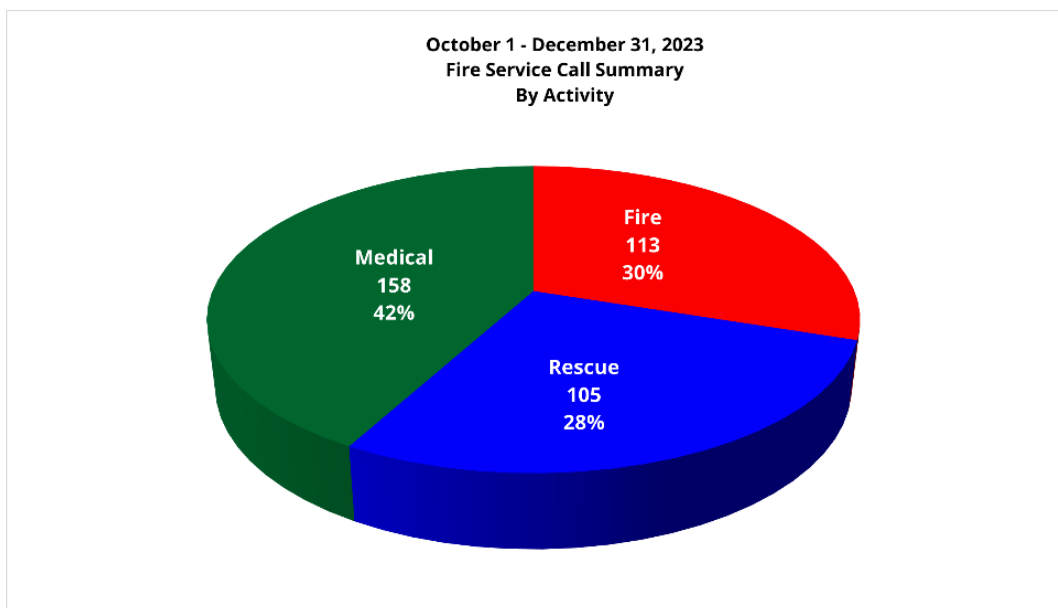
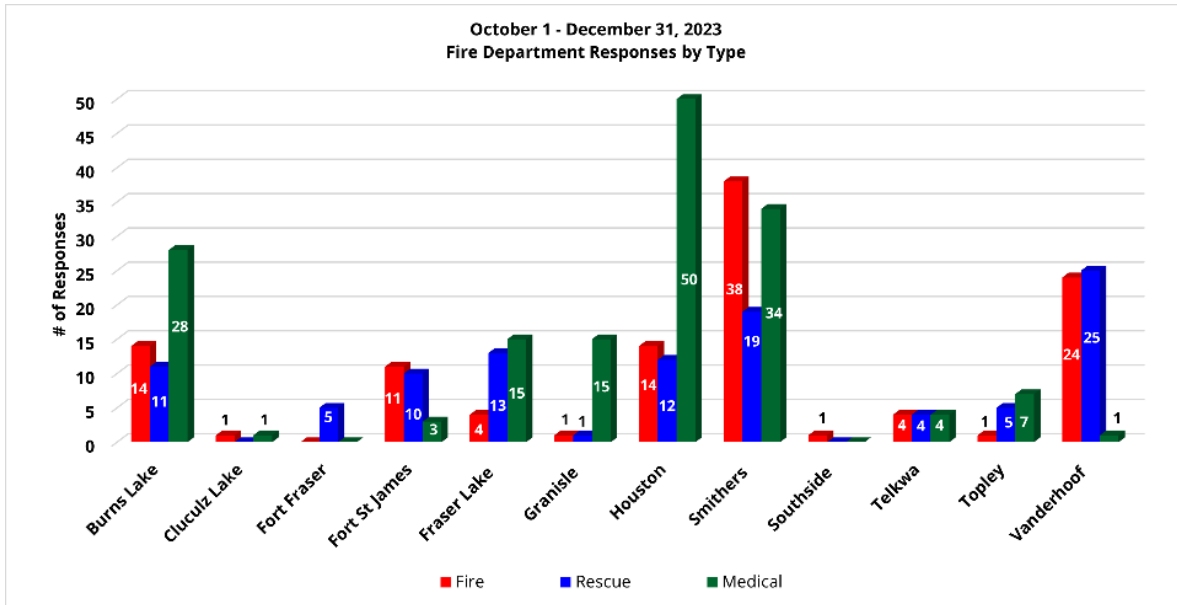
The Cluculz Lake Volunteer Fire Department was awarded a \$17,000 grant through Integris Credit Union. This grant is being administered by the RDBN, and will be used to purchase new Personal Protective Equipment.

The Cluculz Lake Volunteer Fire Department's Fire Chief has recently stepped down due to work commitments. The deputy fire chief will be acting until their AGM when they can hold an election.

Fire Department Response

Fire Department responses vary in type and frequency across our region.

Of the **3,054** 911 calls received from October-December, **376** 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 show the 911 calls received by call type and by Fire Department.



Emergency Preparedness Planning Service

- Engagement with the Province on the Ombudsperson report for Emergency Support Services and Disaster Financial Services.
- *Emergency and Disaster Management Act (EDMA)* Board report and feedback to Emergency and Climate Readiness.

Responding to emergencies affecting rural residents

- Responding to the 2023 Wildfires through response and recovery activities.

Protective Services

October 1, 2023 to December 31, 2023



- Support of residents who lost primary residences to the wildfires, via Emergency Support Services until December.
 - Organizing Red Cross supports of housing support.
- Hosted six After Action Meetings 2 RDBN EOC staff, one in-person and two virtual Response Partners meetings, and Emergency Support Services Teams.

Training Staff and Volunteers

- The JIBC EOC Planning for Community Recovery course held in Terrace was attended by one RDBN staff member.
- JIBC EOC Finance course was hosted at the RDBN and two RDBN staff attended.
- Regional workshop for Crisis Communications was held with 61 attendees from member municipalities, First Nations, neighbouring Regional District provincial agencies, RCMP, key residents, and RDBN staff.
- ESS Gathering was held to learn from the events of 2023 and provide volunteer appreciation.
- Applied for and was awarded \$30,000 to host an Indigenous Cultural Safety and Cultural Humility Training.

Administration of the Bulkley-Nechako Emergency Support Services Program

- Applied for and was awarded \$10,000 to host a Community-to-Community meeting.
- Attended two volunteer events in December in Vanderhoof and Smithers.

FireSmart

Home Partners Program

Conducted 115 home assessments and reports this year to date.

Issued 44 rebates amounting to \$33,290 this year to date.

Community Wildfire Resiliency Plan

The RDBN Community Wildfire Resiliency Plan project is being developed by Frontera Forest Solutions who are currently in Phase 1 of the Project, which is slated to be completed in the fall of 2024.



Planning Department

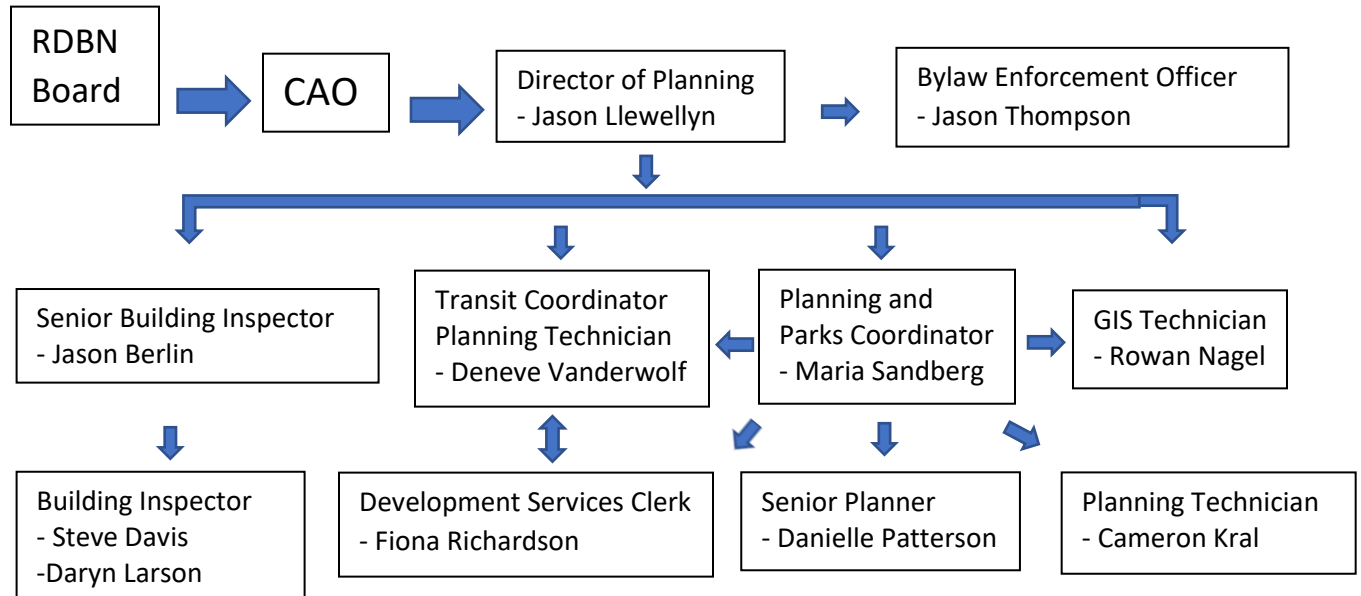
October 1 – December 31, 2023

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Staffing



The Planning Department includes eleven full-time positions providing Land Use Planning, Building Inspection, Parks and Trails, Transit, GIS and Bylaw Enforcement Services. Building Inspection, Bylaw Enforcement and Planning Services are also provided to municipalities on a contract basis.



Planning Department Enquiries

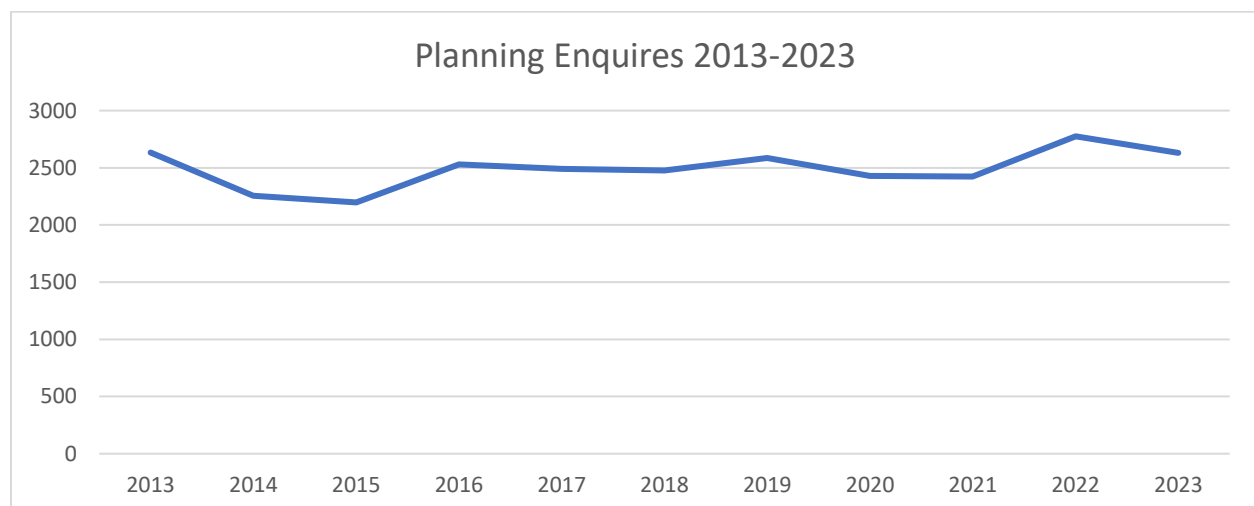
The Planning Department keeps track of the number of enquiries that are answered each month. The enquiries are divided into the following seven main subject areas:

- Development Services (ALR, environmental assessments, subdivision, Crown land)
- Electoral Area Planning (Zoning, OCPs, Permits)
- House Numbering
- Mapping Requests
- Parks and Trails
- Bylaw Enforcement
- Other (animal control, road maintenance, sewage etc.)

In 2023, the Planning Department answered 2,630 enquiries. This number is lower than the 2,772 enquiries answered in 2022 and higher than the 2,423 enquiries answered in 2021.

Planning Enquiries by Subject Area 2023

Subject Area	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Development Services	34	29	43	32	38	29	46	42	48	51	41	36	469
Electoral Area Planning	46	31	73	55	65	36	70	70	55	66	44	33	644
House Numbering	18	16	12	8	6	13	16	16	15	20	19	4	163
Parks and Trails	2	0	4	0	2	2	0	4	1	3	3	0	21
Maps	18	20	23	20	26	23	47	40	28	21	29	7	302
Bylaw Enforcement	9	10	14	17	28	28	26	21	18	15	16	15	217
Other	64	74	102	75	76	72	67	70	54	70	51	39	814
Total	175	150	169	207	241	285	272	263	219	246	194	134	2630



Special Projects

Special Projects refers to a wide variety of projects that do not fit within the regular day to day work program of the Planning Department. In 2023 Planning Department had the following special project accomplishments:

- In January the Planning Department worked with the Board to appoint new Advisory Planning Commission Members for another term.
- In March / April the Planning Department obtained Board approval for a Building Bylaw Amendment for the Energy Conservation Step Code Prescriptive Option.
- In May the Planning Department presented the Board with a discussion paper titled "Community Investment and the Environmental Assessment Process: Pipelines, Mines and Work Camps in the Regional District of Bulkley-Nechako.
- In June the Planning Department reported to the Board and obtained approval for a Regional Housing Project designed to increase market and non-market housing.
- In August the Planning Department obtained Board approval for "Regional District of Bulkley-Nechako Parks Use Regulations Bylaw No. 1989, 2023"
- From May to August 2023 the Planning Department Summer Student worked on digitizing the Regional District's Planning Department records. This process will continue over the next few years.
- In September to the Board of Directors on ALC regulations changes, the RDBN's role, and the key implementation challenges created by these regulations.
- In November the Planning Department reported to the Board on Bill 35, 2023: Short Term Rentals Accommodations Act, and Bill 44, 2023: Housing Statutes (Residential Development) Amendment Act.
- The Planning Department reported to the Board and engaged with municipalities regarding the process to amend "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw

Land Use Applications and Referrals

Agricultural Land Reserve (ALR) Applications

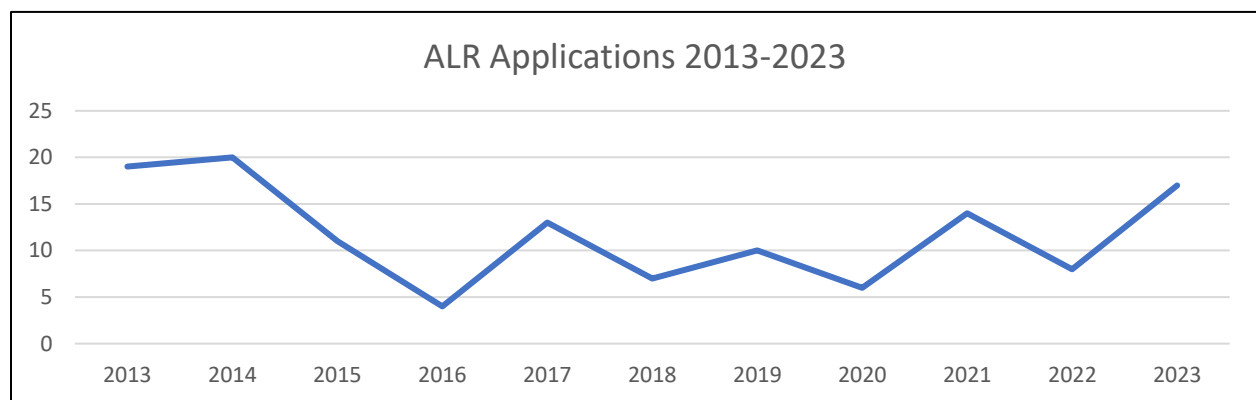
The Planning Department received two ALR applications in the fourth quarter of 2023. Both applications are under staff review, with a third quarter ALR application going to the Board for consideration in January 2024.

In 2023, the Regional District received 17 ALR applications, five of which were withdrawn. This is an increase from the eight applications received in 2022 and an increase from the 14 received in 2021.

Eleven applications were for non-farm uses, five were for subdivisions, one was for a non-adhering residential use. Eight of the Nine applications considered by the Board were recommended to the ALC for approval. The Regional District also received one request to apply for an ALR exclusion, which has been deferred to 2024.

ALR Applications 2013-2023

		2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Total	19	20	11	4	13	7	10	6	14	8	17
Board Recommendations	Denial	2	2	2	2	4	2	2	0	0	1	1
	Approval	11	4	2	1	3	3	5	3	10	6	5
	Conditional Approval	2	2	0	0	1	0	1	1	2	0	3
	Pending	2	7	3	0	1	0	1	2	1	0	3
	Interests unaffected	1	4	1	0	3	0	1	0	1	0	0
	Withdrawn	1	1	2	1	0	0	0	0	0	0	1
Commission Decisions	Denial	0	1	0	0	0	0	2	1	0	0	0
	Approval	0	3	1	0	2	0	5	0	2	1	0
	Conditional Approval	1	0	0	0	2	0	0	1	3	0	1
	Pending	17	15	2	1	8	5	3	4	9	6	12
	Withdrawn	1	1	8	3	0	0	0	0	0	0	1



Official Community Plan Amendments and Rezoning Applications

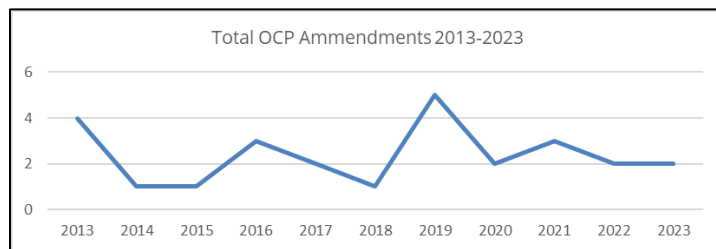
The Planning Department received one zoning bylaw amendment application and one combined Official Community Plan/zoning bylaw amendment application in the fourth quarter of 2023. One application was sent to the Board for consideration of first and second reading in the fourth quarter.

In 2023, the Planning Department received three zoning bylaw amendment applications and two combined official community plan/zoning bylaw amendment applications, for a total of six applications. Four of these applications were adopted and two are being processed. Four applications from previous years were adopted in 2023.

There were five applications for OCP amendment and/or zoning bylaw amendments in 2022 and 18 applications in 2021.

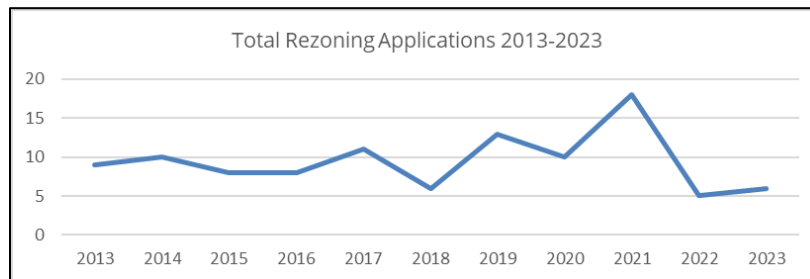
Official Community Plan Amendments 2013-2023

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Total	4	1	1	3	2	1	5	2	3	2	2
Denied	0	0	0	1	0	0	2	0	0	0	0
Adopted	0	0	0	0	1	1	1	1	3	1	1
In Process	4	1	1	2	1	0	2	0	0	1	1
Withdrawn	0	0	0	0	0	0	0	1	0	0	0



Rezoning Applications 2013-2023

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Total	9	10	8	8	11	6	13	10	18	5	6
Denied	0	0	1	3	2	0	3	0	2	0	0
Adopted	3	2	2	0	7	4	4	1	12	1	4
In Process	6	8	3	5	1	2	4	7	3	4	2
Withdrawn	0	0	2	0	1	0	2	2	1	0	0



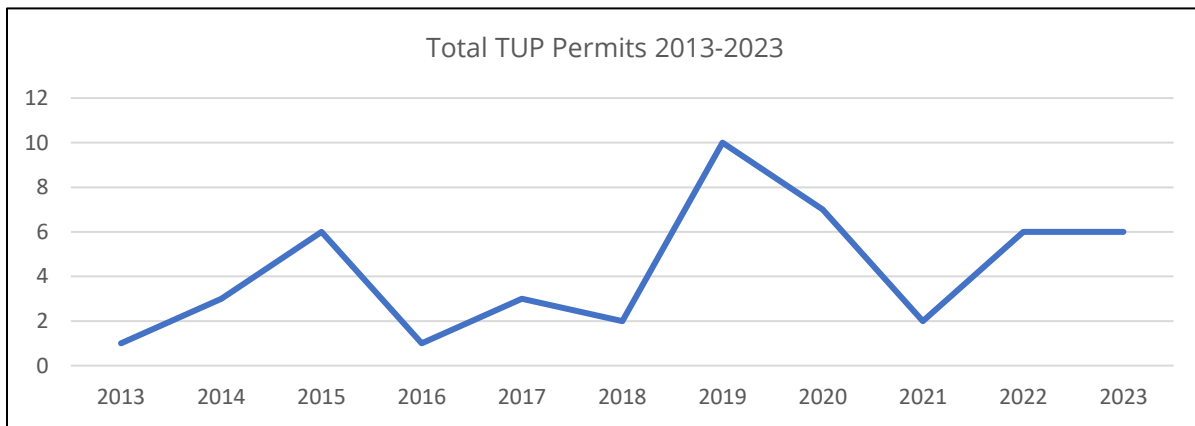
Temporary Use Permits

The Planning Department received one TUP application in the fourth quarter of 2023.

In 2023, the Planning Department received five TUP applications and one TUP renewal request. The 2023 numbers are the same as 2022 and higher than the two applications received in 2021.

TUP Applications 2013-2023

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Total	1	3	6	1	3	2	10	7	2	6	6
Denied	0	0	0	0	1	0	0	0	0	0	0
Issued	1	1	5	0	2	0	7	6	1	2	0
Renewal	0	0	1	1	0	0	0	0	1	4	1
Withdrawn	0	2	0	0	0	0	3	1	0	0	0



Development Variance Permits

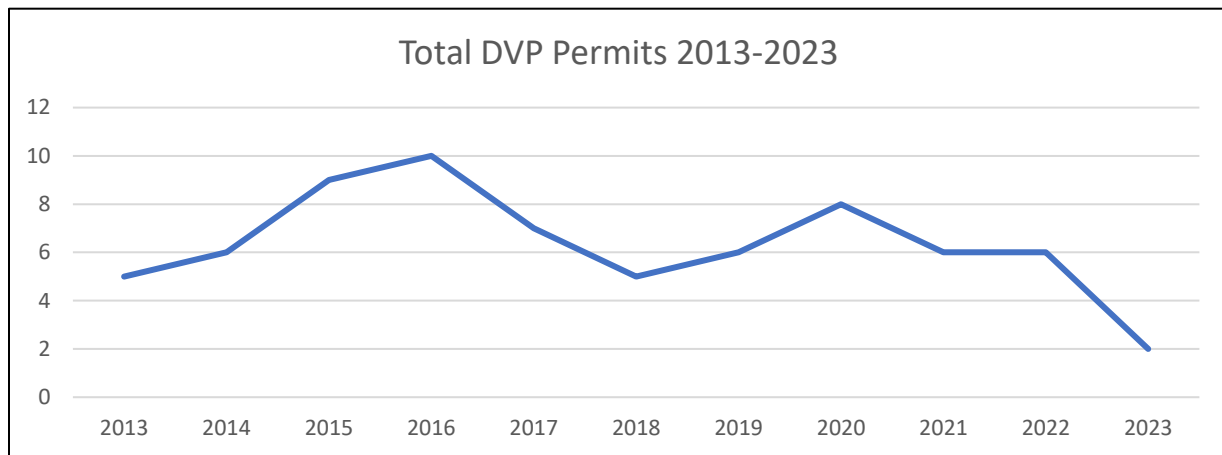
The Planning Department received no new DVP applications in the fourth quarter of 2023.

In 2023, two DVP applications were received and one application from 2021 was withdrawn. One DVP was on hold at the applicant’s request. Two applications were to vary structure setback requirements from a parcel boundary and the withdrawn application was to varying minimum parcel size at subdivision.

The 2023 numbers are lower than the numbers for 2022 and 2021 when six applications were received in each of those years.

DVP Applications 2013-2023

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Total	5	6	9	10	7	5	6	8	6	6	2
Denied	0	0	0	0	1	0	0	2	1	0	0
Issued	4	5	5	7	5	4	4	3	5	3	2
In Process	1	1	3	2	0	1	0	2	0	3	0
Withdrawn	0	0	1	1	1	0	2	1	0	0	0



Subdivision Referrals

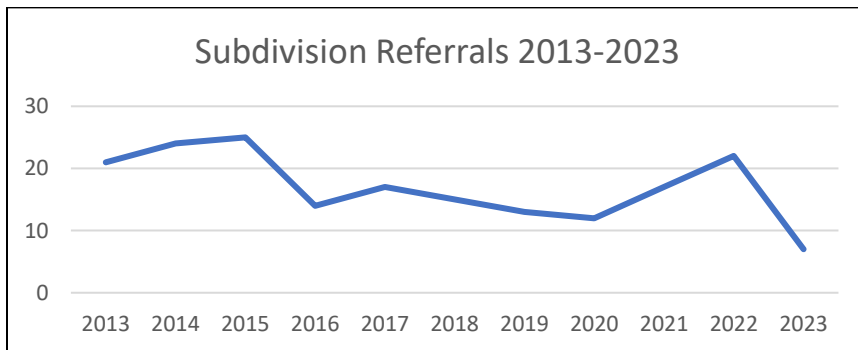
The Planning Department received no new subdivision referrals in the fourth quarter of 2023.

In 2023, the Planning Department received seven subdivision referrals from the Ministry of Transportation and Infrastructure (MoTI) and processed one subdivision referral from the previous year. This is a notable decrease from the 22 referrals received in 2022 and the 17 referrals received in 2021.

In 2023, MoTI began requiring subdivision applicants obtain letters from the Regional District confirming Regional District requirements have been satisfied prior to issuance of final subdivision approval. This change means subdivision referrals are now reviewed by planning staff at the preliminary stage and final stage.

Subdivision Referrals 2013-2023

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Total	21	24	25	14	17	15	13	12	17	22	7
Denied/does not comply	4	8	6	4	6	3	3	4	6	1	0
No objections/ complies	17	16	18	9	11	12	9	8	9	17	6
Conditional Approval	0	0	1	1	0	0	1	0	2	4	1



Land Use Reviews

The Planning Department completed four land use reviews for building permits in the fourth quarter of 2022. In total 93 building permit land use reviews were completed in 2023. This is an increase from the 128 land use reviews completed in 2022.

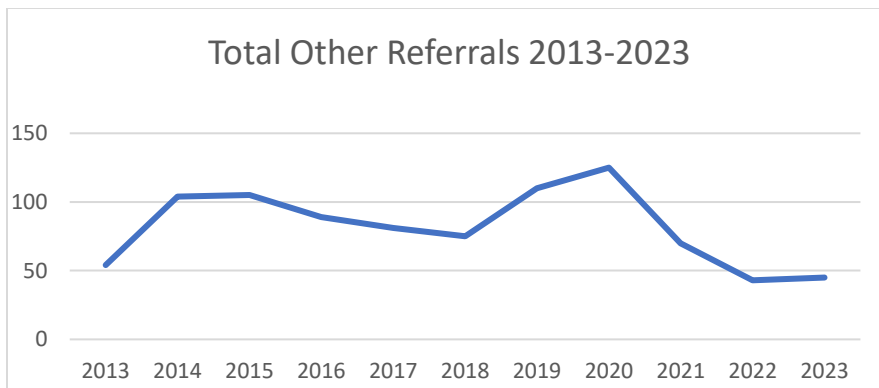
Referrals

A total of three referrals were received in the fourth quarter of 2023. Three referrals were processed in the fourth quarter. One referral remains in process.

The Planning Department received a total of 45 referrals in 2023, with 44 processed in 2023 and one carried over to 2024. Ten referrals were associated with the pipeline development project received in 2023, similar to the seven received in 2022 but a significant decrease from years prior to 2022.

Referrals 2013-2023

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Total	54	104	105	89	81	75	110	125	70	43	45
Crown Land	33	41	33	29	44	28	25	43	17	13	16
Mining		4	4	3	3	3	3	8	1	7	6
Water Licence		3	9	11	6	9	5	12	14	7	3
Woodlot		12	15	4	8	3	8	1	4	2	0
Oil and Gas		41	40	42	20	23	61	55	23	7	10
Other-telecommunications, addition to reserve,municipal, liquor, ect.		3	4	0	0	9	8	6	11	7	10



Land Use Applications and Services for Municipal Governments

No land use applications were completed in the fourth quarter on a contract basis for RDBN municipalities. In 2023, in addition to providing casual advice on a regular basis, the Planning Department Provided a municipal building permit and planning workshop to District of Houston staff.

Long Range Planning

The Rural Fort St James OCP and District of Fort St James OCP reviews are in progress and the plan drafts are nearing completion. A draft of the municipal OCP was sent to District staff in November. Stakeholder, First Nation and public consultation on the rural draft plan is anticipated to occur in the next few months.

The review process was undertaken in conjunction with the review of the District of Fort St. James Official Community Plan in late 2021. In 2022, the preliminary consultation phase was completed, and a working group was formed to have community members work with staff on the details of the proposed new OCP document.

During 2023 staff continued to work with District Staff and the consultant for the Fort St James Housing Study and focused on creating preliminary drafts of the new plans. Staff had a very beneficial meeting with Nak'azdli Whut'en about the rural OCP and the Nak'azdli Land Stewardship process.



Building Inspection

The RDBN received a total of 27 building permit applications in the fourth quarter of 2023, with a total construction value of **\$5,710,300**. This is comparable to the 28 building permit applications with a total construction value of **\$5,931,558** received in the fourth quarter of 2022.

Fourth Quarter Building Permit Data for 2023

Area	Total Permits	Total Construction Value (\$)
A	4	1,263,000
B	3	622,000
C	3	191,300
D	3	328,000
E	0	0
F	1	0
G	0	0
Burns Lake	2	2,605,000
Fort St. James	1	200,000
Fraser Lake	3	137,000
Granisle	2	5,500
Houston	5	358,500
Telkwa	0	0
Fourth Quarter RDBN Totals	27	5,710,300
Smithers	18	1,675,500
Vanderhoof	6	3,080,000
Total	51	10,465,800

In 2023 there were 108 building permits issued in the rural area. This is a decrease from the 138 permits issued in 2022, and 147 permits issued in 2021. Construction value under permit in Electoral Areas in 2023 totaled \$20,198,979, which is a decrease from the 2022 value of \$29,653,559.

A total of 95 permits were issued under contract for municipalities in 2023. This is an increase from the 83 permits issued in 2022.

2023 Building Permit Data

Area	Total Permits	Total Construction Value (\$)
A	37	9,457,000
B	21	2,511,503
C	11	1,915,800
D	17	2,819,843
E	0	0
F	17	3,059,832
G	5	735,000
Burns Lake	27	21,152,615
Fort St. James	11	1,598,394
Fraser Lake	10	708,000
Granisle	3	25,500
Houston	25	1,758,800
Telkwa	19	2,006,500
2023 RDBN Totals	203	47,748,787
Vanderhoof	26	10,697,281
Smithers	80	19,851,165
Total	309	78,297,233

Historical Electoral Area Building Permits by Year 2013-2023

Year	Number of New Permits	Construction Value (\$)	Permit Fees (\$)
2023	108	20,198,978	106,744
2022	138	29,653,559	168,763
2021	147	30,238,356	163,668
2020	137	17,784,976	93,473
2019	128	17,665,394	97,935
2018	100	14,036,541	79,758
2017	102	13,699,822	84,353
2016	91	6,983,200	42,515
2015	101	8,555,444	47,927
2014	115	12,102,760	71,235
2013	116	12,781,476	73,477

In 2023 the number of single-family dwellings constructed under permit in Electoral Areas was 24. This is a decrease from the 50 constructed in 2022, and 65 constructed in 2021.

New Single-Family Dwelling Building Permits by Electoral Area 2013-2023*

YEAR	CONSTRUCTION VALUE (\$)	PERMIT VALUE (\$)	SINGLE FAMILY DWELLINGS CONSTRUCTED IN THE ELECTORAL AREAS							TOTAL SINGLE FAMILY DWELLINGS	PERMITS ISSUED
			A	B	C	D	E	F	G		
2023	9,807,200	58,844	11	3	4	2	0	3	1	24	108
2022	29,653,559	168,763	28	7	2	2	0	11	0	50	138
2021	30,238,356	163,668	39	6	3	5	0	10	2	65	147
2020	17,784,976	93,473	21	4	4	1	0	9	2	41	137
2019	17,665,394	97,935	19	3	1	1	0	5	1	30	128
2018	14,036,541	79,758	15	1	2	3	0	7	1	29	100
2017	13,699,822	84,353	13	2	5	1	0	4	0	25	102
2016	6,983,200	42,515	15	0	0	0	0	5	1	23	91
2015	8,555,444	47,927	13	0	4	3	0	7	2	29	101
2014	12,102,760	71,235	16	1	4	3	0	8	1	33	115
2013	12,781,476	73,477	16	3	2	3	0	13	0	37	116

The number of single-family dwellings constructed under permit in municipalities was 19. This is an increase from the 15 constructed in 2022, and a decrease from the 37 constructed in 2021.

New Single Family Dwelling Building Permits by Municipality*

MUNICIPALITIES	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
SMITHERS	9	11	5	9	8	4	10	15	10	6	6
TELKWA	5	5	5	6	6	4	1	4	1	0	5
HOUSTON	2	1	2	5	1	2	0	2	9	3	1
GRANSILE	0	0	0	0	0	0	0	0	0	0	0
BURNS LAKE	0	0	0	0	3	1	1	2	8	3	2
FRASER LAKE	0	0	0	0	0	0	0	0	0	1	0
VANDERHOOF	6	14	2	6	7	1	3	1	8	2	4
FORT ST JAMES	4	1	2	2	1	1	2	1	1	0	1
TOTAL	26	32	16	28	26	13	17	25	37	15	19

***Notes to Housing Starts Tables:**

- The tables refer to new single-family dwellings only and do not include multi-family units such as apartments, duplexes, etc.
- The tables do not account for new single-wide mobile homes.
- The tables do not account for new dwellings constructed outside of the Building Bylaw area, or on First Nation reserves.

Section 57s

In 2023 six Section 57 Notices of Bylaw Contravention were registered on title.

Parks and Trails

Cycle 16 Trail

Construction of the Smithers to Laidlaw Rd section (Phase 1) of the Cycle 16 Multi-use Commuter Trail was completed in early summer. The grand opening ceremony was held on June 10 and was very well attended.

During 2023 the Cycle 16 Trail Society worked with WSP Canada Limited to complete detailed design for Phase 2 and 3 of the trail. Planning continues the project and grant funding has been sought for Phase 3 construction as early as 2025.

In October, staff submitted an ALC Transport, Utility and Recreation application to seek approval for the construction of Phase 3. The detailed design for this phase includes a 525-metre-long alternate route over Crown Land, which requires a Licence of Occupation from the Province. Staff are working on submitting the tenure application to FrontCounter BC. ALC approval for Phase 3 of the trail remains outstanding, and staff are working with Cycle 16 on the remaining land acquisition and archeological issues.

Round Lake Park and Boat Launch

Staff continue to work with the Round Lake Community Association (RLCA) and the consultant on the “Round Lake Park Waterfront Upgrade Survey and Design Project”.

The contract for the project was awarded to WSP Canada Inc. in March. A kick-off meeting 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 developed a preliminary design for the project. A meeting between the consultant, the RLCA and Regional District staff to discuss the proposed design was held in mid-October. The consultant is amending the design based on input received at the meeting. Staff are also working with the consultant to determine the most cost-effective way to complete an Archaeological Impact Assessment for the site.

Imeson’s Beach

The Imeson’s Beach Parking Lot and Pedestrian Railway Crossing Project has seen some progress as CN has reviewed and responded to crossing designs presented for review. The consultant provided some additional information to CN in November. Staff are hopeful CN will respond again in the near future.

The project started in March 2022 when a contract was awarded to McElhanney. The consultant completed the survey work and developed pedestrian crossing design drawings which were submitted to CN in May 2022. CN responded in August 2022 and asked for some changes to the design including adding some steps to meet the approach grade requirements. The consultant submitted the revised drawings back to CN in the fall of 2022, and the project remained on hold for most of 2023 waiting for CN to provide feedback on the crossing design.

The beach area was frequently used during the warm summer months.

Hospital Point

The park, including the outhouse facility, was maintained weekly by the Lakes Outdoor Recreation Society under contract for the 2023 season. The outhouse is now closed for the winter.

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.

Maintenance work was done on site in August, including access improvements, removing the gate and gateposts at the highway entry, and moving downed trees from the parking area.

The Trout Creek property is heavily used in the fall and summer for fishing and other recreation purposes and there is a concern that users do not have access to toilet facilities. 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 continue to work with the Province to identify the process to amend or remove the covenant in preparation for outhouse construction. The proposed location intrudes into the RDBN Zoning Bylaw parcel line setback and the Bulkley River natural boundary setback, and a development variance permit was obtained for the location.

A renovation to the rental house on the property is planned for 2024.

Highway 35 Multi-use Trail

The Highway 35 Multi-use Trail Conceptual Design Study project is underway and a consultant, WSP Canada Inc., was engaged in April to develop a conceptual design. The trail is proposed to run between the Village of Burns Lake and Tchesinkut Lake

(approximately 12 km) and is intended to provide residents with a recreation amenity and a safe and enjoyable alternative to commuting by motor vehicle.

The consultant developed an initial conceptual design that outlines the key issues and constraints impacting the design options for the trail. In November, the consultant and RD staff met with key stakeholders and organizations to solicit comments and feedback on the initial conceptual design.

An online community survey and an open house event to present the plans and to solicit input and feedback is planned to be held in the next few months.

Electoral Areas B and E Parks and Trails Master Plan

The Electoral Areas B and E Parks and Trails Master Plan development process is now complete, and the plan will be presented to the Board at the January 25th, 2024, Board meeting.

The contract for the Electoral Areas B and E Parks and Trails Master Plan was awarded in January. The plan process occurred in coordination and collaboration with the Village of Burns Lake and their development of the municipal parks and trails master plan, using the same consultant.

In May, the consultant did 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 was used to write the Parks and Trails Master Plan draft including a vision, goals, and recommendations. Consultation consisting of stakeholder outreach, a survey, and an on-line workshop to get feedback on the draft was completed at the end of September.

Recreation Contribution Service

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 were not distributed in 2023.

Staff are in the process of setting up meetings with the Advisory Committees to determine the 2024 budgets for the service. The funds distribution process, including the application process will start in the spring.

Bylaw Enforcement

The fourth quarter of 2023 was spent cleaning up old files and closing files where issues have been resolved. Bylaw enforcement services continue to be provided to the District of Houston under agreement.

Bylaw enforcement files are created where enforcement action is warranted, and no immediate resolution is forthcoming following discussions with the property owner. A file is not created if the staff investigation determines that a bylaw infraction has not occurred and if further action is not justified, or if the infraction is resolved or likely to be resolved through discussions with the property owner. It is noted that there are numerous bylaw enforcement issues dealt with which do not result in a file being created.

The number of resolved files increased significantly in 2023 resulting from a comprehensive review of historical files. These statistics do not include the District of Houston issues.

RDBN Bylaw Enforcement Table:

	TYPE OF FILE			
YEAR	Carried Forward	New Files	Total Unresolved	Resolved
2020	12	3	15	3
2021	14	8	12	2
2022	26	15	13	4
2023	21	12	6	34

The Chart below was created in 2023 to show the types of complaints that are received without the creation of a file but often requires a site visit to see if a bylaw infraction has occurred.

	TYPE OF COMPLAINT			
YEAR	Animal Control	Camping (Homeless)	Use of Firearms	Other
2023	18	16	6	13

Building Bylaw Enforcement Project

In 2023 the Board considered options for increased building bylaw enforcement.. The Board directed that staff work with our solicitor to obtain a Court Injunction to force compliance for a property in Electoral Area A. Staff have initiated this process and are currently working with the property owner and their solicitor on gaining compliance. action.

Geographic Information Systems (GIS)

Fourth Quarter Statistics:

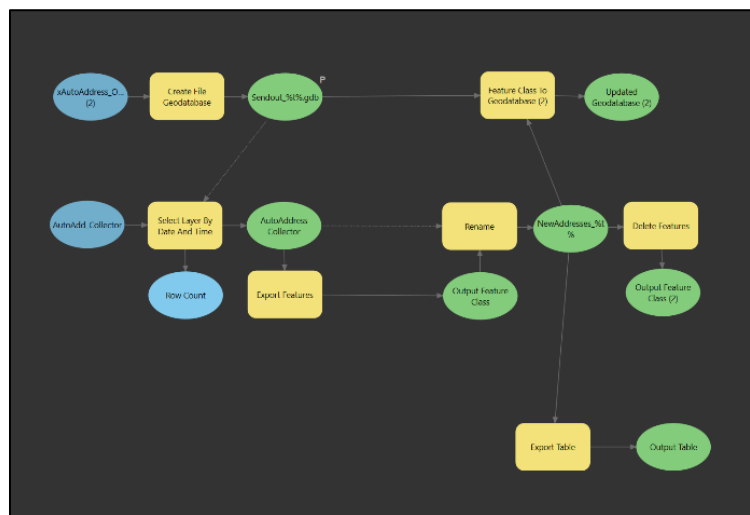
In the fourth quarter, the GIS Technician completed 114 internal mapping tasks. Of these, 38 were specifically related to GIS upkeep and maintenance, 51 were for the Planning Department, 19 for Protective Services, three for Environmental Services, two for Economic Development, and one for Administration. In addition, the GIS Technician responded to 25 external inquiries.

Additionally, 19 new addresses were issued in the rural area, and 128 new addresses were processed for municipalities and on First Nations Reserves. This includes the issuance of 109 addresses to unaddressed apartments in Burns Lake. One new road was added to the GIS system.

GIS Upgrades & Next Gen 9-1-1 (NG911)

Substantial work has been done this quarter in improving GIS capabilities for all users, and sourcing/creating useful datasets. Work will be required to prepare our GIS for the launch of NG911, which will begin rollout in 2024. Some highlights include:

- New map template with automatically updating layouts.
- Creation of a Digital Elevation Map covering the entire RDBN.
- Creation of geodata representing RDBN historic building inspection areas.
- Writing of scripts improving quality and consistency of addressing information.
- Writing of scripts converting address information from current to NG911 format during the transitional period. These scripts will remain useful after NG911 is fully adopted.



Under the hood of the new addressing system.

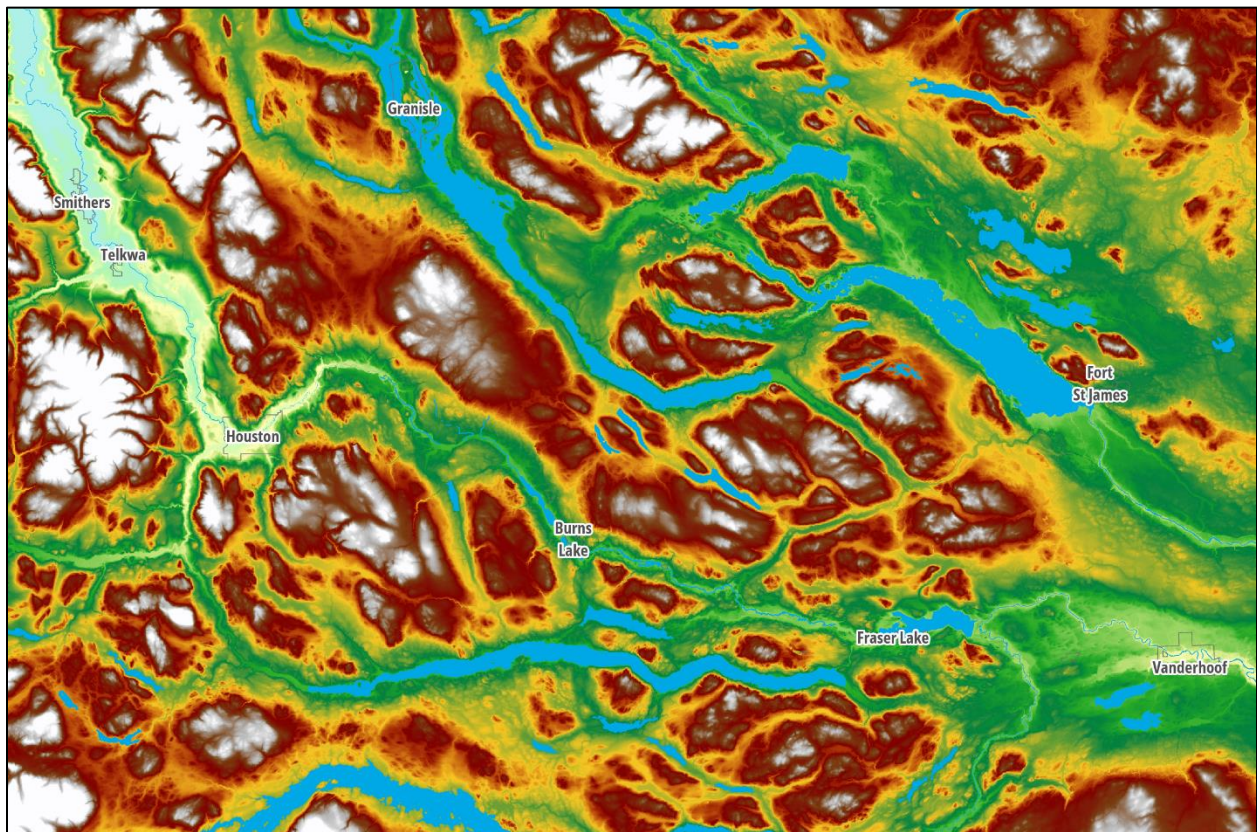
Year End Statistics:

The following includes all tasks completed between Jan 1st, 2023, and Dec 31st, 2023.

- Completed 463 internal tasks.
- Issued 67 new house numbers in the RDBN, and 155 in municipalities and reserves.
- Responded to 127 external inquiries.

In 2023, approximately 55% of the GIS Technician's time was dedicated to Planning tasks & GIS system maintenance. Of the rest, 30% was dedicated to Protective Services work, and 10% was distributed among other departments. Lastly, 5% of time was spent addressing external inquiries and data requests.

In terms of completed deliverables, Planning and GIS produced the majority at 64%. The remainder split evenly between 18% for other RDBN departments, and 18% for external requests.



This map depicts the newly completed Digital Elevation Map of the Region.

Transit

The RDBN is responsible for reviewing and approving service and performance standards based on operating and capital budgets set by BC Transit, establishing and collecting the fares and other revenues, and recommending the annual operating budget for BC Transit approval.

Ridership in the 4th quarter was 1,646 boardings. This is a decrease compared to 1,785 in the 4th quarter of 2022.

2023 Ridership												
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Route 161 Burns Lake - Prince George												
Electoral Area "B" Burns Lake Rural Wet'suwet'en First Nation	1	10	6	5	8	12	8	16	7	18	7	14
Burns Lake/Lake Babine Nation/Burns Lake Band	131	97	76	122	112	122	109	151	102	103	97	92
Electoral Area "D" Fraser Lake Rural Stellat'en First Nation/Nadleh Whut'en/Endako, Fort Fraser	47	36	45	47	28	39	46	32	41	31	43	58
Fraser Lake	17	17	35	18	13	14	17	19	22	20	14	16
Vanderhoof	44	36	45	44	44	27	40	52	46	30	47	35
RDFFG - Electoral Area "C" Beaverly	0	0	3	0	2	0	0	1	0	0	0	0
Prince George	175	188	180	211	176	135	186	247	183	184	154	169
Total Passenger Boardings	415	384	390	447	383	349	406	518	401	386	362	384
Route 162 Burns Lake - Smithers												
Electoral Area "B" Burns Lake Rural Wet'suwet'en First Nation	0	0	0	1	1	3	4	4	0	5	4	0
Burns Lake/Lake Babine Nation/Burns Lake Band	18	7	19	17	14	17	10	9	5	19	22	17
Electoral Area "G" Houston Rural	2	4	0	0	0	1	0	0	0	0	0	1
Houston	102	76	98	59	78	99	66	88	70	72	73	64
Electoral Area "A" Smithers Rural	2	0	0	1	0	0	2	1	0	0	0	0
Telkwa	5	1	1	5	8	4	4	17	4	4	2	1
Smithers	88	69	99	72	72	84	72	91	67	72	89	69
Total Passenger Boardings	217	157	217	155	173	208	158	210	146	172	190	152
162 Midday Run - Departs Smithers 11:30 am Departs Houston at 1:00 pm												
Houston	9	14	12	11	14	17	12	12	12	18	22	8
Electoral Area "A" Smithers Rural	1	0	0	1	0	0	1	0	0	0	0	0
Telkwa	3			5	7	3	4	14	4	2	2	1
Smithers	29	34	28	25	25	23	35	30	22	19	31	20
Total Passenger Boardings	42	48	40	42	46	43	52	56	38	39	55	29



Environmental Services

October 1 to December 31, 2023

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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 eight (8) recycling depots located in Smithers/Telkwa, Knockholt, Granisle, Burns Lake, Southside, Fraser Lake, 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

Somerset Sewer Collection & Distribution System

- Operation of small sewage collection and leach field distribution system

Staffing

Full-time Permanent:

- Director of Environmental Services
- Waste Diversion Supervisor
- Operations Supervisor
- Training & Safety Supervisor
- Environmental Technician – vacant
- Environmental Services Office Assistant - vacant
- Field Assistant West
- Field Assistant East
- 12 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
- 8 x Transfer Station & Recycling Depot Attendants
- 1 x Transfer Station & Recycling Depot Attendants - vacant
- 2 x Waste Haul Drivers

Casual (holiday and sick coverage):

- 6 Transfer Station and Recycling Depot Attendants
- 3 x Transfer Station & Recycling Depot Attendants – vacant
- 1 x waste haul driver - vacant

Summer Students:

- 1 Field Labourer – worked until November

Notable Department Activity

- Management Staff focus on continuing operations
- Addressed several WorkSafe concerns, including the improvement of facilities, procedures, equipment and staff training
- Recruitment for an Environmental Technician/Coordinator
- Recruitment and Training of casual attendants and cross-training of current Transfer Station and Recycling Depot Attendants continues
- Completed construction of the Residential Recycling Depot Storage Buildings at the Fraser lake Transfer Station and Knockholt Landfill.
- Waste Characterization Study - Staff is working with the consultant to develop the feedstock inventory.
- Initiated and monitored the use of new Daily cover mats at both Landfills, which has included adjusting landfill strategies.
- Quarterly ground water sampling of active landfills
- Began the expansion of Extended Producer Responsibility (EPR) recycling programs
- User Fee Implementation: initiated talks with consultants on path forward
- Regional Solid Waste Advisory Committee meeting was held December 11
- Public Education Program: staff has worked on various information campaigns to be rolled out in 2024
- Developing a Unified Sign system for RDBN waste facilities was ongoing and has been through a lengthy review process. Implementation planned for 2024.
- 2023 Capital Projects – Completion of various projects.
- 2024 Capital Projects – Budget Planning
- Wood waste (brush) diversion to local sawmills has continued in the East and is being explored in the West.
- Fort Fraser Capital Plan – Sewage Treatment System Construction was 95% completed. Winter conditions have slowed the start up of the new system, but this is planned for January 2024.

2023 Capital Projects Update

The fourth quarter of 2023 has been used for ongoing projects and construction completion.

ES Capital Q3 - October 1 to December 31, 2024					
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	\$112,000	-\$2,000
KLF	Perimeter Fence	\$100,000	Complete	\$87,000	\$13,000
BLTS	Skidsteer	\$110,000	Complete	\$112,000	-\$2,000
KLF	Recycle depot	\$125,000	In-Progress	\$240,000	-\$115,000
KLF	Lagoon Hydro	\$100,000	In-Progress	\$99,000	\$1,000
KLF	Lagoon Aeration system	\$175,000	In-Progress	\$215,000	-\$40,000
FLTS	Recycle depot	\$120,000	In-Progress	\$181,000	-\$61,000
CLF	Sub-Cell 5 expansion	\$150,000	Complete	\$72,000	\$78,000
OTHER	Various Projects Under \$100,000	\$435,000	Complete	\$460,000	-\$25,000
OTHER	Various Projects Under \$100,000	\$90,000	In-Progress	\$3,100	\$86,900
OTHER	Various Projects Under \$100,000	\$0	Design/Planning	\$0	\$0
OTHER	Various Projects Under \$100,000	\$199,000	Cancelled	\$0	\$199,000
Total		1,814,000		\$1,672,100	-\$57,100



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: January 25, 2024
Subject: **Regional District Voting Rules**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

Recently, members of the Board have inquired about voting rules during Board meetings, specifically weighted voting.

Voting strength of Directors on the Board relates to the population of the electoral area or municipality. The voting unit for the RDBN is 3,000 population. As per Attachment 1, the Districts of Houston and Vanderhoof, Town of Smithers, and Electoral Areas A and F all have populations over 3,000 according to the 2021 Census and therefore each entitled to 2 votes where weighted voting applies.

Some decisions are voted on by the entire Board where each director is entitled to one vote. This type of vote is used for a wide range of matters including:

- Establishing bylaws for services
- Regulatory bylaws
- Resolutions and bylaws on the conduct of the Board's business (e.g., procedure bylaws, the conduct of meetings)
- Several issues under *Local Government Act* Part 14 (Planning and Land Use Management)

Some decisions are made with weighted votes using the voting strength referred to above. Weighted votes are used on financial decisions including adoption of the financial plan, borrowing, property acquisition and disposal, and key contracts.

Some service decisions are made by only those directors who represent areas that participate in that service (e.g. parks and trails, regional transit).

As an exception, if only one director participates in a service and would be the only director entitled to vote, each director who is present is entitled to vote and has one vote.

On certain matters, a two-thirds majority is required in order for a motion to pass.

- The termination without cause of an Officer's employment
- Delegation of the board's powers to a committee, commission, or employee
- Exercise of emergency powers
- The amendment or repeal of establishing bylaws in specific cases
- Providing consent on behalf of an electoral area director.

The following excerpts from the *Regional District Tool Kit* (Fact Sheet 5) outline some of the basic voting concepts:

Vote Entitlement

Different combinations of directors on the board are entitled to vote on different types of questions. On some matters, all directors are entitled to vote, whereas on other matters, only the directors representing jurisdictions that participate in the service being discussed receive a vote.

Vote Weighting

Each director on the board is assigned a specific number of votes based on the population of the jurisdiction the director represents. Voting on some issues is "weighted", which means that the directors who are entitled to vote receive their full allotments of votes. (See Attachment 1). On other issues, voting is "unweighted". In these instances, every director who is entitled to vote receives only one vote, irrespective of the population.

The following excerpts from the *Local Government Act* outline voting units and voting rules:

Composition and voting rights

196 (1) Subject to section 253 (1) [*treaty first nation directors*], a board consists of municipal directors and electoral area directors.

(2) The number of votes to which each municipality and each electoral area is entitled is

(a) the number obtained by dividing the population of the municipality or electoral area by the voting unit specified in the letters patent, or

(b) if the number obtained by division under paragraph (a) is not a whole number, the next greater whole number.

(3) For purposes of voting power on a board, a change in the population of a municipality or an electoral area as established by census takes effect in the year following the year in which that census was taken.

General rules: voting on resolutions and bylaws

207 (1) A resolution or the reading, adoption, amendment or repeal of a regional district bylaw must be decided by

- (a) a majority of the votes cast, and
- (b) voting in accordance with this Division.

(2) Each director who

- (a) is present at the time of a vote, and
- (b) is entitled to vote on the matter

must vote on the matter and must cast all available votes for the same objective.

(3) If a director who is entitled to vote does not indicate how the director votes, the director is deemed to have voted in the affirmative.

(4) If the votes on a question, including the vote of the person presiding, are equal, the question is defeated.

(5) If, except for this subsection, only one director would be entitled to vote, each director who is present

- (a) is entitled to vote, and
- (b) has one vote.

General rule: each director has one vote

208 (1) In relation to voting on a resolution or the reading, adoption, amendment or repeal of a bylaw, each director who is present

- (a) is entitled to vote, and
- (b) has one vote.

(2) Without limiting subsection (1), voting on the following matters must be in accordance with that subsection:

- (a) establishing bylaws for services;
- (b) bylaws exercising a regulatory authority in relation to a regulatory service;
- (c) resolutions and bylaws establishing services for which no establishing bylaw is required;
- (d) resolutions and bylaws on the general conduct of the board's business, including bylaws under
 - (i) section 225 [*procedure bylaws*],
 - (ii) section 226 (1) or (2) [*board proceedings: application of Community Charter*],
 or
 - (iii) section 227 [*bylaw procedures: application of Community Charter*];
- (e) resolutions dispensing with the consent of an electoral area director under

- (i) section 347 (3) [*proposed electoral participating area*], or
- (ii) that section as it applies under section 349 (2) [*amendment or repeal of establishing bylaws*] or 407 (3) [*loan authorization bylaws*];
- (f) resolutions appointing a director under section 355 (2) (c) [*appointment of representative in relation to service disputes*];
- (g) resolutions and bylaws to exclude the determined value of eligible property from the apportionment for an eligible service under section 382 [*exclusion of property under creditor protection from apportionment*];
- (h) subject to section 212 [*special rules in relation to Part 13*], resolutions and bylaws under Part 13 [*Regional Growth Strategies*];
- (i) subject to section 213 [*special rules in relation to Part 14*], resolutions and bylaws under Part 14 [*Planning and Land Use Management*], other than regulatory service bylaws referred to in paragraph (b) of this subsection.

Special rule: weighted voting on the administration and operation of services

209(1) On all resolutions and every reading and the adoption, amendment or repeal of all bylaws respecting the administration and operation of a service, other than the service referred to in section 338 (2) (a) [*general administration*], each director who is present and who represents a participating area for the service

- (a) is entitled to vote, and
- (b) subject to the establishing bylaw for the service, has the number of votes assigned to that director under section 196 (2) [*weighted votes for municipalities and electoral areas*].

(2) Without limiting subsection (1), voting on the following matters must be in accordance with that subsection:

- (a) bylaws imposing fees or charges;
- (b) bylaws under section 388 (2) [*parcel tax collection in electoral areas*] providing for the preparation of an assessment roll;
- (c) bylaws exercising a regulatory authority, other than bylaws exercising a regulatory authority in relation to a regulatory service.

Special rule: weighted voting on financial matters

210(1) On all resolutions and every reading and the adoption, amendment or repeal of all bylaws referred to in subsection (2), each director who is present

- (a) is entitled to vote, and

(b) has the number of votes assigned to that director under section 196 (2) *[weighted votes for municipalities and electoral areas]*.

(2) Voting on resolutions and bylaws on the following matters must be in accordance with subsection (1):

(a) authorizing persons to enter into contracts on behalf of the regional district;

(b) authorizing the acquisition, expropriation or disposal of real property;

(c) adopting the financial plan under section 374 *[annual financial plan]*;

(d) authorizing borrowing and liabilities under Division 6 *[Expenditures and Liabilities]* of Part 11 *[Regional Districts: Financial Management]*.

ATTACHMENTS:

1. Regional District of Bulkley-Nechako Voting Unit
2. Regional District Voting Rules – Quick Reference Guide (refers to former sections of the LGA)



Regional District of Bulkley-Nechako

(incorporated February 1, 1966)

Voting Unit: 3,000 population

	2021 Census including subsequent population changes certified by the Minister ¹	Number of Directors (voting strength/5)	Voting Strength (population/ voting unit)
Districts:			
Fort St. James	1,386	1	1
Houston	3,052	1	2
Vanderhoof	4,346	1	2
Town:			
Smithers	5,378	1	2
Villages:			
Burns Lake	2,240	1	1
Fraser Lake	965	1	1
Granisle	337	1	1
Telkwa	1,474	1	1
Electoral Areas:			
A	5,592	1	2
B	1,813	1	1
C	2,700	1	1
D	2,033	1	1
E	1,571	1	1
F	3,856	1	2
G	994	1	1
Totals:	37,737	15	20

Populations certified as necessary by the Minister of Municipal Affairs under sections 196 and 197 of the *Local Government Act* as per the definition in the Schedule to the *Community Charter*.

Effective November 1, 2022.

These population figures are to be used only in the determination of voting strength and Director representation.

1. Population includes people residing on Indian Reserves and boundary extensions to December 31, 2021.

Minister's initials:

N.C.

**REGIONAL DISTRICT VOTING RULES – QUICK REFERENCE GUIDE
FACT SHEET 5 – Regional District Tool Kit 2005**

STATUTE SECTION	BOARD ACTION	ENTITLEMENT	COUNT	VOTES REQUIRED
Corporate Powers				
LGA 192(1)	Bylaw to delegate a power, duty or function	All	Directors	2/3
LGA 192(2)	Bylaw to revoke a board delegation	All	Directors	Majority
LGA 200(1)	Appointment of officers and employees	All	Directors	Majority
LGA 202(1)	Resolution to terminate an officer for cause	All	Directors	Majority
LGA 202(2)	Resolution to terminate an officer without cause	All	Directors	2/3
LGA 309 and 791(7)(b)	Authorizing the acquisition, expropriation or disposal of real property	All	Votes	Majority
LGA 798.1	Emergency powers (emergency declaration bylaw)	All	Directors	2/3
Governance and Procedures				
LGA 794(1)	Procedure, bylaws and enforcement	All	Directors	Majority
LGA 794(3)	Adopt certain bylaws at same meeting as third reading (bylaws not requiring approval, consent or assent)	All	Directors	2/3
LGA 795	Appointment of select committees	All	Directors	Majority
LGA 838	Bylaw to establish local community	All	Directors	Majority
LGA 791(4)	Administration and operation of a service (except general administration)	Participants ¹	Votes	Majority
LGA 800(2)(a) (b) and (c)	General administration; electoral area administration; feasibility studies (no establishing bylaw required)	All	Directors	Majority
LGA 791(7)(a)	Authorizing persons to enter into contracts on behalf of the regional district	All	Votes	Majority
Service Powers				
LGA 800 and Div 4.1	Establishing bylaws	All	Directors	Majority
LGA 796.1(2)(b)	Giving consent for a service inside the regional district, provided by another regional district	All	Directors	Majority
LGA 796.2	Authorities in relation to a service other than a regulatory service	Participants	Votes	Majority
LGA 797.1	Specific regulatory and other powers	All	Directors	Majority
LGA 799	Resolution requesting additional powers and exceptions	All	Directors	Majority
LGA 792(4)	Election of chairperson and vice chairperson	All	Directors	Majority
LGA 793(4)	Resolution to waive notice of special meeting	All	Directors	Unanimous
LGA 801(4)	Resolution to obtain approval of electors overall, instead of obtaining approval separately in the participating areas	All	Directors	2/3
LGA 801(2)(b)	Decision to obtain approval by alternative approval process	All	Directors	Majority
LGA 801.5(1)	Board consent on behalf of electoral participating area electors	All	Directors	Majority
LGA 801.5(3)	Resolution to dispense with electoral area director consent	All	Directors	2/3
LGA 802(1)	Amendment or repeal of establishing bylaws	All	Directors	Majority
LGA 802(2)	Dispense with electoral area director consent for amendment or repeal of establishing bylaws	All	Directors	2/3
LGA 813.02(2)	Service review or service withdrawal (appointment of	All	Directors	Majority

¹ Note that LGA Section 791(11) states that if only one director would be entitled to vote, each director who is present is entitled to vote and has one vote.

STATUTE SECTION	BOARD ACTION	ENTITLEMENT	COUNT	VOTES REQUIRED
	director to represent the board)			
LGA 950(2)	Heritage Conservation bylaw and permit procedures - resolution vary time limit for specific reapplication	Participants	Directors	2/3
Finance / Budget				
CC 204	Parcel tax roll review panel	All	Directors	Majority
LGA 791(7)(c) and 815	Adopt the Financial plan / annual budget bylaw	All	Votes	Majority
CC Div 4 of Part 6	Reserve Funds	Participants	Votes	Majority
CC 175	Liabilities under agreements	All	Votes	Majority
LGA 821	Bylaw to provide for revenue anticipation borrowing	All	Votes	Majority
LGA 822	Bylaw for short term capital borrowing	All	Votes	Majority
LGA 823 and CC 179	Loan authorization bylaws	All	Votes	Majority
LGA 823(3)	Resolution to dispense with EA director consent for amending or repealing a loan authorization bylaw	All	Directors	2/3
LGA 824	Financing municipal undertakings	All	Votes	Majority
LGA 825	Security issuing bylaws	All	Votes	Majority
LGA 808(2)	Bylaw to establish an annual variable tax rate system	Participants	Votes	Majority
LGA 809(3)	Bylaw to provide property tax exemptions	All	Directors	2/3
LGA 810(2)	Bylaw to provide property tax exemptions for heritage properties	All	Directors	2/3
LGA 810.1(5)	Repayment requirement in relation to heritage exemptions	All	Directors	2/3
LGA 811(2)	Bylaw to provide property tax exemptions for riparian property	All	Directors	2/3
LGA 287.2	Indemnification against proceedings	All	Directors	2/3
Planning and Land Use Management				
LGA 863 and 791(3)(f)	Bylaw to adopt a regional growth strategy (for entire regional district)	All	Directors	Majority
LGA 791(16)	Bylaw to adopt a growth strategy for an area less than the entire regional district	Participants (except per 791(17))	Directors	Majority
LGA 791(3)(g) and Part 26	Electoral area planning and land use management	All ²	Directors	Majority
LGA 193	Bylaw to delegate public hearings	All	Directors	Majority
LGA 895(3)	Development approval procedures – resolution to vary time limit for specific reapplication	Participants	Directors	2/3
LGA 791(12)	Approval of cost sharing for Part 26 services	All (except per 791(12)(a) and 791(13)(a))	Directors	Majority

This guide was written as a resource for regional district boards and is provided as a reference for convenience only. This is not an official description of the application of regional district voting rules. For more complete information, please refer to the legislation.

² Subject to LGA 804.1 (Cost sharing for Part 26 services). Note that municipal directors do not vote if they have opted out of the planning service.



Burns Lake Community Forest Ltd.

RECEIVED

DEC 13 2023

REGIONAL DISTRICT OF
BULKLEY-NECHAKO

153 FRANCOIS LAKE DRIVE P.O. BOX 788, BURNS LAKE, BC V0J 1E0
TEL: (250) 692-7724 FAX: (250) 692-7767 E-MAIL: info@blcomfor.com

December 12th, 2023

Replacement K1A- Forest Stewardship Plan (2023-2028)

Burns Lake Community Forest Ltd is proposing a replacement Forest Stewardship Plan (FSP) for the K1A License. This is initiated by Burns Lake Community Forest to meet legislative requirements.

Over the last 5 years, the Burns Lake Community Forest (BLCF) has prepared its Mountain Pine Beetle Mitigation Plan (MPBMP) to address financial and forest management issues resulting from the Mountain Pine Beetle epidemic. On September 3rd, 2020, received approval of its new management plan #4, and a subsequent AAC. As part of our landscape level focus, BLCF commissioned the Landscape Fire Management Plan to address wildfire risk to the Community Forest and the surrounding Communities, initiated an Access Management Plan, completed a Grizzly Bear Habitat Assessment and many other landscapes level assessment.

The Proposed FSP communicated in 2021 and 2022, has been amended to include the landscape impacts of the Tintagel Fire complex. The new FSP is now ready for final ministry submission.

The final stage of implementation is to bring to fruition measurable and variable practice requirements is the replacement of the current Forest Stewardship Plan.

In accordance with section 18 of the Forest and Range Practices Act, (FRPA) and section 20 of the Forest Planning and Practices Regulation (FPPR) and Management Plan #4-Forest Program Objectives for Public Consultation and Engagement, the FSP review period is available for public comment until February 18th, 2024. We have proposed a 90-day period to support extra time for review and comment.

This notice supports our communication and engagement around the proceedings of the community Forest K1A license and information is available during regular working hours (8:30 am to 4:30 pm weekdays) or via a private appointment at the following address and/or by sending your request to info@blcomfor.com.

153 Francois Lake Dr, Burns Lake, BC

This communication will also be available on our website and cross-posted through our Facebook page.

Please provide comments/questions to:

Frank Varga RPF
General Manager
Burns Lake Community Forest Ltd
250-692-7724 ext 109
info@blcomfor.com

**BRITISH
COLUMBIA**

VIA EMAIL

Ref. 63442

December 14, 2023

Chair Mark Parker
Regional District Bulkley-Nechako
Email: mark.parker@rdbn.bc.ca

RE: New legislation to support local government housing initiatives

Dear Chair Mark Parker:

As you are aware, last week, the Province passed three bills that change the way local governments plan for new housing in their communities: Bills 44, 46, and 47, along with Bill 35, which regulates short-term rentals. While the legislation establishes the framework for the new rules, many of the details that describe how these changes will work on the ground are set out in regulation, and site standards and expectations around development are laid out in provincial policy manuals.

We have prioritized releasing the regulations and policy manuals to help local governments meet the June 30, 2024 requirements for small-scale multi-unit housing and transit-oriented development areas (TOD areas). Last week, the regulations and policy manuals for those requirements were released and are posted online here: [Local government housing initiatives - Province of British Columbia](#).

The regulation for small-scale multi-unit housing sets out the minimum number of dwelling units by parcel size and proximity to frequent transit, prescribes the frequency of transit bus stops, and establishes the minimum population threshold for legislation to apply to certain communities. It also includes an exemption to the legislation for hazardous conditions.

.../2

Chair Mark Parker

Page 2

The policy manual supports local governments to implement the zoning bylaw amendments required under the legislation. It establishes provincial expectations for implementation of the requirements, which must be considered when preparing, amending, or adopting a zoning bylaw to permit the use and density required by the small-scale multi-unit housing legislation. Further information will be provided in January about the criteria and process for extensions.

The regulations for TOD Areas designate the 52 TOD Areas that are now in effect by regulation (see attachment 1) and the full list of TOD Areas that must be designated by June 30, 2024 (see attachment 2). They also bring the provisions of Bill 47 into effect and set out the details for those provisions, such as the minimum allowable density (see attachment 3) and the applicable distance from transit stations. Bill 47 allows the Province to designate TOD Areas by order if a local government does not or designates incorrectly.

The TOD manual establishes provincial expectations for municipalities to implement the requirements, such as when designating TOD Areas by bylaw, making zoning decisions, and updating parking bylaws.

The regulations for the *Short-Term Rental Accommodation Act* (STRAA) set out where the principal residence requirement applies, exemptions, and how local governments and entities can opt-in or out of the requirement. The policy guidance provides information about how the STRAA, and related amendments to the *Local Government Act*, *Community Charter*, and *Vancouver Charter* apply to local governments, including local government bylaws related to short-term rentals. Last week, the regulations and policy guidance were released and are posted online here: [Policy guidance for local governments](#).

Early in the new year, we will be releasing regulations and a policy manual for updating Housing Needs Reports and policy guidance for implementing the new development finance tools [expanded Development Cost Charges (Levies) and Amenity Contribution Costs Charges.]

In my previous letter, I mentioned that we are exploring policy options and additional tools for facilitating the delivery of affordable housing, including the potential for inclusionary zoning and other tools to support a range of outcomes. I look forward to being able to share more in 2024 on these initiatives.

Chair Mark Parker

Page 3

I appreciate how much work is in front of your local government to meet the requirements. The Ministry is committed to supporting your team in this work. We will be notifying you later this month of the amount your local government will receive from the \$51 million funding to support planning and capacity to meet these new requirements. Ministry staff will also be in touch with your administration about a webinar series for local government staff leading the work to implement the changes.

Sincerely,



Ravi Kahlon
Minister of Housing

Attachments

pc: The Honourable Rob Fleming, Minister of Transportation and Infrastructure
The Honourable Anne Kang, Minister of Municipal Affairs
Teri Collins, Deputy Minister, Ministry of Housing
Kaye Krishna, Deputy Minister, Ministry of Transportation and Infrastructure
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing
Kevin Volk, Assistant Deputy Minister, Ministry of Transportation and Infrastructure
Curtis Helgesen, Chief Administrative Officer, Regional District Bulkley-Nechako
(curtis.helgesen@rdbn.bc.ca)

Links:

- Local Government Housing Initiatives webpage with links to Bill 44 and 47 Housing Statute Regulations and the Provincial policy manuals for small-scale multi-unit housing and Transit-Oriented Development Areas:
<https://www2.gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/housing-initiatives>
- Bill 35 Policy Guidance for Local Governments: [Policy guidance for local governments](#).

Attachment 1: Transit-Oriented Development Areas Designated by Regulation (in effect)

Burnaby

- Brentwood Town Centre Station
- Burquitlam Station*
- Joyce – Collingwood Station*
- Lougheed Town Centre Station
- Metrotown Station
- Patterson Station
- Rupert Station*
- Sperling – Burnaby Lake Station

Chilliwack

- Downtown Chilliwack Exchange

Coquitlam

- Burquitlam Station
- Coquitlam Central Station
- Inlet Centre Station*
- Lafarge Lake – Douglas Station
- Lincoln Station
- Lougheed Town Centre Station*
- Moody Centre Station*

Kamloops

- Lansdowne Exchange
- North Shore Exchange

Kelowna

- Okanagan College Exchange
- Rutland Exchange

Maple Ridge

- Port Haney Station

Mission

- Mission City Station

New Westminster

- Columbia Station
- New Westminster Station

North Vancouver (District)

- Phibbs Exchange

Port Coquitlam

- Coquitlam Central Station*
- Lincoln Station*

Port Moody

- Inlet Centre Station
- Moody Centre Station

Richmond

- Aberdeen Station
- Bridgeport Station
- Capstan Station
- Lansdowne Station
- Marine Drive Station*
- Richmond – Brighthouse Station

Saanich

- Uptown Exchange

Surrey

- 152nd Street Station
- 160th Street Station
- 166th Street Station
- 184th Street Station
- 190th Street Station
- Columbia Station*

Vancouver

- 29th Avenue Station
- Arbutus Station
- Bridgeport Station*
- Broadway – City Hall Station
- Great Northern Way – Emily Carr Station
- Joyce – Collingwood Station
- King Edward Station
- Langara – 49th Avenue Station
- Marine Drive Station
- Mount Pleasant Station
- Nanaimo Station
- Oak – VGH Station
- Oakridge – 41st Avenue Station
- Olympic Village Station
- Renfrew Station
- Rupert Station
- South Granville Station
- Stadium – Chinatown Station
- VCC – Clark Station
- Waterfront Station

Victoria

- Legislature Exchange

*Overlap TOD Area from adjacent municipality

Attachment 2: TOD Areas that must be designated by June 30, 2024

140th Street Station	Haney Place Exchange	Patterson Station
152nd Street Station	Holdom Station	Peachtree Square Exchange
160th Street Station	Hospital Exchange	Penticton Plaza Exchange
166th Street Station	Inlet Centre Station	Phibbs Exchange
184th Street Station	Joyce – Collingwood Station	Pitt Meadows Station
190th Street Station	King Edward Station	Port Coquitlam Station
196th Street Station	King George Station	Port Haney Station
203rd Street Station	Kootenay Loop Exchange	Production Way – University Station
22nd Street Station	Lafarge Lake – Douglas Station	Renfrew Station
29th Avenue Station	Lake City Way Station	Richmond – Brighthouse Station
Aberdeen Station	Langara – 49th Avenue Station	Royal Oak Exchange
Arbutus Station	Langford Exchange	Royal Oak Station
Bourquin Exchange	Langley Centre Exchange	Rupert Station
Braid Station	Lansdowne Exchange	Rutland Exchange
Brentwood Town Centre Station	Lansdowne Station	Sapperton Station
Bridgeport Station	Legislature Exchange	Scott Road Station
Broadway – City Hall Station	Lincoln Station	Scottsdale Exchange
Burquitlam Station	Lonsdale Quay Exchange	South Granville Station
Burrard Station	Lougheed Town Centre Station	Sperling – Burnaby Lake Station
Capilano University Exchange	Main Street – Science World Station	Stadium – Chinatown Station
Capstan Station	Maple Meadows Station	Surrey Central Station
Columbia Station	Marine Drive Station	TRU Exchange
Colwood Exchange	Metrotown Station	UNBC Exchange
Commercial – Broadway Station	Mission City Station	Uptown Exchange
Coquitlam Central Station	Moody Centre Station	UVic Exchange
Country Club Exchange	Mount Pleasant Station	Vancouver City Centre Station
Downtown Chilliwack Exchange	Nanaimo Station	VCC – Clark Station
Downtown Exchange	New Westminster Station	VGH Exchange
Dunbar Loop Exchange	Newton Exchange	Village Green Centre Exchange
Edmonds Station	North Shore Exchange	VIU Exchange
Gateway Station	Oak – VGH Station	Waterfront Station
Gilmore Station	Oakridge – 41st Avenue Station	Woodgrove Exchange
Gondola Exchange	Okanagan College Exchange	Yaletown – Roundhouse Station
Granville Station	Olympic Village Station	
Great Northern Way – Emily Carr Station	Orchard Park Exchange	
Guildford Mall Exchange		

Attachment 3: Distances, Transit Stations and Densities by Category

Municipality	Transit Hub Type	Prescribed Distance	Minimum Allowable Density (FAR)	Minimum Allowable Height (Storeys)
Burnaby Delta Coquitlam	Sky Train/ Canada Line (Rapid Transit Stop)	200m or less	Up to 5.0	Up to 20
Langley (City + Township) Maple Ridge North Vancouver (City + District) New Westminster Pitt Meadows		200m – 400m	Up to 4.0	Up to 12
Port Coquitlam Port Moody Richmond Surrey Vancouver	Prescribed Bus Exchange or West Coast Express Station	200m or less	Up to 4.0	Up to 12
		200m – 400m	Up to 3.0	Up to 8
Abbotsford Chilliwack Colwood Kamloops Kelowna Langford Mission Nanaimo Prince George Saanich District Vernon Victoria View Royal	Prescribed Bus Exchange	200m or less	Up to 3.5	Up to 10
		200m – 400m	Up to 2.5	Up to 6