

AGENDA

MEETING NO.2

February 22, 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, February 22, 2024

First Nations Acknowledgement

PAGE NO. CALL TO ORDER

ACTION

AGENDA - February 22, 2024

Approve

SUPPLEMENTARY AGENDA

Receive

MINUTES

8-26

Board Meeting Minutes - January 25, 2024

Approve

27-34

Committee of the Whole Meeting Minutes
- February 8, 2024

Receive

35-47

Regional Solid Waste Advisory Committee Meeting
Minutes - December 15, 2023

Receive

48-51

Rural/Agriculture Committee Meeting Minutes
-February 8, 2024

Receive

DELEGATIONS

CLEANFARMS

Enzo Casal, Founder and Director, Vio Sustainability

Shane Hedderson, Director, Western Region

Re: Agriculture Plastics Pilot Project

SEARCH AND RESCUE

Andy Muma, President, Houston Search and Rescue

Paul Broen, President, Fort St. James Search and Rescue

Nicole Gerow, President, Burns Lake Search and Rescue

Lorn Kennedy, Search Manager, Nechako Valley

Search and Rescue -via Zoom

Joan Burdeniuk, Regional Director, BC Search and Rescue - via
Zoom

Re: Search and Rescue Capabilities

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<u>PAGE NO.</u>	<u>ELECTORAL AREA PLANNING</u>	<u>ACTION</u>
	<u>Bylaw for 1st and 2nd Reading</u>	
52-105	Jason Llewellyn, Director of Planning OCP Amendment and Rezoning Application RZ A-03-23 -1 st and 2 nd Reading for Bylaws No. 2030, 2024 and 2031, 2024 Electoral Area A (Smithers/Telkwa Rural)	Recommendation
106-112	Jason Llewellyn, Director of Planning Danielle Patterson, Senior Planner Public Notice Bylaw and Policy 1 st and 2 nd Reading Report and Draft Public Notice Policy	Recommendation
	<u>Bylaw for Adoption</u>	
113-120	Cameron Kral, Planning Technician Rezoning Application RZ A-04-23 Adoption Report Rezoning Bylaw No.2023, 2023 Electoral Area A (Smithers/Telkwa Rural)	Recommendation
	<u>Other</u>	
121	Advisory Planning Commission Minutes Electoral Area A (Smithers/Telkwa Rural)	Receive
	<u>DEVELOPMENT SERVICES</u>	
	<u>ALR Application</u>	
122-132	Danielle Patterson, Senior Planner Subdivision ALR Application 1264 Electoral Area A (Smithers/Telkwa Rural)	Recommendation

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February 22, 2024

<u>PAGE NO.</u>	<u>Pipeline Referrals</u>	<u>Action</u>
133-138	<p>Jason Llewellyn, Director of Planning Danielle Patterson, Senior Planner PRGT Project Extension Notification No. 130316 Middle River Compressor Site Permit and Section 2, 2a, 3, and 4 Pipeline Permits Electoral Area C (Fort St. James Rural) and Electoral Area G (Houston/Granisle Rural)</p> <p><u>Land Referral</u></p>	Recommendation
139-143	<p>Cameron Kral, Planning Technician Land Referral No. 7406544 Electoral Area F (Vanderhoof Rural)</p> <p><u>Water Referral</u></p>	Recommendation
144-151	<p>Cameron Kral, Planning Technician Water Referral No. 7003153 Electoral Area C (Fort St. James Rural)</p> <p><u>Other</u></p>	Recommendation
152-171	<p>Jason Llewellyn, Director of Planning Land Act Amendments</p>	Recommendation
172-179	<p>Jason Llewellyn, Director of Planning Housing Initiatives Program Capacity Funding</p>	Receive
<u>ENVIRONMENTAL SERVICES</u>		
180-197	<p>Janette Derksen, Waste Diversion Supervisor -Agriculture Plastics (3-year) Pilot Project</p>	Receive
<u>ADMINISTRATION REPORTS</u>		
198	<p>Wendy Wainwright, Deputy Director of Corporate Services – Committee Meeting Recommendations – February 8, 2024</p>	Recommendation

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
199	Cheryl Anderson, Director of Corporate Services – North Central Local Government Association AGM & Convention -May 13-16, 2024 – Smithers, B.C.	Recommendation
200-207	Cheryl Anderson, Director of Corporate Services – NCLGA Resolutions	Direction/ Discussion
208-241	John Illes, Chief Financial Officer -2024 Budget – Bylaw No. 2036 – First and Second Reading	Recommendation
242-307	Nellie Davis, Manager of Regional Economic Development -Bulkley Valley Regional Pool -Lobby Upgrade Project (deferred from February 8, 2024 Committee of the Whole Meeting)	Recommendation
308-315	Nellie Davis, Manager of Regional Economic Development -Grant in Aid Policy Update	Recommendation
316	Shari Janzen, Economic Development Assistant -Bulkley Valley Cross Country Ski Club -NDIT Resolution of Support	Recommendation
317	Shari Janzen, Economic Development Assistant -Bulkley Valley Kayak and Canoe Club -NDIT Resolution of Support	Recommendation
318	Shari Janzen, Economic Development Assistant -Nechako Valley Sporting Association -NDIT Resolution of Support	Recommendation
319-346	Deborah Jones-Middleton, Director of Protective Services - <i>Emergency and Disaster Management Act</i> and Premier's Expert Taskforce Meetings to Date	Recommendation

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<u>PAGE NO.</u>	<u>ADMINISTRATION CORRESPONDENCE</u>	<u>ACTION</u>
347-350	BC Hydro – Northwest BC Electrification	Receive
351	Northern Development Initiative Trust -2024 Economic Development Capacity Building	Receive
352-355	Sustainable Canadian Agricultural Partnership - Omineca: Agricultural Water Management Workshop - March 5, 2024 – Smithers, BC - March 6, 2024 – Burns Lake, BC - March 7, 2024 – Vanderhoof, BC	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:

- Northwest B.C. Resource Benefits Alliance
- Labour Relations

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEETING NO. 1****Thursday, January 25, 2024**

PRESENT: Chair Mark Parker

Directors Gladys Atrill
Shane Brienen
Martin Elphee
Leroy Dekens – via Zoom
Clint Lambert
Linda McGuire
Shirley Moon
Kevin Moutray
Chris Newell
Michael Riis-Christianson
Sarraah Storey – left at 12:05 p.m., returned at 12:52 p.m.
Stoney Stoltenberg
Henry Wiebe

Director Absent Judy Greenaway, Electoral Area C (Fort St. James Rural)

Alternate Director Lionel Conant, Electoral Area C (Fort St. James Rural)

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services
John Illes, Chief Financial Officer
Nellie Davis, Manager of Regional Economic Development – via Zoom – arrived at 11:17 a.m., left at 1:23 p.m.
Alex Eriksen, Director of Environmental Services – left at 10:45 a.m., returned at 12:55 p.m., left at 1:49 p.m.
Jay Finstad, Environmental Services Technician – left at 10:45 a.m.
Deborah Jones-Middleton, Director of Protective Services – arrived at 11:45 a.m., left at 1:59 p.m.
Jason Llewellyn, Director of Planning – left at 11:39 a.m., returned at 12:55 p.m., left at 1:55 p.m., returned at 2:05 p.m., left at 2:25 p.m.
Maria Sandberg, Planning and Parks Coordinator – arrived at 11:00 a.m., left at 11:39 p.m.
Wendy Wainwright, Deputy Director of Corporate Services

Others Jack Cherniawsky, Vanderhoof - via Zoom - left at 11:38 a.m.
 Kim Menounos, Manager, Northern Interior Region, Fraser Basin Council and Nechako Watershed Round Table Chair – via Zoom – left at 11:17 a.m.
 Jeremy Penninga, Smithers – left at 11:38 a.m.
 Terry Roberts, Executive Director, Fraser Basin Council – via Zoom - left at 11:17 a.m.

Media Saddman Zaman, LD News

CALL TO ORDER Chair Parker called the meeting to order at 10:38 a.m.

FIRST NATIONS ACKNOWLEDGEMENT

AGENDA & SUPPLEMENTARY AGENDA Moved by Director Stoltenberg
 Seconded by Director McGuire

2024-1-1 “That the Board Meeting Agenda of January 25, 2024 be approved; and further, that the Supplementary Agenda be dealt with at this meeting.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes December 14, 2023 Moved by Director Stoltenberg
 Seconded by Director Elphee

2024-1-2 “That the Board Meeting Minutes of December 14, 2023 be adopted.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Bulkley-Nechako Joint Accessibility Meeting Minutes -December 8, 2023 Moved by Director Stoltenberg
 Seconded by Director Storey

2024-1-3 “That the Bulkley-Nechako Joint Accessibility Meeting Minutes of December 8, 2023 be received.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

MINUTES (CONT'D)

Bulkley-Nechako Joint Accessibility Meeting Minutes - November 24, 2023 Moved by Director McGuire
 Seconded by Director Brienens

2024-1-4 "That the Bulkley-Nechako Joint Accessibility Meeting Minutes of November 24, 2023 be received."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Committee Meeting Minutes - January 11, 2024 Moved by Director Lambert
 Seconded by Director Riis-Christianson

2024-1-5 "That the Board receive the following Committee Meeting Minutes:
 -Committee of the Whole Meeting Minutes
 - January 11, 2024
 -Rural/Agriculture Committee Meeting Minutes
 - January 11, 2024."

(All/Directors/Majority) CARRIED UNANIMOUSLY

STAFF INTRODUCTION Alex Eriksen, Director of Environmental Services introduced Jay Finstad, Environmental Services Technician.

DELEGATION

FRASER BASIN COUNCIL & NECHAKO WATERSHED ROUNDTABLE (NWR) – Kim Menounos, Manager, Northern Interior Region, Fraser Basin Council and NWR Co-Chair and Terry Roberts, Executive Director, Fraser Basin Council Re: Update

Chair Parker welcomed Kim Menounos, Manager, Northern Interior Region, Fraser Basin Council and NWR Co-Chair and Terry Roberts, Director Interior Programs, Fraser Basin Council.

Mr. Roberts and Ms. Menounos provided a PowerPoint presentation.

Fraser Basin Council Update

- History: The FBMP
- Charter for Sustainability
- Board Composition
- Strategic Plan 2021-2026
 - o Strategic Priorities
 - o Key Roles
- Taking Action on Climate Change
- Sustainable Transportation
- First Nations Community supports for Climate Change
- Air Quality
- Supporting Healthy Watersheds & Water Resources
- Nechako Watershed Roundtable

DELEGATION (CONT'D)

FRASER BASIN COUNCIL & NECHAKO WATERSHED ROUNDTABLE (NWR) – Kim Menounos, Manager, Northern Interior Region, Fraser Basin Council and NWR Co-Chair and Terry Roberts, Executive Director, Fraser Basin Council Re: Update (Cont'd)

- Floodplain Mapping in BC
- Wildfire Resilience Working Group
- Fraser Landslides Research Project
- Caribou Recovery Implementation Fund
- Collaborative Disaster Risk Reduction.

Discussion took place regarding the following:

- Large Lakes Monitoring Project
 - o Fraser Lake
 - o Stuart Lake
 - o Takla Lake
 - o Tremblay Lake
 - o Tatuck Lake
- Electric vehicles in the north
 - o Decreased ranges due to weather
 - o Distance between communities
 - o Wait times at charging stations
 - o Used vehicle sales data challenging
 - o Available electricity concerns
 - o Infrastructure costs depending on upgrades needed to charge at home
 - o Electrification of local government fleets – consider right tool for the job
 - Distances
 - Operational
 - Warranty and service access
 - o FBC reviewing data
- Wildfire Resilience Working Group
 - o FBC in conversation with BC Wildfire Service
 - Recognize the need for additional roundtables in the north
 - FBC has funding to implement one Working Group
 - Will be making an announcement in the near future regarding the location of the Working Group
- FBC Annual General Meeting
 - o Hosting meetings in locations around the Province.

Chair Parker thanked Ms. Menounos and Mr. Roberts for attending the meeting.

ELECTORAL AREA PLANNING

Development Variance Permit

Development Variance Permit Moved by Director Lambert
E-01-22, Electoral Area E Seconded by Director Riis-Christianson
(Francois/Ootsa Lake Rural)

2024-1-6

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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bylaw for 1st, 2nd, 3rd Reading

Rezoning Application Moved by Director Stoltenberg
RZ A-04-23 1st, 2nd, 3rd Reading Seconded by Director Atrill
Report Rezoning Bylaw
No. 2023-Electoral Area A
(Smithers/Telkwa Rural)

2024-1-7

"That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2023, 2023 be given first, second and third reading this 25th day of January, 2024."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bylaw for 3rd Reading and Adoption

OCP Amendment and
 Rezoning Application
 RZ E-01-22, 3rd Reading Report
 Bylaw Nos. 2021-2022
 Electoral Area E
 (Francois/Ootsa Lake Rural)

Moved by Director Lambert
 Seconded by Director Ris-Christianson

2024-1-8

1. "That the 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 on the Supplementary Agenda.
2. That Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Amendment Bylaw No. 2021, 2023 be given third reading and adoption this 25th day of January, 2024.
3. That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2022, 2023 be given third reading and adoption this 25th day of January, 2024."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bylaw for Denial

The Board granted permission for Jeremy Penninga, Applicant for OCP Amendment and Rezoning Application RZ A-03-23 to speak to the application.

Mr. Penninga referenced the letter he distributed to the Board asking that his application be deferred to allow him time to acquire an Engineer to provide a 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. Mr. Penninga noted that he wanted to consult with the Residential Tenancy Branch regarding his current tenants. He noted that on average the tenants stay 8.5 years and are low-income renters. He spoke of the challenges for low-income renters to find alternative accommodations. He expressed his desire to work with RDBN staff.

Jason Llewellyn, Director of Planning provided an overview of the process to legalize the 17 buildings that were built contrary to zoning and building regulations. He noted that the property owner is also requesting that the RDBN make an application to exclude the land from the Agricultural Land Reserve (ALR). Staff are concerned that if this application is made and the Agricultural Land Commission (ALC) approves the exclusion the necessary upgrading of buildings may not take place. Staff noted they are unable to support the application without increased certainty that the work will be done to bring the buildings into compliance with bylaws. If this work is not done enforcement will be the sole responsibility of the Regional District.

Bylaw for Denial (Cont'd)

OCP Amendment and
Rezoning Application
RZ A-03-23 Electoral A
(Smithers/Telkwa Rural)

Moved by Director Stoltenberg
Seconded by Director Lambert

2024-1-9

"That OCP Amendment and Rezoning Application RZ A-03-23 be deferred to the February 22, 2024 Board meeting."

Opposed: Director McGuire CARRIED

(All/Directors/Majority)

Temporary Use Permit

Temporary Use Permit
F-02-23 -Electoral Area F
(Vanderhoof Rural)

Moved by Director Moon
Seconded by Director Moutray

2024-1-10

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 ¼ 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."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Other

Housing Initiatives Capacity
Funding

Moved by Director Riis-Christianson
Seconded by Director Brienens

2024-1-11

"That the Board receive the Director of Planning's Housing Initiatives Capacity Funding memorandum."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Other (Cont'd)

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

Moved by Director Stoltenberg
Seconded by Director Atrill

2024-1-12

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Advisory Planning
Commission Minutes
Electoral Area F
(Vanderhoof Rural)

Moved by Director Moon
Seconded by Director Stoltenberg

2024-1-13

"That the Board receive the Advisory Planning Commission Minutes for Electoral Area F (Vanderhoof Rural)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES

ALR Application

Subdivision ALR Application
1263, Electoral Area F
Vanderhoof Rural)

Moved by Director Moon
Seconded by Director Moutray

2024-1-14

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mine Referrals

Mines Referral No. 163524849
Electoral Area B (Burns Lake
Rural)

Moved by Director Riis-Christianson
Seconded by Director Newell

2024-1-15

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Other

Coastal GasLink Pipeline
Socio-economic Effects
Management Plan (SEEMP)

Moved by Director Lambert
Seconded by Director Elphee

2024-1-16

"That the Board receive the Director of Planning's Coastal GasLink Pipeline - Socio-economic Effects Management Plan (SEEMP) memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

PARKS AND TRAILS

Parks and Trails Master Plan
for Electoral Areas B (Burns
Lake Rural) and E (Francois/
Ootsa Lake Rural)

Moved by Director Riis-Christianson
Seconded by Director Lambert

2024-1-17

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS

Minerals North-May 8-10,
2024 - Kitimat, BC

Moved by Director Newell
Seconded by Director Moon

2024-1-18

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Major Services Budgets

Moved by Director Stoltenberg
Seconded by Director Brien

2024-1-19

"That the Board receive the Chief Financial Officer's Major Services Budgets memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following was discussed:

- Growing Community Fund Grant allocation
 - Allocated to Environmental Services
 - Allocating funds to connectivity initiatives
 - Criteria requires funds be used for capital projects and RDBN owned infrastructure

ADMINISTRATION REPORTS (CONT'D)

- Environmental Services budget and funding
 - Further discussion needed regarding landfill closure reserves
 - Implementation of user fees
 - Rolling stock asset management
- Consumer Price Index (CPI)
- 2023 revenue brought forward.

Break for lunch at 12:05 p.m.

Reconvened at 12:48 p.m.

Major Service Budgets (Cont'd)

CAO Helgesen provided an overview of major service budgets. He noted the following considerations: CPI, pipeline revenue, Environmental Services maximum requisition and capacity building, property assessment ranges across the region, and increase in capacity with the hiring of a Human Resources Advisor and First Nations Liaison.

The following was discussed:

- Weed Control Budget
 - o Inviting the Northwest Invasive Plant Council to provide a funding allocation update
- Property Class Assessment Analysis
- RDBN – 2024 Budget Projected Tax Rates for Regional Services – Table 1
 - o Proposed budget for region-wide and rural strategic initiatives
 - o Rural Directors consideration of grant in aid tax rate for 2024
 - o Staff will bring forward options regarding strategic initiatives
- Evaluation of the impacts to the Protective Services budget from the implementation of the new *Emergency and Disaster Management Act*
- Pipeline revenue opportunities for future initiatives and reserve planning
- Total general expenses – 2023 Budget and Actuals
- Regional Grant in Aid
- Grant from pipeline camp workers in Electoral Areas B and E
- Remuneration and Travel
 - o Staff will bring the topic forward at the Rural/Agriculture Committee
- Hospital District Assessments
- Reserve budgets.

ADMINISTRATION REPORTS (CONT'D)

Canada Community Building Moved by Director Newell
Fund Electoral Area G Seconded by Director Brienen
(Houston/Granisle Rural)
-Houston Flyers Club

2024-1-20

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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Canada Community Building Moved by Director Stoltenberg
Fund Electoral Area A Seconded by Director Atrill
(Smithers/Telkwa Rural)
-Bulkley Valley Youth Sport
Foundation

2024-1-21

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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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

2024-1-22

"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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

- 911 Service Agreement Moved by Director Stoltenberg
Seconded by Director Elphee
- 2024-1-23 "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."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Discussion took place in regard to bringing forward a resolution to the Union of B.C. Municipalities Convention regarding 911 Call Answer Levy.
- Houston Rural Fire Protection Agreement Renewal Moved by Director Brienien
Seconded by Director Newell
- 2024-1-24 "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."

(All/Directors/Majority) CARRIED UNANIMOUSLY
- Letter Stating RDBN Concerns Regarding *Emergency and Disaster Management Act* Moved by Director Stoltenberg
Seconded by Director Lambert
- 2024-1-25 "That the Board submit the letter to the Premier and Minister of Emergency Management & Climate Readiness regarding the RDBN's concerns on the *Emergency and Disaster Management Act* as amended."

(All/Directors/Majority) CARRIED UNANIMOUSLY
- Union of BC Municipalities Community Emergency Preparedness Fund -Emergency Support Services Application Moved by Director Stoltenberg
Seconded by Director McGuire
- 2024-1-26 "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.

ADMINISTRATION REPORTS (CONT'D)

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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Departmental Quarterly Reports – 4th Quarter

Moved by Director Stoltenberg
Seconded by Director Riis-Christianson

2024-1-27

"That the Board receive the Director of Corporate Services' Departmental Quarterly Reports – 4th Quarter memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Regional District Voting Rules

Moved by Director Brienens
Seconded by Director Stoltenberg

2024-1-28

"That the Board receive the Director of Corporate Services' Regional District Voting Rules memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

Burns Lake Community Forest Ltd. Replacement K1A-Forest Stewardship Plan (2023-2028) Moved by Director Riis-Christianson
Seconded by Alternate Director Conant

2024-1-29

"That the Board receive the correspondence from Burns Lake Community Forest Ltd. regarding Replacement K1A – Forest Stewardship Plan (2023-2028)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Minister of Housing RE; New Legislation to Support Local Government Housing Initiatives

Moved by Director Stoltenberg
Seconded by Director Storey

2024-1-30

"That the Board receive the correspondence from the Minister of Housing regarding New Legislation to Support Local Government Housing Initiatives."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

ADMINISTRATION REPORTS

Union of B.C. Municipalities Housing Summit 2024: Local Vision, Local Action Moved by Director Stoltenberg
 Seconded by Director Atrill

2024-1-31

“That the Board receive the Director of Corporate Services’ Union of B.C. Municipalities Housing Summit 2024: Local Vision, Local Action memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Toboggan Creek Salmon and Steelhead Hatchery Society – Letter of Support Request

Moved by Director Stoltenberg
 Seconded by Director Brienen

2024-1-32

“That the Board provide a Letter of Support to the Toboggan Creek Salmon and Steelhead Hatchery Society regarding the importance of the program to enhance the salmonid stocks within the Bulkley River.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

West Fraser Sawmill Closure Fraser Lake The Board expressed its support for the Village of Fraser Lake and Electoral Area D (Fraser Lake Rural) regarding the recent announcement from West Fraser Sawmill in regard to closure of its Fraser Lake operation.

Village of Burns Lake - Update Director Wiebe provided the following update:

- The Lakes District Hospital and Healthcare Centre will have a new physician arrive in the fall of 2024 and two additional physicians will arrive in the spring of 2025
- Chiller for the Tom Forsythe Arena has not yet arrived delaying the installation of ice further
- Meeting with consultants January 25th regarding the development of the Village of Burns Lake’s Gowan Road property.

Electoral Area G (Houston/Granisle Rural)

Director Newell attended the BC Natural Resources Forum in Prince George, January 16-18, 2024 and found it valuable.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

SAR/RCMP/EOC Exercise
 Training

Director Moutray, on behalf of Nechako Valley Search and Rescue attended the SAR/RCMP/EOC Exercise Training event January 19th & 20th at the RDBN. He commented that it was a good preplanning exercise for the 2024 year.

Electoral Area A (Smithers/
 Telkwa Rural)

Director Stoltenberg mentioned the need to send a letter to Premier Eby and the Honourable Bruce Ralston, Minister of Forests requesting timber licences return to a local Community Forest when a sawmill in a community closes.

Village of Granisle – Update

Director McGuire provided the following update:

- The pharmacy in Granisle is under new ownership and will be expanding its hours on February 1, 2024
 - Housing has been identified as a challenge and the option to purchase a unit in the Resort has been discussed
- 2024 Budget process underway
 - Offering 10% discount to residents who pay their utility bills prior to the end of April.

Village of Fraser Lake – Update

Director Storey expressed challenges facing the Village of Fraser Lake and surrounding community with the recent announcement of the closure of the West Fraser Sawmill in Fraser Lake. Director Storey noted the following:

- A joint letter has been completed from the Village of Fraser Lake, Electoral Area D (Fraser Lake Rural), Nadleh Whut'en and Stellat'en First Nation
- Meetings with Minister Ralston, Minister Cullen, MP Bachrach and Chair Parker have taken place
- Stakeholder meeting planned for January 29th with support from the Ministry of Jobs, Economic Development and Innovation
- Continue to review options to build a strong community without large industry
- The benefits of having a Northwest B.C. Resource Benefits Alliance Agreement
- 2024 Budget process starting – challenging with the future impacts to the tax base with the mill closure
- Union of B.C. Municipalities Community Economic Development Committee hosted a webinar and provided a Rural Tool Kit for Strengthening Economies through Outdoor Recreation

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

- Met with forestry representatives regarding thinning and spacing work for wildfire reduction close to communities
- Attended a Northern Medical Programs Trust Meeting
- Attended Northern Development Initiative Trust Meeting
- Childcare needs in the community has been identified as a need to support retention and attraction
- Appeal of the Ministry of Environment and Climate Change Strategy non-compliance decision for 2021 regarding the Village of Fraser Lake effluent discharge.

Electoral Area B (Burns Lake Rural)

Director Riis-Christianson spoke to timber licences needing to remain in the community.

Director Riis-Christianson met with Director Wiebe regarding the implementation of a Healthcare Professional Recruitment Committee.

Village of Telkwa

Director Dekens mentioned that the Village of Telkwa is in 2024 Budget discussions.

Electoral Area F (Vanderhoof Rural)

Director Moon spoke of the following:

- Mineral exploration in Electoral Area F
- Artemis Gold Inc. Blackwater Project construction moving forward
- Nechako Producers Group, spearheaded by Wayne Salewski meeting to discuss water in the Nechako Valley
- The agriculture industry could potentially offset some of the mill closures.

District of Fort St. James

Director Elphee reported the following:

- Hampton Sawmill in Fort St. James has started a second shift
- 27th Annual Caledonia Classic Dog Sled Races will be held February 2-4, 2024.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

Electoral Area E (Francois/
 Ootsa Lake Rural)

Director Lambert provided the following update:

- Attended community meetings regarding the *Emergency and Disaster Management Act*
 - Impacts to Search and Rescue
- Investigating the purchase of a Structural Protection Trailer for the Southside
- Chinook Emergency Response Society hosting S100 courses and expanding courses to comply with BC Wildfire Service requirements
- Burns Lake NAPA is providing a discount to Electoral Area E residents for wildfire mitigation equipment.

Town of Smithers

Director Atrill commented that:

- BC Housing is proposing a 40-unit supportive housing unit in the community. She also mentioned that discussions are taking place regarding an emergency shelter
- The Town of Smithers is also reviewing an Economic Development Plan and Recreation and Parks Master Plan
- Attended the BC Natural Resources Forum in Prince George
- Upcoming Events in Smithers
 - Rock Talk 2024 – February 20-23
 - NCLGA AGM and Conference– May 13-16
- Recreation and travel media trips will also be taking place
- Smithers District Chamber of Commerce is celebrating its 100th Anniversary in May 2024
- Hudson Bay Mountain Ski Resort and Nordic Centre remains in operation with the minimal snow levels
- Black Press Publication announced its in creditor protection impacting media publications.

Chair Parker, Electoral Area
 D (Fraser Lake Rural)

Chair Parker provided the following update:

- Addressing concerns regarding the West Fraser Sawmill closure in his area
 - Fiber needs to remain in the community
 - Many potential options
 - Working with Nadleh Whut'en and Stelat'en First Nation
- Reaching out to Centerra Gold to determine status of Endako Mine

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

- Met with the Nechako Producers Group
 - University of Northern B.C. was also in attendance
 - Provided weather stations to implement across the valley
 - Addressing the following topics:
 - Irrigation and water sustainability
 - Understanding Water licences
 - Sediment issues
- Attended the BC Natural Resources Forum in Prince George
 - Met with the Honourable Murray Rankin Minister of Indigenous Relations and Reconciliation and the Honourable Nathan Cullen, Ministry of Water, Lands and Resources Stewardship, Nechako First Nations, Cheslatta Carrier Nation and District of Vanderhoof regarding the MOU Nechako Reservoir
- Artemis Gold Inc. Blackwater Project meeting
 - Lobby to ensure local contractors are being hired
- Northern Development Initiative Trust (NDIT)
 - Will revisit the Fabulous Festivals and Interns Funding program in the future
- Working on concerns regarding the *Emergency and Disaster Management Act*.

Receipt of Verbal Reports

Moved by Director Stoltenberg
Seconded by Director Newell

2024-1-33

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

IN-CAMERA MOTION

Moved by Director Stoltenberg
Seconded by Director Wiebe

2024-1-34

"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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Lambert
Seconded by Director Atrill

2024-1-35

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Deputy Director of Corporate
Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, February 8, 2024**

PRESENT:	Chair	Mark Parker
	Directors	Gladys Atrill Shane Brienen Leroy Dekens Martin Elphee Judy Greenaway Clint Lambert Shirley Moon Kevin Moutray Chris Newell Michael Riis-Christianson Stoney Stoltenberg Sarrah Storey
	Directors Absent	Linda McGuire, Village of Granisle Henry Wiebe, Village of Burns Lake
	Alternate Directors	Marilyn Berglund, Village of Granisle Charlie Rensby, Village of Burns Lake
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services Megan D'Arcy, Agriculture Coordinator – via Zoom – left at 12:04 p.m. John Illes, Chief Financial Officer Jason Llewellyn, Director of Planning – via Zoom Wendy Wainwright, Deputy Director of Corporate Services
	Others	Penni Adams, Program Manager, Northwest Invasive Plant Council – via Zoom– left at 12:04 p.m. Mike Pangman, Field Coordinator, Northwest Invasive Plant Council – via Zoom– left at 12:04 p.m.
	Media	Saddman Zaman, LD News – left at 12:04 p.m., returned at 1:07 p.m., left at 2:12 p.m., returned at 2:16 p.m.

CALL TO ORDER

Chair Parker called the meeting to order at 11:05 a.m.

FIRST NATIONS ACKNOWLEDGEMENT

AGENDA

Moved by Director Stoltenberg
Seconded by Director Lambert

C.W.2024-2-1

"That the Agenda of the Committee of the Whole meeting of February 8, 2024 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

OATH OF OFFICE

Curtis Helgesen, CAO provided the Oath of Office to Marilyn Berglund, Alternate Director, Village of Granisle.

MINUTESCommittee of the Whole
Minutes – January 11, 2024

Moved by Director Dekens
Seconded by Director Storey

C.W.2024-2-2

"That the Committee of the Whole Meeting Minutes of January 11, 2024 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION**NORTHWEST INVASIVE PLANT COUNCIL (NWIPC) – Penni Adams, Program Manager and Mike Pangman, Field Coordinator Re: Update**

Chair Parker welcomed Penni Adams, Program Manager and Mike Pangman, Field Coordinator, Northwest Invasive Plant Council.

Ms. Adams and Mr. Pangman provided a PowerPoint presentation.

Northwest Invasive Plant Council (NWIPC)

- Historical Overview
- Partnerships – funding, strategic, collaborative
- Regional Invasive Species Organizations – Provincial Overview
- Invasive Plant Management Areas (IPMA)
 - o 3 within the RDBN
- What is an "invasive plant"?
- How NWIPC manages invasive plants?
- Cost of invasive plant management – impacts of inflation
- High level work planning for 2024
- Priorities for surveys and treatments
- Sample of priority species in the RDBN.

DELEGATION (CONT'D)

NORTHWEST INVASIVE PLANT COUNCIL (NWIPC) – Penni Adams, Program Manager and Mike Pangman, Field Coordinator Re: Update (Cont'd)

The following was discussed:

- Field scabious
 - o Less treatment than past years
 - o Management through intensive grazing a viable option
 - Control by not allowing it to go to seed
 - Requires continuous management
 - Need support and buy in by property owners
 - Promote through RDBN sources
 - Encouraging intensive grazing
 - o Electoral Area G (Houston/Rural) Buck Flats area identified as one of the largest polygons for field scabious
 - Funding infrastructure such as fences to manage field scabious
 - NWIPC does not have a funding mechanism for infrastructure
- Canada Thistle
 - o Electoral Area F (Vanderhoof Rural)
 - Significant growth
 - Cost to the agriculture sector
 - Highway right of ways a concern
 - o Best time to treat Canada Thistle is the fall
 - o Low priority species
 - o Ministry of Transportation and Infrastructure gives direction and provides funding to NWIPC to manage highway right of ways where high priority treatments are identified
 - Coordination with other right of way clearing and operations challenging
- NWIPC funding in comparison to other Invasive Plant Organizations throughout the Province
 - o Some organizations do not have funding to treat invasive plants and only provide education and outreach
 - o Funding increase to NWIPC in the past 8-10 years has been minimal
 - o Ministry of Forests provides 33% of total revenue
 - o Ministry of Transportation and Infrastructure provides 35% of revenue
 - o RDBN funding provided to NWIPC focuses on rural properties
- Some areas of invasive plant mitigation are seeing improvements and some areas are more challenging
- Mechanical and chemical invasive plant management
- Promotion of invasive plant management programs
- Invasive plant management on pipeline right of ways
 - o NWIPC involved in the baseline surveys prior to construction
 - o Each section of pipeline is maintained by the Contractors assigned to that section
 - o Federally regulated
 - o Pipeline company issued a Request for Proposals for vegetation control including noxious weeds.

Chair Parker thanked Ms. Adams and Mr. Pangman for attending the meeting.

Break for lunch at 12:00 p.m.

Reconvened at 1:00 p.m.

REPORTS

North Central Local
 Government Association
 Resolutions

Moved by Director Stoltenberg
 Seconded by Director Greenaway

C.W.2024-2-3

“That the Committee receive the Director of Corporate Services’ North Central Local Government Association Resolutions memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following resolution topics were discussed:

- *Emergency and Disaster Management Act*
 - Director Lambert and Greenaway will bring forward information to staff
- *Land Act*
 - Potential impacts to forests, mines, industry, hunting, tourism, etc.
 - Review entire scope and determine direction moving forward
- Old Growth Deferral areas on the Crown Agricultural Land Reserve (ALR) landbase
 - Purposes of Crown ALR land for farming/future farming
 - Reallocating Old Growth Deferral areas to locations outside of ALR designations
 - Additional research required
- Search and Rescue Capabilities
- Vaccine Mandate for Healthcare Workers
 - One of the only jurisdictions with restrictions in place
 - Impacts to number of healthcare works
- Housing needs for smaller communities
- Healthcare for long term and complex care in small communities
- Housing for seniors
- Northwest Invasive Plant Council funding to align with the Consumer Price Index
 - Coordination with Ministry of Forests and Ministry of Transportation and Infrastructure
- Emergency Support Services (ESS) Trained Managers need to be funded by the Province to ensure retention of people in those positions

REPORTS (CONT'D)

- Streamline and shorten the length of time required to educate medical professionals
- Water Hazard Buoys in freshwater to identify obstacles
- Forest industry shutdowns – tenure reverts back to the province and not remain with the company.

Review of Remuneration and Procedure Bylaws/Policy Considerations

Discussion took place regarding the following:

- Electronic Participation section of the Procedure Bylaw
 - Number of meetings allowed to attend virtually is limiting
 - Hybrid meeting options
 - Challenges to Chair hybrid meetings
 - Importance of having cameras on
 - Connectivity challenges may not allow for cameras to be on
 - Allowing electronic participation at the discretion of the Chair
 - Per diem rates for electronic participation
 - Cost effectiveness of attending meetings virtually
 - Ability to attend virtually allows for consideration of weather events, sickness, etc.
- Interaction during in-person meetings
- Challenges of attending meetings in person due to work and other commitments
- awareness of time commitments for elected officials when running for the position
- District of Vanderhoof Electronic Meeting Policy
- Ensuring quorum is maintained
 - Alternate Director attendance
- Flexibility needed regarding leaving the meeting for longer than 5 minutes when attending virtually
- In-Camera virtual attendance
 - Ensuring privacy
- Communication and good governance
- Financial analysis of cost of in-person meetings and virtual meetings
 - Staff will provide information at a future meeting
- Travel per diem to compensate Directors travelling long distances
- CRA Requirements for travel claims.

Minor Service Budgets

Moved by Director Storey
 Seconded by Director Dekens

C.W.2024-2-4

“That the Committee receive the Chief Financial Officer’s Minor Service Budgets memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT'D)

Bulkley Valley Regional Pool Moved by Director Stoltenberg
-Lobby Upgrade Project Seconded by Director Atrill

C.W.2024-2-5 "That the Committee defer the Bulkley Valley Valley Regional Pool Lobby Upgrade Project to the February 22, 2024 Board Meeting."

(All/Directors/Majority) CARRIED UNANIMOUSLY

District of Houston – Letter of Moved by Director Newell
Support Request Seconded by Director Stoltenberg

C.W.2024-2-6 "That the Committee recommend that the Board provide a Letter of Support to the District of Houston for their funding application to the Northern Healthy Communities Fund - Capacity Building Program."

(All/Directors/Majority) CARRIED UNANIMOUSLY

ADMINISTRATIVE CORRESPONDENCE

Canfor – Forest Stewardship Moved by Director Storey
Plan Amendment Requiring Seconded by Director Dekens
Approval (FSP 2 ARA-015)
- License Addition FL A 98546

C.W.2024-2-7 "That the Committee receive the correspondence regarding Canfor-Forest Stewardship Plan Amendment Requiring Approval (FSP 2 ARA-015) – License Addition FL A 98546."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Letter from Brad and Nadine Moved by Director Lambert
Hoy, Fort St. James Seconded by Director Brienens
-Emergency and Disaster
Management Act

C.W.2024-2-8 "That the Committee receive the correspondence regarding a Letter from Brad and Nadine Hoy, Fort St. James – *Emergency and Disaster Management Act.*"

(All/Directors/Majority) CARRIED UNANIMOUSLY

ADMINISTRATIVE CORRESPONDENCE (CONT'D)

Letter from Margo Maley, Fort St. James-Emergency and Disaster Management Act Moved by Director Stoltenberg
Seconded by Director Riis-Christianson

C.W.2024-2-10

"That the Committee receive the correspondence regarding a Letter from Marog Maley, Fort St. James – *Emergency and Disaster Management Act.*"

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The Board indicated they will provide a follow-up letter to Brad and Nadine Hoy and Margo Maley regarding the *Emergency and Disaster Management Act.*

Fraser Valley Regional District - Emergency and Disaster Management Act

Moved by Director Greenaway
Seconded by Alternate Director Rensby

C.W.2024-2-11

"That the Committee receive the correspondence from the Fraser Valley Regional District - *Emergency and Disaster Management Act.*"

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Office of the Premier -Response to RDBN Letter Submission – Emergency and Disaster Management Act

Moved by Alternate Director Rensby
Seconded by Director Stoltenberg

C.W.2024-2-12

"That the Committee receive the correspondence from the Office of the Premier in response to the RDBN Letter Submission - *Emergency and Disaster Management Act.*"

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Regional District of Nanaimo -Legislative Reform Initiative Update

Moved by Director Moon
Seconded by Director Storey

C.W.2024-2-13

"That the Committee receive the correspondence from the Regional District of Nanaimo – Legislative Reform Initiative Update."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATIVE CORRESPONDENCE (CONT'D)

Union of B.C. Municipalities
-Northwest BC Resource
Benefits Alliance Letter of
Support

Moved by Director Elphee
Seconded by Director Brienen

C.W.2024-2-14

“That the Committee receive the correspondence from the Union of B.C. Municipalities – Northwest BC Resource Benefits Alliance Letter of Support.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Invitation to Search and
Rescue

The Board discussed inviting the five Search and Rescue Teams within the region to provide information to the Board regarding SAR capabilities.

ADJOURNMENT

Moved by Director Stoltenberg
Seconded by Director Lambert

C.W.2024-2-15

“That the meeting be adjourned at 2:33 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Deputy Director of
Corporate Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO**REGIONAL SOLID WASTE ADVISORY COMMITTEE MEETING MINUTES**
VIA ZOOM**Friday, December 15, 2023**

PRESENT:	Chair	Kevin Moutray
	Directors	Gladys Atrill, Town of Smithers Judy Greenaway, Electoral Area C (Fort St. James Rural) Michael Riis-Christianson, Electoral Area B (Burns Lake Rural) – via Zoom
	Stakeholders	Mark Fisher, Telkwa Luis Gonzalas, District Manager, Waste Management – left at 11:45 a.m. returned at 12:30 p.m., left at 1:00 p.m. Chris Lawrence, Director of Operations, Town of Smithers – left at 2:30 p.m.
	Absent	Norm Delong, Fraser Lake Rory McKenzie, Burns Lake Cindi Pohl, Blue Bin Recycling and Disposal (BBRD) Kathy Russell, Education Assistant, School District 91 Nechako Lakes
	RDBN Staff	Janette Derksen, Waste Diversion Supervisor Alex Eriksen, Director of Environmental Services Wendy Wainwright, Deputy Director of Corporate Services

CALL TO ORDER

Chair Moutray called the meeting to order at 10:02 a.m.

AGENDAMoved by Director Michael Riis-Christianson
Seconded by Director Judy Greenaway**RSWAC.2023-3-1**

“That the Committee Agenda for December 15, 2023 be approved as amended to include: New Business - Review of Meetings.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****RSWAC Meeting Minutes**
-September 12, 2023Moved by Director Gladys Atrill
Seconded by Director Michael Riis-Christianson**RSWAC.2023-3-2**

“That the Regional Solid Waste Committee Meeting Minutes of September 12, 2023 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

Janette Derksen, Waste Diversion Supervisor provided a PowerPoint Presentation.

Meeting Goals – December 15, 2023

- Define specific approaches for each Solid Waste Management Plan (SWMP) Waste Reduction Strategies.

Waste Reduction Strategy	Level of Service	
	Current Level of Service	Desired Level of Service
1. Increase Reduction and Reuse	A-No Service	C-Satisfactory
2. Expand Access to Residential Recycling	C-Satisfactory	D-Good
3. Increase Industrial Commercial Institutional (ICI) Sector Recycling	A-No Service	C-Satisfactory
4. Increase Organics Diversion	A-No Service	D-Good
5. Increase Construction & Demolition (C&D) Waste Diversion	A-No Service	C-Satisfactory
6. Support Expansion of EPR Programs	C-Satisfactory	E-Excellent
7. Support Household Hazardous Waste (HHW) Diversion	B-Basic	C-Satisfactory
8. Support Recycling and Diversion of Agricultural Plastics	B-Basic	C-Satisfactory
9. Mitigate Illegal Dumping	A-No Service	D-Good
10. Expand Regional Education and Behaviour Change Programs	A-No Service	E-Excellent

RDBN's Level of Service for Waste Management

A-No Service - No material bans, promote private businesses or municipality

B-Basic - Minimal education/promote initiative, fund some aspect of initiative, minimal to no bans, facilitate 3rd party participation

C-Good - Educate/promote, fund/lobby for and support more diversion, facilitate 3rd party as needed

D-Better - Increased education program, support all ways to divert, fund programs and build reserves

E-Excellent - Worldclass operations relative to area, run a high level of standard, fund, and support new initiatives, build reserves.

The following was discussed:

- Reducing the number of items landfilled
- Strategies can be region-wide or lead by a municipality and/or with support from other local governments
 - o Identifying who is responsible for initiatives being led by other organizations
 - o Identifying a system to achieve goals over a 5-year period
 - o Staff will provide a report to the Committee and the RDBN Board
- 2008 and 2022/23 Comparison of RDBN Overall Waste Composition – Summary
 - o 2008 Composite Materials were 8% and in 2022/23 Average Waste Weights were 2%
 - 2008 Composite Materials subcategories included: packaging, diapers/sanitary, and non-packaging
 - 2022/23 subcategories included: household hygiene and wax OCC (waxed corrugated containers).

The Committee identified what the “Desired Level of Service” for each strategy would look like and the approach to achieve that desired level of service.

Strategy 1: Increase Reduction and Reuse

Current Level of Service: A-No Service/**Desired Level of Service:** C-Satisfactory

- Single use plastics
 - o Federal legislation
 - o District of Fort St. James has a well-received and good public participation Single Use Plastics Bylaw
 - o RDBN could potentially consider supporting other communities in adopting single use plastics bylaws
 - o Initiative led by the Federal Government
- RDBN Transfer Stations (TS) have reuse options currently
- Verbally support the thrift stores and men’s sheds
 - o Potentially investigate ways to support those organizations
- Reduction of waste through Extended Producer Responsibility Programs (EPRs)
- Goal matrix
 - o Determining measurables and targets
 - o Determining the following:
 - Who is the lead?
 - Who has jurisdiction?
 - Identify clear targets
 - Strategy to promote organizations such as men’s sheds and help share information cross regionally
 - How to incentivize and make possible?
- Existing reuse and reduce organizations
 - o How can the RDBN support and promote?
 - Challenging to include other organization’s measurables
 - Outreach and coordination to bring groups together and focus resources
 - o Work with schools
 - Facilitate long-term collaboration
- Reduction of waste requires a behavioural shift
 - o How can that shift be influenced?
 - Education to play a key role
 - Example of using initiatives to shift behaviours
 - Fort Nelson resident created a red wiggler worm vermicomposting initiative and partnered with the Northern Rockies Regional Municipality on a successful vermicomposting trial at the Northern Rockies Landfill
 - o Investigate and identify avenues to educate and support residents to increase reuse and reduction initiatives through convenient and easy means
 - o Create a communication plan regarding the upcoming implementation of tipping fees to incentivize residents to reduce and reuse rather than landfill
 - Outline: What, when, how and why to recycle, reduce, reuse
 - Model existing local government programs that have proven successful
 - Include monies in the budget for education and communication
 - education prior to implementation of tipping fees
 - Work with Conservation Officer Service (COs) of B.C. regarding illegal dumping

- Five Year Plan
 - o Desired Level of Service: C- Satisfactory
 - Year 1 and 2 (2024/2025)
 - Investigate where funding gaps are
 - Determine targets, timeline and budget to support initiatives and implementation of strategies
 - Determine projects at the Transfer Stations and Landfills that could be implemented expediently
 - Year 1 – Education
 - Include a detailed outline
 - Goal to strategize implementation of user fees and promote the benefits of user pay
 - Include Chambers of Commerce throughout the region to assist in reaching businesses and residents e.g contractors to address C&D challenges
 - School education programs
 - Public Education
 - Year 2 – Encourage existing initiatives by other organizations and groups and focus on actions e.g. Repair Cafés
 - Year 3- Investigate organizations and groups to create linkages and partnerships/collaboration
 - Year 4 - Support organizations and groups
 - o Strategy strongly influenced by education and promotion and continuing with current initiatives at landfills and transfer stations
 - o Staff will bring forward additional information to the Committee and RDBN Board
- Separating “Reduction” and “Reuse”
 - o Tangible differences
 - o Reduce minimizes the amount of waste one creates –reduction
 - o Reuse finds new ways to use an item - diversion.

Strategy 2: Expand Access to Residential Recycling

Current Level of Service: C- Satisfactory/**Desired Level of Service:** D-Good

- Good residential recycling is occurring
 - o 6 depots and 2 satellite depots
 - Staff looking to expand and have full recycle depot programs
- Inconsistent options for recycling across the region
 - o Challenges working with Recycle BC
 - Advocacy and encouraging Recycle BC to provide recycling for multi-stream recycling
 - o Town of Smithers has curbside single stream recycling that is currently being transported to Witset to be baled and then transported elsewhere in the Province to be sorted
 - o Recycle BC’s Plan includes curbside recycling for populations of 5,000 and more
 - o Telkwa has curbside recycling due to the program being in place prior to the implementation of the Recycle BC Plan and was “grandfathered” into the program
 - o Conversations with Recycle BC have opened the possibility of considering communities along the Highway 16 Corridor for a joint curbside recycling program
 - o Single stream vs. multi-stream recycling
 - o Recycle Depots are defined as multi-stream

Strategy 2: Expand Access to Residential Recycling (Cont'd)

- How does the region move forward?
 - o Goal to have curbside in every larger community in the Regional District
 - o Centralized facility to address sorting products to be transported
- Tl'azt'en Nation and Binche Whut'en First Nations communities are conducting a pilot project and are using pickup trucks to move their recyclables to the RDBN Fort St. James Recycling Depot
 - o Currently not receiving revenue but the RDBN can track the tonnage being brought to the Transfer Station Depot
- Recycle BC indicated its willingness to consider local government pick up of other local governments' recyclables
- Local governments can choose to operate programs independently of Recycle BC funding the initiatives themselves e.g. City of Prince George
- Fort St. James investigated the potential of independently implementing curbside collection and determined it was cost prohibitive without funding support
- Advocating Recycle BC to reduce the curbside collection minimum from 5,000 population to 2,000 population
 - o Establish which RDBN member municipalities under 5,000 population would be interested in implementing curbside recycling
- Potentially meeting with the Honourable George Heyman, Minister of Environment and Climate Change Strategy
 - o Mr. Fisher spoke of past advocacy efforts when a number of local governments met with Minister Heyman at Union of B.C. Municipalities Convention
 - Reach out to other local governments to jointly lobby the Provincial Government to consider changes to the regulations
 - Require a clear solution and support from the majority of Regional Districts in the Province
 - Determine what meets provincial objectives
 - Reduce GHGs, trucking, distance challenges, etc.
 - Mitigate the need for landfill expansions, etc.
- Develop an easy use curbside system
 - o Recognize residents within municipalities such as seniors are unable to physically take products to the Recycle Depots
 - o Curbside recycling is a known system and people expect a system
- Collection events
 - o Recycle BC has applications for temporary satellite depots
 - Creation of once-a-month collection event by the RDBN
 - Challenges
 - Opportunities
 - Possibility of providing resources to implement satellite depots
 - Build profile and education regarding recycling
 - Consider a Satellite Depot Pilot Project to determine feasibility
 - Issue Request for Proposal or Expression of Interest
 - o Determine tangible goals for monthly collection
 - o Defined parameters
 - Create empirical targets
 - o Member municipality and/or regional district event

Strategy 2: Expand Access to Residential Recycling (Cont'd)

- Five Year Plan
 - o Year 1 – Public Education and outreach explaining the reasons to move forward with user fees - reduction in costs/taxation to residents
 - o Year 1 and Year 2 – Political Advocacy
 - o Year 2 to Year 5 – Collection Events/Pilot Programs to gain access to more recycling
 - o Year 5 - Curbside collection in all communities.

Break for lunch at 11:45 a.m.

Reconvened at 12:18 p.m.

Strategy 3 – Increase Industrial Commercial Institution (ICI) Waste Diversion

Current Level of Service: A-No Service/**Desired Level of Service:** C-Satisfactory

- Board decision regarding ICI
- No solution for products other than cardboard
- Finding solutions moving forward for plastics, etc.
- Third party implementation of ICI programs and challenges
- RD receives a number of calls regarding the lack of ICI programs
- ICI categories of waste have no recycling options in B.C.
 - o Printed Paper Packaging
 - o Construction Waste
 - o Hazardous Waste
 - o Industry Plastics
 - o Geotextiles.
- Agriculture Plastics Pilot Project by CleanFarms
- Do examples exist where industries are taking leadership roles in recycling products?
- Depot in Prince George accepts some of these products for reuse
- City of Prince George curbside collection system mimicking Recycle BC
 - o From market to end market – selling as a complete product
- Potential opportunities to partner with business organizations to take products to end market
- Provincial Advocacy
 - o Permits for construction on large industrial projects need to have a plan for disposal
 - o Forestry sector waste
- Large industrial projects being built in the region must provide diversion plans
- Encourage Chambers of Commerce to develop focus groups and to develop strategies to reduce ICI
- Provincial Packaging and Printed Paper Working Group
 - o Focus on the “Industrial” and “Commercial” in ICI
- RDBN small, medium and large commercial businesses
 - o The region consists generally of small and medium sized businesses
 - o Focus on small and medium businesses to find small successes
 - o Larger commercial businesses have more abilities and plans to dispose of products
- Costs of landfilling land on rate payers in the Regional District
 - o Who will be responsible?
 - o Provide outreach to increase awareness and a better understanding

Strategy 3 – Increase Industrial Commercial Institution (ICI) Waste Diversion (Cont'd)

- Advocacy
 - o Northern voice on advocacy groups is needed
- Incentive Program
 - o Use one product/item and turn it from waste to a useable product one step at a time
 - o Hard plastics
 - Pelletizing plastics, 3D filaments
 - Local remanufacturing consideration for ICI discussion
 - Hard plastics processor in Alberta indicated isn't taking any more products as there is currently no market
 - Include funding in the RDBN budget to develop a Hard Plastics Remanufacturing Pilot Project
- Asphalt recycling – LB Paving Ltd. in Smithers
- Host a small forum and invite people to present on potential remanufacturing initiatives for recyclables
- In past had a joint working group in regard to cardboard to understand and move forward initiatives
- CleanBC Plastics Action Fund
 - o Opportunity for a regional project
 - o Submit application for a pilot project.
- Desired Level of Service: C– Satisfactory
 - o Outreach locally
 - Identify business partners
 - Work with Chambers of Commerce, municipalities, construction associations, etc.

Strategy 4: Increase Organics Diversion

Current Level of Service: A-No Service to Basic/**Desired Level of Service:** D-Good

- Challenges with backyard composting due to wildlife concerns
- Yard waste composting at transfer stations
- Organics Diversion Plans
 - o Regional approach
 - Member municipalities' participation and involvement from regional district
 - Incorporate rural and member communities into the scope of overall organics diversion
 - Benefit to rural and municipal residents
 - Potential support from the Regional District
 - o Town of Smithers drafting a Request for Proposals for Organics Diversion Feasibility Study
 - o RDBN staff and Town of Smithers staff have had preliminary discussions
 - Potential future presentation to the RDBN Board
 - Working collaboratively
- Rural density impacts
 - o Increases possibility for more rural residents – more people on smaller pieces of land
- Interest expressed by local individual in Fort St. James for a worm vermicomposting initiative at the Fort St. James Transfer Station
 - o Potential Pilot Project
 - o Director Greenaway will forward contact information to staff

Strategy 3 – Increase Industrial Commercial Institution (ICI) Waste Diversion (Cont'd)

- Desired Level of Service: D-Good
 - o Composting Program
 - Work with other community service providers to promote composting
 - o Defer and continue discussion and begin in Year 3 of the 5 Year Plan or at the completion of the Town of Smithers Feasibility Study.

Strategy 5: Increase Construction & Demolition (C&D) Waste Reduction

Current Level of Service: A-No Service/**Desired Level of Service:** C-Satisfactory

- Staff currently working on an asbestos program
 - o C&D locations in the lower mainland have construction and renovation bylaws to achieve a reduction on waste through the demolition permit process
- Incorporating C&D into other levels of Regional District services
 - o Building permits
 - Building Inspectors may provide:
 - Information to Environmental Services staff when visiting building sites
 - Education to contractors of how to process to dispose of materials appropriately
 - Many local governments require demolition plans
- Satisfactory Level of Service may mean cross RDBN departments' understanding of the issue and approach to a solution e.g. Environmental Services Department explore possibilities with the Planning Department to incorporate waste issues into construction/demolition
- Incentivizing diversion through strict permitting process or tipping fees on products that can be diverted
- Small communities may not have businesses or individuals that can reuse construction waste
 - o Possible Pilot Project for local contractors
- Education regarding cost to Regional District Landfills and taxpayers to landfill products that are not deconstructed appropriately e.g. asbestos, wood waste
- Industrial and Institutional deconstruction for large projects
 - o Contractors often notify Environmental Services staff to bring waste to the landfill e.g. Old St. John Hospital in Vanderhoof
- Desired Level of Service: C - Satisfactory
 - o Education, promotion, and awareness
 - o Prepare material for reuse of product.

Strategy 6: Support Expansion of Extended Producer Responsibility EPR Programs

Current Level of Service: C-Satisfactory /**Desired Level of Service:** E-Excellent

- Staff working to implement one stop shop for EPR Programs at all transfer stations in the region
 - o Potentially implementing collection and drop off events
- Currently moving towards excellent level of service
- Advocacy role
- Some products such as pharmaceuticals do not currently have programs in place

Strategy 6: Support Expansion of Extended Producer Responsibility EPR Programs

- Tire Collection
 - o Collection challenges across northwest B.C.
 - o Fraser Lake Transfer Station Pilot Project
 - Began collecting tires at the site in Spring 2023
 - Pickup of 400-500 tires in June 2023
 - Tires collected from June to date are awaiting collection
 - Will move forward at other sites once collection services are confirmed and successful
- Current and Future EPR Programs
- Desired Level of Service – E- Excellent
 - o Continue to implement collection events.

Strategy 7: Support Household Hazardous Waste (HHW) Diversion

Current Level of Service: B-Basic /**Desired Level of Service:** C-Satisfactory

- Paint Exchange Program exists at a number of transfer stations currently
- Smithers/Telkwa Transfer Station has an HHW Paint Program
- Moving forward with the HHW Paint Program at other sites
- Finding a solution for products that are unacceptable under the HHW Diversion Program
 - o Investigate pursuing additional HHW collection
- Education to understand the processing and reuse of HHW
 - o Reusing products is challenging due to the uncertainty of what the product actually is
- Community to Community Collection Initiatives
 - o RDBN has yet to research the possibility
- Paint Share Recycling at all RDBN Transfer Stations in the Spring of 2024
- Household Hazardous Waste
 - o Costly to dispose of at this time
 - o Budget implications to potentially pursuing higher levels of HHW collection
 - o Labour intensive to sort hazardous waste materials
 - o Increase HHW recycling may require increased staffing
 - o Reviewing implementation of HHW
- Desired Level of Service Goals
 - o Education required to create awareness for the disposal of HHW
 - o Support to move forward with HHW and include \$10,000 in budget to investigate diversion options.

Strategy 8: Support Recycling and Diversion of Agricultural Plastics

Current Level of Service: B-Basic/**Desired Level of Service:** C-Satisfactory

- CleanFarms Pilot Project
 - o Going well and accumulating good information
 - o 3-year Pilot to end June 2024
 - o Bring information forward to the Province to advocate for support moving forward
 - o When first implemented some struggles with onboarding and distribution
 - Restructured the pilot and have had better success with the program
- Desired Level of Service
 - o Including funding in the budget to move forward
 - Require the Final Report prior to determining moving forward with additional funding
 - Lessons learned.

Strategy 9 – Mitigate Illegal Dumping

Current Level of Service: A-No Service/**Desired Level of Service:** D-Good

- Education and easy access to recycling and reuse initiatives would help to mitigate the issue of illegal dumping
 - o Ticketing system and Bylaw Enforcement would be helpful
 - Conservation Officers (COs) and Bylaw Officers not within Environmental Services purview
 - Groups organizing clean up initiatives – provide evidence of illegal dumping to COs
 - Bylaws to help support Bylaw Officers regarding illegal dumping
 - o Challenging to determine the RDBN's role concerning illegal dumping
 - o Social issue
 - o RDBN and municipalities work with other groups to find solutions
 - o Determine a baseline to collect data
 - RDBN work with partners and stakeholders to gather data
 - Design a data collection model
 - Work with road maintenance contractors to collect data
 - Consider a social media campaign to collect data
 - Importance of data collection and public education
 - o Shifting behaviour prior to implementation of user fees
 - Possibly implement a multiyear education campaign similar to the campaign developed by the Association of Vancouver Island and Coastal Communities
- Currently staff direct illegal dumping calls to the Provincial Report all Poachers and Polluters (RAPP) Hotline
- Some regional districts have a budget to clean up illegal dump sites
 - o Potentially include in budget
 - o Consider a similar initiative to the road maintenance contractors cleanup of road right of ways
- Five Year Plan
 - o Year 1 – Set baseline and ticketing system.

Strategy 10: Expand Regional Education and Behaviour Change Programs

Current Level of Service: A-No Service/**Desired Level of Service:** E-Excellent

- Overarching and the foundation for all waste reduction strategies
- Regional Education and Behaviour Change Programs do not currently exist
 - o Big step to move to an “Excellent Level” of Service
 - o Staff and public education needed
- Interdepartmental communication within the RDBN
- Contract or hire staff to develop educational material
 - o Include funding in the budget to hire a robust communications specialist with the ability to develop a specific communication plan for Environmental Services public education and outward communications e.g. social media, educational messaging
 - o Speak to people about how they expect/need to receive information
 - o Every member of the public requires education
 - o Staff can be good resources to assist and establish a proper communication plan and education campaign
 - o Requires a communication professional to move forward and be successful

Strategy 10: Expand Regional Education and Behaviour Change Programs (Cont'd)

- Association of Vancouver Island and Coastal Communities facilitated and prepared a professional Communication Plan
 - Follow up to investigate the Communication Plan used
- Existing RDBN Communications Plan
 - Departments work with Economic Development to develop communications messaging
 - Specific to presentation of internal and external documentation
 - Need a Communications Plan that provides the right words to provide the message to get the right outcome
 - Need specific ways to address different learning outcomes e.g. seniors etc.
- Implementation of communication and education important
 - Material exists provincially
 - Using the content efficiently
- Behaviour Change
 - Emotional change
 - Striving to make people feel differently towards recycling, reuse, reduce and landfilling
 - Attach behavior of people to something they love – where they live, where they recreate – take the image of what they love and bring back to them
- Board of Directors also responsible for communication
- Desired Level of Service: Excellent
 - Research other local government communication plans
 - Require a professional communication specialist
 - One-year temporary staff position or consultant
 - Communication for Environmental Services specifically and support for other departments
 - Staff will bring forward information for further consideration.

VERBAL UPDATE

1. Houston and Fraser Lake Residential Recycling

Staff provided an update regarding Recycling Depots that opened at the Houston Transfer Station (Knockholt Landfill site) and Fraser Lake Transfer Station sites August, 2023. Staff noted that additional education and promotion in Houston is required. Fraser Lake has been enthusiastic about the addition of the Recycling Depot.

Staff provided a PowerPoint showcasing the new tent structures at the Houston Recycling Depot. The structure is unique to Fraser Lake and Houston and allows drop off and storage within the inside of the structure keeping the area out of the weather elements.

VERBAL UPDATE (Cont'd)

2. Metal Reuse Pilot 2024

Ms. Derksen noted that the Board, at its December 14, 2023 meeting resolved the following:

Metal Salvage Pilot 2024

Moved by Director Riis-Christianson
 Seconded by Director Greenaway

"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

"That the Board rescind Motion 2023-4-12 as follows:

"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

Staff spoke of the importance of the use of terminology regarding reuse rather than salvaging metal. Ms. Derksen indicated that staff will focus on reuse initiatives and education moving forward. Director Riis-Christianson commented that the pilot will provide an opportunity for learning.

NEW BUSINESS

Meeting Structure

- Absenteeism
- External attendee commitment
- Good discussion with varying points of view
- Potentially reducing length of meeting
 - o Need time to have fulsome discussions
 - o Option to have shorter more frequent meetings
 - Two meetings between September and December
 - o Attending in person – meetings could be longer in length
 - o Some virtual meetings and some in-person meetings
- Staff can provide schedule that best suits.

NEW BUSINESS (CONT'D)

Proposed 2024 RSWAC Meeting Calendar

- Tuesday, March 5th
- Tuesday, June 4th
- Wednesday, September 4th
- Tuesday, November 26th

Discussion took place regarding adjusting the meeting dates to allow for budget considerations and potentially amending the Terms of Reference if there is a desire to increase the number of meetings per year.

ADJOURNMENT

Moved by Director Gladys Atrill
 Seconded by Director Judy Greenaway

RSWAC.2023-3-4

"That the meeting be adjourned at 3:00 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Kevin Moutray, Chair

Wendy Wainwright, Deputy Director
 of Corporate

REGIONAL DISTRICT OF BULKLEY-NECHAKO

RURAL/AGRICULTURE COMMITTEE MEETING

Thursday, February 8, 2024

PRESENT: Chair Clint Lambert

Directors Judy Greenaway
Shirley Moon
Chris Newell
Mark Parker – left at 2:59 p.m.
Michael Riis-Christianson – arrived at 2:37 p.m.
Stoney Stoltenberg

Staff Curtis Helgesen, Chief Administrative Officer – left at 2:59 p.m.
Cheryl Anderson, Director of Corporate Services – left at 2:44 p.m.,
returned at 2:57 p.m., left at 3:04 p.m.
John Illes, Chief Financial Officer
Jason Llewellyn, Director of Planning – via Zoom
Wendy Wainwright, Deputy Director of Corporate Services

CALL TO ORDER

Chair Lambert called the meeting to order at 2:35 p.m.

AGENDA

Moved by Director Newell
Seconded by Director Greenaway

RDC.2024-2-1

“That the Rural/Agriculture Committee Agenda for February 8, 2024 be approved.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

MINUTES

Rural/Agriculture Committee Meeting Minutes
-January 11, 2024

Moved by Director Parker
Seconded by Director Stoltenberg

RDC.2024-2-2

“That the minutes of the Rural/Agriculture Committee meeting of January 11, 2024 be approved.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES

Referrals

Crown Land Application Moved by Director Riis-Christianson
Referral No. 6409460 Seconded by Director Greenaway
Electoral Areas B (Burns Lake
Rural) and G (Houston/Granisle
Rural)

RDC.2024-2-3 "That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 6409460."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Discussion took place regarding:

- First Nations notification and consultation
- Potential noise concerns of wind farms
- Application is to test wind levels for a potential wind farm if a proposal for a wind farm is submitted it would come forward to the Board
 - If application is brought forward more information will be required regarding impacts to residents and First Nations consultation.

RURAL REPORTS

Rural Budget Summary Moved by Director Parker
and Draft Requisition Seconded by Director Moon

RDC.2024-2-4 "That the Committee receive the Chief Financial Officer's Rural Budget Summary and Draft Requisition memorandum."

(All/Directors/Majority) CARRIED UNANIMOUSLY

The following was discussed:

- Administration Expenses – Admin recoveries
- Electoral Area "B" General Government Requisition
- Building Numbering Requisition
- Electoral Area "G" Waste Disposal Requisition
- Grant in Aid monies carried forward.

RURAL REPORTS (CONT'D)

Grant in Aid Policy Update

Moved by Director Stoltenberg
 Seconded by Director Greenaway

RDC.2024-2-5

"That the Committee recommend that the Board approve the updated RDBN Grant in Aid Policy as amended as follows:
 3. c)...Failure to submit a report will (replacing "may") impact consideration of future applications."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Old Growth Deferral on Crown Agricultural Land Reserve Lands

Chair Lambert brought forward the Provincial Old Growth Deferral in relation to Agricultural Land Reserve (ALR) Land and concerns regarding the inability to harvest fibre for agricultural purposes such as shavings. Discussion took place in regard to bringing forward the issue to the Agricultural Land Commission, Ministry of Forest and Ministry of Agriculture and Food. The Old Growth Deferral mapping was also discussed.

Letter to Ministry of Forests Re: Old Growth Deferral on Crown Agricultural Land Reserve (ALR) Land

Moved by Director Riis-Christianson
 Seconded by Director Newell

RDC.2024-2-6

"That the Committee recommend that the Board write a letter to the Ministry of Forests requesting information regarding old growth management areas encompassing Agricultural Land Reserve (ALR) Land and outline how the impacts to the ALR Land is being considered."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Liability Insurance for Grazing Licensees and Lease Land

Chair Lambert spoke of grazing licensees and lease land holders are now required to have a \$2 million liability insurance policy. Discussion took place regarding the potential impacts to lease holders.

ADJOURNMENT

Moved by Director Stoltenberg
Seconded by Director Greenaway

RDC.2024-2-6

"That the meeting be adjourned at 3:14 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Clint Lambert, Chair

Wendy Wainwright, Deputy Director
of Corporate Services



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Llewellyn, Director of Planning
Date: February 22, 2024
Subject: **OCP Amendment and Rezoning Application RZ A-03-23
First and Second Reading for Bylaws No. 2030, 2024 and 2031, 2024**

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

1. That the Board consider and approve the consultation identified in the attached consultation checklist.
 2. That "Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 2030, 2024" and "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2031, 2024" be given first and second reading and that Bylaw 2030 be taken to Public Hearing.
 2. That the Public Hearing for Bylaw 2030 be delegated to the Director or Alternate Director for Electoral Area A.
 3. That the Public Hearing for Bylaw 2030 not be scheduled until a draft of the proposed covenant and easement are available for public review to the satisfaction of the Director of Planning.
-

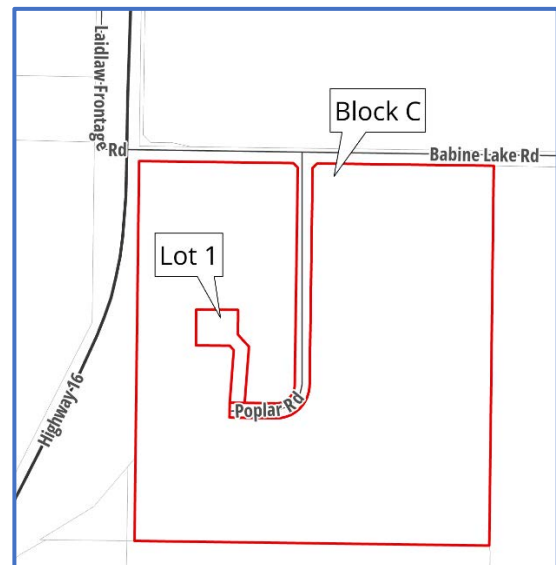
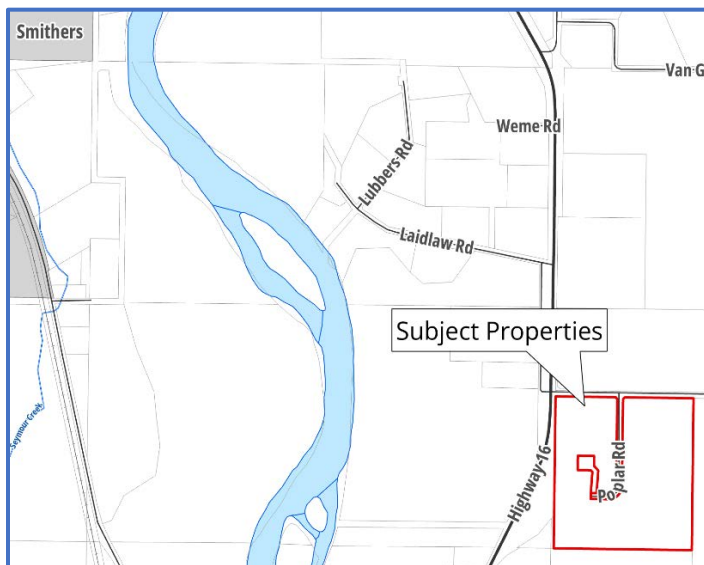
EXECUTIVE SUMMARY

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 facilitate the potential legalization of 17 Dwelling Units on the subject properties. The existing development contains a total of 21 Dwellings in 15 buildings.

The proposed legalization of the dwellings and rezoning of the property is a relatively complicated and potentially expensive process. To address concerns that the process to bring the property into compliance with RDBN bylaws may not be completed if the application proceeds, the applicant has offered to register a covenant and easement on title of the property which provides increased certainty that the legalization process will be completed. The detailed wording of this covenant has not yet been agreed upon.

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
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

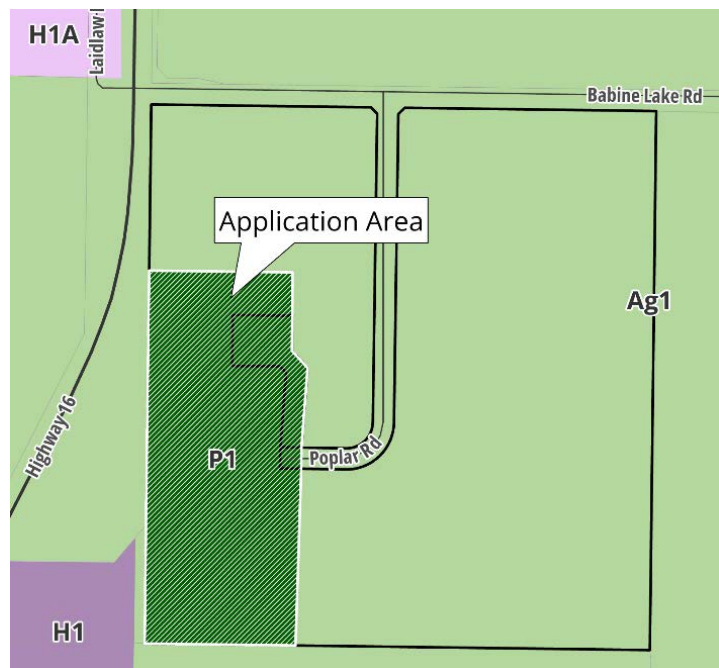
The two subject properties contain a total of 21 dwellings in 15 buildings. Block C contains 18 dwellings. Four of the 18 dwellings on Block C may be considered legal as they were built before applicable regulations. Lot 1 contains three dwellings in a single building. In total it appears that at least 17 buildings have been illegally constructed on the property without the required building permits and contrary to zoning and the Agricultural Land Commission (ALC) Act.

ALC Non-Farm Use Application 1226, to allow the unauthorized dwellings was considered by the RDBN Board and forwarded to the 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 legally non-conforming, and the three-plex on Lot 1 may potentially be converted to a residential use in accordance with ALC regulations.

The location of the dwellings is 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.

The 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 the 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.

DISCUSSION:

Official Community Plan and Zoning Considerations

The OCP and Zoning Bylaw do not accommodate the proposed level of residential density in the rural area. Therefore, the application proposes to designate the lands as Rural Residential (RR) and add policy to that 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.

In staff's opinion the zoning bylaw amendment option most palatable is to rezone the application area to Multiple Family Residential (R2) and amend that zone to accommodate the proposed development.

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 two buildings on Block C were converted into two 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 eight 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 three unauthorized dwellings (3350 Poplar Road) after 2004.

Building Code, and Sewer and Water

It appears that the water supply system does not have the required water supply operating permit from Northern Health, and the sewer system is operating without a Letter of Certification from Northern Health. Staff attempted to confirm the status of these systems directly with Northern Health. Unfortunately this information could not be released to anyone other than the owner of the property.

BC Building Code and RDBN Building Bylaw

As noted, 17 of the dwellings were constructed without the benefit of the required building permit from the RDBN. Staff have significant concerns that it is not feasible to bring these structures into compliance with the BC Building Code and the RDBN's Building Bylaw.

It is unclear whether the required electrical permits and gas permits were obtained. Compliance with any applicable BC Housing regulations would be a consideration as part of any building permit application.

Land Use Considerations

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. The proposed housing functions best for occupants 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. This density of rural housing creates taxation inequity for municipalities as rural residents rely on urban services which they do not fully support through taxation. Also, this density of development changes the character of the rural area and can create long term servicing issues if the sewer or water systems are not adequately built or maintained. It also increases the demand for regulation in the rural area which can not be efficiently and effectively provided.

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 are willing to support a process which could reasonably be expected to result in the legalization of the property.

Covenant and Easement

The applicant has not hired an engineer to review the condition of the sewer or water systems and each building, to determine the work necessary to obtain a building permit

and bring each building into compliance with the BC Building Code. The applicant's preference is to provide this information after 3rd reading and after ALC approvals have been obtained. If an engineer does the work at this stage and ALC approvals are not obtained the cost will have been incurred unnecessarily. However, there is a significant lack of objective information available regarding the work necessary to legalize the dwellings. Staff are concerned that if the application proceeds and exclusion from the ALR is granted the property owner may not legalize the dwellings. The enforcement implications to the RDBN in this situation may be notable.

To address this concern the applicant has offered to work with staff to negotiate the detailed wording of a covenant, easement and associated letter of credit (\$100,000) that does the following:

- outlines the requirements regarding building upgrades or demolition including timelines;
- authorizes release of portions of the funds held by letter of credit based on clearly identified and agreed upon conditions or benchmarks;
- authorizes the RDBN to enter the property and use the funds to do certain works;
- authorizes the use of the funds by the RDBN to cover the cost of legal action enforcing RDBN bylaws; and
- authorizes the release of the covenant should ALC approval not be granted.

Staff have encouraged the applicant to obtain the requested engineer's reports as soon as possible. Staff are willing to recommend that the Board support the application at 1st and 2nd Reading based on the proposed covenant and easement, and the process outlined below. It is noted that, unless directed otherwise by the Board, the Planning Department shall not proceed to schedule the public hearing until the exact wording of the covenant and easement, and details of the letter of credit, have been agreed upon to the Director of Planning's satisfaction.

TENTATIVE APPROVAL PROCESS

The following tentative approval process is recommended for this application. The process assumes the necessary approvals are received to move forward.

Step 1: The Board considers 1st and 2nd Readings of the bylaws.

Step 2: The covenant, easement, and letter of credit are drafted to the Director of Planning's and applicant's satisfaction.

- Step 3: The Public Hearing is held and the Board considers 3rd Reading of the bylaws and an ALC exclusion application.
- Step 4: The covenant is registered on the titles and an ALC exclusion application is submitted.
- Step 5a: If the ALC exclusion application is denied the bylaws are defeated and the covenant may be released from title or
- Step 5b: If ALC exclusion is approved the parcel is subdivided, the sewer and water systems are confirmed to be in compliance with Provincial regulations, building permits are processed and ready for issuance, and demolition permits are issued, for all buildings as necessary.
- Step 6: The Board considers bylaw adoption.
- Step 7: Building permits are issued, work is completed, and the letter of credit is released in accordance with the terms of the covenant.

It is noted that the Development Procedures Bylaw requires that a bylaw be adopted within 2 years of 1st reading.

OCP Consultation

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

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

Additionally, the *Local Government Act* requires that local governments consult with the local School District regarding any amendment to an OCP. Staff recommend that the Board consider and approve the consultation options outlined in the attached consultation checklist.

Referrals regarding the OCP amendment and rezoning have been sent 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 School District 54, the RDBN Agriculture Coordinator, the Ministry of Agriculture and Food District Agrologist, 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.”

The response from the Ministry of Agriculture and Food District Agrologist is attached.

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 School District 54, the RDBN Agriculture Coordinator, or Northern Health.

ATTACHED

OCP Consultation Checklist

Bylaw No. 2030, 2024

Bylaw No. 2031, 2024

Reasons for Decision - ALC Application 61685, February 27, 2023

ALR exclusion request letter, 2022

[Ministry of Agriculture and Food District Agrologist, December 8, 2023 letter \(link\)](#)

**Official Community Plan (OCP) Amendment
Consultation Checklist**

Associated OCP amendment application number: A-03-23
Associated OCP Amendment Bylaw number: Bylaw 2030, 2024

Special Conditions

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

Consideration of affected persons, organizations, and authorities

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

Local Governments

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

Government Agencies

- Ministry of Transportation and Infrastructure
- Ministry of Agriculture
- Ministry of Environment
- Ministry of Community, Sport and Cultural Development
- Ministry of Forests, Mines and Lands
- Northern Health

- Department of Fisheries and Oceans
- Agricultural Land Commission
- RDBN Agriculture Coordinator

First Nations

- | | |
|---|--|
| <input type="checkbox"/> Binche Whut'en | <input type="checkbox"/> Nee Tahi Buhn Band |
| <input type="checkbox"/> Burns Lake Band | <input type="checkbox"/> Nuxalk Nation |
| <input type="checkbox"/> Cheslatta Carrier Nation | <input checked="" type="checkbox"/> Office of the Wet'suwet'en |
| <input type="checkbox"/> Doig River First Nation | <input type="checkbox"/> Saik'uz First Nation |
| <input type="checkbox"/> Halfway River First Nation | <input type="checkbox"/> Skin Tyee Nation |
| <input type="checkbox"/> Heiltsuk Nation | <input type="checkbox"/> Stelat'en First Nation |
| <input type="checkbox"/> Kitselas First Nation | <input type="checkbox"/> Takla Lake First Nation |
| <input type="checkbox"/> Lake Babine Nation | <input type="checkbox"/> Tl'azt'en First Nation |
| <input type="checkbox"/> Lheidli T'enneh First Nation | <input type="checkbox"/> Tsay Keh Dene Nation |
| <input type="checkbox"/> Lhoosk'uz Dene Nation | <input type="checkbox"/> Ulkatcho First Nation |
| <input type="checkbox"/> Mcleod Lake Indian Band | <input type="checkbox"/> West Moberly First Nation |
| <input type="checkbox"/> Nadleh Whut'en | <input type="checkbox"/> Wet'suwet'en First Nation |
| <input type="checkbox"/> Nak'azdli Whut'en | <input checked="" type="checkbox"/> Witset First Nation |
| <input type="checkbox"/> Nazko First Nation | <input type="checkbox"/> Yekooche First Nati |

School Districts

- School District No. 91
- School District No. 54
- Improvement Districts

Public

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



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 Agriculture (AG) 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" of Bylaw No. 2030, 2024, 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" of "Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014".

- (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".

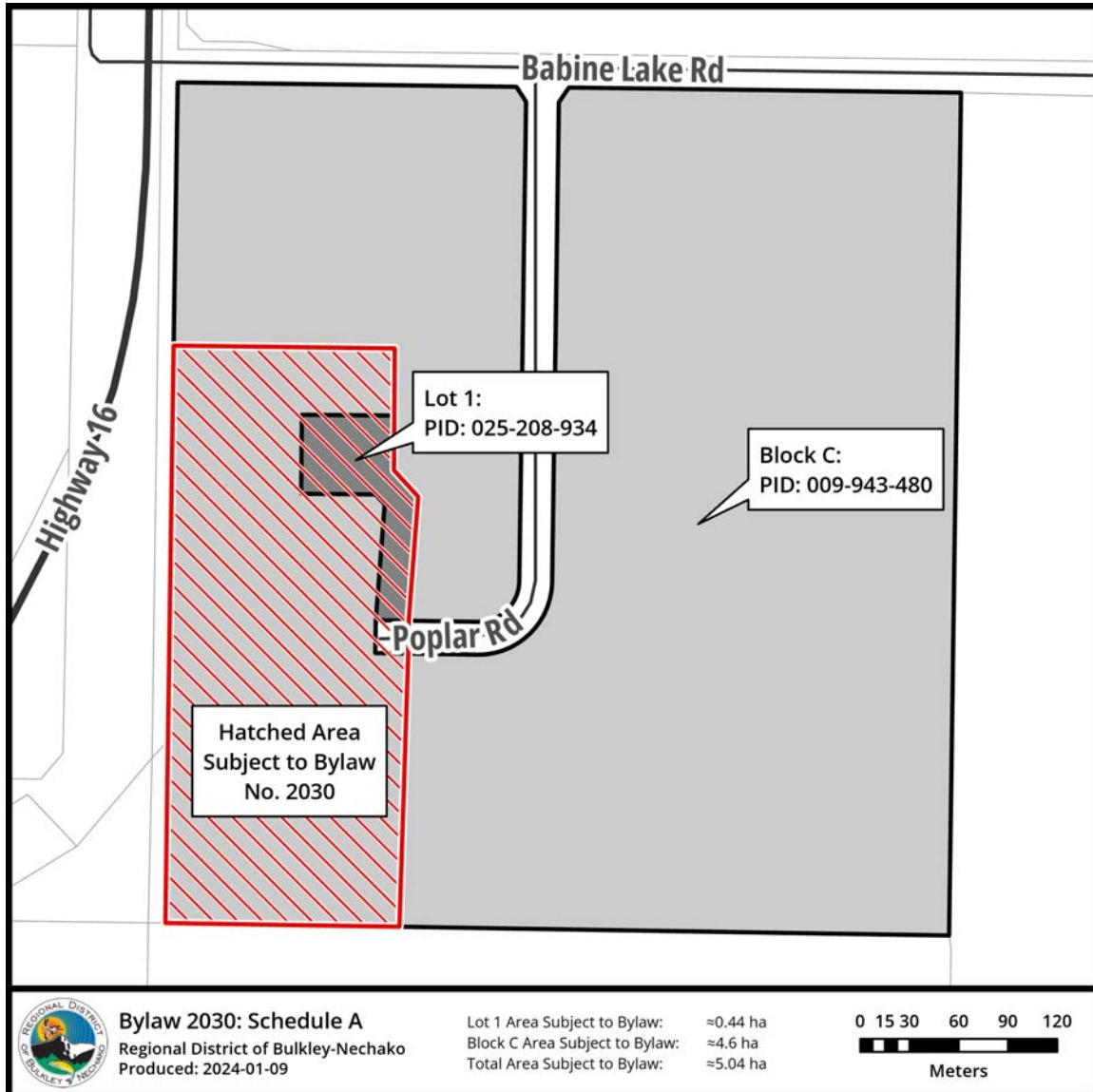
DATED AT BURNS LAKE this day of

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 Agriculture (AG) 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 ± 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____

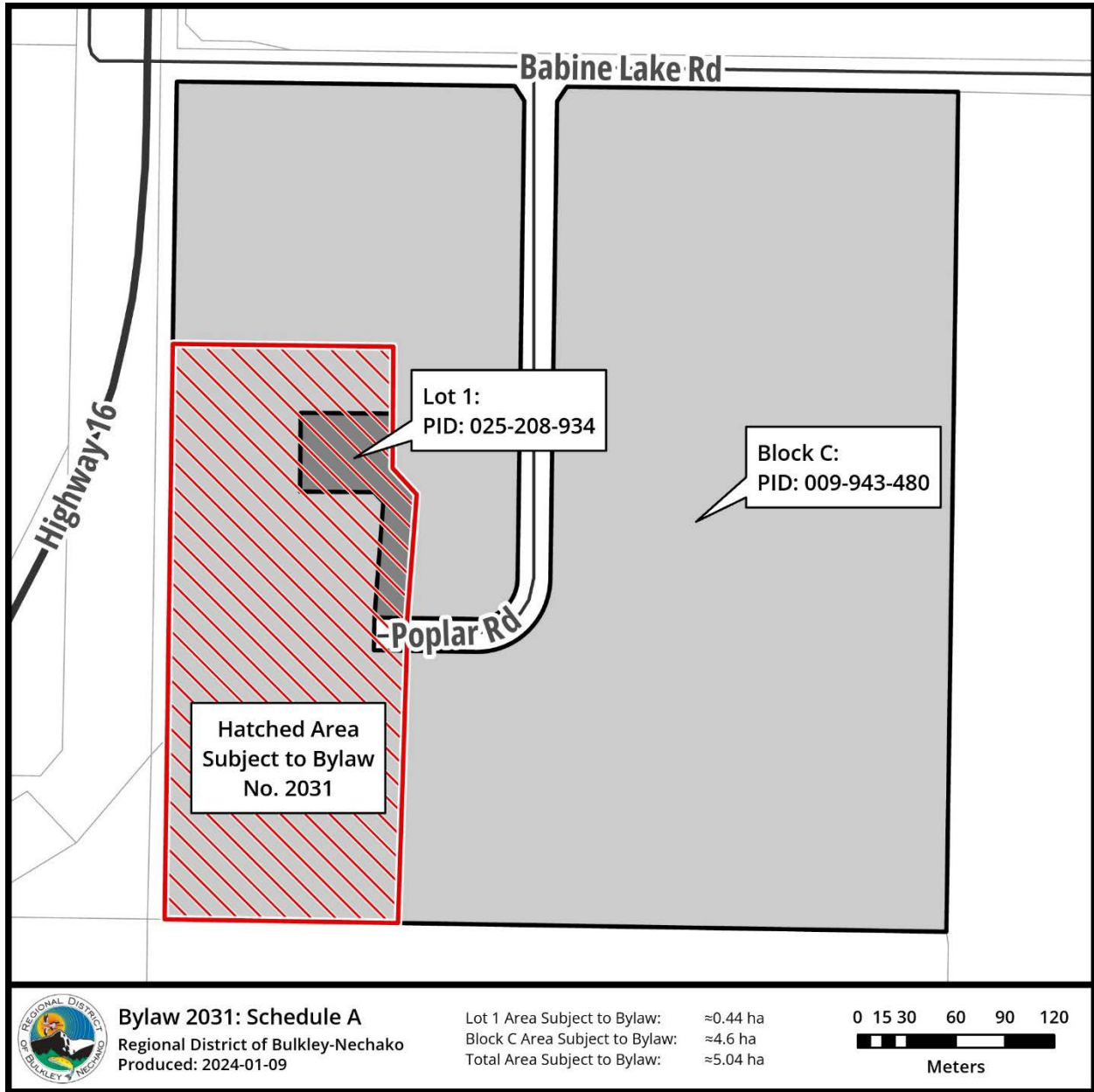
for Minister of Transportation & Infrastructure

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



Agricultural Land Commission
 201 – 4940 Canada Way
 Burnaby, British Columbia V5G 4K6
 Tel: 604 660-7000
 Fax: 604 660-7033
 www.alc.gov.bc.ca

February 27, 2023

ALC File: 61685

Jeremy Penninga
DELIVERED ELECTRONICALLY

Dear Jeremy Penninga:

Re: Reasons for Decision - ALC Application 61685

Please find attached the Reasons for Decision of the North Panel for the above noted application (Resolution #66/2023). As agent, it is your responsibility to notify the applicants accordingly.

Please note that the submission of a \$150 administrative fee may be required for the administration, processing, preparation, review, execution, filing or registration of documents required as a condition of the attached Decision in accordance with s. 11(2)(b) of the ALR General Regulation.

Under section 33.1 of the *Agricultural Land Commission Act* ("ALCA"), the Chair of the Agricultural Land Commission (the "Commission") has 60 days to review this decision and determine if it should be reconsidered by the Executive Committee in accordance with the ALCA. You will be notified in writing if the Chair directs the reconsideration of this decision. The Commission therefore advises that you consider this 60 day review period prior to acting upon this decision.

Under section 33 of the *Agricultural Land Commission Act*, a person affected by a decision (e.g. the applicant) may submit a request for reconsideration. A request to reconsider must now meet the following criteria:

- No previous request by an affected person has been made, and
- The request provides either:
 - Evidence that was not available at the time of the original decision that has become available, and that could not have been available at the time of the original decision had the person affected by the decision exercised due diligence, or
 - Evidence that all or part of the original decision was based on information that was in error or was false.

The time limit for requesting reconsideration of a decision is one year from the date of the decision's release, as per [ALC Policy P-08: Request for Reconsideration](#).

Please refer to the ALC's [Information Bulletin 08 – Request for Reconsideration](#) for more information.

Please direct further correspondence with respect to this application to ALC.North@gov.bc.ca

Yours truly,

A handwritten signature in cursive script that reads "Kirsten Roberts".

Kirsten Roberts, Land Use Planner

Enclosures: Reasons for Decision (Resolution #66/2023)
 Schedule A: List of Residences on Property 1 and Property 2
 Schedule B: Residences Map
 Schedule C: Decision Map

cc: Regional District of Bulkley-Nechako (File ALR 1226) - Attention: Deneve Vanderwolf

61685d1



**AGRICULTURAL LAND COMMISSION FILE 61685
REASONS FOR DECISION OF THE NORTH PANEL**

Non-Adhering Residential Use Application Submitted Under s.20.1(2) of the Agricultural
Land Commission Act

Applicants: Jeremy Penninga
Hendrik Penninga
Ann Penninga
Snowball Enterprises Inc.

Agent: Jeremy Penninga

Properties: **Property 1**
Parcel Identifier: 009-943-480
Legal Description: Block C Plan PRP6397
Section 16 Township 4 Range 5 Land District 14
Except Plan 8749 & PRP47360
Civic: 3350 Poplar Road, Smithers, BC
Area: 23.1 ha (entirely within the ALR)
Owners: Jeremy Penninga, Hendrik Penninga,
Ann Penninga

Property 2
Parcel Identifier: 025-208-934



Legal Description: Lot 1 Plan PRP47360
Section 16 Township 4 Range 5 Land District 14
Civic: 3350 Poplar Road, Smithers, BC
Area: 0.4 ha (entirely within the ALR)
Owner: Snowball Enterprises Inc

Panel:

Janice Tapp, North Panel Chair
Andrew Adams
Karen McKean



OVERVIEW

[1] The Property is located within the Agricultural Land Reserve (“ALR”) as defined in s. 1 of the *Agricultural Land Commission Act* (“ALCA”).

[2] Property 1 contains 18 residences and Property 2 contains 3 residences. Some of the structures were:

- constructed and used for residential purposes related to a federal experimental farm prior to establishment of the ALR (December 21, 1972);
- constructed as non-residential buildings related to a federal experimental farm prior to establishment of the ALR and converted to residential use;
- approved by the ALC for a different non-farm use and then later converted to residential use; or
- newly constructed in or after 2014.

[3] The Applicants are applying to the Agricultural Land Commission (the “Commission” or “ALC”) under s. 20.1(2) of the ALCA to retain the unauthorized residences on the Properties (the “Proposal”). A list of the residences are outlined in Table 1 of Schedule A.

[4] The Application submitted to the Regional District of Bulkley-Nechako (“RDBN”) included a request to adjust the parcel boundaries between Property 1 and Property 2. The RDBN forwarded the Application with a resolution relating to the non-adhering residential use portion of the application only. For this reason, the Panel confirmed with the Agent that the ALC is only considering the Non-Adhering Residential Use (NARU) under Application 61685.



[5] The Proposal was considered in the context of the purposes and priorities of the Commission set out in s. 6 of the ALCA:

6 (1) The following are the purposes of the commission:

- (a) to preserve the agricultural land reserve;
- (b) to encourage farming of land within the agricultural land reserve in collaboration with other communities of interest; and,
- (c) to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of land within the agricultural land reserve and uses compatible with agriculture in their plans, bylaws and policies.

(2) The commission, to fulfill its purposes under subsection (1), must give priority to protecting and enhancing all of the following in exercising its powers and performing its duties under this Act:

- (a) the size, integrity and continuity of the land base of the agricultural land reserve;
- (b) the use of the agricultural land reserve for farm use.

EVIDENTIARY RECORD

[6] The Proposal, along with related documentation from the Applicants, Agent, local government, third parties, and Commission is collectively referred to as the "Application". All documentation in the Application was disclosed to the Agent in advance of this decision.



BACKGROUND

Property History

[7] Properties 1 and 2 were originally one parent Property owned by the Crown (the "parent property").

[8] The Properties have a long history of various uses pre and post-establishment of the ALR. Although the background of the Properties is lengthy, the history of the Properties' ownership and specific uses have a significant bearing on the Panel's considerations, and whether some of the uses are consistent with the ALCA and previous decisions of the Commission.

Pre-establishment of the ALR

[9] From 1937 to 1965, the parent property was an Experimental Laboratory for the federal Agricultural Ministry.

[10] From 1970 to 1984, the parent property remained federally owned but was leased to the Smithers Community Services Association ("SCSA") who used it as a residential and vocational training camp for local people with disabilities.

Post-establishment of the ALR

[11] From 1984 until 1994, a Residential Attendance Program ("RAP") for young offenders operated out of the main building on the Property. As the property was still federally-owned, it did not require ALC approval for the non-farm use.

[12] In 1994, the Property was sold to SCSA (i.e. no longer federally owned), who submitted ALC Application 28397, to use a portion of the parent property as a RAP



for young offenders. The Commission conditionally approved the application by Resolution #92/1994. The conditions included no expansion beyond the area already debilitated, and the Commission advised that it would not look favourably upon any future subdivision request. The Commission also encouraged further agricultural development of the land as funding permits.

[13] In 1998, SCSA submitted a request for reconsideration to expand the Residential Attendance Program for young offenders to include a youth training centre in the form of a pioneer village tourist attraction. The Commission refused this application by Resolution #677/98 citing in part, that Commission felt that the proposal “would not be an appropriate use on land, with good agricultural capability, which has potential for agricultural development”, and referenced comments from the local government that “the primary use of the property should remain agricultural”.

[14] In 1999, the Child Development Centre moved into the Properties until 2001 and provided support for children with special needs. The parent Property was still owned by SCSA during this period.

[15] In 1999, SCSA submitted Application 32559 to subdivide a 0.3 ha lot containing an institutional building. The application was initially refused by Resolution #312/1999 but later approved by Resolution #622/1999. In Resolution #622/1999, the Commission requested that the applicant try to sell the remaining 23.2 ha of agricultural land to an adjacent farmer so it could be use for agricultural purposes.

[16] The approved subdivision under Resolution #622/199 created the current configuration of Property 1 (23.1 ha) and Property 2 (0.4 ha). Subsequently, in 2001, Property 2 was sold to the Bulkley Valley Child Development Centre Society.



[17] In 2003, the Commission reviewed a request to allow the adjacent dairy farmer to consolidate a 18.2 ha portion of the 23.2 ha Property 1 into his dairy farm, rather than the entire 23.2 ha. The Commission approved subdivision and consolidation of ~18.2 ha of Property to be transferred and consolidated with the adjacent dairy farm subject to conditions by Resolution #222/2003. The consolidation was never completed.

[18] In 2004, Property 1 was purchased by the current landowners: Jeremy Penninga, Hendrik Penninga, and Ann Penninga. In 2017, Property 2 was purchased by its current landowner: Snowball Enterprises Inc.

[19] There is a driveway on Property 2 which provides access to all residences on Property 1. There are six driveways on Property 1 with a total area of ~1 ha. Approximately half of the driveways are paved (totalling 1,858 m²) and the remainder are graveled. ~300 m³ of fill was added to Property 1 to build the driveways at a depth of 15.2 cm. An additional ~800 m² of road crush was added to driveways on the Properties in 2016.

[20] The certificates of title for Property 1 and Property 2 both included the ALR legal notation advising that the title may be affected by the ALCA.

[21] On September 8, 2020, the ALC received a complaint regarding multiple agricultural buildings that have been converted into residences.

Legislative Background

[22] Prior to February 22, 2019, section 18 of the ALCA (in effect at the time) provided local governments with the discretion to allow more than one residence on an ALR



parcel if the additional residence(s) were necessary for a farm use. The local government also had the option to waive its discretion and require the landowner to make an application to the ALC for a non-farm use for an additional residence(s).

[23] The Applicants purchased the Properties in 2004 and 2017 during which time the local government or ALC were required to approve conversion of structures to additional residences or construct new additional residences. The Applicants did not seek authorization from either the RDBN or the ALC, which the Applicants acknowledge in the Application. The Applicants subsequently submitted the Application to the RDBN on November 30, 2020 and the Application was forwarded to the ALC on May 28, 2021.

[24] In December 2018, the [*Revitalizing the Agricultural Land Reserve and the Agricultural Land Commission: Final Committee Report to the Minister of Agriculture*](#) was published (the "Revitalization Report"). The Revitalization Committee consulted with local governments, the public, agricultural specialists, and industry groups to identify a number of issues regarding residential proliferation in the ALR in the Revitalization Report, including: increasing farm land prices that arise from speculation of non-farm uses that impact the ability of farmers to expand their farm businesses; making farm land unaffordable for new entrant farmers to purchase; residential infrastructure (lawns, driveways, recreational infrastructure, etc) using or alienating areas of ALR land and rendering them un-farmable. The Revitalization Report made a number of recommendations, including establishing an "agriculture first" criteria for all decisions involving the ALR, limiting the size of primary residences in the ALR, giving the Commission decision-making authority for any primary residence application over the provincial maximum. The Revitalization Committee noted community support for limiting additional residences to those directly involved in agricultural production.



[25] On February 22, 2019 Bill 52 amended the ALCA to limit the size and number of residences on an ALR parcel in order to curb non-farm development and residential speculation so that farm land remains affordable for future farmers. Bill 52 also amended the ALC to empower only the ALC to approve additional residences if they are necessary for a farm use.

[26] Bill 52 introduced section 25(1.1) which established a new application type for non-adhering residential uses for residential uses that exceed what is permitted outright in the ALCA and its regulations. Section 25(1.1)(b) of the ALCA is applicable to the current application as it states that in making a determination with respect to a non-adhering residential use application, the Commission must not grant permission for an additional residence unless the additional residence is necessary for a farm use.

[27] Although the Applicants converted or constructed additional residences prior to Bill 52, the Application was submitted after February 22, 2019 and amendment of the ALCA. Even if the Applicants had sought authorization from the RDBN prior to Bill 52 pursuant to section 18 of the ALCA in effect at the time, the RDBN would have to consider whether the additional residence(s) were necessary for a farm use. Had an application been made to the ALC before 2019, the Commission would have considered whether the application aligned with the purposes of the Commission, which include preserving agricultural land and encouraging farming on agricultural land in collaboration with other communities of interest. This would have required consideration of whether the additional residences were necessary for a farm use. While the Commission may have had more discretion to approve additional residences in the ALR prior to February 2019, discretion to approve a use does not mean that a use is permitted – a landowner must apply for authorization. The



Applicants did not apply for authorization from either the RDBN or the Commission prior to constructing the additional residences, and so the additional residences were unauthorized. The Panel must consider the Application within the context of the current legislative context including section 25(1.1)(b) of the ALCA and will not speculate about how the Commission would have assessed the Application had it been made prior to February 2019.

[28] Given the long history of residential uses on the Property, the Panel must also consider that section 23(2) of the ALCA may also permit non-farm uses which pre-date the creation of the ALC in their current form and use, and that use has not been modified or discontinued for a period of 6 months or more. For clarification, additional residences were considered a 'non-farm use' application type prior to Bill 52.

[29] In light of the above legislative context and the Properties' history, the Panel considered two issues:

1. Whether any of the additional residences are necessary for a farm use per section 25(1.1)(b) of the ALCA; and
2. Whether any of the additional residences are permitted to remain on the Properties in accordance with section 23(2) of the ALCA.

ANALYSIS AND FINDINGS

Issue 1: Whether additional residences are necessary for a farm use

[30] Currently there are 21 residences on the Properties with a total of 34 residents. All residences are currently rented to tenants on a monthly basis, and there are no



strata or leases related to any of the residences or buildings. Property 1 has an engineered community sewer and water system designed for 54 residents.

[31] The Panel would like to take the opportunity to address comments made in the RDBN staff report to ensure that the parties are clear on the Commission's governing statute and constraints. The RDBN staff stated that the proposed residential uses are inconsistent with the OCP and zoning designations. However, the RDBN staff recommended that the ALC authorize the residences, as they believe that the practical impact on agriculture resulting from the authorization of these dwellings is not notable given the historical use and extensive development on the Properties. On June 3, 2021, the RDBN Board then resolved to forward the Application to the Commission with a recommendation for approval although RDBN Staff clarified that this recommendation is not an indication that the Planning Department will support a zoning amendment to legalize the dwellings, as it involves a wider range of considerations.

[32] The Commission is not bound by local government recommendations. The RDBN and the Commission have different mandates and apply different decision-making criteria. The Commission is bound to apply the ALCA in accordance with its mandate, which is to preserve the agricultural land reserve, encourage farming of ALR land, and encourage local governments to enable and accommodate farm use of land within the ALR (ALCA, s. 6(1)). The Commission must give priority to protecting and enhancing the size, integrity, and continuity of the ALR land base and the use of the agricultural land reserve for farm use (ALCA, s. 6(2)). The Commission may not approve additional residences in the ALR unless they are necessary for farm use, while the RDBN may consider a broader range of criteria. The different mandates and criteria applied by local governments and the Commission may lead to different conclusions on the same application.



- [33] Section 6 of the ALCA lays out the purposes of the Commission including the requirement for the Commission to give priority to protecting and enhancing all of the following in exercising its powers and performing its duties under the ALCA:
- a. the size, integrity and continuity of the land base of the agricultural land reserve;
 - b. and the use of the agricultural land reserve for farm use.

The Panel understands the gravity of the decision before it and does not consider the Application lightly. That said, the Panel must consider the request for additional residences in light of its purposes and priorities to ensure that agricultural land in BC is protected in the long-term.

- [34] With respect to non-adhering residential use applications, section 25(1.1)(b) of the ALCA provides further direction to the Commission in what it must consider. Section 25(1.1)(b) of the ALCA states that the Commission must not grant permission for an additional residence unless the additional residence is necessary for a farm use. The Panel therefore first considered broadly whether any of the additional residences are necessary for farm use and could remain on the Properties for that purpose.

- [35] The Commission developed ALC Policy L-26: Non-Adhering Residential Use Applications ("Policy L-26"), adopted April 2020, that outlines general guidelines for the Commission's consideration of non-adhering residential use applications which request residential uses in excess of those residential uses permitted by the ALCA. Policy L-26 states that "[i]n considering whether an additional residence is necessary for a farm use, the Commission will assess the scale and intensity of the farm operation. Where an applicant can demonstrate that the scale and intensity of the



farm operation has exceeded the labour capacity of the owner/residents, the Commission may determine that an additional residence would be necessary to support the farm operation”.

[36] As part of its review of the Application, the Panel considered whether the Property is capable of supporting farm uses. To assess agricultural capability on the Properties, the Panel referred to agricultural capability ratings. The ratings are identified using the Canada Land Inventory (CLI), 'Soil Capability Classification for Agriculture' system. The improved agricultural capability ratings applicable to the Property are Class 3 and Class 4. More specifically, 75% of Property 1 is 3X and 25% of the Property 1 is (80% 3X - 20% 4TP) . Property 2 is 100% 3X.

Class 3 - land is capable of producing a fairly wide range of crops under good management practices. Soil and/or climate limitations are somewhat restrictive.

Class 4 - land is capable of a restricted range of crops. Soil and climate conditions require special management considerations.

The limiting subclasses associated with these parcels of land are P (stoniness), T (topographic limitations) and X (a combination of soil factors).

[37] Based on the agricultural capability ratings, the Panel finds that the Properties have predominantly prime agricultural capability which can support a wide range of crops, potentially with areas of secondary agricultural capability that is capable of a slightly narrow range of crops. On the whole, the Panel finds that the Properties have potential for producing a range of soil based agricultural commodities.



[38] The Application indicates that Property 1 contains 15 ha of hay that has been leased to a third party, the Vandenberg Dairy farm, for the past 10 years. There is an irrigation pond in the northeast corner of Property 1, as well as drainage ditches along the road and through the field. Property 1 also contains a barn, hay shed, and two machine storage buildings related to agriculture.

[39] Property 2 does not contain any agriculture or agricultural improvements.

[40] The Application submits that all the residences contribute to the working and upkeep on the farm. The Applicants state that one to two horses and a few goats are kept on the Properties, four to six residents use the large vegetable garden, and four residents have garden boxes. The Applicants state that Jeremy Penninga maintains the Properties and the residents maintain their own garden plots. The Application also submitted six letters in support of the application from Property tenants which detail the benefits of living on the Property.

[41] The Panel considered that the Properties are mixed primary and secondary capability and that the Properties supports 15 ha of hay crop and 3 ha of grazing for goats and a horse. The Panel finds that the Properties are capable of being used for agriculture.

[42] The Panel reflected on the history of the Properties as a federal experimental farm and on the previous decisions of the Commission which signalled that further non-farm development of the Property would not be an appropriate use of land with good agricultural capability and that the primary use of the land should remain agricultural. In light of the historical recognition of the Properties' agricultural potential, and the agricultural capability of the Properties, the Panel also finds that the land should be preserved for farm use.



[43] The Panel considered that although there are some agricultural activities taking place, the Panel finds that the number of residences and residents on the Property far exceeds the residential needs to maintain a minimal number of livestock and gardens. For this reason, the Panel finds that the additional residences are not necessary for a farm use.

[44] The Panel finds that retaining the additional non-farm residences on the Properties changes the primary use of the land which is both capable and suitable for agriculture, to residential use. In addition, the proliferation of residential use on farmland utilizes land and buildings that could otherwise be used for agricultural purposes. This makes the land less desirable to future purchasers with an interest in agriculture as the cost of acquiring land with extensive residential infrastructure (and the potential costs of demolishing buildings and remediating the land to an agricultural standard, should the farmer wish to do so to expand the farmable land) may be cost prohibitive to its purchase for farm use.

Issue 2: Whether any of the additional residences are permitted to remain under section 23(2) of the ALCA

[45] Section 23(2) of the ALCA states that the restrictions of use on ALR land do not apply to land that was lawfully used for a non-farm use that was established and carried on continuously for 6 months immediately prior to December 21, 1972. Section 23(3) ALCA clarifies that the exception under section 23(2) only applies to the land that was actually being used for the non-farm use and not to the entire parcel on which that use was being carried out on. Section 23(2) also states that the exemption from the restrictions of use on ALR land no longer applies when “the use is changed, other than to farm use, without the permission of the commission”. In



light of this, the Panel considered whether any of the uses on the Property are consistent with section 23(2) ALCA and may remain on the Property until such time as those uses cease or change.

[46] Given the long history of buildings and uses of the Property, the Panel carefully considered each structure as follows.

[47] In respect of the structures that the Panel has concluded may continue to be used as residences pursuant to section 23(2), the Panel notes the following restrictions on the continuing use of these structures. First, there is no right under section 23(2) to replace or expand a pre-ALR additional residence that is exempted from ALCA restrictions by this section. Second, the exception for a pre-ALR use ends when the use is discontinued for a continuous period of 6 months after March 12, 2020 (ALCA, section 23(2)(a.1)).

Building 1 (RAP Group Lodging/Office Space)

[48] Building 1 is located on Property 2 and was built in 1993 as the RAP Group Lodging and Office Space but was converted into three separate residences in 2017. The Panel makes the distinction between the use for temporary accommodation associated with an approved non-farm use (e.g. RAP Program), and the current uses as a residential structure that is used during all or part of the year, whether fully or partially as a residence set out in s. 1 of the ALCA. The Panel finds that the original use of Building 1 was approved by the ALC by Resolution #92/1994, however the conversion of an approved non-farm use building for temporary group lodging to three residences is not consistent with the Commission's decision in Resolution #92/2014. Under the current legislation, an ALR parcel may have one principal residence up to 500 m² total floor area, and a secondary suite within the principal residence unless prohibited by a local government bylaw. According to the



Application, the collective total floor area of the three units is 464 m². Although the Panel finds that the use is not consistent with section 23(2) ALCA, or previous decisions of the Commission, the Applicants may be able to renovate the structure to meet the criteria for a principal residence and suite within that is consistent with the ALCA and its regulations, the RDBN bylaws, and meets the BC Building Code.

Building 2 (RAP Rental House)

[49] Building 2 was built in 1954 which predates the ALR and that the original use of the building was primarily residential. The Panel is unable to determine whether the use has carried on continuously since that period, however the Panel is prepared to give the benefit of the doubt and consider the residential use to consistent with s.23(2) of the ALCA. For clarification, the Panel is not approving the residential use, but instead finds that its use may continue in accordance with s. 23(2) ALCA. The continuation of the residential use of Building 2 is subject to the restrictions described in paragraph [46], above.

Building 3 (RAP Woodshed)

[50] Building 3 was built in the 1950's as a greenhouse, used later as the RAP woodshed, and converted to residential use around, or after 2004. The Panel finds that the residence is not permitted because the conversion of Building 3 in 2004 from a farm use to a residential use is not consistent with s. 23(2) ALCA, and that the residence is not necessary for a farm use.

Building 4 (RAP Recreation Hall/School)

[51] Building 4 was built in 1949 and renovated in the 1970's and 1980's for use as a school and recreation hall. Building 4 was renovated for residential in 2004. The Panel finds that the residence is not permitted because the conversion of Building 4 from a school and recreational use to a residential use is not consistent with s. 23(2)



ALCA or previous decisions of the Commission, and that the residence is not necessary for a farm use.

Building 5 (Lab and Office)

[52] Building 5 was built in the 1958 as a lab and office to support the federal Experimental Farm, later used as the RAP relocation site, and converted to a residential use in 2004. The Panel finds that the residence is not permitted because the conversion of Building 5 from a lab and office use to a residential use is not consistent with s. 23(2) ALCA or previous decisions of the Commission, and that the residence is not necessary for a farm use.

Building 6 (SCSA Kitchen and Dining Area)

[53] Building 6 was built in 1977 as a Kitchen and Dining area for the SCSA and converted to a residential use sometime after 2004. The Panel finds that the residence is not permitted because the conversion of Building 6 from dining hall uses to residential use is not consistent with s. 23(2) ALCA or previous decisions of the Commission, and the residence is not necessary for a farm use.

Building 7 (Firehall)

[54] Building 7 was built in the 1950's as a firehall to support the Experimental Farm and converted to residential use sometime after 2004. The Panel finds that the residence is not permitted because the conversion of Building 7 from firehall use to residential use is not consistent with s. 23(2) ALCA or previous decisions of the Commission, and the residence is not necessary for a farm use.

Building 8 (Silage Barn)

[55] Building 8 was built in the 1950's as a silage barn as part of the Experimental Farm and converted to a residential use in 2012. Building 8 also had 450 m³ of



topsoil added from the Town of Smithers to create the “Hobbit House.” The Panel finds that the residence is not permitted because the conversion of Building 8 from a farm use for a silage barn to a residential use is not consistent with s. 23(2) ALCA or previous decisions of the Commission, and the residence is not necessary for a farm use.

Building 9, 10, & 13 (Constructed by the Applicants)

[56] Buildings 9 and 10 were constructed as residences by the Applicants in 2014, and Building 13 was built by the Applicants in 2018. An area of 225 m² was filled on Property 1 for Buildings 9, 10, and 13, which were built by the Applicants. At the time of construction, section 18 of the ALCA (in effect at the time) provided local governments with the discretion to allow more than one residence on an ALR parcel if the additional residence(s) were necessary for a farm use. The local government also had the option to waive its discretion and require the landowner to make an application to the ALC for a non-farm use for an additional residence(s). The Applicants did not receive any authorizations or permission from the RDBN or the ALC to construct the residences. The three residences were built contrary to the conditions of Resolution #92/1994, which required that there be no further expansion of the buildings into the area of Buildings 9, 10, and 13 (i.e. beyond the already debilitated area). The Panel finds that the residences were not established as necessary for a farm use at the time of construction, nor does the Panel find them to be necessary for a farm use now.

Building 11 and 12 (SCSA Rental)

[57] The Panel considered that Building 11 was built in 1945 and Building 12 was built in ~1944 and the original use of both buildings was as residences. The Panel is unable to determine whether the use has carried on continuously since that period, however the Panel is prepared to give the benefit of the doubt and permit the



residential use to continue as an exception under s.23(2) of the ALCA. The continuation of the residential use of Building 11 and 12 are subject to the restrictions described in paragraph [46], above.

Building 14 (Granary)

[58] Building 14 was built in the 1954 as a granary as part of the Experimental Farm and converted to a residence in 2009. The Panel finds that the residence is not permitted because the conversion of Building 14 from a farm use for a granary to a residential use is not consistent with s. 23(2) ALCA or previous decisions of the Commission, and the residence is not necessary for a farm use.

Building 15 (SCSA Rental)

[59] The Panel considered that Building 15 was built in 1938, which predates the ALR and that the original use of the building was primarily residential. The Panel is unable to determine whether the use has carried on continuously since that period, however the Panel is prepared to give the benefit of the doubt and permit the residential use to continue as an exception under s.23(2) of the ALCA. The continuation of the residential use of Building 15 is subject to the restrictions described in paragraph [46], above.

Accessory Buildings

[60] The Agent states that there are eleven RV's currently stored on the Properties, nine of which are owned by people who do not reside on the Properties. Commercial use of the accessory buildings does not form part of this non-adhering residential use application and was not considered as part of the RDBN's resolution. Therefore, the Panel is not making a determination on those uses under this Applications. However, commercial storage in the ALR is a non-farm use. The landowner must



either submit a non-farm use application and receive ALC approval to conduct that use, or the use must cease.

Conclusions

[61] The Panel appreciates the significant impact this decision will have on the Applicants and on the occupants of the Properties. The Properties have a long history of non-compliance which have exacerbated the situation. Between 2004 and 2018, the Applicants converted or constructed 21 residences on the Properties without approval from the ALC, or the necessary authorizations or permits from the RDBN. While the Panel understands the Applicants say that they made a mistake, the non-compliance – and the impact of this decision on the occupants – could have been avoided had the Applicants undertaken due diligence to ensure that they understood the statutory restrictions of owning ALR land, zoning bylaws, and the requirements for legal construction of residences. Ultimately, the onus of resolving a significant, long-standing residential non-compliance has been passed from the local government into the hands of the Commission whose mandate is to preserve agricultural land. The Panel does not make this decision lightly as it is acutely aware of the impacts of its decision on the occupants of the Properties. The Panel is not prepared to effectively endorse this long history of non-compliance.

[62] Comments from the Electoral Area A Advisory Planning Commission and RDBN Agricultural Coordinator to the RDBN Board suggested allowing the residences to maintain “rental housing stock” and to provide an overall benefit to the communities of Smithers and Telkwa. The Panel understands that communities have a variety of needs including housing and agriculture; however, the broader housing issues in BC cannot be resolved through ad hoc applications in the ALR. The ALR represents less than ~5% of the province within which agricultural uses are to be prioritized and all other uses are restricted. The proliferation of residential use on farmland makes land



less desirable to future purchasers with an interest in agriculture as the cost of acquiring land with extensive residential infrastructure may be cost prohibitive to its purchase for farm use. Under section 25(1.1) of the ALCA, the Commission in making a determination on a non-adhering residential use application, needs to consider if the additional residences requested are necessary for farm use.

[63] After a review of the evidentiary record before the Panel, the Panel finds that the additional residences are not necessary for a farm use and cannot be approved as directed by section 25(1.1)(b) of the ALCA. However, the Panel finds that several of the residences may remain as they are consistent with section 23(2) of the ALCA which allows the continuation of a use that predated the ALR (December 21, 1972) subject to criteria.

[64] The Panel has determined that while Building 2, 11, 12, and 15 on Property 1 are not necessary for a farm use, they were established prior to December 21, 1972 and can remain as a non-conforming use consistent with section 23(2) of the ALCA. For clarification, the Panel is not approving these residences, but rather is allowing these residences to remain in their concurrent configuration until such time as the use of these structures as a residence is discontinued for a continuous period of 6 months or their use changes as set out in section 23(2). Section 23(2) does not provide the right to replacement, or expansion of an additional residence. A new application would be required to replace or expand Building 2, 11, 12, and 15.

[65] Building 1 is the only residential structure on Property 2 and it has been divided into three separate residences. The Panel finds there is no agricultural justification for three residences on this property and does not approve the three residences within this single residential structure. The Panel encourages the Applicants to consult the RDBN to see if the structure can be renovated to support a single



residential use consistent with the ALCA and its regulations as well as RDBN bylaws.

[66] The Panel finds that Building 3, 4, 5, 6, 7, 8, 9, 10, 13, and 14 on Property 1 did not pre-date the establishment of the ALR, are not necessary for a farm use, and therefore are not approved. The ALC will delay enforcement of this decision for two years following the date of this decision in order to allow the occupants time to transition to new housing. However, this transition period is only for the benefit of the current occupants. Once a current occupant vacates one of the unauthorized residences, no new occupant may move in, even if less than two years have passed from the date of this decision.

DECISION

[67] For the reasons given above, the Panel finds Building 2, 11, 12, and 15 on Property 1 were established prior to December 21, 1972 and can remain as a non-conforming use consistent with section 23(2) of the ALCA. For clarification, the Panel is not approving those residences outright, but rather is allowing these residences to remain in their concurrent configuration until such time as the use of these structures as a residence is discontinued for a continuous period of 6 months or their use changes as set out in section 23(2). Section 23(2) does not provide the right to replacement, or expansion of an additional residences.

[68] Building 3, 4, 5, 6, 7, 8, 9, 10, 13, and 14 on Property 1, and Building 1 on Property 2 are not consistent with section 23(2) of the ALCA, are not necessary for a farm use, and therefore are refused.

[69] Maps of the building locations are shown in Schedules B and C .



[70] The Commission will delay enforcement of the non-compliant residences for a period of two years from the release of this decision (February 27, 2025) to allow the occupants time to transition to new housing. However, this transition period is only for the benefit of the current occupants. The Panel encourages the Applicants to work with the RDBN and ALC to develop a compliance plan.

[71] This decision does not relieve the owner or occupier of the responsibility to comply with applicable Acts, regulations, bylaws of the local government, and decisions and orders of any person or body having jurisdiction over the land under an enactment.

[72] These are the unanimous reasons of the Panel.

[73] A decision of the Panel is a decision of the Commission pursuant to s. 11.1(3) of the ALCA.

[74] Resolution #66/2023
Released on February 27, 2023

Janice E. Tapp

Janice Tapp, Panel Chair
On behalf of the North Panel



Schedule A: List of Residences on Property 1 and Property 2

Table 1: Residences on Property 1 and Property 2

Building # on RDBN map	Building	Const. Date	Use on December 21, 1972	Subsequent Use Approved by ALC	Conversion to Residence	Size	ALCA Status	RDBN Building Permit
Property 1								
15	3365 Poplar Road	1938	Residence	SCSA Rental	N/A	145 m ²	Principal Residence as identified by Applicant	N/A
12	3475 Poplar Road	~1944	Residence	SCSA Rental	N/A	82 m ²	Residential Use Pre-dates ALR	N/A
11	3485 Poplar Road	1945	Residence	SCSA Rental	N/A	97 m ²	Residential Use Pre-dates ALR	N/A
4	3336 Poplar Road	1949, renovated 1970 and 1980	Recreation Hall/School	Residential Attendance Program (RAP) School and Rec Hall	Residence #1 pre 2004	139 m ²	Unauthorized Residence	No
					Residence #2 post 2004	139 m ²	Unauthorized Residence	No
7	3348 Poplar Road	~1950's	Firehall	N/A	Post 2004	44 m ²	Unauthorized Residence	No
8	3445 Poplar Road	~1950's	Silage Barn	N/A	2012	74 m ²	Unauthorized Residence	No
3	3340 Poplar Road	~1950's	Potting shed/ Greenhouse	RAP Woodshed	Post 2004	85 m ²	Unauthorized Residence	No
2	3354 Poplar Road	1954	Residence	RAP Rental House	N/A	105 m ²	Residential Use Pre-dates ALR	N/A
14	3500 Poplar Road	1954	Granary	N/A	2009	115 m ²	Unauthorized Residence	No
5		1958			Residence #1 pre 2004	42 m ²	Unauthorized Residence	No






ALC File 61685 Reasons for Decision

	3363 Poplar Road		Lab and Office	RAP Relocation Site	Residence #2 post 2004	42 m ²	Unauthorized Residence	No
					Residence #3 post 2004	42 m ²	Unauthorized Residence	No
					Residence #4 post 2004	42 m ²	Unauthorized Residence	No
6	3435 Poplar Road	1977	N/A (built after 1972)	SCSA Kitchen/Dining	Post 2004	178 m ²	Unauthorized Residence	Yes
9	3460 Poplar Road	2014	N/A (built after 1972)	N/A	Built as a Residence in 2014	58 m ²	Unauthorized Residence	No
10	3468 Poplar Road	2014	N/A (built after 1972)	N/A	Built as a Residence in 2014	58 m ²	Unauthorized Residence	No
13	3358 Poplar Road	2017	N/A (built after 1972)	N/A	Built as a Residence in 2018	35 m ²	Unauthorized Residence	No
Property 2								
1	3350 Poplar Road	1993	N/A (built after 1972)	RAP Group Lodging/ Office Space	Residence #1 2017	223 m ²	Principal Residence	No
					Residence #2 2017	111 m ²	Unauthorized Residence	No
					Residence #3 2017	130 m ²	Unauthorized Residence	No



ALC FILE NO: 61685	RESOLUTION NO: 66/2023
MAP PRODUCED: February 22, 2023	
MAP SCALE: 1:3,000	
DATA SOURCES & NOTES: ALC, BCGW & Google Earth. Contains information licensed under Open Government License - British Columbia.	
Map for reference only. Accuracy not guaranteed.	

-  Residential Structure
-  Subject Properties
-  Agricultural Land Reserve

PMBC Parcel Cadastre

0 50 100 150 200
Metres





ALC FILE NO. 61685
RESOLUTION NO. 66/2023

MAP PRODUCED
February 22, 2023

MAP SCALE
1:3,000

DATA SOURCES & NOTES
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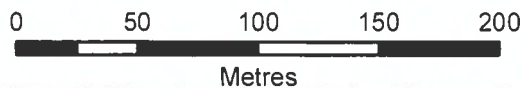
Map for reference only. Accuracy not
guaranteed.

 Residential Structures which may remain in
accordance with Resolution #66/2023

 Subject Properties





 Agricultural Land Reserve

PMBC Parcel Cadastre





ALC FILE NO. 61685	RESOLUTION NO. 66/2023
MAP PRODUCED: February 22, 2023	
MAP SCALE: 1:3,000	
DATA SOURCES & NOTES: ALC, BCGW & Google Earth. Contains information licensed under Open Government License - British Columbia.	
Map for reference only. Accuracy not guaranteed.	

-  Refused Residential Structures
-  Subject Properties
-  Agricultural Land Reserve
-  PMBC Parcel Cadastre

0 50 100 150 200
Metres



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

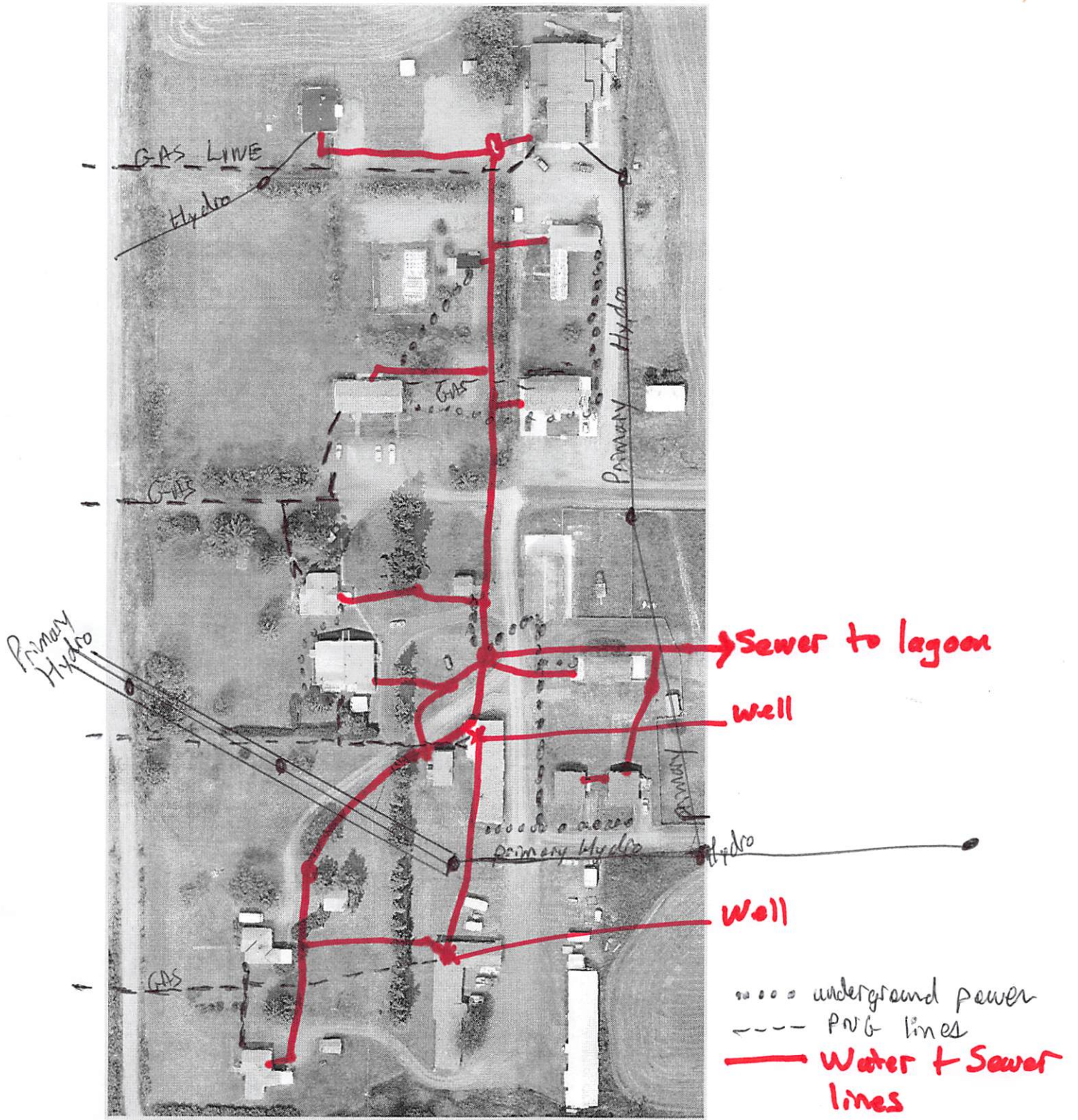
agricultural land. I could afford to develop the land because I could generate income from the 10-acre hub. If the RDBN board agrees with this proposal we could also help many needy local residences by providing much-needed affordable housing, and the increased value adds thousands of dollars in taxes,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

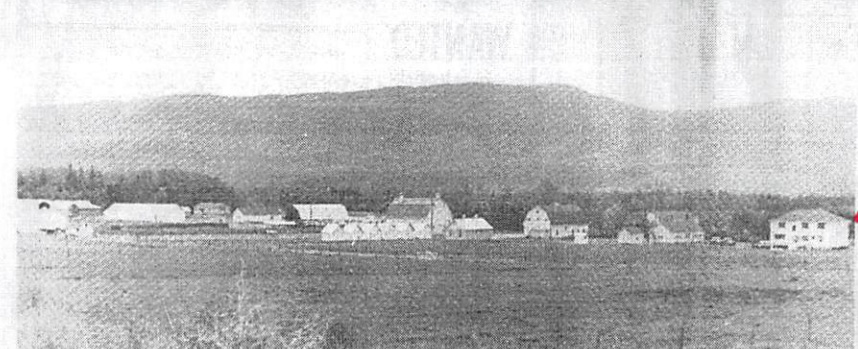
ACTUAL CIRCULATION OF THE PICTORIAL LAST WEEK WAS 4452 COPIES

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 dissolution 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 the 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 well as a multi-level school in this province-free planting.

A successful farm-training programme was instituted at Lamer 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 was a possibility of turning the farm over to the Province and Government, who in turn would negotiate with the Association.

Local associations, Smithers, Houston, Terrace, Prince Rupert, Hazelton, Prince George, Vanderhoop, 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.

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.

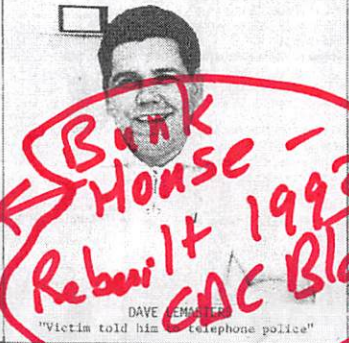
Two men were taken into custody; however one has been released since.

The alleged victim is still in hospital, with superficial wounds to the right shoulder. Dave Hamsters, 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.

Local news telephone RCMP at a moment the stranger told him "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.



DAVE HAMSTERS "Victim told him telephone police"

PERSONALITY of the WEEK



DIANNE CORRIGAN, R.N.

ing in Smithers another year.

This is a sterling situation except for one thing. Dianne is a volunteer.

A good example of Dianne'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.

Dianne holds a home nursing course out at Horsetown on a weekly basis 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"...Dianne Corrigan, R.N.

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 "They could send him to Vietnam." Oh, local lady-you gotta be the most jaaaa.

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.'s 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 screamers 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.

PLAUDITS AND THING-A-MAJIGS to Ron East and Radio Station CFEB a good community minded outfit. "THING-A-MAJIGS" to anyone who doesn't get in the swing of things next week. Dig out those old dresses, ladies, (you can even tell them it was your grandmother's if you don't want to admit anything) and let's get 'em with the times!

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



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 in 1970 to \$75 billion operating capital from a close of 1967 to 1970. It is possible to 50,000 individuals and corporations.

The Pictorial talked with local bankers and all agreed with the consensus of bankers and investment houses that this is strictly "a gamble, more and slaps."

We asked the Smithers bank managers simple questions "If you were asked by a client if it was advisable to purchase shares of the new bank of B.C., what would you say?" The answers weren't quite so simple.

One thing definitely established was that under the bank act, bank officials are not considered clients of investments. There is a possibility of a bank manager assuming in certain status or investments, but this is their own personal opinion, their replies then are to be considered as their own personal opinion.

Ed Sees, Manager of the

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 Sees, "is a calculated risk and does not as it would be free enterprise."

When the question was put before Don Egbert, Manager of the Canadian Imperial Bank of Commerce he stated he would present the pros and cons to the client but he could not advise the customer to purchase.

Dick Gilly, Manager of the Bank of Montreal, told us "It is a unique business, highly comparable to the banking industry in Canada for many years. Letting a banking business be speculative 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.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Llewellyn, Director of Planning / Danielle Patterson, Senior Planner
Date: February 22, 2024
Subject: **Public Notice Bylaw No. 2032, 2024 – First and Second Reading and Draft Public Notice Policy**

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

1. That Regional District of Bulkley-Nechako Public Notice Bylaw No. 2032, 2024 be given first and second reading.
2. That the Board receive the attached Draft Public Notice Policy.

DISCUSSION

In 2022 the Province amended (Bill 26) the *Local Government Act* and *Community Charter* allowing local governments the option to establish, by bylaw, alternative public notice requirements in place of the default requirement to publish notices in two consecutive issues of a newspaper. A March 31, 2022 staff report discussing the issue is attached for Board information.

Given recent newspaper closures in BC (Black Press' closure of *Kamloops This Week*, Glacier Media's closures of *Alaska Highway News* in Fort St. John and *The Dawson Creek Mirror*), planning staff advise that consideration be given to adoption of an alternative means of publishing a public notice bylaw and recommend Bylaw 2032, 2024 receive first and second reading. This will allow the RDBN to continue with RDBN business without delay where notice is required in the event of a newspaper closure in the RDBN.

As an alternative to the legislated publishing of notices in two consecutive issues of a print newspaper, staff propose to do the following:

- Post the notice on the RDBN's webpage, and
- Post the notice on the RDBN's official Facebook page.

Staff also propose, for most notification situations, a policy that supplements this new formal notice bylaw requirement with a single notice in a local weekly print newspaper or print periodical (such as the *Local Connector*), serving a community within 50 km of the area which is the subject of the notification.

Consideration of the public notice regulation

Section 94.2 of the *Community Charter* requires local governments to consider the principles of effective public notice in *Public Notice Regulation BC Regulation 52/2022* prior to the adoption of an alternative means of publishing bylaw to ensure consideration has been made for the selected means to be reliable, suitable for providing notices, and accessible:

“Principles for effective public notice

(1) Before adopting, under section 94.2 of the Act, a bylaw providing for alternative means of publishing a notice, a council must consider the following principles:

- (a) the means of publication should be reliable;*
- (b) the means of publication should be suitable for providing notices;*
- (c) the means of publication should be accessible.*

(2) Means of publication are reliable if

- (a) they provide factual information, and*
- (b) publication takes place at least once a month or, if the means of publication is a website, the website is updated at least once a month.*

(3) Means of publication are suitable for providing notices if

- (a) they allow all information in a notice to be displayed legibly,*
- (b) they allow a notice to be published by the required date, and*
- (c) they allow a person to consult a notice more than once during the period from the date of publication until the date of the matter for which notice is required.*

(4) Means of publication are accessible if

- (a) they are directed or made available to a diverse audience or readership, and*
- (b) they are easily found.”*

In staff's opinion, the RDBN's webpage and Official Facebook page are adequately reliable, suitable, and accessible forms of public notification. Electronic communications tools are becoming increasingly available and acceptable forms of public engagement and are at least as effective as print newspapers.

Should this bylaw be supported, the RDBN will evaluate how to best adjust the RDBN's website and official Facebook page to enhance availability of the notices for the public (e.g., more prominence on RDBN website, encouraging more residents to follow Facebook page).

Public notices effected by bylaw

The alternative means of publishing notices will impact notifications for the following:

Community Charter

- Section 26 – Proposed land disposition,
- Section 30 – Removal of reservation/dedication of land for local government purpose,
- Section 86 – Alternative approval process,
- Section 94 – Access to records,
- Section 94.1 – Public notice and access to records requirements for public notice,
- Section 99 – Consideration of annual report,
- Section 127 – Notice of board meetings,
- Section 208 – Updating the parcel tax roll,
- Section 213 – Local area service on board initiative, and
- Section 227 – Permissive tax exemptions.

Local Government Act

- Section 225 – Board procedures,
- Section 272 – Intention to provide certain kinds of assistance,
- Section 286 – Disposition of land and improvements,
- Section 376 – Annual reporting on regional district finances,
- Section 466 – Public hearings on land use bylaws,
- Section 494 – Temporary use permit, and
- Section 612 – Heritage designation procedure.

Draft Public Notice Policy

The attached draft public notice policy is provided for receipt in association with Bylaw No. 2032, 2024. If Bylaw No. 2032, 2024 is given first and second reading, staff will bring back the Public Notice Policy for Board consideration at the same Board meeting when third reading and adoption of Bylaw No. 2032, 2024 is considered. This policy outlines when requirements for posting a print newspaper or print periodical notification for public notices effected when Bylaw No. 2032 applies.

The Finance Department believes Section 208 notices are best served by Bylaw No. 2032, 2024 alone, as the potential benefit of paying for a print parcel tax roll notice is outweighed by the high percentage of the parcel taxes spent on printing the notice. Given this, *Community Charter* Section 208 – Updating the parcel tax roll, is excluded from the public notice policy print notification requirements.

Land Use Applications – Signage and Mailing Public Notices

Bylaw No. 2032, 2024 and the drafted Public Notice Policy would not affect the property signage and mailing of public notice requirements for land use applications outlined in the Regional District's Development Procedures Bylaw No. 1898, 2020. Those requirements are summarized as follows.

Applications for Official Community Plan (OCP) amendments and Zoning Bylaw amendments: require a sign installed at least 10 days before a public hearing. When mailout notices are required under Section 466(4) of the *Local Government Act*, they must be delivered to parcels within a distance of 200 m of the area that is subject to the bylaw alteration.

Applications for Temporary Use Permits and Development Variance Permits that vary minimum parcel size at subdivision: require a sign installed at least 10 days before the Board considers the permit. When mailout notices are required under Section 494 or 499 of the *Local Government Act*, they must be delivered to parcels within a distance of 100 m from the area that is subject to the permit.

ATTACHMENTS:

- Bylaw No. 2032, 2024
- Draft Public Notice Policy
- March 31, 2022 board report Bill 26 ([link](#))



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 2032

A Bylaw to provide for an
 Alternative Means of Publishing a Notice

WHEREAS pursuant to Section 94.2 of the *Community Charter*, the Regional Board may adopt a Bylaw to provide an alternative means of publishing a public notice;

AND WHEREAS, pursuant to Section 94.2(3) of the *Community Charter* and Section 2 of the *Public Notice Regulation*, B.C. Reg. 52/2022, the Regional Board considers the means of publication set by this Bylaw to be reliable, suitable for providing notices, and accessible;

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

1. Title

This Bylaw may be cited for all purposes as the “Regional District of Bulkley-Nechako Public Notice Bylaw No. 2032, 2024.”

2. Public Notice

Notice required to be given or published in accordance with Section 94 of the *Community Charter* must be published by the means specified in this bylaw as follows:

- a. electronically by posting the notice on the Regional District of Bulkley-Nechako website; and
- b. electronically by distributing the notice on the Regional District of Bulkley-Nechako Official Facebook page.

3. Inconsistencies between means of publication

In the event of conflict or inconsistency between the means of publication specified in this Bylaw and the means of publication specified in another Regional District of Bulkley-Nechako Bylaw, as they relate to the notice requirements of Section 94 of the *Community Charter*, the requirements of this Bylaw shall prevail.

READ A FIRST TIME this 22nd day of February 2024.

READ A SECOND TIME this 22nd day of February 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 Public Notice Bylaw No. 2032, 2024".

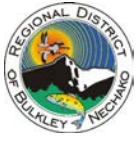
DATED AT BURNS LAKE this _____ day of _____ 2024.

Corporate Administrator

ADOPTED this this _____ day of _____ 2024.

Chairperson

Corporate Administrator



Regional District of Bulkley-Nechako Board Policy

SUBJECT: Draft Public Notice Policy
CATEGORY: Public Notification
APPROVED:
LAST REVIEW: New

1. PURPOSE

To establish a requirement for print notifications to supplement the notice requirements provided in Regional District of Bulkley-Nechako Public Notice Bylaw No. 2032, 2024.

2. BACKGROUND

This policy has been developed in consideration of Section 94.2 of the *Community Charter* which authorizes local governments to adopt alternative means of publication of public notice for those notices effected by Section 94 of the *Community Charter* and the *Community Charter Public Notice Regulation BC Regulation 52/2022*.

3. POLICY STATEMENT

Where public notice is required in accordance with Section 94 of the *Community Charter*, except for public notice requirements under Section 208 (parcel tax notice) of the *Community Charter*, the Regional District shall post a notice as follows:

- A notice shall be posted in a single edition of a print newspaper that is distributed on a regular basis at least weekly in a community within 50 km of the area which is the subject of the notice.
- If there is no such print newspaper, the Regional District shall post a notice in a single edition of a print periodical that is distributed on a regular basis at least weekly in a community within 50 km of the area which is the subject of the notice. Where no such print newspaper or print periodical exists, no notice is required under this policy.
- Where more than one print newspaper or print periodical meets the above noted requirement, notice shall be provided in the print newspaper or print periodical which is distributed closest to the area which is the subject of the notice.
- The print newspaper or print periodical notice must be published at least seven days before the date of the matter for which notice is required.

Notification under this policy is intended to only supplement legislated requirements. Notification under this policy is not mandated and can be waived or expanded to include additional notification methods upon at the discretion of the Regional District.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cameron Kral, Planning Technician
Date: February 22, 2024
Subject: **Rezoning Application RZ A-04-23**
Adoption for Rezoning Bylaw No. 2023, 2023

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

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

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.

The Board gave Rezoning Bylaw No. 2023, 2023 first, second and third reading at the January 25, 2024 Board meeting. Adoption was withheld until the Bylaw received approval from the Ministry of Transportation and Infrastructure (MoTI). The Bylaw has now been approved by MoTI therefore Planning Department staff recommend that Bylaw No. 2023, 2023 be adopted.

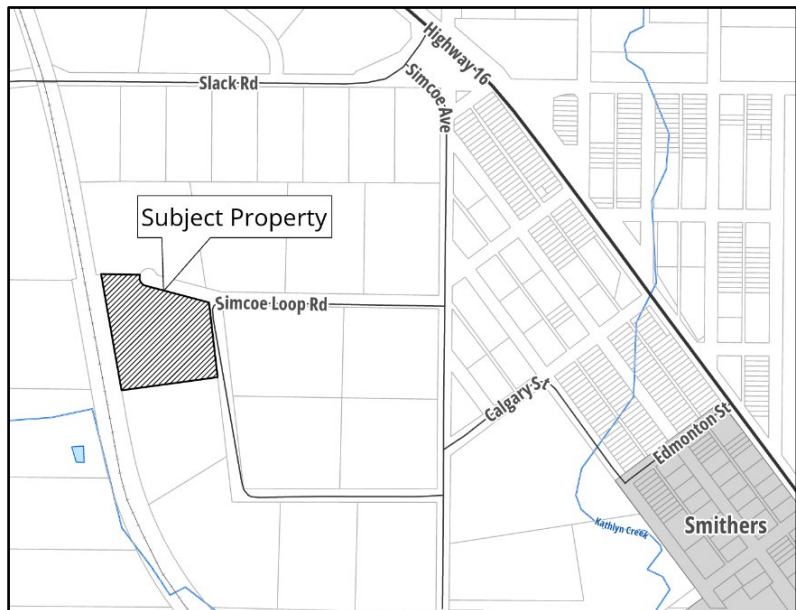
APPLICATION SUMMARY

Electoral 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 PRP7255 (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 (the OCP)
Zoning:	Small Holdings Zone (H1) in Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 (the Zoning Bylaw)
ALR status:	Not in the ALR
Building inspection:	Within the building inspection area
Fire protection:	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 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:

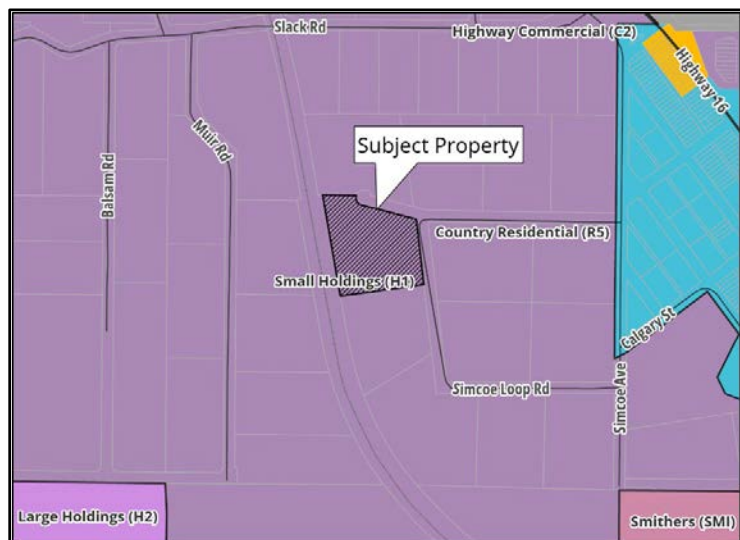
- (a) *The subject property is a minimum of 2 hectares (5 acres) in size or larger, or a 2nd single family dwelling exists and is legal but non-conforming to zoning.*
- (b) *It has been demonstrated that the parcel can accommodate an on-site sewage disposal system for two dwellings.*
- (c) *The development 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 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 be adopted.

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**.

MoTI approved the proposed Bylaw after third reading. They stated in their original referral response on November 23, 2023:

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

Under Section 464(3) of the *Local Government Act* (LGA), the RDBN is prohibited from holding a public hearing on a proposed zoning bylaw under the following circumstances:

- a) *an official community plan is in effect for the area that is the subject of the zoning bylaw;*
- b) *the bylaw is consistent with the official community plan;*
- c) *the sole purpose of the bylaw is to permit a development that is, in whole or in part, a residential development, and*
- d) *the residential component of the development accounts for at least half of the gross floor area of all buildings and other structures proposed as part of the development.*

The proposed rezoning meets the above conditions, therefore notice was given in accordance with Section 467 of the LGA. 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 posted a sign on the subject property.

Comments received in response to the public notice were provided to the Board at the January 25, 2024 Board Meeting.

ATTACHMENT:

- Regional District of Bulkley-Nechako Rezoning 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 25th day of January, 2024.

READ A SECOND TIME this 25th day of January, 2024.

READ A THIRD TIME this 25th day of January, 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 25th day of January, 2024.

Deputy Corporate Administrator

Approved pursuant to section 52(3)(a) of the *Transportation Act*
this 29th day of January, 2024

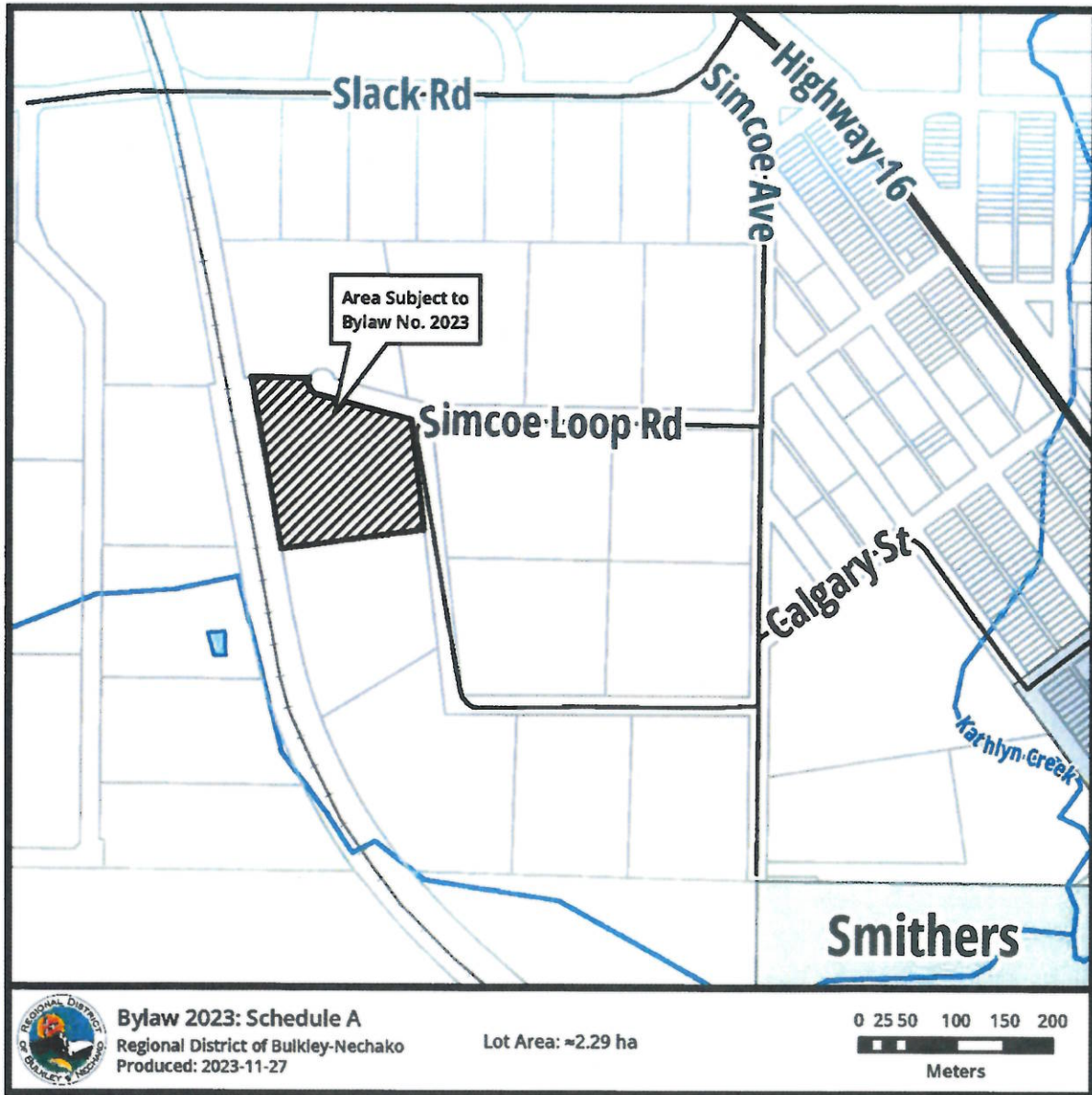
for Minister of Transportation & Infrastructure (2023-05519)

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

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**Advisory Planning Commission
 Meeting Minutes**

Electoral Area A	Meeting Date: Monday, February 5, 2024	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 checked="" type="checkbox"/> Sandra Hinchliffe		
<input checked="" type="checkbox"/> Andrew Watson		<u>Other Attendees</u>
<input checked="" type="checkbox"/> Alan Koopman		<input checked="" type="checkbox"/> Shirley Dykens
		<input checked="" type="checkbox"/> Evert Dykens
		<input checked="" type="checkbox"/> Danielle Patterson, RDBN Staff
		<input type="checkbox"/> _____
Chairperson: Sandra Hinchliffe		Secretary: Natalie Trueit-MacDonald
Call to Order: &:03pm		
<u>Agenda</u>		
7:00 pm ALR 1264		
Applications (Include application number, comments, and resolution)		
ALR 1264 – Dykens		
Unanimous agreement (Alan Koopman abstained) APC supports the application.		
Meeting Adjourned: 7:40pm		Secretary Signature: <i>NCT-Mac</i>



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Danielle Patterson, Senior Planner
Date: February 22, 2024
Subject: **ALR Subdivision Application No. 1264**

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

That Agricultural Land Reserve Subdivision Application No. 1264 be recommended to the Agricultural Land Commission for approval.

EXECUTIVE SUMMARY

This applicant is requesting Agricultural Land Commission (ALC) approval to subdivide two subject properties with areas of 64.68 ha and 16.23 ha (totaling 80.91 ha) into two parcels with areas of 37.6 ha and 37.3 ha (totaling 74.9 ha), with the rest of lands allotted for widening road-right-of-ways (ROWS) on Telkwa High Road and Tyhee Lake Road and for adding road dedication on Fox Road.

The proposed subdivision appears to fit the character of the neighbourhood and no negative impacts on the neighbourhood are anticipated. The proposal would bring the existing dwellings in compliance with the Zoning Bylaw and would result in BC Hydro lines being relocated from a farm field to a ROW. Planning staff recommend the application be forwarded to the ALC with a recommendation to approve.

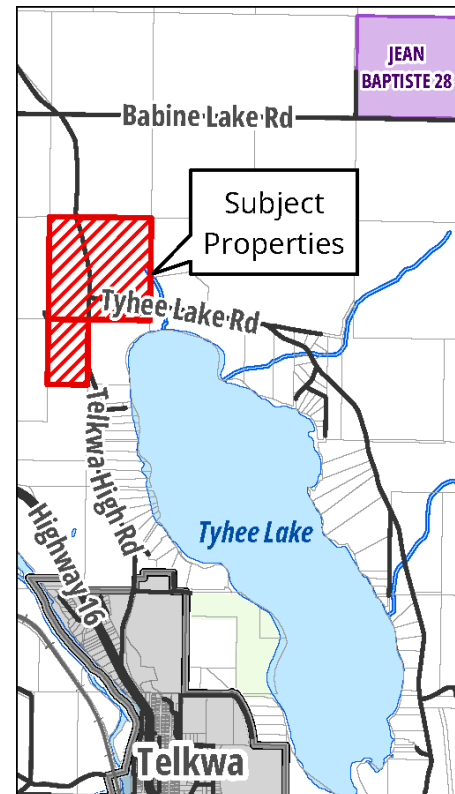
APPLICATION SUMMARY

Name of Agent/Owners:	HBH Land Survey (agent)/E. Dykens, S. Dykens, and E & S Dykens Holdings Ltd. (owners)
Electoral Area:	Electoral Area A (Smithers Telkwa Rural)
Subject Properties:	District Lots 879 & 255, Range 5, Coast District (PID 015-013-839 & PID 013-152-467)
Property Size:	District Lot 879: ~64.68 ha (159.84 ac) District Lot 255: ~16.23 ha (40.11 ac) Total: ~80.91 ha (199.95 ac)
OCP Designation:	Agriculture (AG) in the "Smithers Telkwa Rural Official Community Plan" (the OCP)
Zoning:	Agricultural Zone (Ag1) in the "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw)
Existing Land Use:	Agricultural and residential
Location:	4080 & 3502 Telkwa High Road, and District Lot 255, Fox Road, 2 km north of the Village of Telkwa. The surrounding lands are pasture with residences.
Proposed Subdivision:	Proposed Lot 1: 37.6 ha (92.91 ac) Proposed Lot 2: 37.3 ha (92.17 ac) Total: 74.9 ha (185.08 ac)

PROPOSAL

The applicant is requesting Agricultural Land Commission (ALC) approval for a parcel boundary adjustment between two parcels. The proposed new parcels are 37.6 ha and 37.3 ha in size for a total of 74.9 ha (see map below for proposed lot layout). The remaining lands are allotted to meet Ministry of Transportation and Infrastructure (MoTI) requirements for widening road right-of-ways (ROWs) and adding road dedication.

There are two dwellings and outbuildings on District Lot 879 with addresses 4080 & 3502 Telkwa High Road.



The purpose of the proposed parcel boundary adjustment is to reconfigure the parcels so the dwellings at 4080 & 3502 Telkwa High Road would be on separate parcels, with each parcel including some pasture lands as shown in the map below and in the applicant's ALC submission.

The dwelling at 4080 Telkwa High Road is approximately 107 m² (1,151 ft²) in area and the dwelling at 3502 Telkwa High Road is a manufactured home approximately 150 m² (1,612 ft²) in area. Approximately 85 per cent of the 64.68 ha parcel is covered in hayfields and pasture lands.

District lot 255 at the southwest corner of Fox Road and Telkwa High Road is a hayfield.

DISCUSSION

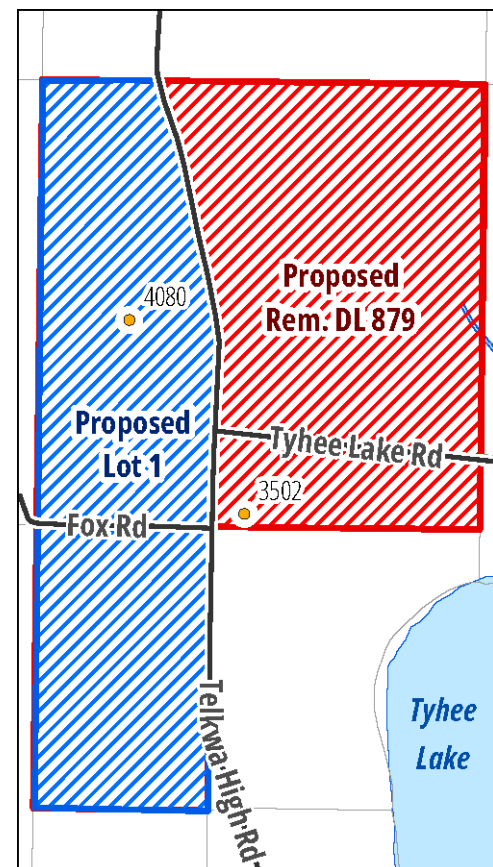
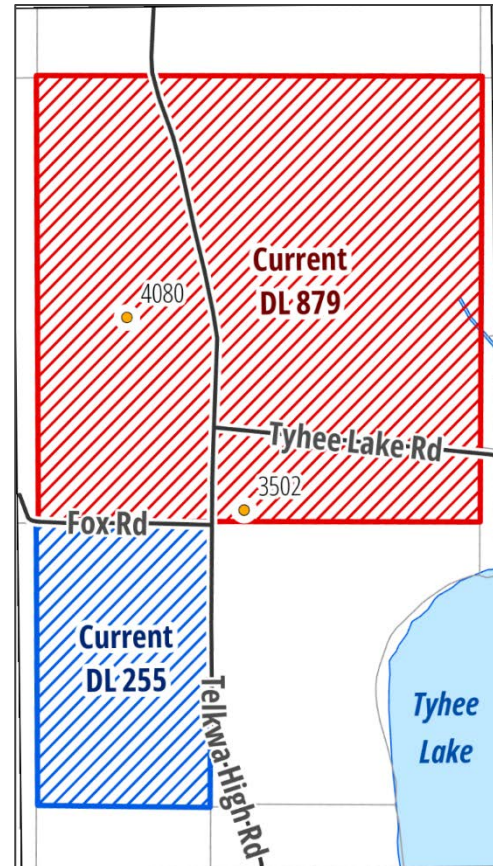
Official Community Plan (OCP)

The lands are designated Agriculture (AG) under the OCP. The intent of this designation to protect and preserve farmland and soil having agricultural capacity and facilitate the appropriate utilization of that land for agricultural purposes. 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. Applications to permit smaller parcels may be considered where the requirements of Section 3.4.2(9) are adequately met, and the proposed subdivision will not have a net negative impact on the agricultural use of the lands being subdivided or surrounding agricultural lands."

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

- (a) There is limited agricultural potential within the proposed area.*
- (b) Soil conditions are not suitable for agriculture.*



(c) Neighbouring uses will not be compromised.

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

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

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

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

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

(9) The subdivision of lands that form viable farm units is discouraged unless there is a clear benefit to agriculture.”

The subdivision proposal, with ROWs and road dedications impacting what would otherwise be a parcel boundary adjustment is uncommon in our region and not fully contemplated in the policy considerations in the OCP. The applicants note that if their subdivision proposal is approved, BC Hydro will remove the existing power lines and associated easement from the applicant’s hayfield to the ROW for Fox Road, which would reduce utility interference with crop production. The roadways all physically exist and MoTI has no plans for physically expanding the roads currently.

Zoning, building permits, and the Agricultural Land Commission (ALC)

The subject properties are zoned Agricultural Zone (Ag1). The proposal complies with Ag1 minimum parcel size at subdivision, which is 16 ha (39.5 ac). The Ag1 Zone permits one single family dwelling unless additional dwellings are permitted pursuant to the *ALC Act*.

The single family dwelling at 4080 Telkwa High Road was issued building permits and was built in 1984. In 1992, an ALC application requesting a second single family dwelling on the subject property was recommended for denial by the RDBN Board and denied by the ALC (ALC Resolution #206/93). Sometime after this ALC application, a manufactured home was installed at 3502 Telkwa High Road. Based on the property records and Google Earth historic imagery, the manufactured home was installed sometime between 1993 and 2006 without the required building permit. The applicant stated they believe the manufactured home was installed in 1994. Given the limited information on the installation date of the manufactured home, planning staff are not able to determine whether the manufactured home complied with past ALC regulations. If built today, the manufactured home would not comply with ALC regulations or RDBN zoning.

Boundary adjustments in the ALR and MOTI road requirements

The applicant has confirmed with the ALC that this proposal is not a parcel boundary adjustment that may be approved by the MoTI Approving Officer as the two proposed parcels have a combined total area that is less than the combined total area of the existing two parcels. This total area reduction is a result of lands allotted to accommodate MoTI requirements for roads and ROWs. As such, the ALC stated an ALR subdivision application is required. MoTI requires Telkwa High Road and Tyhee Lake Road to be widened from 20.1 m to 25 m and a 25 m dedication for Fox Road, as this road was never gazetted by the Province.

Staff comments

The proposed subdivision appears to fit the character of the neighbourhood and no negative impacts on the neighbourhood are anticipated. The proposal would bring the existing dwellings in compliance with the Ag1 Zone regulations and would result in BC Hydro lines being relocated from a farm field to a ROW. Planning staff recommend the application be forwarded to the ALC with a recommendation to approve.

Agricultural capability soil classifications

The soil classifications for the subject properties are 70.35 per cent 4TP, 28.44 per cent 3X and 1.21 per cent class 5 with various limitations (see Appendix A for details).

REFERRAL RESPONSES

At their February 5, 2024 meeting, the **Electoral Area A Advisory Planning Commission (APC)** stated *“unanimous agreement (Alan Koopman abstained) APC supports the application”*.

A referral response from the **RDBN Agriculture Coordinator** and the **Ministry of Agriculture and Food** were not received at the time of the writing of this report. Responses received will be included in the supplemental agenda.

ATTACHMENTS

1. Appendix A – Agriculture Capability
2. Appendix B – Surrounding ALR Applications
3. Applicant’s subdivision plan
4. Applicant’s site photos ([link](#))

Appendix A

Agricultural Capability based on Canada Land Inventory Mapping

94.8% of the subject lands are:

70% Class 4TP (limited by stoniness and topography).

30% Class 3X (limited by soil moisture deficiency).

3.5% of the subject lands are:

80% Class 4TP (limited by stoniness and topography).

20% Class 5W (limited by excess water (groundwater)).

1.7% of the subject lands are:

70% Class 4TP (limited by stoniness and topography).

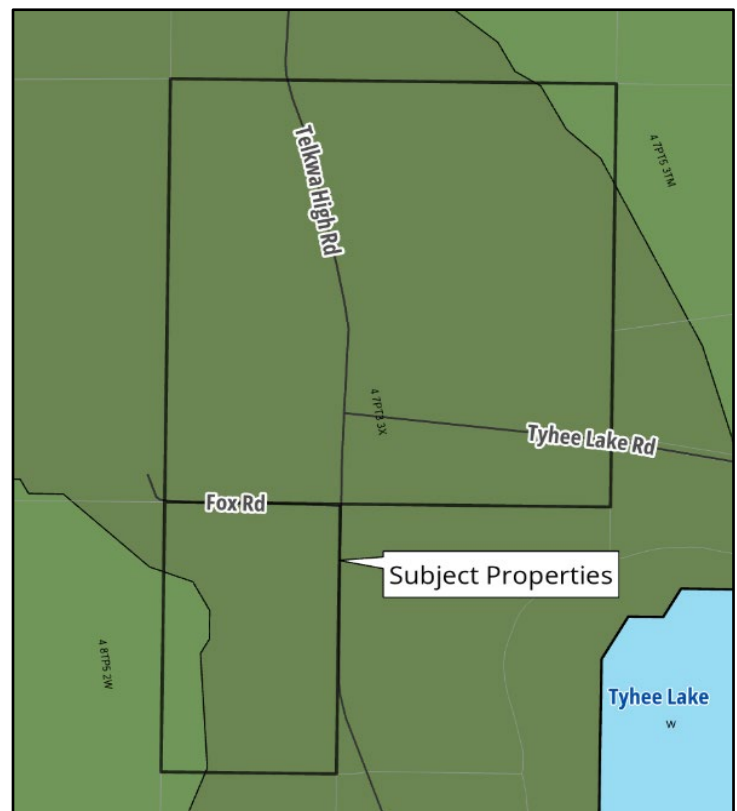
30% Class 5TM (limited by topography and soil moisture deficiency).

Class 3 Land in this class has limitations that require moderately intensive management practises or moderately restrict the range of crops, or both.

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

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

Agricultural Capability Map



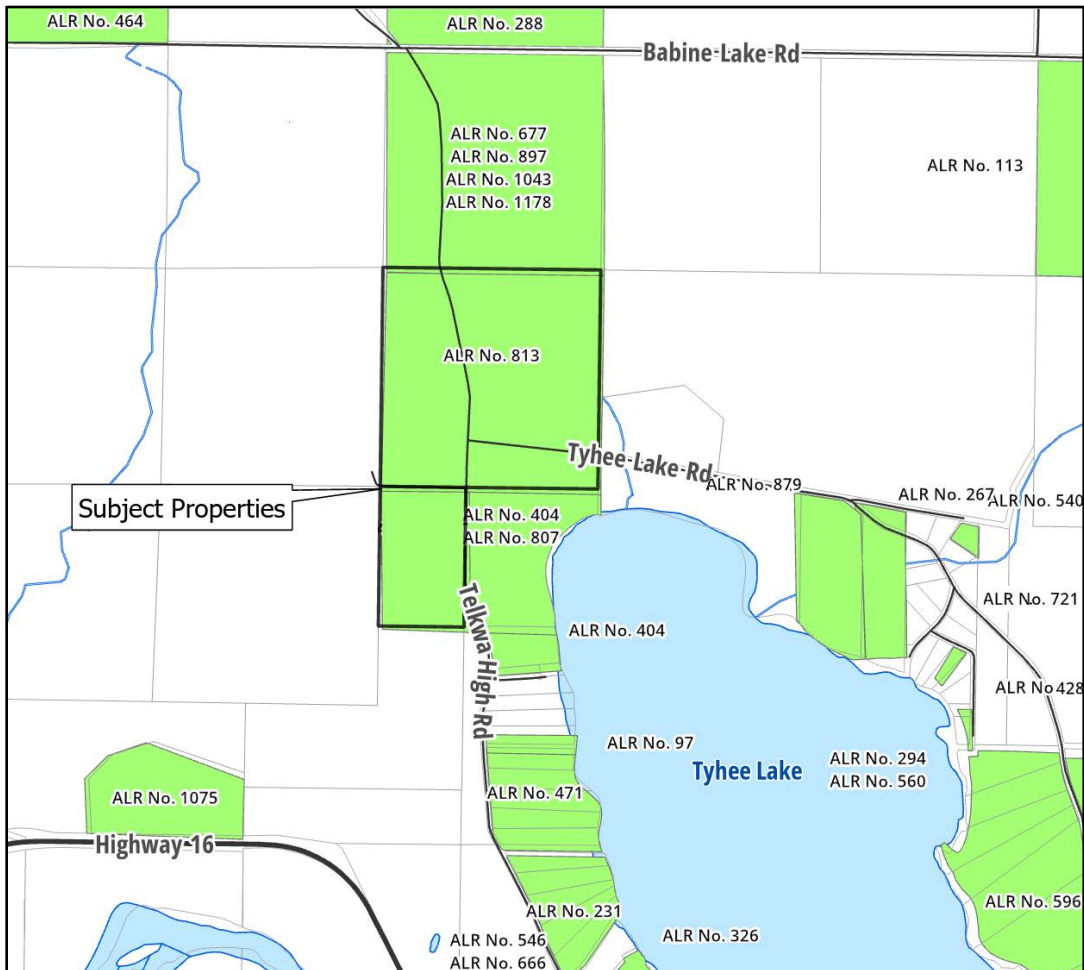
APPENDIX B:**Surrounding Applications**

ALR Application	Legal Description	Summary	Recommendation
97	Lot C, Section 2, Township 4, Range 5, Coast District	Application to establish an office and waiting room.	Staff: Approval
			Board: Approval
			ALC: Approved
113	Lot 797, Range 5, Coast District	Application to subdivide subject property.	Staff: Approval
			Board: Approval
			ALC: Denied
231	Block 1, Section 2, Township 4, Range 5, Coast District Plan 3190, except plan 7660	Application to subdivide subject property into 5 parcels of 5 ac each.	Staff: Denial
			Board: Denial
			ALC: Approved
267	Block 1, District Lot 794, Range 5, Coast District	Application to subdivide subject property into 2 parcels of 20 ac and 5 ac, as divided by a road.	Staff: Approval
			Board: Approval
			ALC: Approval
288	E 1/2 of District Lot 880, Range 5, Coast District	Application to subdivide 2 ac from a 160 ac subject property.	Staff: Denial
			Board: Denial
			ALC: Denial
294	District Lot 252, Range 5, Coast District, except Plan 5949	Application to place a mobile home.	Staff: Approval
			Board: Approval
			ALC: Approved
326	Parcel A, Section 2, Township 4, Range 5, Coast District, Plan 7760, except Plan 9158	Application to subdivide subject property into 2, 4 and 9 ha lots.	Staff: Approval
			Board: Approval
			ALC: Approved
404	Frac. NW 1/4 of Section 2 and the Frac. SW 1/4 of Section 11, Township 4, Range 5, Coast District	Application to subdivide 6.9 ha from 39.45 ha.	Staff: Denial
			Board: Approval
			ALC: Denied
428	Lot 2, District Lot 794, Range 5, Coast District, Plan 1543	Application to subdivide 0.87 ha into two parcels of 0.43 ha each.	Staff: Approval
			Board: Approval
			ALC: Approved
464	Part of District Lot 880A, Range 5, Coast District	Application to subdivide 13.77 ha into two parcels of 4.65 ha and 9.12 ha.	Staff: Denial
			Board: Denial
			ALC: Denied

471	Frac. NW 1/4 of Section 2, Township 4, Range 5, Coast District, except Plan 3389	Application to subdivide subject property into five lots of 2 ha each.	Staff: Denial
			Board: Denial
			ALC: Approved
540	Lot 3, District Lot 794, Range 5, Coast District, Plan 6345	Application to place a mobile home as a second dwelling on an 0.85 ha parcel.	Staff: Denial
			Board: Denial
			ALC: Denied
546	Lot 1, Section 2, Township 4, Range 5, Coast District, Plan 10278	Application to increase the number of mobile home pads from 13 to 29.	Staff: Approval
			Board: Approval
			ALC: Approved
560	District Lot 252, Range 5, Coast District, except Plan 5949	Application to subdivide the subject property.	Staff: Denial
			Board: Denial
			ALC: Denied
596	District Lot 252, Range 5, Coast District, except Plan 5949	Application to exclude that portion of 127.84 ha which lies west of Penner and Tyhee Lake Roads.	Staff: Denial
			Board: Approval
			ALC: Denied
666	Lot 1, Section 2, Township 4, Range 5, Coast District, Plan 10278	Application to operate a retail store on a 2.5 ha property.	Staff: Approval
			Board: Approval
			ALC: Approved
677	East 1/2 of District Lot 799, Range 5, Coast District, except Plan 10259	Application to subdivide 2.02 ha from the subject property.	Staff: Denial
			Board: Denial
			ALC: Denied
721	Lot 3, District Lot 794, Range 5, Coast District, Plan 7352	Application to subdivide 0.82 ha into two parcels of 0.18 ha each.	Staff: Denial
			Board: Denial
			ALC: Denied
807 (Subject properties)	Frac SW 1/4 of Sec 11, TP 4, R5, CD and the Frac NW 1/4 of Sec 2, TP 4, R5, CD, except Plans 3389 & 11676	Application to demolish and rebuild the existing church and campground hall.	Staff: Approval
			Board: Approval
			ALC: Approved
813 (Subject properties)	District Lot 879, Range 5, Coast District	Application to build a second dwelling.	Staff: Denial
			Board: Denial
			ALC: Denied
897	East 1/2 of District Lot 799, Range 5, Coast	Application to subdivide subject property into 3	Staff: Denial
			Board: Denial
			ALC: Denied

	District, except Plan 10259	parcels as divided by several roads.	
1043	East 1/2 of District Lot 799, Range 5, Coast District, except Plan 10259	Application to subdivide subject property as divided by Telkwa High Road.	Staff: Denial
			Board: Approval
			ALC: Denied
1075	Lot 1, District Lot 256, Range 5, Coast District, Plan PRP14250, except Plan PRP14966	Application to operate a sawmill in a 2.47 ha area.	Staff: Approval
			Board: Approval
			ALC: Approved
1178	The East 1/2 of District Lot 799, Range 5, Coast District, except Plan 10259	Application to subdivide the subject property into 4 parcels.	Staff: Not to forward to the ALC
			Board: Not to forward to ALC
			ALC: Not submitted to ALC

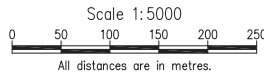
Surrounding Applications Map



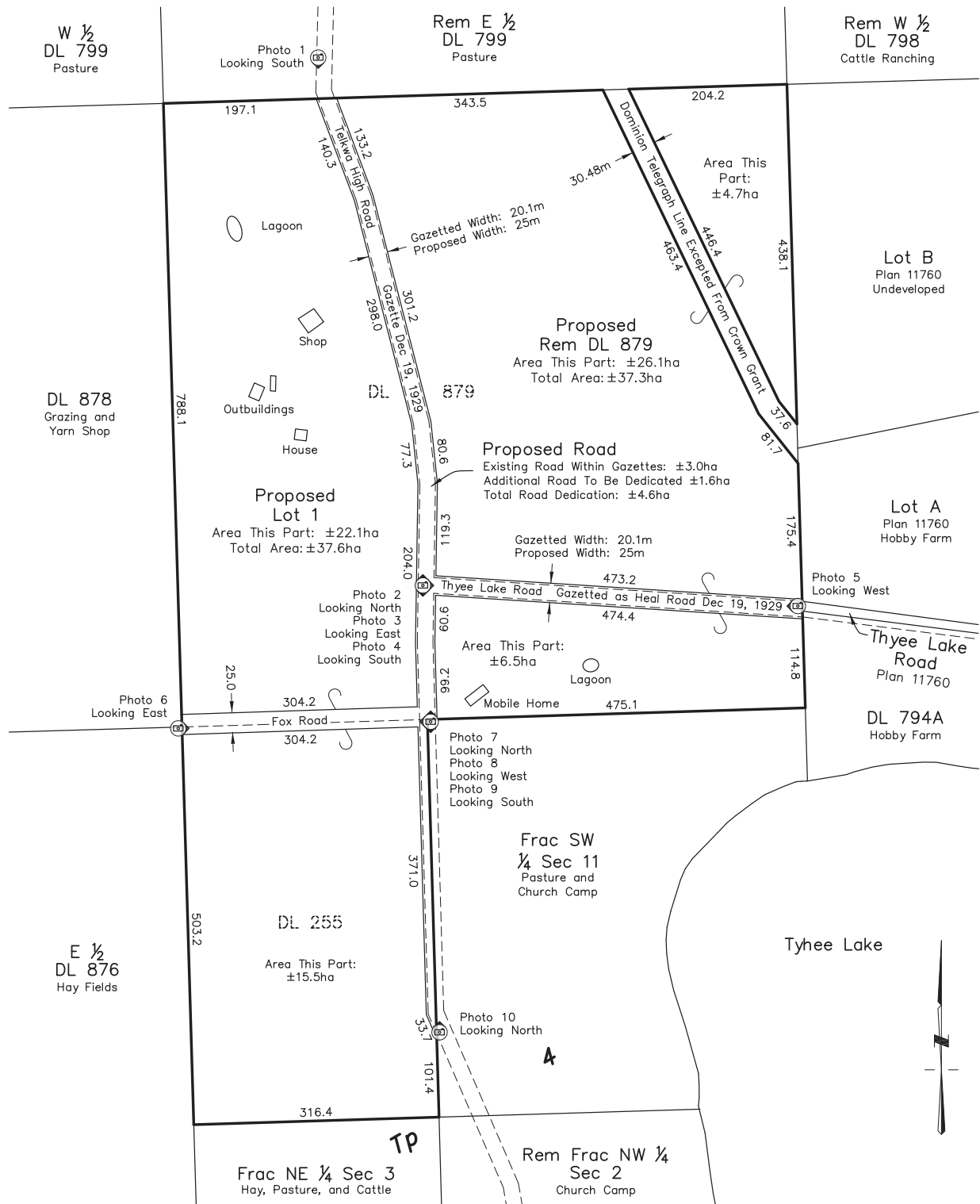
PROPOSED SUBDIVISION PLAN

131

Of DL 879 and of DL 255
Both of Range 5 Coast District



BCGS 93L.075



This plan was prepared for discussion purposes and is for the exclusive use of our client. This document shall not be used to define property lines or property corners.

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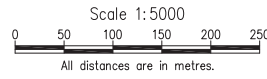
HBH File DYK2201

Drawing Date: November 21, 2023

PROPOSED SUBDIVISION PLAN

132

Of DL 879 and of DL 255
Both of Range 5 Coast District



BCGS 93L.075



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	HBH Land Surveying Inc.	

HBH File DYK2201

Drawing Date: November 21, 2023



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Jason Llewellyn, Director of Planning and Danielle Patterson, Senior Planner

Date: February 22, 2024

Subject: **Prince Rupert Gas Transmission Project Permit Extension Notification Section 2, 2a, 3, and 4, and Middle River Compressor Site (Notification No. 130316)**

RECOMMENDATION: (all/directors/majority)

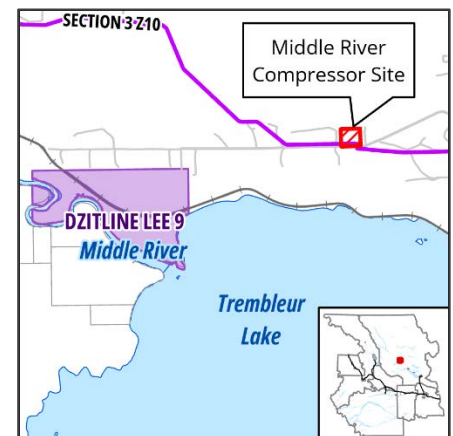
That staff be directed to inform TC Energy that the Board's October 14, 2014 letter remains valid and contains the RDBN's comments in regard to the Prince Rupert Gas Transmission Project Permit Extension applications.

BACKGROUND:

The RDBN has received five notifications (attached) regarding one-year permit extension applications for the Middle River Compressor Station and Sections 2, 2a, 3, and 4 of the Prince Rupert Gas Transmission (PRGT) Project.

This report provides an overview of the PRGT Project and recommendations regarding the referral response.

It is noted that the proposed export facility associated with the PRGT Pipeline is now the Ksi Lisims LNG project located at the northern end of Pearse Island on the northwest coast of British Columbia. This facility replaces the cancelled Pacific Northwest LNG project at Lelu Island, near Port Edward. The Environmental Assessment Certificate application process for the Ksi Lisims LNG project is ongoing.



Previous permit extension (renewal) referrals

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

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

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



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

On July 21, 2014 the RDBN sent letters (attached) to TransCanada Pipelines (now TC Energy), the Oil and Gas Commission (now the BC Energy Regulator (BCER)), and the Environmental Assessment Office outlining the pipeline development issues the RDBN would like addressed. On October 14th, 2014 the RDBN sent a similar letter to

TransCanada Pipelines and the BCER formally responding to the notification regarding applications to the BCER for the pipeline. The Environmental Assessment Certificate for the PRGT Project was issued on November 25, 2014. The BCER permits were issued in 2015. The RDBN has responded to subsequent notifications regarding BCER permit extension for the PRGT Project by referring to the above noted 2014 letters.

The RDBN's position has been that the outstanding issues should be addressed prior to the hiring of construction contractors so that the expectations are known during the contractor selection process and appropriate direction can be given to the contractors. TC Energy's position has been that further discussion on these issues must be deferred until a decision to construct has been made and a prime construction contractor is in place. The most recent notification response letter from the RDBN to TC Energy dated February 9, 2023 and TC Energy's March 7, 2023 response are attached.

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

ATTACHMENTS:

- Pipeline Projects in the RDBN: Status Update Sheet 2024.
- [Letters from TC Energy to the RDBN dated January 25 and February 1, 2024 providing notification of BCER permit extension applications for the PRGT Project. \(link\)](#)
- [PRGT Project factsheet \(link\)](#).
- [Ksi Lisims LNG Project](#) information (website).
- [Letter from the RDBN to TransCanada Pipelines and EAO dated July 21, 2014 regarding pipeline development issues \(link\)](#).
- [Letter from the RDBN to TransCanada Pipelines dated October 14, 2014 in response to a notification regarding OGC permit applications for the PRGT Project \(link\)](#).
- [Letter from the RDBN to TC Energy dated February 9, 2023 in response to a notification regarding BCER permit extension applications for the PRGT Project \(link\)](#).
- [Letter from TC Energy to the RDBN dated March 7, 2023 in response to RDBN letter dated February 9, 2023 \(link\)](#).

PIPELINE PROJECTS IN THE RDBN: STATUS UPDATE SHEET

The following is an overview of the status of LNG projects that are being considered, have been approved, or have recently been constructed in the RDBN.

1. Coastal GasLink Pipeline (Coastal GasLink Pipeline Ltd.)

TC Energy formerly TransCanada Pipelines: The project involves the construction and operation of a 650 km natural gas pipeline which is 48 inches in diameter from the Dawson Creek area in northeast BC to Kitimat, BC.

Associated Infrastructure: LNG Canada facility in Kitimat, BC – under construction.

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

BC Energy Regulator Permits: Issued 2015-16 with extensions.

Status: Construction complete.

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

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

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

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

BC Energy Regulator Permits: Not issued.

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

3. Pacific Trails Pipeline (Pacific Trail Pipelines Management Inc.)

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

Associated Infrastructure: Kitimat LNG Terminal (Environmental Assessment Certificate Cert 2006) – project cancelled.

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

BC Energy Regulator Permits: Issued 2015-2016 with extensions.

Status: Pending construction decision.

4. Prince Rupert Gas Transmission Project (Prince Rupert Gas Transmission Ltd.)

TC Energy formerly TransCanada Pipelines Ltd.: The project involves the construction of a 900 km long natural gas pipeline 48 inches in diameter starting near Hudson's Hope, in northeast BC and terminating on Lelu Island, near Port Edward on the North Coast of BC.

Associated Infrastructure: Ksi Lisims LNG located at northern end of Pearse Island on the northwest coast of British Columbia. Environmental Assessment Certificate application ongoing.

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

BC Energy Regulator Permits: Issued in 2015 with extensions.

Status: Pending construction decision.

5. Westcoast Connector Gas Transmission (Westcoast Connector Gas Trans. Ltd.)

Enbridge formerly Spectra Energy: The project involves the construction of an 870 km natural gas pipeline which is up 48 inches in diameter from the Cypress area in northeast BC to the Prince Rupert, BC area.

Associated Infrastructure: Prince Rupert LNG – project cancelled.

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

BC Energy Regulator Permits: Not issued.

Status: Pending construction decision.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cameron Kral, Planning Technician
Date: February 22, 2024
Subject: **Crown Land Application Referral No. 7406544**

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

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 7406544.

BACKGROUND

The RDBN has received a request to provide comment on an application by BC Hydro to convert an existing Licence of Occupation to a Statutory Right of Way and extend its length by an additional 590 m. The purpose of the application is to accommodate an existing electrical line.

The application area consists of approximately 0.59 ha of land near to and across the Nechako River, located approximately 9 km southeast of the District of Vanderhoof (see Location Map to the right).

BC Hydro states that there have been no changes to the existing electrical line and no further development is anticipated besides routine maintenance. Routine maintenance may include the removal of merchantable timber and vegetation, drainage management and grading.

**ATTACHMENTS**

- Comment Sheet
- Applicant Submission

Comment Sheet on Crown Land Referral No. 7406544

Electoral Areas:	F (Vanderhoof Rural)
Applicant:	BC Hydro and Power Authority
Existing Land Use:	Utility line
Zoning:	Agricultural (Ag1)
OCP Designation:	Parks and Recreation (P)
Proposed Use Comply with Zoning:	Yes
Agricultural Land Reserve:	Yes
Access:	Sackner Road
Building Inspection:	No
Fire Protection:	No
Other comments:	RDBN Zoning Bylaw No. 1800, 2020 includes unattended utilities as a permitted use in all zones.

Crown File: 7406544BC Hydro File: 802-1602.0(X92)

Utility Management Plan Requirements for Replacement Tenures

Please provide the following information (attach additional sheets, if necessary):

There has been no changes to the power line, no further development or upgrades are anticipated except as per regular maintenance requirements.

Strategy for the management and control of invasive plant species {herbicide or mechanical control}. i.e. If herbicide is used, what are the specific management practices around watercourses?

All control of invasive plant species (including herbicide, where used) are done following the Integrated Pest Management Act and Regulations and the BC Hydro Pest Management Plan for Power Line Corridors.

Strategy for the management and control of noxious weeds.

All control of noxious weeds (including herbicide, where used) are done following the Integrated Pest Management Act and Regulations and the BC Hydro Pest Management Plan for Power Line Corridors.

Inspection schedule of the line.

Annual inspection of line.

4-7 year cycle for vegetation management.

10 year cycle for pole test and treat; includes detailed inspection and, if required, preservative treatment of wood poles.

Access to the line.

Access to line primarily via Public Roads or Forest Service Roads where possible. Access tracks along the line managed as wilderness access for light, infrequent use. Access inspections completed at the time of line inspection. Maintenance is condition-based and typically tied with line or vegetation work. Maintenance typically could include brushing, snagging dead trees, drainage management, and grading of the running surface.

Where watercourses are involved, provide details of the drainage and other environmental measures employed, such as ditching, bridging, tunnelling, fencing, etc.

There are watercourses within the tenure area.

Water crossings managed per the BC Hydro Approved Work Practices for Water Crossing Installation, Maintenance and Deactivation which forms part of the Protocol Agreement for Work In and Around Water between BC Hydro, the Ministry of Forests, Lands and Natural Resource Operations, and Fisheries and Oceans Canada.

123°49'20"W 123°49'0"W 123°48'40"W 123°48'20"W 123°48'0"W 123°47'40"W 123°47'20"W 123°47'0"W 123°46'40"W 123°46'20"W 123°46'0"W 123°45'40"W 123°45'20"W

142

SITE MAP

BCGS Mapsheet: 93G.092

Lat/Long: N53° 58' 20.85" W123° 47' 27.75"



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File Number: 7406544

Site # 1 of 1 - APPLICATION Area (Ha.) = 0.59

TYPE: RIGHT-OF-WAY

PURPOSE: UTILITY

SUBTYPE:
INTERIM LICENCE

SUBPURPOSE: ELECTRIC POWER LINE

LOCATION: WEST OF HULATT

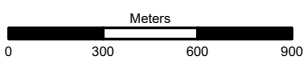
Imagery: Spot 2021

Produced by
Ministry of Water, Land
and Resource Stewardship
Northern Service Centre
FrontCounterBC
Date: December 27, 2023

Scale: 1:24,000 *

* if printed on 8.5X14 page

Projection: BC Albers
Datum: NAD 83



Legend

- | | | | |
|---------------------------------|--------------------------|-------------------------------------|------------------------|
| | Municipality | | Protected Areas |
| | Crown Land Application | | Protected Area |
| | Primary Survey Parcel | | OIC Ecological Reserve |
| | Subdivision | | Recreation Area |
| | Privately Owned Parcel | | |
| Surveyed Rights of Way | | Base Mapping Features (20K) | |
| | Surveyed Road R/W | | River or Stream |
| | Gas/Oil R/W District Lot | | River or Stream - Dry |
| | Power Transmission R/W | | Lake |
| | Gas/Oil R/W | | Marsh |
| | Telecom R/W District Lot | | Glacier/Ice field |
| | Miscellaneous R/W | | |
| Transportation Corridors | | Transportation - Lines (20K) | |
| | Highway | | Airfield |
| | Railway | | Road |
| | Surveyed Road R/W | | Forest Service Road |
| | | | Road Permit |
| | | | Trail |
| | | | Rail Line |

All measurements are approximate.

RANGE 4 COAST DISTRICT

Blk.
A

SECTION 25

TOWNSHIP 1

PORTION
OF SW 1/4

Rem.
Fr.
SEC.25



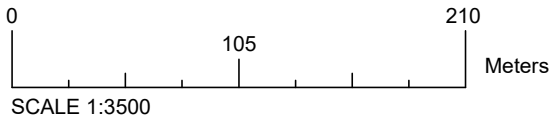
NECHAKO RIVER

PART OF
SW 1/4

Fr. NW 1/4 OF SEC.24 TP.1

PROPOSED SRW
AREA = 0.59 ha±
€ length = 590 m±

LICENCE AREA
CROWN FILE
7406544



This sketch plan shows approximate locations based on a compilation of existing office records of varying accuracy. All boundaries, distances and areas are unreliable for establishing land tenure unless verified by a field survey conducted by a British Columbia Land Surveyor.

NO	DRAWING NUMBER	DRAWING TITLE	NO	REMARKS
REFERENCE DRAWINGS			REVISIONS	

DSGN		 SKETCH PLAN OF PROPOSED STATUTORY RIGHT OF WAY OVER PORTION OF SW 1/4 LYING EAST OF BLK. A AND NORTH OF NECHAKO RIVER SECTION 25 TOWNSHIP 1 RANGE 4 COAST DISTRICT					
INDEF CHK							
DFTG	RV						
DFTG CHK							
INSP							
REV							
ACPT		DATE	DIST	DWG NO	REPORT FIGURE NUMBER	SIZE	REVISION
		2023-11-10		802-S23-00016		A	0

J:\Engineering\Trans\SPD\Survey\LOB\JOBS-2023\23-294 Nechako River Deficient Rights_Crown File 7406544_Shapefiles\dwg\802-S23-00016.dwg
 Drawing Unit = Metric (6)
 VARGA, ROBERT
 11/10/2023 8:17 AM



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cameron Kral, Planning Technician
Date: February 22, 2024
Subject: **Water Act Referral No. 7003153**

RECOMMENDATION:

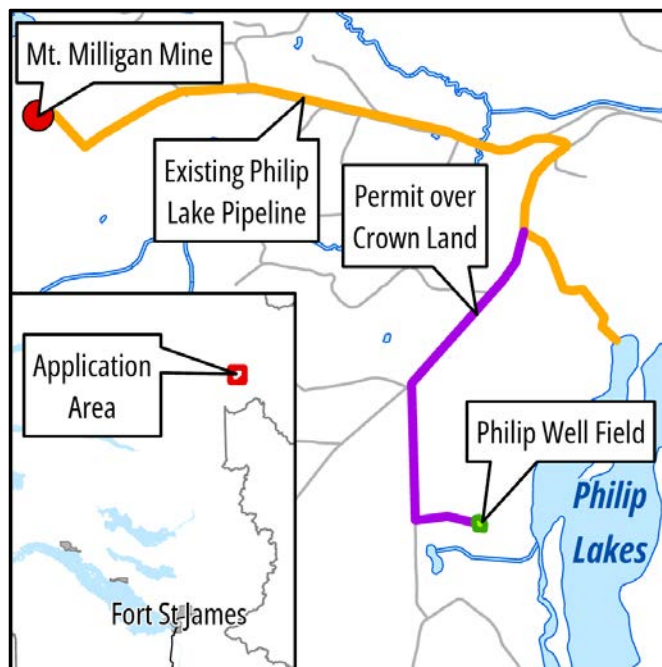
(all/directors/majority)

That the attached comment sheet be provided to the Province as the Regional District's comments on Water Act Referral No. 7003153.

DISCUSSION

The RDBN has received a request to provide comment on Thompson Creek Metal Company Inc.'s (TCMC) application for Water Use Approval under Section 10 of the *Water Sustainability Act (WSA)* and for a Permit Over Crown Land (PCL) under Section 26 of the WSA.

TCMC is proposing to divert up to 6,031 m³ per day of groundwater from the Philip Lake and Lower Rainbow Valley 2 Aquifers for use in processing ore at the Mount Milligan Mine. The applicant is also requesting a PCL over 2.7 ha to provide the necessary tenure for the new well sites and water transportation infrastructure.



The groundwater is proposed to be sourced from three wells referred to as the Philip Well Field, located approximately 70 km north of the District of Fort St James and 340 m west of Philip Lake 1. The water would be transported from the Philip Well Field using above ground hoses or pipes to the existing Philip Lake Pipeline to the mine site (see Location Map above). The application states that each well pad would contain an electric submersible pump, transfer tank, pressure transducer, flow meter and diesel generator.

BACKGROUND

To secure additional water sources and avoid a shutdown of the Mount Milligan Mine, TCMC began applying in 2017 for amendments to their Environmental Assessment (EA) Certificate and for other necessary Provincial approvals while they developed a long-term plan to supply water for the mine.

At the November 23, 2017 Board meeting staff were directed to participate in the working group for TCMC's applications and to send the attached letter dated November 24, 2017 to the Province encouraging them to facilitate the approval process for a new water supply for the mine.

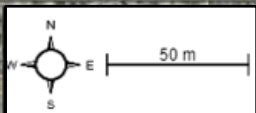
At their September 3, 2020 meeting, the Committee of the Whole received a staff report regarding additional EA amendments TCMC was requesting to supply water for the mine. To date, the EAO has issued various amendments to TCMC's EA Certificate allowing the use of surface water from Philip Lake 1, Meadows Creek, Rainbow Lake and the Nation River; and groundwater from other sources within six km of the mine lease area.

ATTACHMENTS

- Comment Sheet
- Applicant Submitted Maps
- Letter dated November 24, 2017 from the RDBN to the BC Environmental Assessment Office



Electoral Area:	C (Fort St James Rural)
Applicant:	Thompson Creek Metals Company Inc.
Existing Land Use:	Mount Milligan Mine
Zoning:	N/A
OCP Designation:	N/A
Proposed Use Comply with Zoning:	N/A
Agricultural Land Reserve:	No
Access:	Community Connector and various FSRs
Building Inspection:	No
Fire Protection:	No
Other comments:	None



← Community Connector FSR

Well Field Access Road



LEGEND:

- Philip Well Field
- Water Source Well – WW20-41
- Water Source Well – WW21-43
- Water Source Well – WW23-48
- Proposed route for hose/pipe
- Permit over Crown Land area
- Waterbody - Philip Lake 1

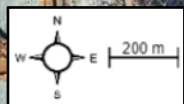
Notes:
 1) Center Coordinates: 55.10404 -123.92056
 2) 2019 Ortho Imagery

PROJECT Thompson Creek Metals Company Inc. – Mount Milligan Mine
 WSA Use Approval Application – Philip Well Field Investigative Use Test
 Unsurveyed Crown land in the vicinity of Philip Lake 1 within Cariboo District

TITLE
Site Drawing – Philip Well Field

	PREPARED BY: Waterline Resources Inc.
	PROJECT: 2932-23-004
	COMPILED BY: SR
	DATE ISSUED: December 8, 2023
	REVISED: 2

FIGURE 1



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Mount
Milligan
Mine

Community Connector FSR

Philip Lake 1

LEGEND:

- Philip Well Field
- Philip Lake Pipeline
- Proposed route for hose/pipe
- Proposed route for hose/pipe within Permit over Crown Land area
- Intermittent Stream
- River/Stream
- Permitted Mine Area
- Philip Lake Pipeline ROW
- Philip Lake Pipeline Tie-In

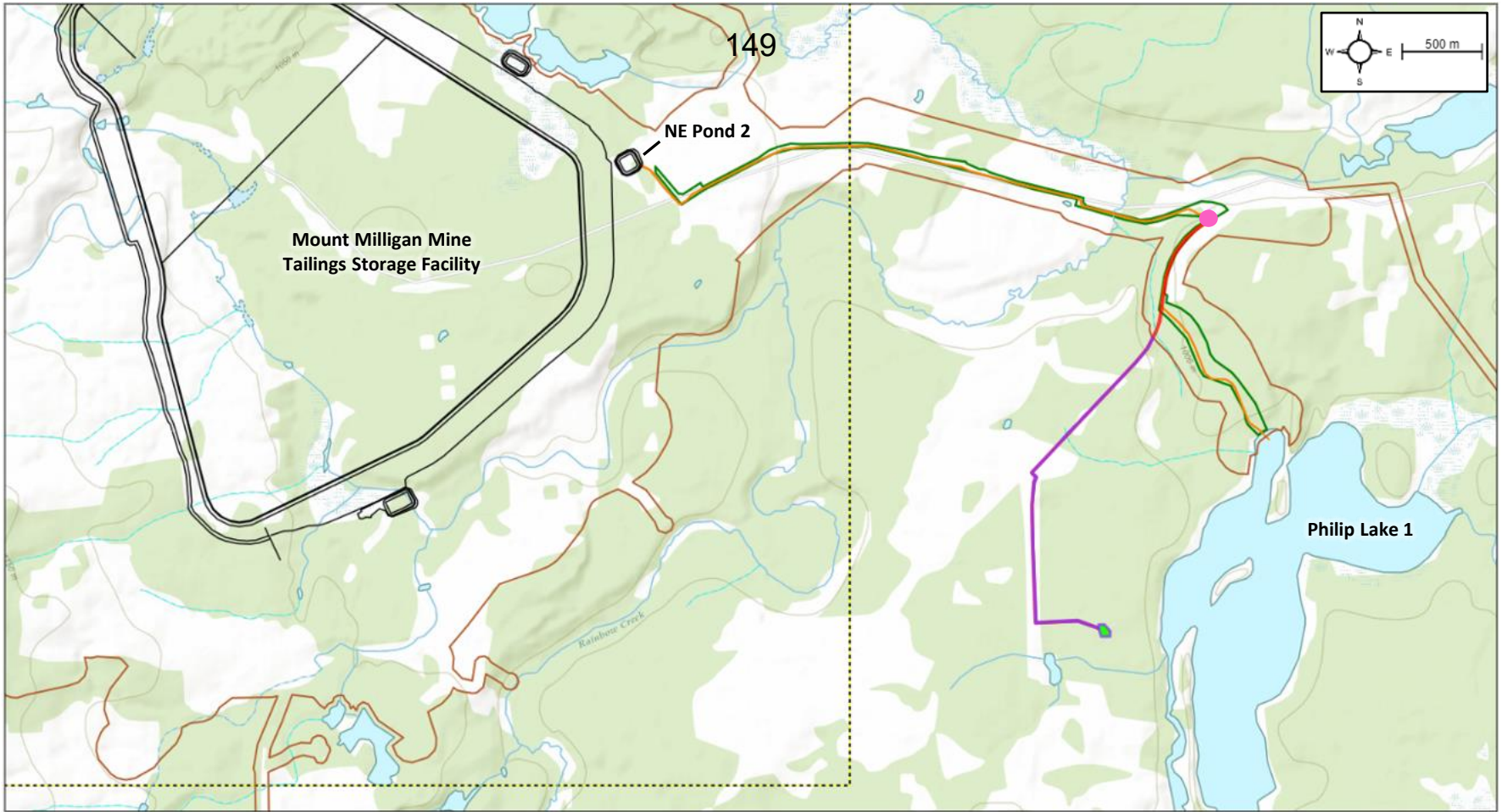
Notes:
 1) Center Coordinates: 55.11767 -123.93578
 2) 2021 Ortho Imagery

PROJECT Thompson Creek Metals Company Inc. – Mount Milligan Mine
 WSA Use Approval Application – Philip Well Field Investigative Use Test
 Unsurveyed Crown land in the vicinity of Philip Lake 1 within Cariboo District

TITLE **Site Drawing – Water Conveyance from Philip Well Field to Philip Lake Pipeline**

	PREPARED BY: Waterline Resources Inc.
	PROJECT: 2932-23-004
	COMPILED BY: SR
	DATE ISSUED: December 8, 2023
	REVISED: 2

FIGURE 2



LEGEND:

- Philip Well Field
- Proposed route for hose/pipe
- Proposed route for hose/pipe within Permit over Crown Land area
- Permitted Mine Area
- Mine Lease
- Philip Lake Pipeline
- Philip Lake Pipeline ROW
- Philip Lake Pipeline Tie-In
- TFS & Seepage Collection Ponds
- Intermittent Stream
- River/Stream

Notes:
 1) Center Coordinates: 55.12091 -123.95785

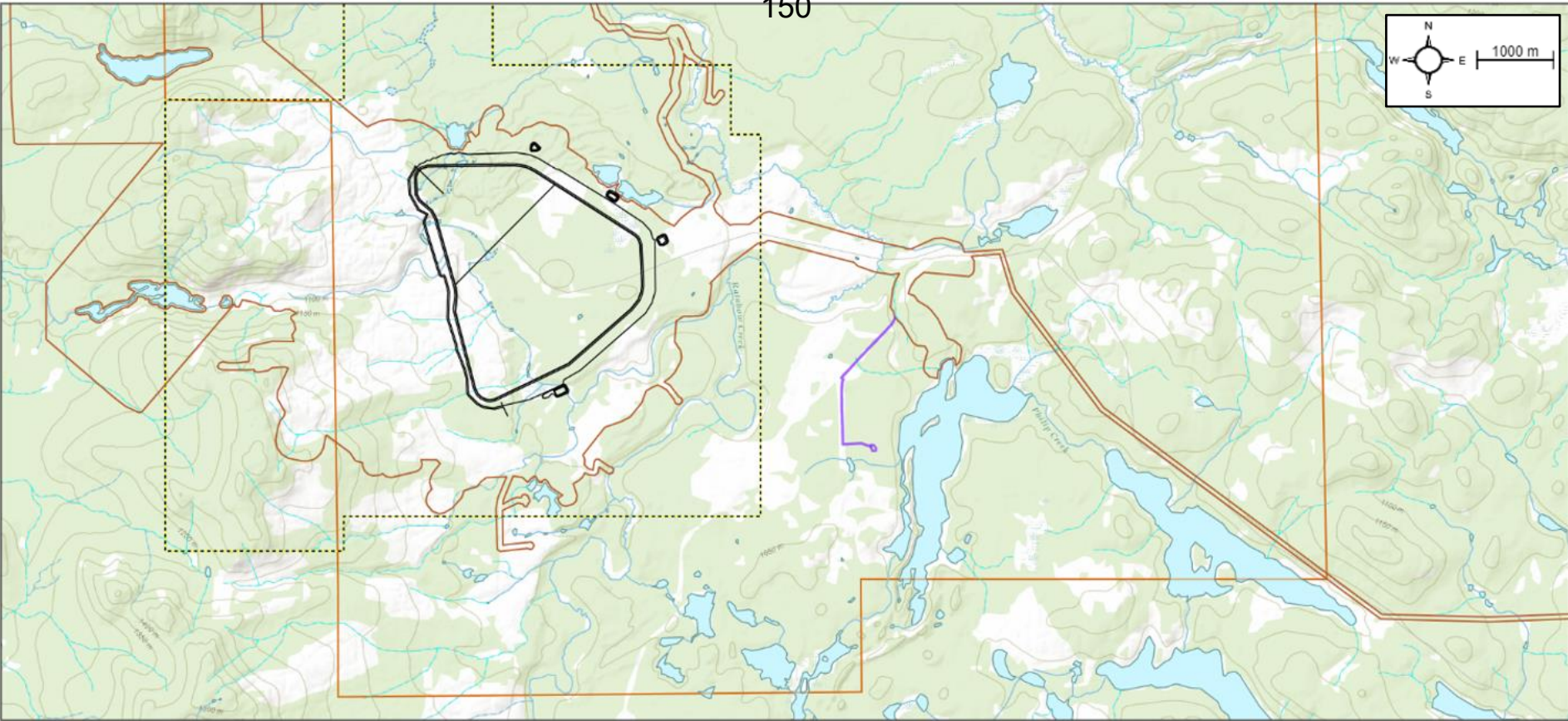
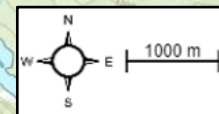
PROJECT Thompson Creek Metals Company Inc. – Mount Milligan Mine
 WSA Use Approval Application – Philip Well Field Investigative Use Test
 Unsurveyed Crown land in the vicinity of Philip Lake 1 within Cariboo District

TITLE Site Drawing – Water Conveyance from
 Philip Well Field to NE Pond 2








	PREPARED BY: Waterline Resources Inc.
	PROJECT: 2932-23-004
	COMPILED BY: SR
	DATE ISSUED: December 8, 2023
	REVISED: 2

FIGURE 3

150



LEGEND:

-  Permit over Crown Land area
-  Licence of Occupation No. 707099 area
-  Permitted Mine Area
-  Mine Lease
-  TSF & Seepage Collection Ponds
-  Intermittent Stream
-  River/Stream

Notes:
 1) Center Coordinates: 55.12069 -123.94522

PROJECT Thompson Creek Metals Company Inc. – Mount Milligan Mine
 WSA Use Approval Application – Philip Well Field Investigative Use Test
 Unsurveyed Crown land in the vicinity of Philip Lake 1 within Cariboo District

TITLE
**Overview Map – Proposed Permit over Crown Land area
 within Licence of Occupation No. 707099 Boundary**


	PREPARED BY: Waterline Resources Inc.
	PROJECT: 2932-23-004
	COMPILED BY: SR
	DATE ISSUED: December 8, 2023
	REVISED: 0

FIGURE 4



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

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

November 24th, 2017

Kevin Jardine
Associate Deputy Minister
BC Environmental Assessment Office
PO Box 9424, Stn. Prov. Gov't.
Victoria, BC, V8W 9V1

Sent by e-mail to: Kevin.jardine@gov.bc.ca

RE: Mount Milligan Mine's Short Term Water Withdrawal from Phillips and Eskers Lakes

The Board of the Regional District of Bulkley-Nechako has recently become aware that Thompson Creek Metals Company Inc. has requested approval to withdraw water from Esker and Philip Lakes early in 2018 to avoid a shutdown of the Mount Milligan Mine. The Regional District Board is writing this letter in support of the District of Vanderhoof's letter to the Provincial Environmental Assessment Office supporting Mount Milligan's Environmental Assessment amendment application and request for a variance under Section 31 of the *Environmental Assessment Act*.

The Board of the Regional District of Bulkley-Nechako is very concerned about this situation and the potential shutdown of the Mount Milligan Mine. The Environmental Assessment Office is strongly encouraged to work with Thompson Creek Metals Company Inc. and the Ministry of Mines to facilitate the approvals necessary to allow the Mount Milligan Mine to continue operating.

Sincerely,

Bill Miller, Chair
Regional District of Bulkley-Nechako

cc: Peter Robb, ADM, Mines and Mineral Resources Division (Peter.Robb@gov.bc.ca)
Phil Welton, General Manager, Mount Milligan, (pwelton@tcrk.com)
Amy Avilla, Acting Executive Director, Major Mine Permitting Office (Amy.Avila@gov.bc.ca)

MUNICIPALITIES:

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

ELECTORAL AREAS:

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

INQUIRIES@RDBN.BC.CA
WWW.RDBN.BC.CA

PH: 250-692-3195
FX: 250-692-3305
TF: 800-320-3339



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Llewellyn, Director of Planning
Date: February 22, 2024
Subject: **Land Act Amendments**

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

That the Board consider the attached letter to the Minister of Land, Water, and Resource Stewardship.

BACKGROUND

The Provincial Government has announced planned amendments to the *Land Act* to:

- allow the Minister to share *Land Act* decision-making with Indigenous Governing Bodies (IGB's)
- align BC Laws with the *Declaration on the Rights of Indigenous Peoples Act* (Declaration Act);
- and Implement the *Declaration Act* decision-making provisions (sections 6 and 7).

Sections 7 of the *Declaration Act* is outlined below:

7 *Decision-making agreements*

- (1) *For the purposes of reconciliation, the Lieutenant Governor in Council may authorize a member of the Executive Council, on behalf of the government, to negotiate and enter into an agreement with an Indigenous governing body relating to one or both of the following:*
 - (a) *the exercise of a statutory power of decision jointly by*
 - (i) *the Indigenous governing body, and*
 - (ii) *the government or another decision-maker;*
 - (b) *the consent of the Indigenous governing body before the exercise of a statutory power of decision.*
- (2) *A member authorized under subsection (1) to negotiate an agreement may enter into the agreement without further authorization from the Lieutenant Governor in Council unless the Lieutenant Governor in Council restricts the initial authorization to only the negotiation of the agreement.*

- (3) *Within 15 days after the Lieutenant Governor in Council authorizes the member to negotiate an agreement under subsection (1), the member must make public a summary of the local governments and other persons the member intends to consult before or during the negotiation.*
- (4) *An agreement entered into under subsection (1)*
 - (a) *must be published in the Gazette, and*
 - (b) *is not effective until the agreement is published in the Gazette or a later date specified in the agreement.*
- (5) *For certainty, subsection (4) applies to an agreement that amends an agreement entered into under subsection (1).*

The proposed amendments are not available for review and little information has been provided regarding the nature of the agreements authorized by the amendments.

Staff attended a virtual information session on February 7th between Nathan Cullen, Minister of Land, Water, and Resource Stewardship and Ministry staff, and the Adventure Tourism Coalition and its member organizations. At this meeting the Province stated that the intent of the legislation is to not affect renewals or sales of existing tenures, and to apply only to new major projects. Attendees such as hunting and guiding outfitters expressed concern regarding existing moratoriums on new proposals for the use of Crown Land, difficulties navigating First Nations issues, and concerns that the proposed Land Act amendments and agreements may make the situation worse. The need for financial compensation for any existing tenure holders impacted was stressed by attendees.

Staff are registered for a webinar organized by UBCM on the proposed *Land Act* amendments on February 21, 2024. The registration link for this webinar is available from staff on request.

The Province is accepting written feedback on the proposal to amend the *Land Act* until March 31 through their EngageBC website at <https://engage.gov.bc.ca/govtogetherbc/engagement/land-act-amendments/>. A slideshow on the proposed amendments to the Land Act is attached.

DISCUSSION:

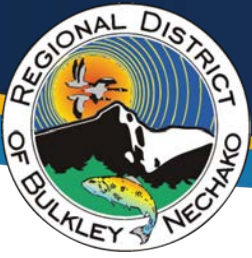
There is no indication that additional information on the proposed amendments to the *Land Act* and the resulting decision-making agreements will be made available for public or local government review prior to the introduction of the associated Bill. Given the limited information available it is difficult for staff to comment in any meaningful way.

At present the Province has a duty to consult where a decision involving Crown Land may impact aboriginal rights. Where an aboriginal right is identified as potentially being infringed upon by a decision there is a requirement for the Province to take steps to avoid irreparable harm or minimize the effects of infringement.

It appears that the proposed *Land Act* amendments and subsequent agreements will, to some extent, provide First Nations with the increased ability to control land use decisions on Crown Land beyond that provided by the Province's duty to consult and accommodate.

ATTACHMENTS:

- Letter 2024, Feb 23 Honourable Nathan Cullen, Minister of Land, Water, and Resource Stewardship
- Provincial Government slideshow titled "Proposal to enable *Land Act* decisions to be made with Indigenous Governing Bodies: Virtual Consultation Session."
- Provincial Government slideshow from February 7th, 2024 meeting between Provincial government and the Adventure Tourism Coalition
- UBCM *Land Act* Engagement Information Sheet



February 23, 2024

Honourable Nathan Cullen
Minister of Water, Land and Resource Stewardship
Room 310 Parliament Buildings
Victoria, BC V0J 1Y0

Via email: Nathan.cullen.MLA@leg.bc.ca

Dear Minister:

Proposed *Land Act* Amendments

The recently announced amendments planned for the *Land Act* may have significant implication for all British Columbians, including First Nations. The Province has provided inadequate opportunity to comment on the proposed changes and has provided inadequate information on which to base meaningful comment.

Given the importance of First Nations engagement issues to the future of our province the Board of the Regional District of Bulkley-Nechako asks that the Province delay consideration of amendments to the *Land Act* to allow for appropriate and informed engagement.

Sincerely,

Mark Parker
Board Chair

cc: Honourable David Eby, Premier (premier@gov.bc.ca)

Proposal to enable *Land Act* decisions to be made with Indigenous Governing Bodies

Virtual Consultation Session

Presented by the Ministry of Water, Land and Resource Stewardship

Purpose

- To seek input on a proposal to enable the implementation of the *Declaration on the Rights of Indigenous Peoples Act* (Declaration Act) agreements with Indigenous Governing Bodies (IGBs) for *Land Act* decisions.

Background

- Declaration Act sections 6 and 7 allow for agreements with Indigenous Governing Bodies (IGBs), including joint and consent decision-making agreements.
- The Declaration Act does not give legal effect to the decision-making power(s) for an agreement, so amendments are required to the legislation containing the decision-making power(s).
- For this reason - because it contains the decision-making powers that could be subject to an agreement - the *Land Act* requires legislative amendment.
- Information regarding the process to develop proposed legislation is available at <https://www.leg.bc.ca/parliamentary-business/bills-and-legislation>

Land Act Overview

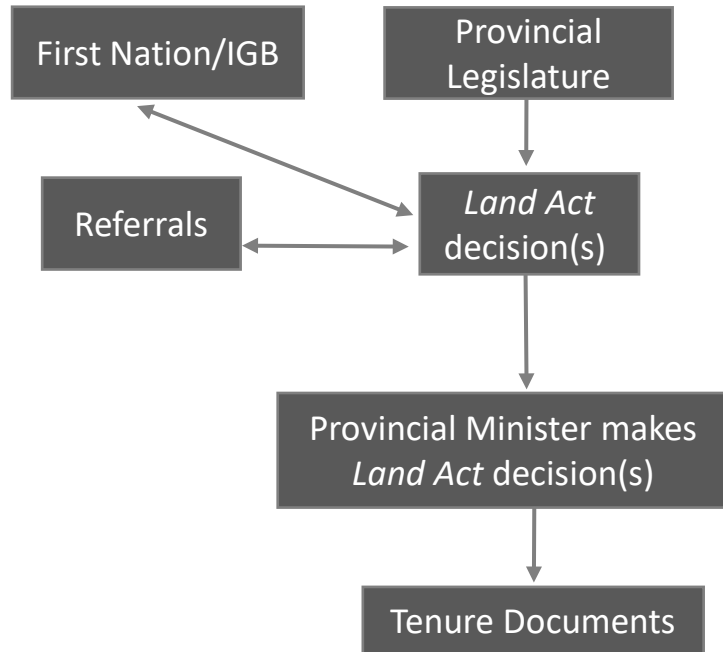
- *Land Act* is one of several natural resource statutes within the Province.
- *Land Act* allows for access and use of public land for 25 separate programs from communication towers to agriculture to waterpower projects.
- *Land Act* contains several other aspects related to administration of *Land Act* tenures and land management, as well as other operational matters.
- Currently, the Provincial government Minister identified as responsible for the *Land Act* is the only decision-maker under the *Land Act*.

Objective

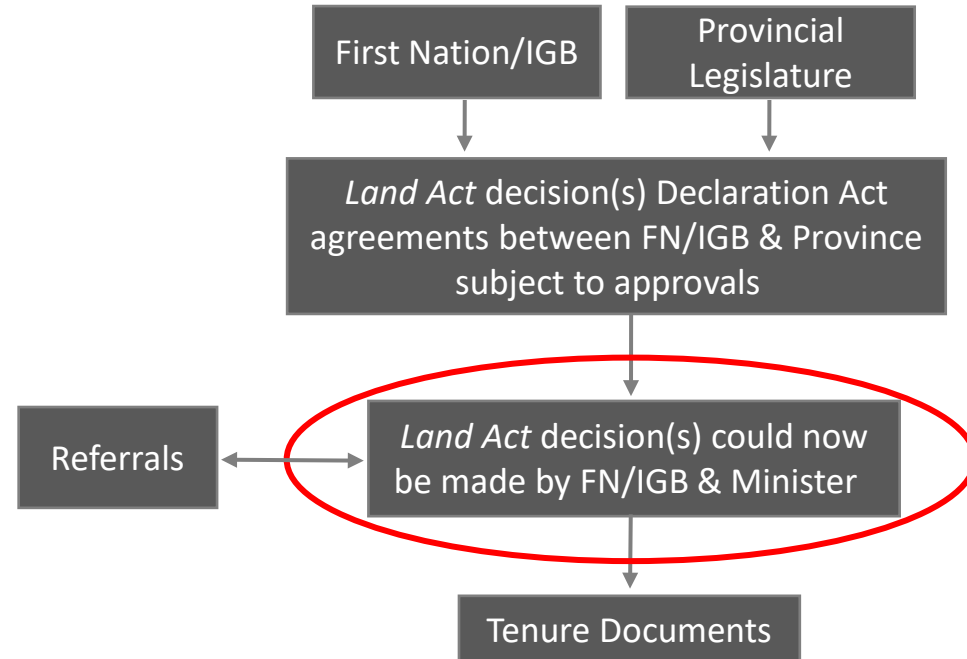
- Propose Provincial legislative amendments to:
 - Allow the Minister to share *Land Act* decision-making with IGB's;
 - Align BC Laws with Declaration Act; and
 - Implement the Declaration Act decision-making provisions (sections 6 and 7).
- This is anticipated to support predictable and durable land use decisions by providing a mechanism for Indigenous peoples to fully participate in decisions that affect them.

Objective

CURRENT



PROPOSED



Policy intent of proposed *Land Act* amendments

- Proposed amendments would:
 - Amend the *Land Act* to enable agreements with IGB's to share decision-making about public land use, where mandated.
 - Shared decision-making through joint or consent models recognizes Declaration Act section 6 or 7 agreements.
 - Provide Cabinet with the ability to establish processes to implement the agreements in a timely and repeatable manner.
 - Ensure agreements have force of law.
- Mandates for *Land Act* decision-making agreements will require analysis of policy and legislation and are subject to approvals.

Timeline

- Early January – virtual engagement sessions – input opportunity
- Up to March 31, 2024: EngageBC site open – input opportunity
 - <https://engage.gov.bc.ca/govtogetherbc/engagement/land-act-amendments/>
- Early February to March: Bill drafting – input opportunity
- Spring Legislative Session April 22 through May 16 – Bill introduced

Next steps

- Continued communication as the Province moves forward with these proposed amendments.
- Seek government approval to prepare legislative amendments to be introduced to the Legislative Assembly in spring 2024.

Discussion:

1. What are your thoughts, concerns or questions?
2. What resonates with you?
3. What is missing?

For comments/input:

<https://engage.gov.bc.ca/govtogetherbc/engagement/land-act-amendments/>

Email:

LandActamendments@gov.bc.ca

For information on development of proposed legislation:

<https://www.leg.bc.ca/parliamentary-business/bills-and-legislation>

What is proposed

- The proposed amendments to the *Land Act* **enable** the use of the tools set out in the *Declaration Act*.
 - **Nothing requires** the Province to enter into a decision-making agreement.
 - The public interest **will be a critical part** of any provincial government decision to enter into a negotiation of an agreement.
- Any practical change to *Land Act* decision making that could result from an agreement would be considered **before** commencing negotiation of decision-making agreement.
 - Where a future agreement contemplates any changes or impacts to the public or third-party interests, **full consultation will be** undertaken and any impacts will be considered.

Decision-making Agreements – the why

- Joint or consent-based decision-making Agreements are ***an important tool*** in the Declaration Act that:
 - ***brings stability*** to decision-making with First Nation partners;
 - ***improves predictability and transparency*** for how decisions are made; and
 - can ***improve competitiveness and economic opportunities***.
- Agreements ***do not provide a ‘veto’*** and require due process.
 - Any person affected by decisions made under joint or consent-based agreements will continue to be able to ***seek review*** of the decision by the courts.
 - Ensures that both the Province and First Nation are ***accountable*** for having ***clear and transparent*** decision-making processes that meet the test of administrative fairness.

Is this new?

- Prior to and since the implementation of the Declaration Act, the Province **has amended** legislation to enable implementation of Declaration Act agreements:
 - *Environmental Assessment Act* (pre-2019)
 - Tahltan Declaration Act consent decision agreement in place for Environmental Assessment Certificate decision for Red Chris project
 - *Emergency and Disaster Management Act*
 - *Child, Family and Community Services Act*
 - *Adoption Act*
 - *Forest and Range Practices Act* (not yet in force)
- The Declaration Act Action Plan **includes commitments** to negotiate agreements under the Act (Action #1.3) and to amend legislation to enable agreements (Action #2.4)



Decision-making Agreements – the how



Engagement session for local governments on proposed Land Act amendments



Publishing Date: January 31, 2024

The provincial government is **proposing amendments** to the *Land Act* to enable shared decision making with Indigenous Governing Bodies, in keeping with *Declaration on the Rights of Indigenous Peoples Act* (DRIPA) agreements. UBCM met with provincial staff last week and requested the Province hold an engagement session for local governments to learn more about these amendments. This is being held February 21, and written feedback can be submitted to the Province until March 31.

DRIPA is the provincial framework for reconciliation with Indigenous Peoples and provides flexibility for the Province to enter into agreements with Indigenous governments to share decision-making on the use of public land together. However, amendments to pre-existing legislation (like the *Land Act*) are required to make this happen.

- A webinar for local governments is scheduled for Wednesday, February 21, 9 - 10 am. [Email](#) to register.
- Written feedback is also being accepted until March 31 through [EngageBC](#) where additional information can be found, including a [slide deck](#) on the proposed amendments.

[Home](#) > [About the UBCM](#) > [Latest News](#)

- > [Engagement session for local governments on proposed Land Act amendments](#)



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Llewellyn, Director of Planning
Date: February 22, 2024
Subject: **Housing Initiatives Program Capacity Funding**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

The Province has committed to providing the RDBN with \$198,964 to assist with the work required as a result of Bill 44. The attached January 2024 document titled "Capacity Funding for Local government Housing Initiatives Program Scope and Guidelines" outlines the way these funds can be used.

Staff anticipate using these funds in the following manner:

- updating of the RDBN's OCP's and Zoning Bylaw to allow small-scale multi-unit housing;
- amendment of the RDBN's Development Procedures Bylaw as a result of the prohibition on public hearing, and replacement with advertising of 1st and 2nd readings.
- Housing Needs Reports for each Electoral Area.
- amendment of each Electoral Area OCP to accommodate 20 years of housing need.

Staff anticipate the funds will be used to cover the following costs:

- incremental staff time and administrative costs;
- consultant costs;
- staff training and capacity building;
- public engagement and advertising.

The RDBN must maintain records regarding the use of these funds until December 31, 2026. The funds must be used prior to December 31, 2025.

ATTACHMENTS:

Capacity Funding for Local government Housing Initiatives Program Scope and Guidelines, January 2024.



Capacity Funding for Local Government Housing Initiatives

Program Scope and Guidelines

January 2024

1. Introduction

The Government of British Columbia is providing \$51 million in grant-based funding to help facilitate implementation and support local governments to meet new legislative requirements of Bill 44 Housing Statutes (Residential Development) Amendment Act, Bill 46 Housing Statutes (Development Financing) Amendment Act, and Bill 47 Housing Statutes (Transit-Oriented Areas) Amendment Act.

Grants will be distributed to all of B.C.'s 160 municipalities, 27 regional districts and the Islands Trust. The grant amounts are based on a formula with two components: a flat funding amount and a per-capita amount. For municipalities, the flat amount is \$150,000 and the per-capita amount is \$4.39. For regional districts, the flat amount is \$80,000 and the per-capita amount is \$5.80.

2. Eligible Projects

The grant funding will support local government planning capacity to adopt Local Government Housing Initiative requirements for small-scale multi-unit housing, pro-active planning and transit-oriented development areas, as well as adopt development finance tools.

Funding can be spent on any planning and implementation activities local governments will need to undertake to successfully meet the legislative requirements of Bill 44 Housing Statutes (Residential Development) Amendment Act, Bill 47 Housing Statutes (Transit-Oriented Areas) Amendment Act, and to update or adopt tools from Bill 46 Housing Statutes (Development Financing) Amendment Act.

Any funds provided by the Province to the Recipient that cannot be committed to an eligible project must be returned to the Province upon written request.



Examples of eligible projects include a new project or update to an existing plan or bylaw:

- housing needs report (HNR)
- official community plan (OCP)
- zoning bylaw
- development cost charge (DCC) bylaw
- amenity cost charge (ACC) bylaw
- transit oriented density bylaw
- transportation, parks or neighbourhood plan
- procedures bylaw
- works and services bylaw
- parking bylaw
- infrastructure master plans
- asset management plans or strategies
- long-term financial plan
- capacity modelling/analysis
- condition and risk assessments
- demand management strategies
- stormwater surcharge or rainwater recharge studies

Eligible projects must:

- Meet the requirements of the updated *Local Government Act* or *Vancouver Charter*.
- Be scheduled for completion by the date specified in the new legislation or have an approved extension.
- Once completed, be received by the local government Council, Board or Local Trust Committee in a meeting open to the public. In the case of regional projects, the report must be received by the Council, Board or Local Trust Committee responsible for each planning area that is included in the project.
- Once completed, be published online for free public access.

3. Eligible Use of Funds

Eligible Costs and Activities:

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the local government to carry out eligible activities.

Funding can be used for regional projects that cover two or more planning areas (i.e., municipalities, electoral areas, local trust areas). A municipality may contribute from its

funding to a regional project if that municipality is a participant and the funding is dedicated for planning purposes.

Examples of eligible activities include:

- Project management and co-ordination.
- Data collection (from public agencies and/or other data sources), compilation and analysis, not including the collection and compilation of data made available at no cost via the Province for the purpose of eligible projects.
- Research specific to eligible projects.
- Community engagement activities (i.e., online and physical promotion and advertising materials, community surveys, events and engagement activities, collaboration with neighbouring local governments, Indigenous governments and communities, and partner organizations).
- Publication of eligible projects (i.e., editing, proofing, graphic design, online material distribution).
- Presentation of eligible projects to Council, Board, or Local Trust Committee.

The following costs are also eligible, provided they relate directly to the eligible activities identified above:

- Incremental staff and administration costs (i.e., creating a new position or adding new responsibilities to an existing position).
- Software and digital costs to support eligible activities (i.e., survey platform fees, subscription fees for digital engagement, web and IT services related to online materials and engagement).
- Consultant or other third-party contract costs relating to eligible projects.
- Public information, consultation and engagement costs.
- Training and capacity building for local government staff specific to eligible projects.

Ineligible Costs and Activities:

Ineligible costs and activities include:



- Collection of data similar to that made available at no cost via the Province for housing needs reports (HNRs), official community plans (OCPs), zoning bylaws, or other purposes.
- Routine or ongoing operating and/or planning costs or activities that are not instrumental or necessary to successfully complete the project (e.g., tracking and reporting of development and building permits).
- Capital costs (including computer hardware).
- Other costs unrelated to eligible projects (i.e., costs associated with onboarding/training new staff, purchase of software, licenses, service subscription and membership fees for unrelated projects).

Freedom of Information and Protection of Privacy Act:

Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

4. Grant Management

Grant recipients are responsible for completion of the project(s) and for meeting reporting and legislative requirements.

Recipients are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. Ministry of Housing reserves the right to review project documents and costs. Recipients must retain records until December 31, 2026.

The Province expects local governments to use this funding prior to December 31, 2025, by which time they will be required to meet the new legislative requirements.

5. Reporting Requirements

Each recipient must report annually for each calendar year (i.e., January 1 to December 31).

The report form will be provided and will require the recipient to summarize the following information:

- The total amount of funding expended during the reporting period and the balance of the funding remaining at the end of the reporting period.
- Total project(s) budget and expenditures on each project during the reporting period.
- A brief description of the project(s) the funding was used to support.
- How the project(s) aids in meeting the new legislated requirements (e.g., update of zoning bylaw to accommodate small-scale, multi-unit housing, adoption of transit-oriented development area bylaw, development of an amenity cost charge (ACC) bylaw, development of a transportation plan to support proactive-zoning and area planning).
- Progress achieved on the project in the reporting period (e.g., updated parking bylaw passed second reading, updated zoning currently being prepared for public hearings, designation of transit-oriented development areas completed).
- The date by when the recipient has met a legislative requirement (e.g., approval of updated parking bylaw so it is now consistent with transit-oriented development legislation). The Ministry will be documenting this information to monitor progress across the province in meeting the new requirements.

The annual reporting must be completed until such time as the grant funding is entirely expended or the legislated requirements applicable to the reporting recipient are met (whichever occurs last).

Recipients must provide a separate report (schedule) to their annual audited financial statements. (as required under s.167 of the *Community Charter* and s. 377(1)(a) of the *Local Government Act*) until the Local Government Housing Initiatives funding is fully expended (drawn down to zero). The form of the schedule to the annual audited financial statements will be left to the discretion of the municipality. The Ministry retains the right to request



additional information from municipalities as required. This report does not need to be audited.

Submission of Reports

Electronic copies of the completed reporting forms are required to be submitted within 45 days of the end of the reporting period.

Report forms should be submitted as PDF files. Total file size for email attachments cannot exceed 20 MB.

All final documents should be submitted to:

Planning and Land Use Management Branch, Ministry of Housing

E-mail: PLUM@gov.bc.ca

6. Additional Information

For enquiries about the program, please contact:

Ministry of Housing

800 Johnson Street

Victoria, B.C., V8W 1N3

Email: PLUM@gov.bc.ca

Phone: (250) 387-3394

For more on the new legislative requirements, supporting data and guidance, please visit the webpage where Ministry of Housing will provide updates on local government housing initiatives: [Local government housing initiatives - Province of British Columbia](#).



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Janette Derksen, Waste Diversion Supervisor
Date: February 22, 2024
Subject: **Agricultural Plastics (3-year) Pilot Project**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

In 2021, the RDBN Board approved the recommendation to sign on with CleanFarms to host collection sites for a 3-year pilot program on Agricultural Plastics. 50% funded by a grant from Agriculture and Agri-food Canada (AAFC) through the Canadian Agricultural Strategic Priorities Program (CASPP) and 50% by RDBN. Please see the attached 2023 Update Report for the results and expenses occurred up until December 2023. As we are approaching the end to the pilot program in June, it is time to start considering the next steps.

OPTIONS

CleanFarms is proposing a pilot extension to allow for more time to further understand the impacts of the program and gather more information relative to the generators needs, materials collected and the markets available for recycling this material. Please see the attached proposal submitted by CleanFarms, providing 3 Options with projected costs for each option.

Option 1: 3-year Extension with On-Farm Trials

Option 2: Annual Renewal

Option 3: Finalize Current Project (Conclusion)

CleanFarms will be appearing as a delegation to present on the pilot project to-date and to discuss the options of continuing. Staff will bring this item forward to the next Rural/Ag Committee meeting seeking direction on whether to consider continuing with the project after June 2024.

SUMMARY

The programs impact to staff saw some initial growing pains but was relatively low impact in the day-to-day requirements for attendants. With the new shipping cages and the proposed on-site farm trials, staff foresee lower impacts under the proposed extension to the pilot program. It is understood that the baseline for this material was a bit vague to start with due to the historical on-farm practices and no segregated data collection in the region. To learn more about how the program would be best suited in Northern BC, staff feels that moving forward with extending the pilot program could be beneficial to prepare for a provincial incentive program. Funding by a grant from Agriculture and Agri-food Canada (AAFC) is currently not secured and uncertain, therefore the RDBN could be faced to covering the full amount of the continuation of the pilot program. The possibility for other grants may decrease the impact to the Environmental Services Budget.

ATTACHMENTS:

1. CleanFarms Agricultural Plastics Pilot 2023 Update Report
2. CleanFarms Agricultural Plastics Pilot Extension
3. RDBN 2024-27 Pilot Extension Cost Assumptions



Agricultural Plastics Pilot 2023 Update Report

Regional District of Bulkley-Nechako

2023 Update



RDBN Update Report – 2023 Year End

The pilot program is reaching the completion of its term of collection. As of this report, approximately 38,700 kgs of material has been collected and sent for recycling since the beginning of the program. The processor, BBRD, has finished baling the material collected, which has allowed for more accurate tracking of the tonnage collected. The pilot is running with 89% of the total budget spent to-date. The pilot is set to wrap up by June, 2024.

The pilot remains in good financial standing. Cleanfarms staff continue to trouble-shoot challenges around material consolidation for efficient transportation and contractor availability.

Tonnage Collected

To date, 25,600 kgs of agricultural plastics have been baled and are ready to ship from the Bulkley-Nechako region for recycling with the remaining 13,100 kgs being processed currently. Approximately 26,000 kgs of bale wrap, 10,700 kgs of twine, and 2,100 kgs of silage film has been collected from farmers across the region. The Knockholt Landfill and Southside Transfer Station saw their first collections of the program this year.

Material collected from each site is listed below (Table 1) based on the number of bags of each material picked up by the drivers.

Site name	Collections (# of bags)			Total bags Collected
	2021	2022	2023	
Vanderhoof Transfer Site	44	351	94	489
Smithers-Telkwa Transfer Site	30	545	60	635
Burns Lake Transfer Site	58	58	106	222
Fraser Lake Transfer Site	113	55	98	266
Southside Transfer Station	-	-	46	46
Knockholt Landfill	-	-	68	68
Total collections YTD	245	1,009	472	1,726

Table 1 - Collections by Transfer Site Since Program Inception

The most active sites by volume are the Vanderhoof and Smithers-Telkwa Transfer Stations. To better service these sites, Cleanfarms has distributed steel cages (Image 1) to optimize pick up and receiving by the hauling partner (GFL) and processor (BBRD). The feedback from both parties has been overwhelmingly positive and has allowed GFL to schedule pickup runs more easily with only one driver instead of a driver and a labourer saving significant costs. The Fort St. James site which was initially included in the pilot is no longer participating because of almost negligible collection rates. The few bags it has accumulated was moved to a neighbouring site and collection was ceased.



Image 1 - Cages used to collect material at the Vanderhoof and Smithers transfer sites.

BBRD has begun baling material after several attempts. It took the operations staff at BBRD some time and trial and error to understand how best to bale the material with the existing equipment in Witset. The material collected since the program inception has now been baled and weighed (Image 2). The data below (Table 2) represents a best estimate on weight collected per site based on the number of bags picked up from Table 1. We have assumed that each bag weighs approximately the same and have used ratios to calculate volume collected per material type per site.



Image 2 - Baled material ready for shipping



Site name	Collections (kg)			
	Bale Wrap	Twine	Silage Wrap	Total Material Collected
Vanderhoof Transfer Site	6,430	3,400	953	10,783
Smithers-Telkwa Transfer Site	10,468	3,532	624	14,624
Burns Lake Transfer Site	3,318	1,303	176	4,797
Fraser Lake Transfer Site	4,330	1,537	289	6,156
Southside Transfer Station	314	489	-	803
Knockholt Landfill	1,107	393	74	1,574
Total collections YTD	25,967	10,654	2,116	38,737

Table 2 - Estimated KGs Collected by Site

Financial Report

The following tables show the program financials to Dec 30, 2023. Table 3 represents the RDBN contribution to the program (50% funding) for Q1 and Q2 2023, and Table 4 represents the total project costs to-date, including those supported by Cleanfarms (cumulative 100%).

Table 3 – Total project costs; 50% RDBN contribution

Project Total	RDBN program costs – Year 1 (2021)	RDBN program costs - Year 2 (2022)	RDBN program costs - Year 3 (2023)	Total program costs	% Budget Spent	Total Project Budget
Collection Costs	\$7,798.40	\$24,819.48	\$33,824.36			
Communication	\$3,616.74	\$ -	\$0.00			
Administration	\$3,239.54	\$5,832.04	\$6,531.54			
Revenue	\$ -	\$ -	\$ -			
Total	\$14,654.68	\$30,651.52	\$40,355.91	\$85,662.11	89%	\$96,501.50

Table 4 – Total project costs; May, 2021 – Dec, 2023

Project Total	Total program costs – Year 1 (2021)	Total program costs - Year 2 (2022)	Total program costs - Year 3 (2023)	Total program costs	% Budget Spent	Total Project Budget
Collection Sites Costs						
Material Consolidation	\$3,449.26	\$21,617.00	\$33,796.55			
Baling costs	\$ -	\$ -	\$23,277.18			
Transport to end market	\$ -	\$ -	\$10,575.00			
Collection bags	\$12,147.54	\$5,766.96	\$ -			
Total Collection Costs	\$15,596.80	\$49,638.96	\$67,648.73			
Communication	\$7,233.48	\$ -	\$ -			
Administration	\$6,479.08	\$11,664.08	\$13,063.09			
Revenue	\$ -	\$ -	\$ -			
Total	\$29,309.36	\$61,303.04	\$80,711.81	\$171,324.22	89%	\$193,003.00



**BBRD has not yet submitted the latest invoice for the baling costs associated with the material collected to-date. The first invoice received covered material baled until November 2023 and the following is expected to be issued in Q1 2024.*

Key Challenges and Learnings

Programming Updates

Uptake of the on-farm compactors has been slow in RDBN. So far, only one of the six compactors that were shipped to the Vanderhoof Transfer Station has been claimed by a farmer in the region. Cleanfarms staff continue to work with local stakeholders to gauge interest and distribute the presses. Learnings from neighboring districts have shown that demonstration events increase the likelihood of adoption of the manual compactors. Holding a demonstration day and inviting farmers in the area may be a good approach to educate and distribute more units.

On-farm compactors increase the tonnage of material that can be accepted through the pilot by densifying materials, making it easier and more efficient to store and transport. Admittedly, the manual versions are tedious to use. In other regions, manual compactors have been converted to stand-alone hydraulic compactors that are operated using the hydraulic connectors typically found on a skidsteer or tractor. Cleanfarms is exploring funding options in order to retrofit a few units to trial on sites in order to increase the convenience of use for the farmers or RD site staff.

Contractor Development

As described above, steel cages were introduced at two of the highest-volume collection sites this spring to help make on-site material storage and pickup more efficient. The early feedback from trialing cages at collection sites, namely at the Vanderhoof and the Smithers-telkwa Transfer Sites, was well received by GFL (collector) and BBRD (processor). GFL found that only a single employee was required to handle a collection at a location that has cages instead of two employees. Instead of hand-bombing material into the truck which is time-consuming they are able to get a cage of material lifted onto the truck by a site operator. This has reduced the number of employees needed to handle a collection at a site by the contractor to one allowing for easier scheduling. Once the site staff at the transfer stations were informed of how the cages should be used, they have been diligent with using them to store material and have been cooperative with helping to load the full cages during collection. Generally, when full cages are picked up at a site, GFL will drop off new empty cages at the same time. Moving forward, Cleanfarms is actively looking to acquire more cages to distribute to the sites as well while maintaining an adequate reserve at the GFL and BBRD warehouses to replenish with every pickup.

BBRD has finished baling all collected material at the time of this report. Baling was delayed by several months due to some technical challenges with material handling related to how the material, mainly bale wrap and silage film, was reacting to their balers. BBRD tested their new cardboard baler in an attempt to solve the problems, however they found that upon baling with the new machine, the material would tend to fall out of the bales and the integrity of the bale



would be lost over time. They returned to the original baler and unpacked the material out of the collection bags and found this helped the bales maintain their shape. Interestingly, the twine baled better in collection bags because it prevented the material from spreading out and jamming the machinery. The contractor has reported that they are now confident in their process and are ready to continue accepting material from the program.

Promotions and education

Two separate one-page tools have been developed as hand-outs for farmers explaining the usage of the compactors and general information about the Cleanfarms collection programs in the Bulkley-Nechako region. They are an easy and cost-effective way to increase awareness of the options available to farmers. A few of the tools are included in this report and can be seen in Appendix A. Site staff are encouraged to continue handing out program information to growers in the Regional District whenever possible.

Other Activities and Updates

Market Development

End markets for agricultural plastics continue to develop. A detailed summary of ag plastics market development has been included in Appendix B.



Appendix A: Promotions and Education

Large volume operator one pager



Are you a producer using large volumes of bale wrap or silage covers in your operation?

Get involved!

Contact Enzo Casal (enzo@viosustainability.com, 778-889-5696) or info@cleanfarms.ca for more information.

Recycle your silage covers and bale wrap



Cleanfarms is seeking large scale producers interested in trialing on-farm compacting units for ag plastics in RDBN.

On-farm compactors:

- help keep your operation tidy
- allow you to manage materials on-site
- support efficient recycling systems





Collection depot one pager

Recycling twine, bale wrap, silage covers



Keep it up! Farmers in RDBN have been doing a great job preparing and returning these ag plastics for recycling.

Prepare your materials

- Shake the material to remove debris. This works best when it is dry.
- Place each material type into a separate ag collection bag (twine, bale wrap, silage cover), or roll and tie large pieces of plastic.
- Avoid bagging materials with large clumps of debris attached.
- Tie the bag shut and store away from mud and debris
- Return to a local collection site

Not accepted

- Net wrap
- Lumber wrap
- Mixed materials
- Grain/feed tote bags

Collection bags and material drop-off available for free at:

- Vanderhoof Transfer Station
- Fort St. James Transfer Station
- Area "D" (Fraser Lake) Transfer Station
- Burns Lake Transfer Station
- Knockholt Landfill
- Southside Transfer Station
- Smithers/Telkwa Transfer Station

For more information

Contact Enzo Casal (enzo@viosustainability.com, 778-889-5696) or info@cleanfarms.ca for more information.





Appendix B: Ag Plastics End Market Development

As pilot programs for agricultural film and twine continue to expand, end market opportunities also continue to develop. Increasing demand for recycled resin is being driven by major sustainability commitments by international brands in Canada and abroad, in addition to upcoming legislative changes in the US and Canada that will require minimum levels of Post-Consumer Recycled (PCR) content in new products and packaging. The increase in demand for PCR resin has spurred interest and investment in plastics processing and recycling infrastructure in Canada and the US.

Today, there are several different streams of agricultural plastics managed through pilot programs across Canada. Agricultural plastics are unique to other consumer plastics and packaging in use and in collection, often requiring specialized end markets that can manage excessive contamination and bulky materials. As the demand for recycled resin increases in Canada and the US, recyclers are becoming more interested in accepting agricultural films as supplementary feedstock to help bridge the demand gap. The following is an overview of the current end market situation for agricultural plastics collected through the Cleanfarms pilot programs:

Grain bags – Strong, stable end markets in Canada

Low-density Polyethylene (LDPE) grain bags are one of the least challenging agricultural film products to recycle due to the low contamination levels and high-quality plastic. There are 2 commercial-scale recycling facilities in Alberta accepting grain bags, as well as a commercial-scale facility in the Southern USA. The combined demand of these three facilities exceeds the supply generated through the Cleanfarms collection programs. Grain bags are processed into pellets and used in the manufacture of new film products (construction and agricultural sheeting products).

Twine – Strong, limited end markets in the USA

Polypropylene (PP) twine is a high-value plastic product but is challenging to process, requiring specialized equipment. There is currently only one recycler in the Northern USA accepting twine for recycling. Demand of this facility exceeds the supply generated through the Cleanfarms collection programs. The twine is processed into pellets and used in the manufacture of automotive parts and as an additive in the roofing industry.

Silage covers and silage bags – developing end markets in Canada and the USA

LDPE silage pit covers (tarps) and silage bags are very similar to grain bags in composition, however often contain more organic contamination due to their use on-farm, and require more complex processing than grain bags. Markets are currently limited but developing in Canada and the USA, with a new facility in Lethbridge, Alberta expected to start production in late 2024. Silage covers and bags, once processed, are recycled into products such as plastic lumber and new film products like garbage bags and construction sheeting.

Bale wrap – Limited but developing end markets in Canada and the USA



Linear Low Density Polyethylene (LLDPE) bale wrap is one of the most difficult products to recycle. Bale wrap is very thin gauge plastic with an additive to make it stick together, which traps organic material and moisture between the layers. Today, there are 2 Canadian bale wrap recyclers – one in Ontario and one in Quebec, with another located in the Eastern USA, making transportation from Western Canada inefficient and costly. A new facility in Lethbridge, Alberta is expected to begin production in late 2024.



Agricultural Plastics Recycling – Pilot Extension

Regional District of Bulkley-Nechako, British Columbia

From 2021 to 2023, the Regional District of Bulkley-Nechako (RDBN) in cooperation with Cleanfarms has operated a successful pilot program to collect and recycle end-of-life bale wrap, silage tarp, and baler twine. To-date, more than 38,700 kgs of material have been collected in the Regional District. The three-year pilot program - set to wrap up in June 2024 - has been 50% funded by a grant from Agriculture and Agri-food Canada (AAFC) through the Canadian Agricultural Strategic Priorities Program (CASPP) and 50% by RDBN.

At this time, further CASPP funding is uncertain. RDBN staff have indicated a desire to explore options to extend the pilot program that would be fully funded by the Regional District in the absence of matching funding.

Option 1: 3-Year Extension with On-Farm Trials

A draft budget proposal has been prepared based on feedback from RDBN staff that builds on the success of the previous pilot program. Some notable changes include:

Paid advertising – In other areas of the province, paid advertising was used to increase awareness of the program, which ultimately resulted in increasing tonnages returned the following year. This budget includes a new line item allocating \$5,000 a year for a paid advertising campaign in RDBN to help increase awareness of the program amongst resident farmers in the Bulkley-Nechako region.

On-farm compactor trials – Over the last several years Cleanfarms has been developing and improving on a farmer-developed prototype for a standalone on-farm compactor for bale and silage plastics (image 1). The original version of the compactor was manually operated, mobile, low-cost and required no electricity, making it convenient to use and store on-farm. 6 manual compactors were delivered to RDBN in 2022, however the manual nature of the compactors resulted in low uptake by farmers. The newest version is a hydraulic model that can be powered using common hydraulic farm equipment. These compactors have been particularly successful with large farmers who prefer to accumulate material for longer periods of time. Today, over 200 compactors are in use across the country. On-farm compaction helps to keep materials clean and eliminates the cost and effort required to collect materials in collection bags. Most importantly, the bales can be transported directly to a recycler without the need for further baling greatly reducing costs. The first on-farm compactor trial has started in the Fraser-Fort George Region in 2023 and has shown costs savings of up to 50% compared to the transfer site model. The proposed extension including 40% of material compacted on-farm would result in savings of up to \$20,000 across the 3 years. The budget includes the purchase and deployment of six hydraulic compactors to supplement the current six already purchased by RDBN.

Option 2 – Annual Renewal (1 year)

A draft budget proposal has been prepared that extends the current program by 1 year carrying forward with the transfer site collection model. Advertising will be included to maximize the materials brought back to the collection sites.



Option 3 – Finalize Current Project (Conclusion)

The final option would be to wind down the current program with a completion of service scheduled for June 2024.

The attached budgets reflect 100% of the estimated costs for a one-year and three-year pilot project extension for the collection of bale wrap, silage film and twine. Cleanfarms continues to pursue additional funding through CASPP and other sources, however it is unclear if the CASPP program will be renewing funding in 2024. If RDBN approves a pilot extension based on the enclosed budget estimates, the Region should be prepared to fund the pilot extension in its entirety. If additional funding becomes available through CASPP or another source before or after the extension begins, the cost matching will resume.



Image 1 – on-farm compactor for film plastics. The compactor above is trailer-mounted for use by a collection contractor. The same unit is available for standalone use directly on farm. It is manufactured in Alberta from plastic lumber made from recycled plastic.

Please contact Shane Hedderson with any questions:

Shane Hedderson
Director, Western Canada
Cleanfarms Inc.
heddersons@cleanfarms.ca



Option 1: RDBN 2024-2027 Pilot Extension				
Cost assumptions				
Year	24-'25	25-'26	26-27	
Communications				
Design (updates required to existing materials)	\$1,000	\$1,000	\$1,000	Outdoor sign design/contamination education, etc.
Printing costs (ie. Postcards, brochures)	\$2,500	\$1,000	\$1,000	Outdoor signs, other operational comms materials/handouts
Advertisement	\$ 5,000	\$ 5,000	\$ 5,000	
Total communications	\$8,500	\$7,000	\$7,000	\$22,500
Collection site related				
Assumptions - sites, collection volumes				
Bale and silage wrap used (MT)	198	198	198	From waste characterization
Twine used (MT)	17	17	17	From waste characterization
Bale wrap collection rate	10%	15%	20%	estimate
Twine collection rate	10%	15%	20%	estimate
Bale wrap collected (MT)	20	30	40	
Twine collected (MT)	2	3	3	
Total collection (MT)	22	32	43	97
Assumptions - costs & compensation				
On-farm compactors - 40% of total bale and silage plastic collection	7.92	11.88	15.84	
Compactor retrofits	\$12,000	\$0	\$0	6 compactors, \$2000/unit to retrofit to hydraulic
Loading on-farm	\$100	\$100	\$100	Per tonne based on costs in other regions
Transport to end market	\$250	\$250	\$250	Full load (18 MT) transported to S. AB
Transfer site collection - 60% of total bale and silage + 100% twine	13.58	20.37	27.16	
Baling (per ton) - all materials	\$200	\$200	\$200	BBRD baling cost @ 1mt/hr
Consolidation at baling site - all materials	\$500	\$500	\$500	GFL pickup of bagged material in bins/cages
Collection bags - twine and bale wrap	\$1,195	\$1,793	\$2,390	Approx \$2.20 each, delivered (30 kg/bag + 20% bag loss)
Transport to end market (per tonne)	\$350	\$350	\$350	Lower volumes; not likely to have full truckloads to S. AB
Revenue from sale of Twine (\$/MT)	\$100	\$100	\$100	
Revenue from sale of bale/silage film (\$/MT)	\$0	\$0	\$0	
Cost to recycle bale/silage film (\$/MT)	\$0	\$0	\$0	
Calculations				
Baling costs	\$2,716	\$4,074	\$5,432	
Material consolidation	\$6,790	\$10,185	\$13,580	
Transport to end market	\$6,733	\$10,100	\$13,466	
Loading on-farm	\$792	\$1,188	\$1,584	
Collection bags	\$1,195	\$1,793	\$2,390	
Compactor retrofits	\$12,000	\$0	\$0	
Contingency	\$7,500	\$5,000	\$5,000	
Total Site collection costs	\$37,726	\$32,339	\$41,452	\$111,517
Administration				
Pilot program operator (25% of expenses; staff time, non-direct program expenses)	\$9,432	\$8,085	\$10,363	
Total administration	\$9,432	\$8,085	\$10,363	\$27,879
Expenses subtotal	\$55,658	\$47,424	\$58,815	\$161,896
Revenue from sale of material				
Twine revenue	\$170	\$255	\$340	
Bale wrap/silage film revenue	\$0	\$0	\$0	
Total revenue	\$170	\$255	\$340	\$765
Grand total	\$55,488	\$47,169	\$58,475	\$161,131
Cost contribution RDBN				\$161,131.48



Option 2: RDBN 2024-2025 Pilot Extension		
Cost assumptions		
Year	24-'25	
Communications		
Design (updates required to existing materials)	\$1,000	Outdoor sign design/contamination education, etc.
Printing costs (ie. Postcards, brochures)	\$2,500	Outdoor signs, other operational comms materials/handouts
Advertisement	\$ 5,000	
Total communications	\$8,500	\$8,500
Collection site related		
Assumptions - sites, collection volumes		
Bale and silage wrap used (MT)	198	From waste characterization
Twine used (MT)	17	From waste characterization
Bale wrap collection rate	10%	estimate
Twine collection rate	10%	estimate
Bale wrap collected (MT)	20	
Twine collected (MT)	2	
Total collection (MT)	22	22
Assumptions - costs & compensation		
Baling (per ton) - all materials	\$200	BBRD baling cost @ 1mt/hr
Consolidation at baling site - all materials	\$500	GFL pickup of bagged material in bins/cages
Collection bags - twine and bale wrap	\$1,892	Approx \$2.20 each, delivered (30 kg/bag + 20% bag loss)
Transport to end market (per tonne)	\$350	Lower volumes; not likely to have full truckloads to S. AB
Revenue from sale of Twine (\$/MT)	\$200	
Revenue from sale of bale/silage film (\$/MT)	\$0	
Cost to recycle bale/silage film (\$/MT)	\$0	
Calculations		
Baling costs	\$4,300	
Material consolidation	\$10,750	
Transport to end market	\$7,525	
Collection bags	\$1,892	
Contingency	\$7,500	
Total Site collection costs	\$31,967	\$31,967
Administration		
Pilot program operator (25% of expenses; staff time, non-direct program expenses)	\$7,992	
Total administration	\$7,992	\$7,992
Expenses subtotal	\$48,459	\$48,459
Revenue from sale of material		
Twine revenue	\$340	
Bale wrap/silage film revenue	\$0	
Total revenue	\$340	\$340
Grand total	\$48,119	\$48,119
Cost contribution RDBN		\$48,118.75

RDBN 2024-2027 Pilot Extension

Cost assumptions

Year	24-'25	25-'26	26-27	
Communications				
Design (updates required to existing materials)	\$5,000	\$1,000	\$1,000	Outdoor sign design/contamination education, etc.
Printing costs (ie. Postcards, brochures)	\$2,500	\$1,000	\$1,000	Outdoor signs, other operational comms materials/handouts
Advertisement	\$ 5,000	\$ 5,000	\$ 5,000	
Total communications	\$12,500	\$7,000	\$7,000	\$26,500

Collection site related

Assumptions - sites, collection volumes

	198	198	198	
Bale and silage wrap used (MT)	198	198	198	From waste characterization
Twine used (MT)	17	17	17	From waste characterization
Bale wrap collection rate	10%	15%	20%	estimate
Twine collection rate	10%	15%	20%	estimate
Bale wrap collected (MT)	20	30	40	
Twine collected (MT)	2	3	3	
Total collection (MT)	22	32	43	97

Assumptions - costs & compensation

Baling (per ton) - all materials	\$200	\$200	\$200	BBRD baling cost @ 1mt/hr
Consolidation at baling site - all materials	\$500	\$500	\$500	GFL pickup of bagged material in bins/cages
Collection bags - twine and bale wrap	\$1,892	\$2,838	\$3,784	Approx \$2.20 each, delivered (30 kg/bag + 20% bag loss)
Transport to end market (per tonne)	\$350	\$350	\$350	Lower volumes; not likely to have full truckloads to S. AB

Revenue from sale of Twine (\$/MT)	\$200	\$200	\$200
Revenue from sale of bale/silage film (\$/MT)	\$0	\$0	\$0
Cost to recycle bale/silage film (\$/MT)	\$0	\$0	\$0
Calculations			

Baling costs	\$4,300	\$6,450	\$8,600
Material consolidation	\$10,750	\$16,125	\$21,500
Transport to end market	\$7,525	\$11,288	\$15,050
Collection bags	\$1,892	\$2,838	\$3,784
Contingency	\$7,500	\$5,000	\$5,000

Total Site collection costs	\$31,967	\$41,701	\$53,934	\$127,602
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Administration

Pilot program operator (25% of expenses; staff time, non-direct program expenses)	\$7,992	\$10,425	\$13,484
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Total administration	\$7,992	\$10,425	\$13,484	\$31,900
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Expenses subtotal	\$52,459	\$59,126	\$74,418	\$186,002
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Revenue from sale of material

Twine revenue	\$340	\$510	\$680
Bale wrap/silage film revenue	\$0	\$0	\$0

Total revenue	\$340	\$510	\$680	\$1,530
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Grand total	\$52,119	\$58,616	\$73,738	\$184,472
Cost contribution RDBN				\$92,235.94
Cost contribution Cleanfarms				\$92,235.94



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Wendy Wainwright, Deputy Director of Corporate Services
Date: February 22, 2024
Subject: **Committee Meeting Recommendations – February 8, 2024**

RECOMMENDATION: (all/directors/majority)

Recommendation 1 and 2 as written.

BACKGROUND

The following are the recommendations from the February 8, 2024 Committee Meetings for the Regional Board's consideration and approval.

Committee of the Whole – February 8, 2024

Recommendation 1:

Re: District of Houston – Letter of Support Request

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

Rural/Agriculture Committee – February 8, 2024

Recommendation 2:

Re: Letter to Ministry of Forests Re: Old Growth Deferral on Crown Agricultural Land Reserve (ALR) Land

“That the Committee recommend that the Board write a letter to the Ministry of Forests requesting information regarding old growth management areas encompassing Agricultural Land Reserve (ALR) Land and outline how the impacts to the ALR Land is being considered.”

ATTACHMENTS: None



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: February 22, 2024
Subject: **North Central Local Government Association AGM & Convention
May 13-16, 2024 – Smithers, B.C.**

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

That the Chair and Rural Directors be authorized to attend the North Central Local Government Association (NCLGA) AGM and Convention in Smithers, B.C. from May 13-16, 2024.

BACKGROUND

The North Central Local Government Association and the communities of the Town of Smithers, District of Houston and Regional District of Bulkley-Nechako will be co-hosting the NCLGA's Annual General Meeting and Convention in Smithers, from May 13-16, 2024.

Director Stoltenberg is sponsoring \$5,000 (Silver sponsorship) toward the convention through the Electoral Area A Economic Development budget.

ATTACHMENTS:

None.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: February 22, 2024
Subject: **NCLGA Resolutions**

RECOMMENDATION: (all/directors/majority)

Direction/Discussion

BACKGROUND

At the February 8, 2024 Committee of the Whole Meeting, discussion took place regarding resolutions for the upcoming NCLGA Convention.

Resolutions on province-wide or region-specific issues can be submitted to NCLGA for consideration at the AGM. Resolutions endorsed at the AGM are conveyed to senior levels of government and other stakeholders involved in central and northern BC affairs. They are themed by the NCLGA Board and then submitted to UBCM for consideration at the UBCM Conference.

Resolutions may also be submitted directly to UBCM, however, members are encouraged to submit to their area association (NCLGA) first. Resolutions endorsed by UBCM will be conveyed to the appropriate government or organization. When UBCM receives responses, they forward them to the resolution sponsor as well as make the responses available to the members and the public.

Below are the topics that were discussed. At this time, staff is suggesting that the Board consider whether a resolution or letter would be more appropriate to further the advocacy on these topics.

Over the last several years, some area associations have tried to narrow and prioritize their focus on submitting resolutions to UBCM, and to only submit the region's top 5 or 10 resolutions, as too many resolutions may water down the advocacy impact on what is important to the region. The RDBN may wish to also limit the number and prioritize our resolutions to increase the weight of our resolutions as we advocate on behalf of our constituents.

- 911 Call Answer Levy (2021 Resolution attached)
 - The RDBN submitted a resolution to NCLGA in 2021 which was endorsed and submitted to UBCM. The resolution was endorsed by UBCM and the following provincial response was received:
Ministry of Public Safety and Solicitor General Government understands the importance of the role that 9-1-1 emergency communications plays in the delivery of emergency services, and that the decreased revenue from traditional funding sources such as landline levies have been a challenge for some local governments. The Province is interested in supporting local governments efforts to both establish and maintain 9-1-1 services and recognizes its role in the promotion of public safety. While 9-1-1 is a local government responsibility, the Province provides support to facilitate delivery of 9-1-1 services wherever possible. Recent supportive efforts include assisting the Northern Rockies Regional Municipality in establishing 9-1-1 services in their remote and rural region. Ministry staff will undertake further work to explore funding mechanisms to support 9-1-1 services, such as the establishment of a call answer levy on wireless phones and, in recognition that this is a cross-ministry issue, will work with colleagues at the Ministry of Municipal Affairs. Staff would recommend that a follow-up letter be sent to the Province asking for a status update on this topic.

- Vaccine Mandate for Healthcare Workers (2023 Resolution attached)
 - The RDBN submitted a resolution to NCLGA in 2023. The resolution was endorsed by NCLGA and submitted to UBCM. The resolution was not endorsed by UBCM, so no further action was taken. Staff would recommend writing a letter to follow-up on staff shortages as a result of this continued mandate.

- *Emergency Disaster Management Act (EDMA)*
 - The RDBN has previously provided numerous comments and feedback prior to EDMA receiving Royal Assent, and now that EDMA is in place, the RDBN has advocated strongly on the development of the regulations. Staff at this time recommends holding off on a resolution at NCLGA, but continue to closely monitor the implementation of EDMA, and if warranted, consider a resolution for UBCM.

- *Land Act*
 - At this time, the RDBN is still gathering information on the implications of the proposed amendments to the Land Act, and therefore, staff recommend that

we continue to monitor information as it becomes available, and if warranted, consider a resolution for UBCM.

- Old Growth Deferral/Crown/ALR Land – staff is still looking into this topic and may have more information for the March 7th meeting.
- Search and Rescue – Recognized Capabilities of each team – SAR is appearing as a delegation at the Feb. 22nd meeting – direction after the delegation.
- Housing needs in small communities/non-market housing – resolution in progress
- Long-term care and complex care – more information forthcoming
- Northwest Invasive Plant Council Funding – Staff recommend writing a letter.
- Medical Professionals – condensed training opportunities – see attachment from Fraser Lake
- Water Hazard Buoys - see attachment from Fraser Lake
- Industry shutdown – tenure reverts to Province - see attachment from Fraser Lake
- Provincial funding for ESS Trained Managers – resolution in progress

ATTACHMENTS:

1. 911 Call Answer Levy (2021 resolution)
2. Vaccine Mandate for Healthcare Workers (2023 resolution)
3. Village of Fraser Lake:
 - a. Licensed Practical Nurses Transition to Registered Nurse Accreditation
 - b. Hazard Buoys
 - c. Revoking the Timber Rights of the Fraser Lake West Fraser Saw Mill

2021 NCLGA

911 Call Answer Levy

Regional District of Bulkley-Nechako

WHEREAS Local Government is only able to collect a 911 Call Answer Levy from Landline subscriptions;

AND WHEREAS landline subscriptions across the Province are decreasing;

AND WHEREAS Local Governments in the Province do not have the ability to collect a 911 Call Answer Levy from cellular telecommunications platforms;

THEREFORE BE IT RESOLVED that UBCM petition the Province of BC to enact a Provincial 911 Levy to include the collection of monthly charges from mobile devices, and provide these funds directly to Local Government 911 Service providers.

Vaccine Mandate for Healthcare Workers Regional District of Bulkley-Nechako

Whereas British Columbia is one of the last remaining provinces in Canada requiring a vaccine mandate for healthcare professionals;

And Whereas the shortage of healthcare workers in the Province of British Columbia has been exacerbated considerably by the dismissal of those healthcare workers who chose not to be vaccinated against Covid 19;

Therefore be it resolved that UBCM calls upon the provincial government to lift the Covid 19 vaccination requirement and allow for unvaccinated healthcare workers to return to work to lessen the strain on the healthcare system.

North Central Local Government Association

Regional District of Bulkley Nechako

Resolutions

TITLE: Licensed Practical Nurses Transition to Registered Nurse Accreditation

AUTHOR: Mayor Sarrah Storey, Village of Fraser Lake

WHEREAS, Licensed Practical Nurses (LPNs) possess significant knowledge, skills, and experience that make them valuable assets to Northern Communities; and

WHEREAS, LPNs have already completed two years of accredited schooling that is directly linked towards the work related to performing within the role of a Registered Nurse (RN); and

WHEREAS, facilitating the transition of LPNs to become RNs would not only enhance career advancement opportunities for LPNs but also address the shortage of RNs within our region; and

WHEREAS, current requirements for LPNs seeking to upgrade to an RN often pose significant barriers in terms of time, cost, and accessibility, thereby hindering the potential influx of qualified individuals into the RN workforce; and

WHEREAS, reducing unnecessary barriers and streamlining the process for LPNs to upgrade to RN status would promote professional growth, enhance healthcare delivery, and ultimately benefit the residents of our communities;

THEREFORE BE IT RESOLVED, that the North Central Local Government Association advocate to the Province and relevant authorities to expedite LPNs attempting to receive their RN accreditation and towards the necessary legislative changes to properly ensure such a change occurs.

Hazard Buoy Resolution – Village of Fraser Lake (2018)

AND WHEREAS, the Village of Fraser Lake is concerned that unmarked water hazards pose a threat to the health and safety of persons involved in motorized water sports on freshwater lakes and rivers in British Columbia;

AND WHEREAS, the installation and maintenance of navigational markers and buoys will improve the safety of persons involved in motorize water activities:

THEREFORE BE IT RESOLVED the Federal Government of Canada install and maintain water hazard markers on known water hazards to protect lives and property on water ways in lakes, rivers and streams.

North Central Local Government Association**Regional District of Bulkley Nechako****Resolutions**

TITLE: Revoking the Timber Rights of the Fraser Lake West Fraser Saw Mill

AUTHOR: Mayor Sarrah Storey, Village of Fraser Lake

WHEREAS, the closure of the West Fraser Saw Mill announced on January 22, 2024, has caused significant economic distress within the community of Fraser Lake and its surrounding areas; and

WHEREAS, the cessation of operations at the sawmill has led to a decline in local employment opportunities, negatively impacting the livelihoods of residents and local businesses; and

WHEREAS, the availability of timber rights for the impacted communities presents an opportunity to revitalize the local economy and promote sustainable development in the region; and

WHEREAS, removing timber rights from this area can facilitate the exploration of alternative economic activities that are aligned with the long-term interests of the community and the preservation of natural resources;

THEREFORE BE IT RESOLVED, North Central Local Government Association request that the Ministry of Forests expedite the removal of West Fraser's Timber Rights over the forest area adjacent to the Village of Fraser Lake in order to foster economic diversification and community resilience in light of the closure of the West Fraser Saw Mill.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: February 22, 2024
Subject: **2024 Budget**

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

That Bylaw No. 2036, being a bylaw to adopt the annual budget for 2024, be given first reading and second reading this 22nd day of February 2024.

BACKGROUND and SUMMARY

Major Services:

The taxation for major services is described in Table 1. The changes made since the last major services budget presentation include reallocating the 'Strategic Initiatives' line items where staff identified roughly \$1.1 million in new non-market revenue; largely as a result of the pipeline. At this time a contribution to general operational reserves of \$700,000 has been proposed, and a \$100,000 special service budget to complete our Business Continuity Plan and to start to implement some of the action items this plan will identify. These amounts are included in the General Government main budget. In addition, an increase in the contribution of \$250,000 of administrative reserves including increases in vehicle reserves, insurance reserves and legal reserves. These latter amounts are shared on a "per staff person" basis to all the Regional District services that have staff. Finally, an increase of \$50,000 to the Emergency Management budget to allow for the implementation of EDMA during EOC activities.

This current revision to the major service budgets reduces the tax rate per \$1,000 by 0.6% for Rural property owners and 1.0% for municipal property owners. Adjusting for the increase in property values the "average" rural property owner will see a 1.7% increase in the amount of taxes that they have paid compared to the amount that they paid in 2023 and similarly the average municipal taxpayer will see a 1.4% increase. Residential property owners should see a relatively stable tax bill as compared to 2023.

The Environmental Services taxation amount has now reached its maximum at \$4.375 million. A long-term financial strategy will be brought forward to a future committee

meeting so as to plan for future budgets and the implementation of residential “tipping” fees.

Minor Services:

The minor service budgets often impact only one, two, or three jurisdictions. While some of the minor service budgets are associated with very small requisitions, some such as the Bulkley Valley Pool Service have a requisition of over \$1 million. The budgets attached to this memo are those that are being presented for the first time, as information has now been provided by member municipalities, and those that have been revised with the input of the Directors.

Some of the budgets are “not yet available”. In these cases, the Regional District is waiting for budget information from the municipal partner involved in the service. The deadline for budget information from the municipalities is the end of February.

Requisitions:

Requisitions are provided for all jurisdictions. Municipal requisitions may be used as a draft in determining municipal tax rates; however, it is important to note that the final municipal tax requisitions are adjusted every year based on the “final assessments” as compared to the “revised assessments”.

The figures for Electoral Areas include an estimate of the requisition on a per \$1,000 of hospital assessments. Electoral Area directors may wish to adjust their requisitions by discussing their “discretionary” budgets with staff.

Grants Provided by The Regional District (by Bylaw)

Grants to Municipalities:

Village of Telkwa

Telkwa Rural Fire	Not yet available	\$137,255 in 2023
Round Lake Fire	Not yet available	\$ 8,428 in 2023

Town of Smithers

Smithers Rural Fire	\$338,623
Smithers Arenas, Parks, ect	\$413,601

District of Houston

Houston Rural Fire	\$ 22,885
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District of Fort St. James

Fort St. James Arena	\$ 37,500	
Seniors Transport Services	\$ 43,000	
Fort St. James Rural Fire	Not yet available	\$207,731 in 2023
Luck Bay Fire Protection	Not yet available	\$ 47,864 in 2023

District of Vanderhoof

Swimming Pool	\$560,338
Vanderhoof Rural Fire	\$ 40,827
Vanderhoof Area and Culture	\$100,000

Village of Burns Lake

Burns Lake Rural Fire	\$148,415
Burns Lake Arena	\$230,000
Burns Lake Ec Dev Officer	\$ 57,500
Burns Lake Tourism	\$ 45,000
Burns Lake Medical Attraction	\$ 30,000
Burns Lake Victim Services	\$ 20,000

Grants to Societies (to support the mandate of their society)

Lake Kathlyn Protection Society	\$ 8,800
Fort Fraser Fire	\$ 20,000
Southside Fire	\$ 27,600
Topley Fire	\$ 40,000 of which \$5,000 is a one time capital grant
Cluculz Lake Fire	\$ 16,500
Northern Soc for Domestic Peace	\$ 44,916
Lakes District Airport Society	\$160,000
Smithers Public Library	\$125,336
BV Museum	\$ 26,124
BV Arts Council	\$ 1,786
Smithers Art Gallery	\$ 11,774
Burns Lake Museum	\$ 79,000 of which \$15,000 is a one time capital grant
Burns Lake Library	\$282,000
Lakes District Festival Society	\$ 3,000
Lakes District Arts Council	\$ 8,500
Lakes District Fall Fair Society	\$ 16,650
Fort Fraser Cemetery	\$ 2,000
Topley Cemetery	\$ 1,500
Smithers-Houston TV	\$ 60,000
Fraser Lake TV	\$ 83,750
Fort St. James TV	\$164,500

Burns Lake TV	\$ 32,500
Fraser Lake Library	\$ 39,191
Fort St. James Library	\$ 16,737
Fort Fraser Community Hall	\$ 2,500
Braeside Community Hall	\$ 4,750

Attachments:

TABLE 1 – Major Services Tax Summary

Requisition Summary

New:

Burns Lake Rural Fire
Houston Rural Fire
Smithers Rural Fire
Vanderhoof Pool

Revised:

General Government
Smithers and Area A Parks and Trails
Houston, Granisle and Area G Recreation Grant Service
Electoral Area "A" Grant in Aid
Electoral Area "F" Grant in Aid
Fraser Lake Library
Fraser Lake TV Rebroadcasting
Electoral Area "D" Economic Development
Smithers Parks, Recreation and Culture Contribution

Bylaw Information

Bylaw 2036 – Five Year Financial Plan 2024-2028
Bylaw 2036 – Year 2024 Bylaw Detail

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	1,840,934	985,290	855,644	17.91	11.06	6.85	17.91	11.06	6.85
				-	-		-			-
2500	Regional Economic Development	365,075	329,050	36,025	3.55	3.69	(0.14)	3.55	3.69	(0.14)
4101	Electoral Area Planning	343,697	288,694	55,002	3.89	3.83	0.06	2.59	2.56	0.04
4301	Development Services	280,703	281,989	(1,286)	2.73	3.16	(0.43)	2.73	3.16	(0.43)
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	369,107	388,849	(19,742)	3.59	4.36	(0.77)	3.59	4.36	(0.77)
Total Region-Wide Services		7,574,516	6,623,658	95,213	74.23	74.93	(0.70)	72.93	73.65	(0.72)
Regional Rural Services										
1101	Rural Government	368,385	356,092	12,294	6.21	7.46	(1.25)			
5901	Weed Control	29,958	31,002	(1,044)	0.50	0.65	(0.14)			
7601	Emergency Preparedness	613,424	421,381	192,043	10.34	8.83	1.51			
Total Rural-Wide Services		1,011,768	808,475	203,293	17.05	16.94	0.11			
TOTAL		8,586,284	7,432,133	298,506	91.28	91.87	(0.59)	72.93	73.65	(0.72)

Major Services Requisition Change

		Tax Rate \$/\$1000 Assessment	0.913	0.919	(0.006)	0.729	0.736	(0.007)
		Tax amount increase for a \$250,000 Assessment		-\$ 1.48	-0.6%		-\$ 1.80	-1.0%
THIS IS THE AVERAGE RD PROPERTY	2.36% MARKET INCREASE	Tax amount increase for a NOW \$255,900 Assessment		\$ 3.90	1.7%		\$ 2.50	1.4%
THIS IS THE AVERAGE RD RESIDENTIAL PROPERTY	0.69% MARKET INCREASE	Tax amount increase for a NOW \$251,725 Assessment		\$ 0.09	0.0%		-\$ 0.54	-0.3%

**REQUISITION AMOUNTS SUMMARY
ALL SERVICES**

	2024 Requisition Amount	2023 Requisition Invoiced
Municipalities		
District of Houston	445,080	428,266
Town of Smithers	2,025,174	1,938,627
Village of Burns Lake	390,445	395,485
District of Fort St. James	426,386	407,965
Village of Fraser Lake	182,792	176,344
Village of Granisle	25,944	20,389
Village of Telkwa	254,409	261,570
District of Vanderhoof	728,346	711,536
	4,478,576	4,340,182
Electoral Areas		
Electoral Area "A"	1,776,546	1,733,535
Electoral Area "B"	816,001	764,462
Electoral Area "C"	787,861	708,690
Electoral Area "D"	749,638	496,000
Electoral Area "E"	1,082,443	543,419
Electoral Area "F"	1,605,810	1,373,438
Electoral Area "G"	653,722	339,171
	7,472,021	5,958,715
Other Taxes		
Specified Areas	20,145	18,006
Service Areas -Taxation on Land & Improvements	1,694,626	1,758,223
Service Areas -Taxation on Improvements Only	304,882	285,456
Defined Areas	249,826	219,276
	2,269,479	2,280,961
Parcel Taxes		
Parcel	34,255	33,385
Frontage	112,138	106,602
	146,394	139,987
TOTAL REQUISITION	14,366,470	12,719,845

District of Houston**Taxation on Land & Improvements:****Revised 2024 Hospital Converted Total - 100%**

		2024 Requisition Draft	2023 Requisition Draft
General Government	General Government	98,156	58,265
Regional Economic Development	Bylaw 1652, 2012	19,465	19,458
Development Services	General Government	14,967	16,675
Waste Disposal	Bylaw 1726, 2015	232,492	257,226
Television Rebroadcasting	Bylaw, 630, 1990	6,985	6,871
Regional Recreation	Bylaw 1979, 2022	21,936	14,736

Revised 2024 Hospital Converted Total - 66%

Planning and Zoning	SLP - No. 1	14,221	13,466
		<u>408,222</u>	<u>386,697</u>

Taxation on Improvements only:**Revised 2024 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	21,428	25,699
Regional Parks & Trails	Bylaw 1928, 2021	0	0
		<u>21,428</u>	<u>25,699</u>

Taxation on Population

Regional Public Transit	Bylaw 1790, 2017	15,430	15,870
		<u>15,430</u>	<u>15,870</u>

Total

445,080	428,266
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Town of Smithers**Taxation on Land & Improvements:****Revised 2024 Hospital Converted Total - 100%**

		2024 Requisition Draft	2023 Requisition Draft
General Government	General Government	296,771	173,475
Regional Economic Development	Bylaw 1652, 2012	58,855	57,936
Development Services	General Government	45,251	49,648
Waste Disposal	Bylaw 1726, 2015	702,937	765,847
Smithers Victim Services	Bylaw 1776, 2016	22,455	21,895
Bulkley Valley Regional Pool	Bylaw 1350,2005	667,193	633,959
Television Rebroadcasting	Bylaw, 630, 1990	21,121	20,457
Regional Recreation	Bylaw 1976, 2022	27,772	26,785

Revised 2024 Hospital Converted Total - 66%

Planning and Zoning	SLP - No. 1	42,997	40,094
		<u>1,885,352</u>	<u>1,790,096</u>

Taxation on Improvements only:**Revised 2024 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	50,761	62,934
Regional Parks & Trails	Bylaw 1927, 2021	61,874	57,634
		<u>112,635</u>	<u>120,568</u>

Taxation on Population

Regional Public Transit	Bylaw 1790, 2017	27,187	27,963
		<u>27,187</u>	<u>27,963</u>

Total

2,025,174	1,938,627
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Village of Burns Lake

Taxation on Land & Improvements:

Revised 2024 Hospital Converted Total - 100%

		2024 Requisition Draft	2023 Requisition Draft
General Government	General Government	48,808	28,717
Nechako Watershed/Fraser Basin Council	General Government	237	99
Regional Economic Development	Bylaw 1652, 2012	9,679	9,590
Development Services	General Government	7,442	8,219
Waste Disposal	Bylaw 1726, 2015	115,606	126,778
Gowan Loop Street Lighting	Bylaw 1983, 2022	1,774	1,772
Regional Recreation	Bylaw 1977, 2022	13,082	4,304

Revised 2024 Hospital Converted Total - 66%

Planning and Zoning	SLP - No. 1	7,071	6,637
		203,699	186,116

Taxation on Improvements only:

Revised 2024 Hospital Converted Total - 100%

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	10,597	12,890
Burns Lake & Area Victim Services	Bylaw 1682,2013	10,679	7,397
Lakes District Airport	Bylaw 1751,2015	9,237	19,521
Burns Lake Tom Forsyth Arena Grant	Bylaw 1609,2012	79,007	81,392
Lakes District Arts & Culture	Bylaw 1831,2018	60,476	61,300
Burns Lake & Area TV Rebroadcast	Bylaw 982,1997	3,924	6,563
Regional Parks & Trails	Bylaw 1929, 2021	4,439	11,680
		178,359	200,743

Taxation on Population

Regional Public Transit	Bylaw 1790, 2017	8,387	8,626
		8,387	8,626

Total

390,445 395,485

District of Fort St. James

Taxation on Land & Improvements:

Revised 2024 Hospital Converted Total - 100%

		2024 Requisition Draft	2023 Requisition Draft
General Government	General Government	70,874	40,100
Nechako Watershed/Fraser Basin Council	General Government	344	138
Regional Economic Development	Bylaw 1652, 2012	14,055	13,392
Development Services	General Government	10,807	11,476
Waste Disposal	Bylaw 1726, 2015	167,873	177,029
Fort St. James Seniors Helping Seniors	Bylaw 1750,2016	22,894	23,589
Television Rebroadcasting	Bylaw 1765,2016	94,076	95,744
Regional Recreation	Bylaw 1978, 2022	17,294	17,154

Revised 2024 Hospital Converted Total - 66%

Planning and Zoning	SLP - No. 1	10,268	9,268
		408,485	387,890

Taxation on Improvements only:

Revised 2024 Hospital Converted Total - 100%

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	16,500	18,634
Regional Parks & Trails	Bylaw 1930, 2021	0	0
		16,500	18,634

Taxation on Population

Regional Public Transit	Bylaw 1790, 2017	1,401	1,441
		1,401	1,441

Total

426,386 407,965

Village of Fraser Lake**Taxation on Land & Improvements:****Revised 2024 Hospital Converted Total - 100%**

		2024 Requisition Draft	2023 Requisition Draft
General Government	General Government	39,955	23,331
Nechako Watershed/Fraser Basin Council	General Government	194	80
Regional Economic Development	Bylaw 1652, 2012	7,923	7,792
Development Services	General Government	6,092	6,677
Waste Disposal	Bylaw 1726, 2015	94,637	102,998
Television Rebroadcasting	Bylaw 1855, 2019	13,399	13,501

Revised 2024 Hospital Converted Total - 66%

Planning and Zoning	SLP - No. 1	5,789	5,392
		167,989	159,771

Taxation on Improvements only:**Revised 2024 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	9,925	11,555
		9,925	11,555

Taxation on Population

Regional Public Transit	Bylaw 1790, 2017	4,878	5,018
		4,878	5,018

Total

182,792	176,344
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Village of Granisle**Taxation on Land & Improvements:****Revised 2024 Hospital Converted Total - 100%**

		2024 Requisition Draft	2023 Requisition Draft
General Government	General Government	6,043	2,918
Regional Economic Development	Bylaw 1652, 2012	1,198	974
Development Services	General Government	921	835
Waste Disposal	Bylaw 1726, 2015	14,314	12,882
Regional Recreation		1,351	738

Revised 2024 Hospital Converted Total - 66%

Planning and Zoning	SLP - No. 1	876	674
		24,703	19,021

Taxation on Improvements only:**Revised 2024 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	900	1,018
Regional Parks & Trails	Bylaw 1928, 2021	0	0
		900	1,018

Taxation on Population

Regional Public Transit	Bylaw 1790, 2017	341	350
		341	350

Total

25,944	20,389
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Village of Telkwa**Taxation on Land & Improvements:****Revised 2024 Hospital Converted Total - 100%**

		2024 Requisition Draft	2023 Requisition Draft
General Government	General Government	44,466	27,850
Regional Economic Development	Bylaw 1652, 2012	8,818	9,301
Development Services	General Government	6,780	7,971
Waste Disposal	Bylaw 1726, 2015	105,323	122,951
Smithers Victim Services	Bylaw 1776,2016	3,365	3,515
Bulkley Valley Regional Pool	Bylaw 1350,2005	59,981	61,067
Houston/Smithers TV Rebroadcasting	Bylaw 1818,2018	3,164	3,284

Revised 2024 Hospital Converted Total - 66%

Planning and Zoning	SLP - No. 1	6,442	6,437
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Taxation on Improvements only:**Revised 2024 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	8,619	11,530
		8,619	11,530

Taxation on Population

Regional Public Transit	Bylaw 1790, 2017	7,452	7,664
		7,452	7,664

Total

254,409	261,570
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District of Vanderhoof**Taxation on Land & Improvements:****Revised 2024 Hospital Converted Total - 100%**

		2024 Requisition Draft	2023 Requisition Draft
General Government	General Government	173,280	103,030
Nechako Watershed/Fraser Basin Council	General Government	841	355
Regional Economic Development	Bylaw 1652, 2012	34,363	34,408
Development Services	General Government	26,422	29,487
Waste Disposal	Bylaw 1726, 2015	410,433	454,850

Revised 2024 Hospital Converted Total - 66%

Planning and Zoning	SLP - No. 1	25,105	23,813
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Taxation on Improvements only:**Revised 2024 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	35,932	42,996
		35,932	42,996

Taxation on Population

Regional Public Transit	Bylaw 1790, 2017	21,970	22,597
		21,970	22,597

Total

728,346	711,536
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ELECTORAL AREAS

	2024 Requisition Draft	2023 Requisition Draft
Electoral Area "A"	1.2550	1.2350
Taxation on Land & Improvements:		
Rural Government Services (1101)	87,884	104,759
Area A Grant in Aid (1131)	40,000	0
General Government (1201)	253,495	155,216
Regional Economic Development (2500)	50,271	51,836
Planning and Zoning (4101)	55,093	53,813
Development Services (4301)	38,654	44,424
Building Numbering (4401)	2,349	2,271
Unightly Premises Regulatory Control (4501)	9,325	8,916
Waste Disposal (5101)	600,432	685,238
Weed Control (5901)	7,146	9,120
Emergency Preparedness Planning (7601)	146,342	123,966
Smithers Victim Services	19,181	19,590
Bulkley Valley Regional Pool and Rec Centre (10101)	341,941	340,339
Regional Recreation (10912)	23,722	23,965
	<u>1,675,834</u>	<u>1,623,453</u>
Taxation on Improvements Only:		
Area "A" Economic Development (2401)	0	0
9-1-1 Emergency Telephone. Response (7501)	47,860	58,514
Smithers Para-Transit (8201)	0	0
Regional Parks & Trails (10902)	52,852	51,568
	<u>100,712</u>	<u>110,082</u>
	<u>1,776,546</u>	<u>1,733,535</u>

ELECTORAL AREAS

	2024 Requisition Draft	2023 Requisition Draft
Electoral Area "B"	1.772	1.795
Taxation on Land & Improvements:		
Rural Government Services (1101)	28,582	31,776
Area B Grant In Aid (1132)	14,499	5,000
General Government (1201)	82,444	47,081
Nechako Watershed/Fraser Basin Council (1206)	400	162
Regional Economic Development (2500)	16,349	15,723
Planning and Zoning (4101)	17,917	16,322
Development Services (4301)	12,571	13,474
Building Numbering (4401)	764	689
Unightly Premises Regulatory Control (4501)	3,032	2,704
Waste Disposal (5101)	195,278	207,848
Weed Control (5901)	2,324	2,766
Emergency Preparedness Planning (7601)	47,595	37,602
Regional Recreation (10914)	22,096	7,055
	<u>443,851</u>	<u>388,202</u>
Taxation on Improvements Only:		
Electoral Area 'B' Economic Development (2402)	98,566	81,200
9-1-1 Service (7501)	16,538	18,521
Burns Lake & Area Victim Services (7701)	3,559	2,465
Lakes District Airport (8101)	14,415	28,049
Burns Lake Tom Forsyth Arena Grant (10202)	123,296	116,948
Lakes District Arts & Culture (10303)	102,154	100,500
Burns Lake & Area TV Rebroadcast (10504)	6,123	9,428
Regional Parks & Trails (10904)	7,499	19,149
	<u>372,150</u>	<u>376,260</u>
	<u>816,001</u>	<u>764,462</u>

ELECTORAL AREAS

	2024 Requisition Draft	2023 Requisition Actual
Electoral Area "C" Complete	1.030	0.998
Taxation on Land & Improvements:		
Rural Government Services (1101)	47,479	53,003
Area C Grant in Aid (1133)	35,851	0
General Government (1201)	136,949	78,532
Nechako Watershed/Fraser Basin Council (1206)	665	271
Regional Economic Development (2500)	27,158	26,227
Planning and Zoning (4101)	29,762	27,226
Development Services (4301)	20,882	22,476
Building Numbering (4401)	1,269	1,150
Unsightly Premises Regulatory Control (4501)	5,037	4,511
Waste Disposal (5101)	324,378	346,699
Weed Control (5901)	3,861	4,615
Emergency Preparedness Planning (7601)	79,060	62,721
Fort Saint James Library (10603)	17,120	17,156
Regional Recreation (10915)	33,417	33,596
	<hr/> 762,888	<hr/> 678,184
Taxation on Improvements Only:		
Area "C" Economic Development (2403)	24,974	30,507
9-1-1 Emergency Telephone. Response (7501)	0	0
Regional Parks & Trails (10905)	0	0
	<hr/> 24,973	<hr/> 30,506
	<hr/> <hr/> 787,861	<hr/> <hr/> 708,690
	2024 Requisition Draft	2023 Requisition Actual
Electoral Area "D" Complete	0.980	1.037
Taxation on Land & Improvements:		
Rural Government Services (1101)	43,059	35,709
Area D Grant in Aid (1134)	10,473	4,620
General Government (1201)	124,202	52,908
Nechako Watershed/Fraser Basin Council (1206)	603	183
Regional Economic Development (2500)	24,631	17,669
Planning and Zoning (4101)	26,992	18,342
Development Services (4301)	18,938	15,142
Building Numbering (4401)	1,151	774
Unsightly Premises Regulatory Control (4501)	4,568	3,039
Waste Disposal (5101)	294,185	233,574
Weed Control (5901)	3,502	3,109
Emergency Preparedness Planning (7601)	71,701	42,256
Television Rebroadcasting (10502)	41,652	30,618
	<hr/> 665,657	<hr/> 457,943
Taxation on Improvements Only:		
Area "D" Economic Development (2404)	29,604	0
9-1-1 Emergency Telephone. Response (7501)	25,128	19,479
Fraser Lake Library (10602) 755	29,249	18,578
	<hr/> 83,981	<hr/> 38,057
	<hr/> <hr/> 749,638	<hr/> <hr/> 496,000

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

	2024 Requisition Draft	2023 Requisition Draft
	1.302	1.340
Rural Government Services (1101)	51,632	30,262
Area E Grant in Aid (1135)	15,038	6,869
General Government Services (1201)	148,928	44,837
Nechako Watershed/Fraser Basin Council (1206)	723	155
Regional Economic Development (2500)	29,534	14,974
Planning and Zoning (4101)	32,366	15,544
Development Services (4301)	22,708	12,832
Building Numbering (4401)	1,381	656
Waste Disposal (5101)	352,751	197,945
Weed Control (5901)	4,199	2,635
Emergency Prep Planning (7601)	85,975	35,810
Regional Recreation (10914)	39,917	6,720

Taxation on Improvements Only:

Area "E" Economic Development (2405)	21,537	9,861
9-1-1 Emergency Telephone. Response (7501)	33,060	15,844
Burns Lake & Area Victim Services (7701)	3,559	2,465
Lakes District Airport (8101)	28,816	23,995
Lakes District Arts & Culture (10303)	184,531	95,711
Burns Lake & Area TV Rebroadcast (10504)	12,243	8,067
Regional Parks & Trails (10904)	13,545	18,237
	297,291	174,180

1,082,443	543,419
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ELECTORAL AREAS**Electoral Area "F"****Taxation on Land & Improvements:**

	2024 Requisition Draft	2023 Requisition Draft
	1.447	1.382
Rural Government Services (1101)	68,919	74,163
Area F Grant in Aid (1136)	16,000	0
General Government (1201)	198,792	109,884
Nechako Watershed/Fraser Basin Council (1206)	965	379
Regional Economic Development (2500)	39,422	36,697
Planning and Zoning (4101)	43,203	38,095
Development Services (4301)	30,312	31,449
Building Numbering (4401)	1,843	1,608
Unightly Premises Regulatory Control (4501)	7,312	6,311
Waste Disposal (5101)	470,861	485,108
Weed Control (5901)	5,605	6,457
Emergency Preparedness Planning (7601)	114,762	87,761

Taxation on Improvements Only:

Area "F" Economic Development (2406)	0	0
9-1-1 Emergency Telephone. Response (7501)	39,071	42,075
Vanderhoof Pool (10102)	568,743	453,451
	607,814	495,526

1,605,810	1,373,438
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	2024	2023
	Requisition	Requisition
	Draft	Actual
Electoral Area "G" Complete	0.994	0.958
Taxation on Land & Improvements:		
Rural Government Services (1101)	40,831	26,420
Area G Grant in Aid (1137)	18,385	0
General Government (1201)	117,773	39,146
Regional Economic Development (2500)	23,356	13,073
Planning and Zoning (4101)	25,595	13,571
Development Services (4301)	17,958	11,204
Building Numbering (4401)	1,092	573
Unsightly Premises Regulatory Control (4501)	4,332	2,248
Waste Disposal (5101)	278,958	172,818
Weed Control (5901)	3,320	2,300
Emergency Preparedness Planning (7601)	67,990	31,265
Regional Recreation (10913)	26,320	9,901
	<u>625,909</u>	<u>322,518</u>
Taxation on Improvements Only:		
Area "G" Economic Development (2407)		
9-1-1 Emergency Telephone. Response (7501)	27,813	16,653
Regional Parks & Trails (10901)	0	0
	<u>27,813</u>	<u>16,653</u>
	<u>653,722</u>	<u>339,171</u>

**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	985,281	1,840,934	1,350,652	1,378,263	1,479,426	1,435,152
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	-	10,094	20,500	8,625	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	158,837	158,837	158,837	158,837	158,837
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		18,290					
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	3,679,858	2,633,453	1,772,672	1,800,282	1,901,445	1,857,171
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	35,967	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)	-		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

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
608002 Liability Insurance (MIA \$4K)	7,000	8,841	8,500	4,000	4,000	4,000	4,000	4,000	4,000
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	23,516	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		-	46,464	903,333	50,000	50,000	50,000	50,000
Northwest Resource Benefit Alliance		33,333							
All Nations Conference		70,000							
Operational Reserve Contribution		700,000							
Business Continuity Plan and EOC		100,000							
		<u>903,333</u>							
Total Legislative Expenses	<u>473,962</u>	<u>523,923</u>	<u>790,453</u>	<u>718,468</u>	<u>1,530,688</u>	<u>678,564</u>	<u>688,468</u>	<u>721,569</u>	<u>708,872</u>
Administrative Expenses		719,948	1,067,340	822,021	984,765	1,002,025	1,019,733	1,037,794	1,056,217
Financial Expenses		421,386	(0)	(105,555)	0	(0)	(0)	(0)	0
HR Expenses		16,061	-	(132,746)	-	-	-	-	-
Total General Government Expenses	<u>637,201</u>	<u>1,681,319</u>	<u>1,857,793</u>	<u>1,302,187</u>	<u>2,515,453</u>	<u>1,680,590</u>	<u>1,708,200</u>	<u>1,759,363</u>	<u>1,765,089</u>
Revenues minus Expenditures	<u>802,318</u>	<u>(128,279)</u>	<u>62,918</u>	<u>2,377,670</u>	<u>118,000</u>	<u>92,082</u>	<u>92,082</u>	<u>142,082</u>	<u>92,082</u>
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	-			
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	<u>262,648</u>	<u>49,139</u>	<u>237,082</u>	<u>(1,728,299)</u>	<u>182,000</u>	<u>(92,082)</u>	<u>(92,082)</u>	<u>(92,082)</u>	<u>(92,082)</u>

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
BURNS LAKE RURAL FIRE PROTECTION 7201**

Five Year Financial Plan:

BYLAW LIMITATION \$1.34 PER \$1,000

EST 0.970

BC ASSESSMENT F 755 26 LSA #18

REVENUE:

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
400004 Taxation	119,936	144,334	147,360	147,360	151,273	152,681	155,636	158,649	151,830
480001 Miscellaneous Revenue	687	687		687	687				
420001 Transfer From Capital Reserve									
499999 Prior Year's Surplus		688	1,375	1,375	681				
TOTAL REVENUE	119,183	145,709	148,735	149,422	152,641	152,681	155,636	158,649	151,830

EXPENDITURE:

Converted Hospital Assessment (Completed Roll)					27,255,880				
Village of Burns Lake					4,444,279				
Lake Babine Band (Improvements Only)					819,085				
Burns Lake Band					17,388,275				
Rural Area					49,907,519				
Total					34.8%	34.8%	34.8%	34.8%	34.8%
Rural Share									
Projected Fire Department Budget									
Operating	378,598	370,884	445,033		462,728	428,426	436,995	445,735	454,649
Capital Expenditures					(28,750)				
Transfer from Capital Reserve									
Less Bylaw Enforcement (included)									
Fire department portion of bylaw enforcement									
Proceeds from Borrowing									
Debt Financing									
Contribution to Capital Reserve									
Other Revenues Service Contracts					(8,000)	(31,000)	(31,000)	(31,000)	(31,000)
Reconciliation of budget to actual expense, capital, reserves, revenues					425,978	397,426	405,995	414,735	423,649
Rural Share		141,216	145,558	145,558	148,415	138,467	141,453	144,498	147,604

612110 Annual Grant - Capital									
612110 Annual Contribution to the Village of Burns Lake	117,163	141,216	145,558	145,558	148,415	148,455	151,410	154,423	147,604
651012 Contribution for Regional Fire Chief	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
612210 Annual Contribution to the Village of Burns Lake					1,000	1,000	1,000	1,000	1,000
651010 Administration Service Charge	1,772	2,118	2,183	2,183	2,226	2,226	2,226	2,226	2,226
799999 Prior Year's Deficit									
TOTAL EXPENDITURE	119,183	144,334	148,741	148,741	152,641	152,681	155,636	158,649	151,830

Revenues minus Expenditures	0	1,375	-	681	-	-	-	-	-
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REGIONAL DISTRICT OF BULKLEY-NECHAKO

Regional Parks and Trails

10902

Five Year Financial Plan:

Smithers Area A

Bylaw No. 1927 No Limit

Taxation on Improvements Only

	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
400002 Requisition	70,317	109,702	109,202	114,726	173,727	173,728	173,729	173,730
446001 Grants in Lieu of Taxes	1,024		698					
446002 Grant in Lieu of Alcan Taxes								
420001 Transfer from NCPG Reserve		82,000		100,000				
420003 Transfer from Capital Reserve		25,000	25,000	30,000				
420096 Transfer from Growing Community				285,000				
420099 Transfer from Gas Tax	54,299	50,000	99,304	110,000				
480001 Miscellaneous Revenue	1,313,014	213,628	237,358		1,500,000			
450001 Rent	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
499999 Prior Year's Surplus								
TOTAL REVENUE:	1,447,653	489,330	480,562	648,726	1,682,727	182,728	182,729	182,730
EXPENDITURE:								
601001 Share of Salaries	58,022	56,430	63,592	63,592	63,592	63,592	63,592	63,592
601101 Staff Expenses		2,000	14,653	14,653	14,653	14,653	14,653	14,653
602001 Utilities and Property Taxes	4,256	5,000	7,504	7,500	7,501	7,502	7,503	7,504
603008 Repairs and Maintenance	1,278	30,000	10,589	110,000	40,000	40,000	40,000	40,000
606001 Communications		-	-	-	-	-	-	-
608001 Property Insurance	2,354	2,500	2,431	2,500	2,500	2,500	2,500	2,500
608002 Liability Insurance	3,000	3,000	4,000	4,000	4,000	4,000	4,000	4,000
606003 Advertising		2,500	-	2,500	500	500	500	500
607001 Legal	7,306	2,500	3,942	2,500	1,000	1,000	1,000	1,000
609001 Supplies	490	5,000		5,000	5,000	5,000	5,000	5,000
609011 Meeting Expenses		2,500		2,500	-	-	-	-
612801 Special Projects		90,000	23,835	60,000	-	-	-	-
651014 Shared Supplies			5,306					
651010 Administration Charges	21,265	14,642	14,614	19,785	19,785	19,785	19,785	19,785
799999 Prior Year's Deficit		17,630	17,630	24,196	24,196	24,196	24,196	24,196
Total Expenses	97,970	233,702	168,096	318,726	182,727	182,728	182,729	182,730
Revenues less Expenditures	1,349,683	255,628	312,466	330,000	1,500,000	-	-	-
CAPITAL BUDGET								
780001 Capital Costs	1,367,312	255,628	336,662	330,000	1,500,000	-	-	-
490001 Use of Capital Items	27,346	35,000	35,000	35,000	35,000	35,000	35,000	35,000
780101 Amorization	27,346	35,000	35,000	35,000	35,000	35,000	35,000	35,000
Revenues less Expenditures and Transfers	(17,630)	-	(24,196)	-	-	-	-	-

Recreation Contribution
Houston Granisle Area G
Bylaw No. 1979 Limit \$0.50 per \$1,000

10913

Five Year Financial Plan:

Taxation on Land and Improvements

- 400002 Requisition
- 446001 Grants in Lieu of Taxes
- 499999 Prior Year's Surplus

TOTAL REVENUE:.....

EXPENDITURE:

- 612220 Grant to Societies
- 651010 Administration Charges

Total Expenses

Revenues less Expenditures

	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
		25,375	25,375	49,606	26,125	26,125	26,125	26,125
			1,519	26,519				
TOTAL REVENUE:		25,375	26,894	76,125	26,125	26,125	26,125	26,125
EXPENDITURE:								
612220 Grant to Societies		25,000		75,000	25,000	25,000	25,000	25,000
651010 Administration Charges		375	375	1,125	1,125	1,125	1,125	1,125
Total Expenses		25,375	375	76,125	26,125	26,125	26,125	26,125
Revenues less Expenditures		-	26,519	-	-	-	-	-

**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				0.0307				
<i>Limit \$0.10 per \$1,000</i>		\$	130,336					
400004 Taxation Electoral Area A	10,000	0	0	40,000	40,000	40,000	40,000	40,000
400001 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	81,486	40,000	40,000	40,000	40,000
EXPENDITURE:								
612101 Grant in Aid	24,105	63,823	22,337	81,486	40,000	40,000	40,000	40,000
612803 Covid Relief	45,511							
TOTAL EXPENDITURE:.....	69,616	63,823	22,337	81,486	40,000	40,000	40,000	40,000
	63,823	0	41,486	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				0.0189				
<i>Limit \$0.10 per \$1,000</i>		\$		84,659				
400004 Taxation	63,496	0	0	16,000	16,000	16,000	16,000	16,000
400001 Covid Grant	61,230							
499999 Prior Year Surplus	2,974	39,736	39,736	28,336	0	0	0	0
TOTAL REVENUE:.....	127,700	39,736	39,736	44,336	16,000	16,000	16,000	16,000
EXPENDITURE:								
612106 Grant in Aid	26,734	39,736	11,400	44,336	16,000	16,000	16,000	16,000
612803 Covid Grant	61,230							
TOTAL EXPENDITURE:.....	87,964	39,736	11,400	44,336	16,000	16,000	16,000	16,000
	39,736	0	28,336	0	0	0	0	0

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
FRASER LAKE LIBRARY**

10602

Five Year Financial Plan:

ELECTORAL AREA D

By-law No. 1349, 2005: Limitation the greater of:

\$0.16 per \$1,000 Total Land & Improvements
or \$15,000

Improvements Only

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400002 Requisition	14,539	16,038	18,578	18,578	29,249	32,230	32,230	32,230	32,230
400001 Taxation & Service Agreement	985	872	200	330	200	200	200	200	200
446001 Grants In Lieu of Taxes									
446002 Grant in Lieu of Alcan Taxes	20,178	20,249	18,320	21,172	18,320	18,320	18,320	18,320	18,320
499999 Surplus	4,846	3,770	2,682	2,681	2,982				
	0								
TOTAL REVENUE	40,548	40,930	39,779	42,761	50,750	50,750	50,750	50,750	50,750
EXPENDITURE:									
612220 Monthly Grant to the Fraser Lake Public Library Associatic	36,234	37,683	39,191	39,191	50,000	50,000	50,000	50,000	50,000
651010 Administration Service Charge	544	565	588	588	750	750	750	750	750
799999 Prior Year's Deficit	0								
	0								
TOTAL EXPENDITURE	36,778	38,248	39,779	39,779	50,750	50,750	50,750	50,750	50,750
Revenues minus Expenditures	3,770	2,682	-	2,982	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
FRASER LAKE AND AREA
TELEVISION REBROADCASTING**

10502

Five Year Financial Plan:

BYLAW 1855 LIMITATION \$83,750

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400002 Requisition	36,672	46,206	44,119	44,119	55,051	55,596	55,716	55,716	55,716
400001 Taxation & Service Agreement	1,557	1,560	500	1,277	500	500	380	380	380
446001 Grants in Lieu of Taxes	125	140	100	131	100				
446002 Grants in Lieu of Alcan Taxes	31,023	38,967	35,254	34,892	35,254	35,254	35,254	35,254	35,254
499999 Prior Year's Surplus	18,795	3,166	5,033	5,033	445				
	0								
TOTAL REVENUE.....	102,544	90,039	85,006	85,451	91,350	91,350	91,350	91,350	91,350
EXPENDITURE:									
612220 Monthly Grant to Fraser Lake and District	83,750	83,750	83,750	83,750	90,000	90,000	90,000	90,000	90,000
651010 Administration Service Charge	1,256	1,256	1,256	1,256	1,350	1,350	1,350	1,350	1,350
799999 Prior Year's Deficit									
TOTAL EXPENDITURE.....	83,750	85,006	85,006	85,006	91,350	91,350	91,350	91,350	91,350
Revenues minus Expenditures	18,794	5,033	-	445	-	-	-	-	-

REGIONAL DISTRICT OF BULKLEY-NECHAKO

ELECTORAL AREA "D" ECONOMIC DEVELOPMENT 2404

Five Year Financial Plan:

Bylaw 1884 No Limit

Taxation on Improvements Only

REVENUE:

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
400004 Taxation		-	-	-	29,604	-	-	-	-
446002 Grant in Lieu of Alcan Taxes					19,483				
499999 Prior Year's Surplus	2,913	2,913	913	913	913				
TOTAL REVENUE.....	2,913	2,913	913	913	50,000	-	-	-	-

EXPENDITURE:

651010 Establishment Costs						-	-	-	-
612801 Special Projects		2,000	913		50,000				
TOTAL EXPENDITURE.....		2,000	913		50,000	-	-	-	-

Revenues minus Expenditures	2,913	913	-	913	-	-	-	-	-
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10102 Vanderhoof Pool	568,743		568,743	0	0	0		568,743		568,743							
10201 Ft.St.James Arena Grant	38,062		38,062		1	1		38,063		38,063							
10202 Burns Lake Arena	230,614	2,500	233,114		336	336		233,450	0	233,450							
10301 Smithers Rural Recreation/Culture	587,300		587,300		0	0		587,300	0	587,300							
10302 Vanderhoof Recreation & Culture	101,500		101,500		0	0		101,500		101,500							
10303 Lakes District Recreation and Culture	347,161	122,226	469,387	-200	47,222	47,022		516,409		516,409							
10401 Ft Fraser Cemetary Grant	1,934	40	1,974		276	276		2,250	0	2,250							
10402 Topley Cemetary Grant	1,746		1,746		4	4		1,750	0	1,750							
10501 Smithers, Telkwa, Houston TV Rebroadcast	60,884	700	61,584		0	0		60,900	684	61,584							
10502 Fraser Lake and Area TV Rebroadcasting	55,051	35,854	90,905		445	445		91,350	0	91,350							
10503 Ft. St. James and Area TV Rebroadcasting	163,357	3,000	166,357		696	696		166,968	85	167,053							
10504 Burns Lake and Area TV Rebroadcasting	22,291	8,252	30,543	0	2,457	2,457		33,000	0	33,000							
10602 Fraser Lake Rural Library Grant	29,249	18,520	47,768		2,982	2,982		50,750	0	50,750							
10603 Fort St. James Library	17,120	50	17,170		67	67		17,237	0	17,237							
10801 Fort Fraser Community Hall	2,365	93	2,458		292	292		2,750	0	2,750							
10802 Braeside Community Hall	5,000		5,000			0		5,000		5,000							
10902 Bulkley Valley Trails	114,726	9,000	123,726		525,000	0	35,000	560,000	330,000	35,000							
10903 Houston Trails	0		0		0	17,564		17,564		17,564							
10904 Lakes Trails	25,483	46,685	72,168		50,000	47,458	3,000	100,458	50,000	3,000							
10905 Fort St. James Trails	0		0		0	19,158		19,158		19,158							
10912 Bulkley Valley Recreation	51,495	0	51,495		50,005	50,005		101,500		101,500							
10913 Houston Recreation	49,606	0	49,606		26,519	26,519		76,125		76,125							
10914 Lakes Recreation	75,096	26,269	101,365		25,510	25,510		126,875		126,875							
10915 Fort St. James Recreation	50,711	0	50,711		50,789	50,789		101,500		101,500							
Total for all Departments	14,220,072	146,394	374,123	0	4,792,574	19,533,162	-806,480	2,645,994	2,690,142	1,517,450	6,047,106	777,017	3,495,000	1,517,450	19,761,364	29,438	25,580,269

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2036

**Being a bylaw to adopt the Financial Plan
for the years 2024 to 2028**

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

1. Schedule "A", attached hereto and made part of this bylaw, is the Financial Plan for the Regional District of Bulkley-Nechako for the years 2024 through 2028.
2. This bylaw may be cited as "Regional District of Bulkley-Nechako Five Year Financial Plan Bylaw No. 2036, 2024".

READ A FIRST TIME this ____ day of ____, 2024

READ A SECOND TIME this ____ day of ____, 2024

READ A THIRD TIME this ____ day of _____, 2024

ADOPTED this _____ day of _____, 2024

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true copy of Bylaw No. 2036 as adopted.

Corporate Administrator



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Committee
From: Nellie Davis, Manager of Regional Economic Development
Date: February 22, 2024
Subject: **Bulkley Valley Regional Pool – Lobby Upgrade Project**

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

That the Board direct staff to assist the Bulkley Valley Aquatic Center Management Society to secure grant funding for lobby and administration upgrades at the Bulkley Valley Regional Pool.

BACKGROUND

In the Spring of 2022, the RDBN was an unsuccessful applicant to UBCM's Strategic Priorities Fund for a combined project at the Bulkley Valley Regional Pool. The project proposed both Phase 1 (lobby and administration upgrades) of the 2022 Facility Function and Program Review completed for the BV Aquatic Center, as well as a heat reclaim system for the facility.

Staff are now seeking information about the Board's funding priorities for the facility and requesting direction regarding collaboration with the Pool Society to secure funding for Phase 1 as a stand-alone project, as well as whether the RDBN will consider contributing leveraging funds to the project. The 2022 application estimate for the project budget was approximately \$3,000,000.

The BV Pool began operation in December of 1990, at an original build cost of \$4.36 million. According to the 1991 census, the population of Smithers was 5,029, Telkwa was 959, and RDBN Area A (Smithers/Telkwa Rural) was 6,346, totalling 12,334 between the three jurisdictions. In the 2021 census, Smithers population totals 5,378, Telkwa totals 1,474, and Area A totals 5,587, which make 12,439. The population contributing to the service over the past 30 years remains relatively unchanged.

The attached Facility Function Review details an overhaul of the entire facility over three phases. If the Board passes the resolution to seek funding, staff would attempt to find granting for Phase 1 of the overhaul, which includes an expanded boot area, private office, an improved front reception area, a dedicated break room, and either a multi-purpose space or a relocated fitness area. Relocating the fitness area allow for users to access the

room directly from the lobby rather than having to go through the pool area. It would also free up the current fitness area for pool related programming.

Within the RDBN there are three public swimming pools:

- the Bulkley Valley Swimming Pool (owned by the RDBN, funded by Smithers, Telkwa, and Area A),
- the Houston Leisure Facility (owned and funded by the District of Houston), and
- the Vanderhoof Aquatic Centre (owned by the District of Vanderhoof, operated by YMCA Northern BC, and funded by Vanderhoof and Area F).

The Vanderhoof Aquatic Centre was constructed in 2019 for \$12.7 million.

ATTACHMENTS

Bulkley Valley Aquatic Center Facility Function and Program Review, 2022



PROJECT TITLE**Bulkley Valley Aquatic Centre Management Society**

Bulkley Valley Regional Pool & Recreation
Centre Facility Function and Program Review

PREPARED FOR

Bulkley Valley Aquatic Centre Management
Society

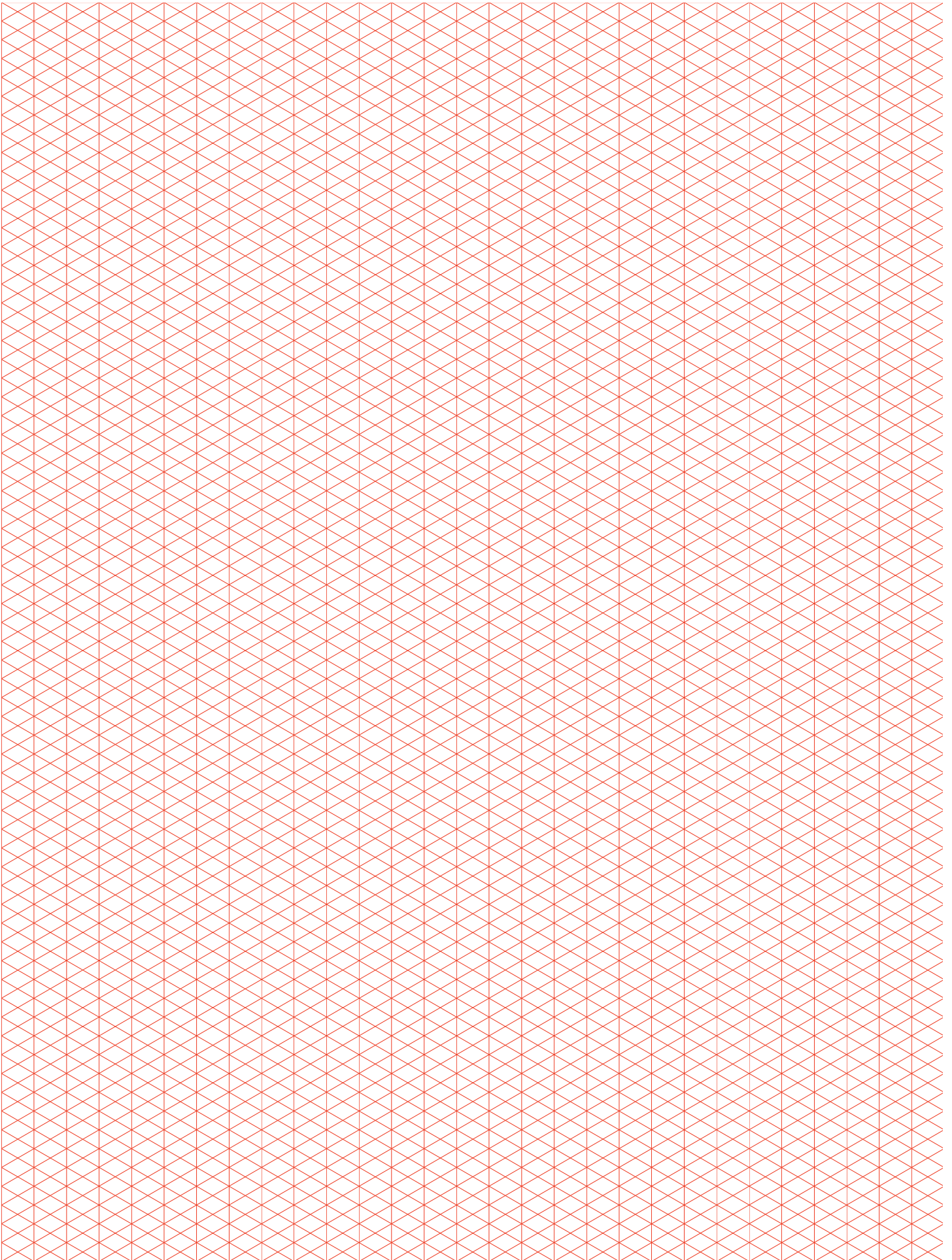
Po Box 2298
1316 Toronto Street
Smithers, BC V0J 2N0

Tamara Gillis FACILITY MANAGER

DELIVERABLES

Monday, March 28, 2022

1 PDF via email to tgillis@bvpool.com





January 31, 2022

Bulkley Valley Aquatic Centre Management Society
PO Box 2298
1316 Toronto Street
Smithers, BC V0J 2N0

Attn: Tamara Gillis FACILITY MANAGER

Dear Tamara,

Re: **Bulkley Valley Aquatic Centre Management Society** – Bulkley Valley Regional Pool & Recreation Centre Facility Function and Program Review

Please find enclosed our draft report for the Bulkley Valley Regional Pool & Recreation Facility Function and Program Review.

I would like to thank you for your direction and comments throughout the process of preparing the report. We are pleased to have had the opportunity to work with you.

Yours truly,

Ian Ross McDonald PARTNER ARCHITECT AIBC AAA OAA LEED® GA

CONTENTS

Cover Letter

Executive Summary

Introduction

Design Options

Summary and Conclusions

Appendices

EXECUTIVE SUMMARY

In the spring 2021, the Bulkley Valley Regional Pool & Recreation Centre (BV Pool or Bulkley Valley Pool) retained Carscadden Stokes McDonald Architects and GDH Solutions to build on earlier studies and reviews – including Facility Energy and Life Cycle Assessments – with a review of the facility’s current programs, services, physical premises.

The intent of this report is to identify gaps and areas for improved services and recommend new and enhanced potential programming. Improved services are of several types, ranging from updated existing programming to new programming that requires facility expansion with new program areas. The intent is for this to serve as a basis for recommendations on facility improvements over the coming decades. Simultaneously, the report addresses administrative systems and spaces and makes recommendations concerning their efficiency and productivity. Together – the review of the physical facility, as well as operational aspects – provide the Bulkley Valley Aquatic Centre Management Society (BVACMS) with an understanding of the current state of the BV Pool program and facility capacity, and a roadmap for its future.

The consultant’s recommendations are encapsulated in the Preferred Option design proposition discussed in detail below. In summary the Preferred Option comprises three phases: renovations to the entry and administration area with a new fitness program addition; extensive renovation and expansion to the natatorium and change rooms as well as new fitness and multipurpose room; and a new gymnasium.

Collectively, these renovations and additions will bring the existing facility in line with its community’s needs and expressed desires, ensuring its continued relevance in the coming years.



SITE PLAN

INTRODUCTION

The Bulkley Valley Pool and its surrounding community are at an inflection point in their mutual development. Like most of British Columbia, it continues to grow and diversity in terms of populations. The existing BV Pool, now 31 years old, does not meet the needs of the community currently and as Smithers grows, the gap between expectations and need, and the facility's capacity will only continue to grow. This gap is function of three major themes:

1. Facility Size: Designed and constructed in the late 1980s, the facility accommodated residents at the time. Population increases have increased demands on the facility.
2. Program Diversity: The existing facility's primary programmatic offering is aquatics. A modest fitness room, the squash courts, and the climbing wall compliment the pool, but overall the facility lacks the capacity to provide diverse services to its community.
3. Cultural Expectations: Demographic changes and shifting cultural expectations have altered the character of demand on the facility. Chief among these are expectations for accessibility as it relates to people with mobility challenges, addressing contemporary understandings of gender and sexual identity, accommodation of more diverse cultural practices, and finally the simple expectation that facilities provide more and diverse opportunities for recreation. Much of this is a function of comparison to other facilities people are familiar with either by direct experience or reputation.

Each of these are interrelated – community diversity is in part a function of population increase, and program diversity is a function of facility size, for instance – and ultimately the challenge for the BV Pool will be addressing its community's needs in a context of high expectations but limited resources. The intent of this report is to provide a framework for implementing the modification and expansion of the facility to satisfy the BV Pool's users expressed desires. Compounding these themes are several other factors:

1. Based on discussions with Staff there is evidence that the existing pool programming and size were compromised at the time of construction to satisfy a limited budget. The absence of a deep end that would permit safe diving for the general public from dive blocks, or other attractions, like a rope swing, as well as the limited number of lanes and their narrow widths are all evidence of a significant cost-savings choice during design or construction, one that fundamentally restricts the pool's programming.
2. The BV Pool exists within an ecosystem of neighbourhood and regional facilities. These include small local enterprises like The Yoga Loft and Fitness Northwest, as well as the adjacent arenas, and further afield the Upper Skeena Recreation Centre and the Houston Leisure Facility. Each of these provide competing and complimentary programming.

The Bulkley Valley Pool and its surrounding community are at an inflection point in their mutual development. Like most of British Columbia, it continues to grow and diversity in terms of populations. The existing BV Pool, now 31 years old, does not meet the needs of the community currently and as Smithers grows, the gap between expectations and need, and the facility's capacity will only continue to grow.

This document summarizes the outcomes of Carscadden Stokes McDonald Architects, and its team of consultants. It assembles and draws conclusions from the design drawings and class D cost estimates to assist the BV Pool in moving forward with its plans for the future.

Project Team

Architecture & Planning	Carscadden Stokes McDonald Architects Inc Ian Ross McDonald PARTNER ARCHITECT AIBC AAA NWTAA OAA LEED ®GA
Planning & Management	GDH Solutions Gabi Haas HONS. BA MBA CMM III

The consulting team was assisted by the contributions of Bulkley Valley Pool Staff and Directors who gave their time, energy, and guidance in this process and in the preparation of this report. Key Staff participants include:

Tamara Gillis FACILITY MANAGER
Kayla Watrich FACILITY PROGRAMMER
Laurie Jackson BOARD FACILITY COMMITTEE
Leene Matthus BOARD FACILITY COMMITTEE
Steve Willis BOARD FACILITY COMMITTEE

DESIGN OPTIONS

Description

The schematic designs included in this report were generated in response to staff input, community engagement research conducted by GDH Solutions and Carscadden, observations made by the consultants on-site relative to an understanding of industry trends in aquatic and recreation activities.

The schematic designs, and the Preferred Option in particular, are not intended to be the final word on the issues they address; rather, they are meant to illustrate a possible future outcome that demonstrates an in-principle optimal solution based on the comments and information provided by BV Pool.

Process

The design process that resulted in the Preferred Option was relatively straightforward and typical of speculative exercises of this kind: based on the information provided and collected by GDH and Carscadden, two contrasting options were generated and presented to BV Pool. Based on comments provided, the two options were refined, represented, and refined again. The final outcome is the Preferred Option which balances competing objectives and prioritizes aspects of the facility's operations and physical programming capacity – all based on considering and weighing the variety of influences on the facility.

In the course of this work, several key factors emerged and bear specific mention; these items in large part determined the Preferred Option outcome:

1. Universal Access: For nearly thirty years the trend in British Columbia has been to improve access to facilities for users of all abilities and orientation. As a result, the Preferred Option employs an all universal changing village strategy. There are operational advantages to this strategy discussed later as well as the merit of expressing through architecture the principles and values of the BV Pool: this facility provides “access for all people” (BV Pool Mission Statement).
2. Phasing: A challenge with most facilities, and often more so in smaller communities as a function of their reduced funding capacity, conceiving the facility renovations and expansions as part of a multi-year, phased effort was important in order to reasonably balance the funding capacity of the BV Pool and the scope of the project.
3. Existing Pool Tank: The existing pool tank represents a pair of compromises that were likely made for budget reasons during construction, but significantly restrict programming. First, the leisure and lap pools are combined. Typically these pools have different temperatures. The effect of combining them is that the lap portion of the pool is typically too hot for lap swimmers and the leisure portion of the pool is too cool for leisure swimmers. Second, the lap pool's depth restricts diving options for both staff and public. This is an impediment to competition, swim team practice, and guard training.

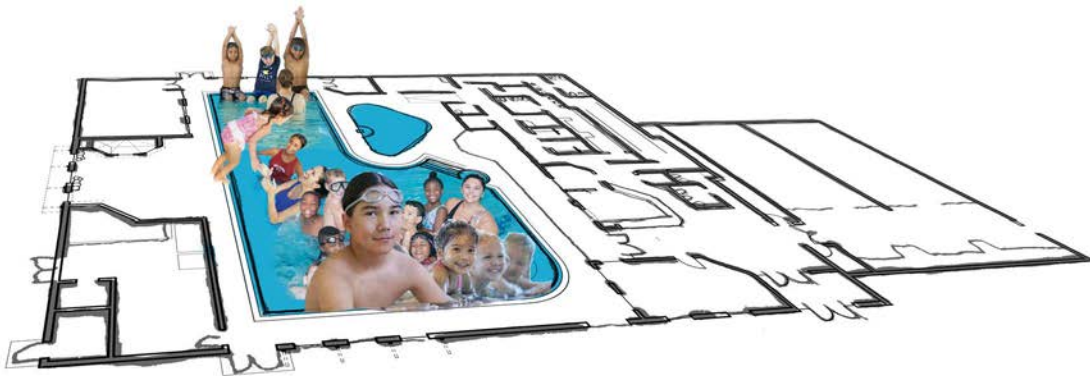
4. Fitness Facility: The existing fitness facility is only accessible by crossing the natatorium. There are two challenges here. First, it means that the fitness facility cannot be used unless the pool is being supervised by guards. A separately accessed fitness facility would have lower (staffing) costs with hours independent of the pool. Second, street shoes are not permitted on the pool deck, but are required in the fitness room. Pool policy requires users to bring *dedicated* indoor shoes, but doubtless some skirt the rules and carry shoes while walking barefoot to the fitness room. This strategy is unsupportable; foot traffic to and from the change rooms increases the amount of debris on the deck and relies on the goodwill of users to maintain conformance with the *Public Health Act*.

5. Administration: The existing administration area, including the entry and lobby, do not satisfy the facility's needs. Except as they impact the lobby and entry, their upgrade or modification will not directly impact the public's experience of the facility. However, indirect improvements will accrue through their improvement. Improvements in staffing areas will increase staff retention. A dedicated manager's office will make private meetings for professional development or discipline easier, improving efficiency and the workplace environment. A reconfigured entry will make queuing easier. In the aggregate, changes to the administration area will significantly improve staff productivity which will result in further downstream improvements for users.

Preliminary Research

To begin, the consultants visited Smithers and the BV pool. Staff provided a tour of the facility and property, highlighting programming and operational challenges, observing building wear, and speculating about program expansion.

This was followed by a public engagement session in the facility. The session was intended to gather information from the community to help direct future programming and facility offerings. The event was advertised locally and hosted in the squash and climbing addition. It was well attended by a broad cross section of facility users as well as a number of board members. Attendees were encouraged to fill out a survey and leave recommendations on a display panel via Post-It notes. Consultants were assisted by staff, both of whom answered questions about the facility and the intent of the session.



ENGAGEMENT POSTER GRAPHIC

The information collected at the session is summarized in GDH's report and directly informs many of the choices in the proposed concept and preferred options discussed later in this report. Community input includes desire for a new lap swimming pool, improvements to the natatorium and change rooms, an expanded fitness facility, a multipurpose room, and a gymnasium, all of which are addressed in the concept options.

Following the public engagement session, Carscadden and GDH met with groups of staff – front desk and administration, as well as guards – to seek input from their perspective. As expected, while many of the improvements to the facility programming capacity were also discussed, staff comments also included concerns related to administration offices, configuration of the front desk and reception, as well as the life guard room.



ENGAGEMENT PANELS



Finally, Carscadden and GDH met with the BV Pool board to solicit their input. The board's input included many of the interests of the public and staff, but tended to adopt a slightly wider view of the facility. Expansion of the natatorium was discussed, but this was circumscribed by and interest in the condition of the existing pool tank – the implicit concern being long-term maintenance obligations. Upgrades to the existing facility were discussed, however, these too were bounded by concerns of building upgrade obligations – an acknowledgement that the building does not satisfy many of the current BC Building Code requirements. (Obligations to upgrade as they relate to the BC Building Code are discussed below.) An expansion to the lobby and entry were discussed and viewed as a positive outcome, both operationally as well as in terms of advertising the facility's quality of programming.

Concurrent with this in-person interview-based research, GDH conducted a community survey to capture input as broadly as possible. The results are discussed in detail in GDG's report included here.

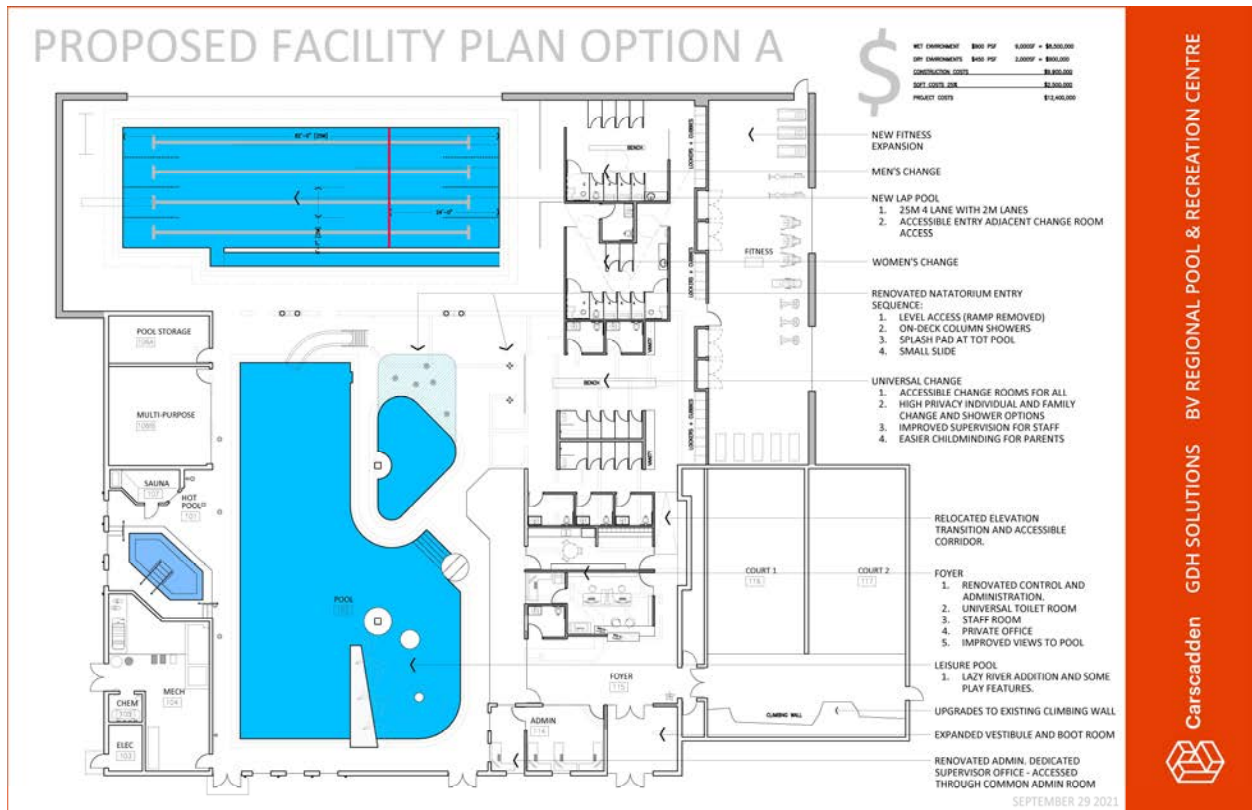
Early Studies

Two preliminary studies were generated following the community consultant. These were structured as polarities in order to test staff and board preferences between options. These options were presented to the board and staff twice to solicit comments, then distilled and refined into the Preferred Option which captures many of the same ideas, often blending concepts.

It is worth noting that in spite of the apparently extensive amount of available land, that the site remains fairly constrained, bounded to the northeast by Yellowhead Highway and the northwest by Toronto Street; and further constrained by the arenas and required parking to the south. Expansion options remain limited as a result.

Concept Option A has five major components:

1. **New Lap Pool:** A new 25m lap pool with ramped entry and deep enough for a 1m diving board. Suitable for modest competitions, training, and recreational fitness swimming.
2. **Existing Pool Modifications:** Modifications to the existing pool to include a lazy river and the addition of a splash pad area adjacent the tot pool.
3. **New Changerooms:** The expanded water area and increased program area will demand a commensurate increase in the change rooms and washroom capacity. This option includes a modest universal family-style changing village with private cubicals, complimented by male and female change rooms, also with private cubicals.



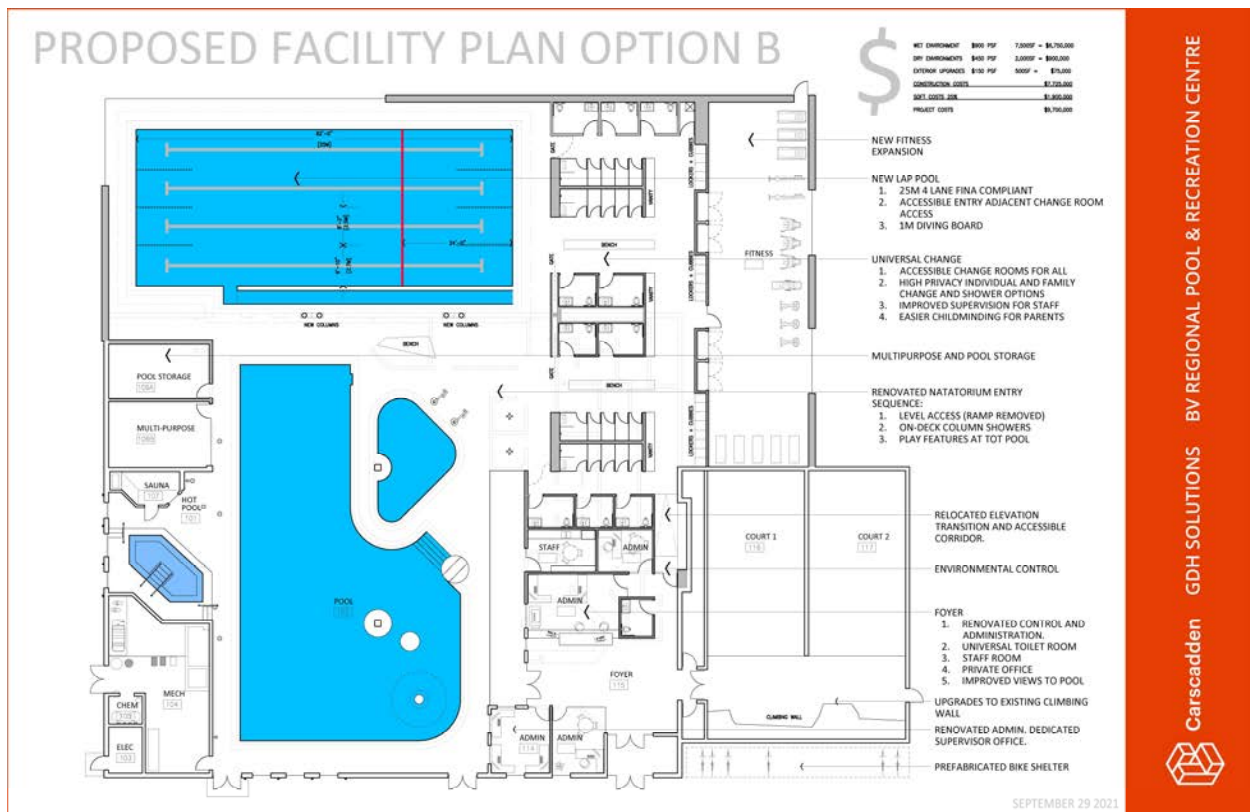
CONCEPT OPTION A

Carscadden GDH SOLUTIONS BV REGIONAL POOL & RECREATION CENTRE

4. Renovated Entry / Administration: A reconfigured entry with expanded vestibule / boot room, private administration offices, and code compliant access to the change rooms.
5. Relocated / Expanded Fitness: A new fitness room, directly accessible from the changerooms.

Concept Option A is estimated to have a construction cost of \$9.9M and a project cost of \$12.4M.

Concept Option B has many of the same components. These were presented in an effort to solicit from staff and the board clear priorities. As the Preferred Option makes clear, the apparent similarities are only superficial; the choice in change room type has wide ranging implications related not just to the physical facility, but also BV Pool's mission – its values expressed concretely through building.



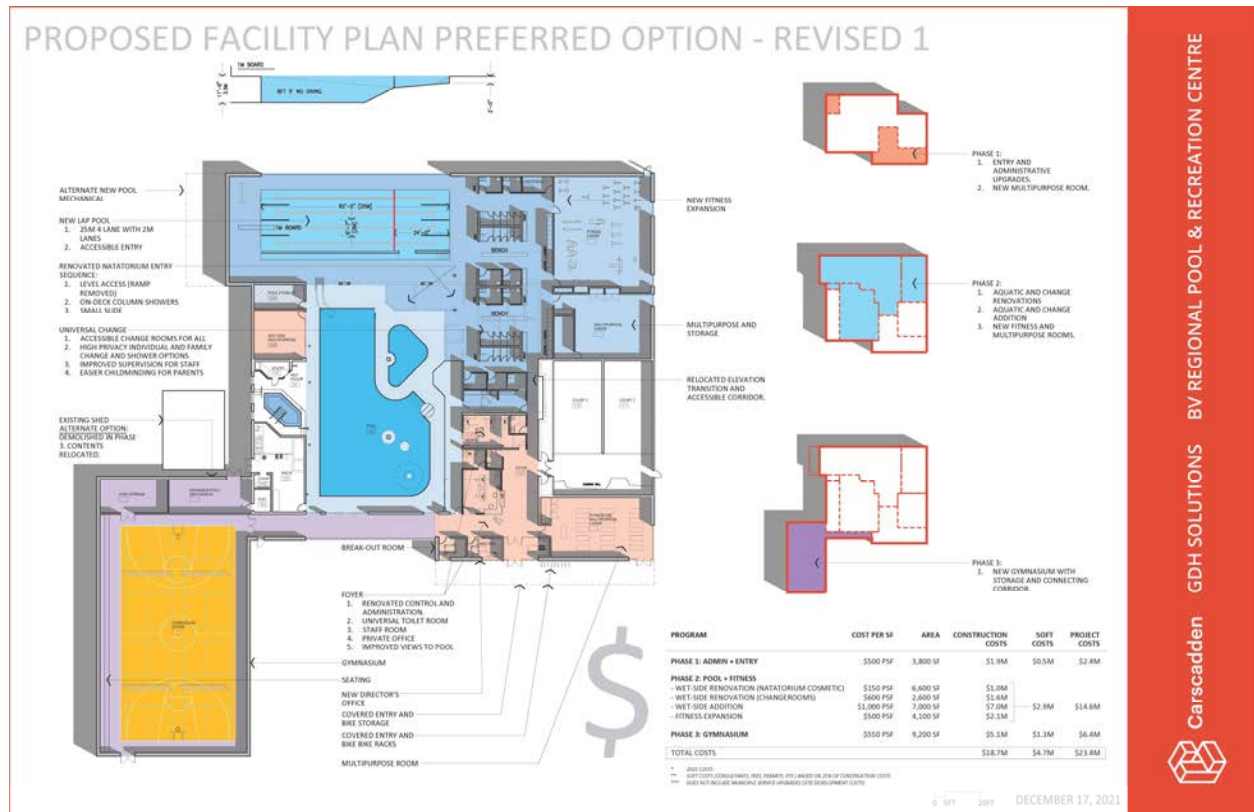
CONCEPT OPTION B

1. New Lap Pool: A new 25m lap pool with ramped entry and deep enough for a 1m diving board. This option is also 4 lanes and suitable for modest competitions, training, and recreational fitness swimming, with wider lanes which increases capacity and provides a more comfortable lane-swimming experience for users.
2. Existing Pool Modifications: Modifications here are limited to new play features at the tot pool.

3. **New Changerooms:** As with Concept Option A, the expanded water area and increased program area necessitates an increase in the change rooms and washroom capacity. Concept Option B proposes an all-universal family-style changing village with private cubicals. This will have the merit of allowing pools staff to supervise the whole facility and provide truly universal access.
4. **Renovated Entry / Administration:** A reconfigured entry with expanded vestibule / boot room, private administration offices, and code compliant access to the change rooms. Note the subtle differences relative to Concept Option A here: the vestibule remains unchanged, the supervisor’s office is connected directly to the lobby, and the staff room is much reduced.
5. **Relocated / Expanded Fitness:** This component is the same as in Concept Option A, though was changed significantly for the Preferred Option.

Concept Option B is estimated to have a construction cost of \$7.25M and a project cost of \$9.7M, the differences primarily attributable to elimination of renovation scope to the existing pool and entry vestibule and lobby.

Preferred Option



THE PREFERRED OPTION (REVISED) – FINAL BUILD-OUT; PHASES AT RIGHT.

In the course of developing the Preferred Option, it became clear that phasing the work would be required. This was due to both budgetary considerations, as well as a desire to minimize a facility shutdown period. The phases are:

1. Phase 1: Lobby and administration upgrades with a new fitness multipurpose room.
2. Phase 2: Natatorium and change room renovations and addition as well as new fitness and multipurpose rooms.
3. Phase 3: New Gymnasium with storage and connecting corridor.

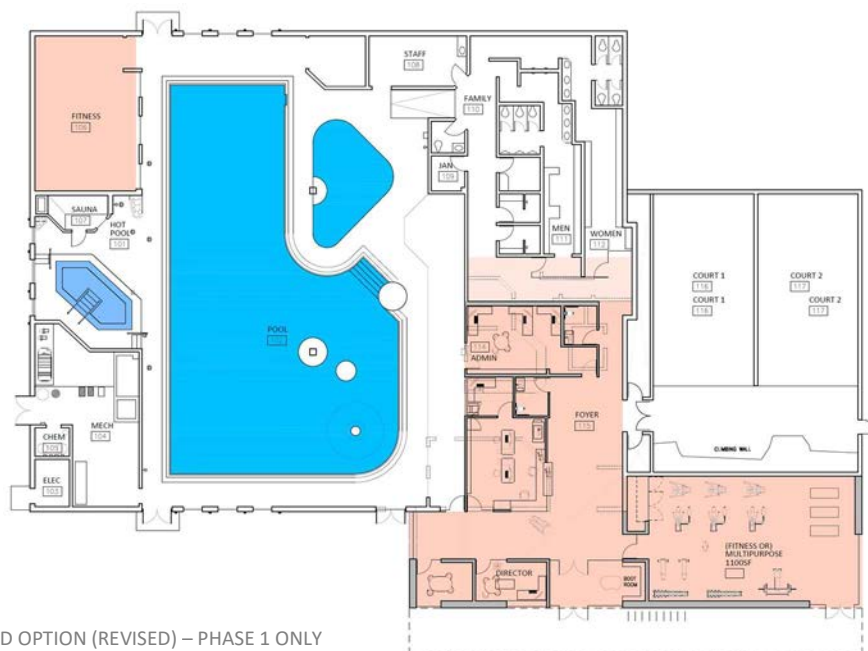


Phase 1

Phase 1 expands on early ideas and expands and improves the entry sequence for the facility. It includes an expanded boot area (access to which would be negotiated with the Authority Having Jurisdiction) private offices, much improved front reception area, and a dedicated break-out room. Also included is a new canopy and bike parking at the renovated front entry.

A significant change from earlier explorations is the addition of a new program area accessible from the new foyer. This would be a significant program advantage for the facility with potential uses as a multipurpose room, rentable or otherwise; or more likely, a relocated fitness / exercise room which would resolve the long-standing challenge of accessing the existing fitness room via the natatorium deck while, simultaneously making the existing fitness room available for appropriate pool-related programming uses.

Phase 1 does not include any 'wet-side' renovations. It does, however, establish suitable conditions for code compliant access to the future renovated change rooms as well as the gym associated with Phase 3.

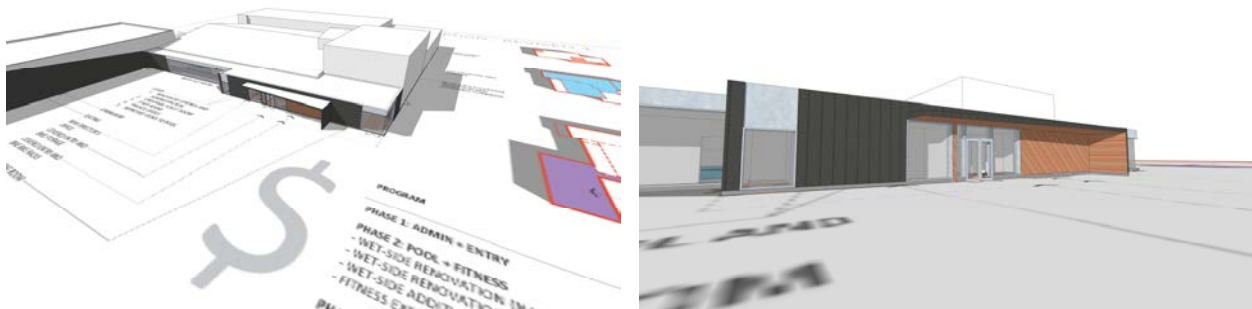


THE PREFERRED OPTION (REVISED) – PHASE 1 ONLY

Phase 2

Phase 2 is the major component of the Preferred Option and generally constitutes the ‘wet-side’ improvement. It contains many of the same strategies that were addressed in the early concept options: new 25m lap pool, expanded change rooms, and new fitness area.

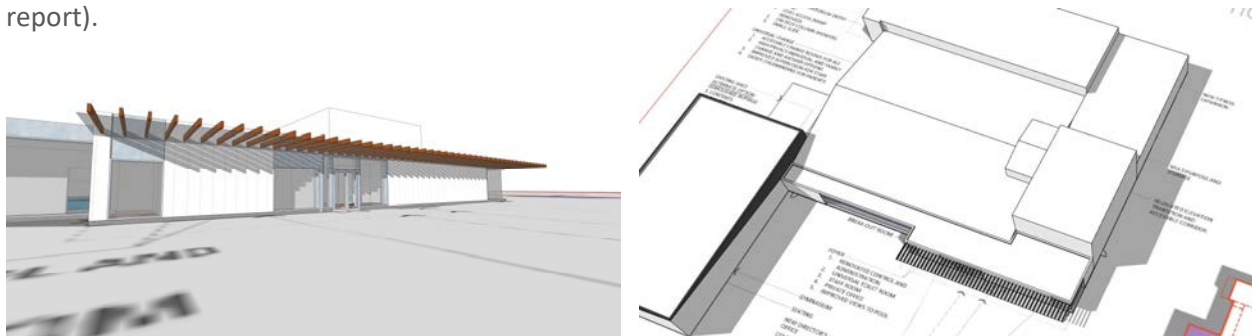
The Preferred Option proposes the all-universal family style changing village with private change cubicals. This was identified and strongly supported by staff and the board as a strategy to advance the BV Pool’s mission of inclusion, and for its operational merits of improved staff supervision of the change rooms from the pool deck. It is worth noting that even in gender specific change rooms it is typical to provide private change cubicals; so-called “gang-change” change rooms are increasingly rare in recreational facilities as they are less flexible for users, more easily invite bullying, and make cleaning and supervision challenging.



3D MODELING STUDY OF THE NEW ENTRY FOR PHASE 1. THE STUDIES EXPLORE ORIENTATION, MATERIALS. THIS STUDY SHOWS– METAL CLADDING WITH WOOD ACCENT

The primary expansion to the natatorium is the addition of a new 25m lap pool. Suitable for small competitions, training, aquafit, and recreation swimming, the dedicated lap pool would correct several of the original challenges of the building, in particular the separation of leisure versus “fitness” swimming and water temperatures appropriate to each. In addition, a pool depth and profile that can accommodate diving, at minimum from the pool edge is considered here. Shown also is a pool depth and profile suitable for a diving board – a significant and regionally unique feature which would attract users to the facility.

The existing pool tank is assumed to be augmented with the addition of new play features and cosmetic upgrades, but without significant material upgrades otherwise. Additive modifications to the existing tank to introduce modest new leisure are shown in the revised preferred option . Significant upgrades to the existing tank – modification of its depth - were viewed as less of a priority than program expansion given the community’s growth over the last thirty years as well as its anticipated growth (see GDH’s report).



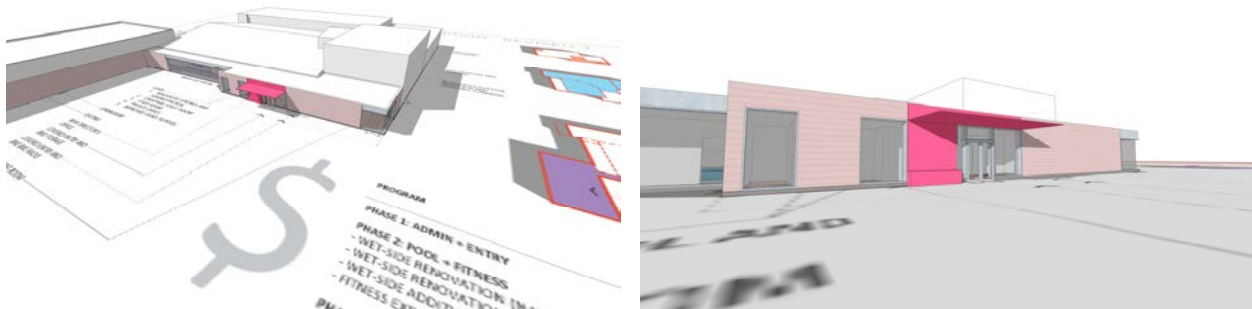
PHASE 1 ENTRY STUDY 2 – GLASS WITH WOOD STRUCTURE CANOPY

The Preferred Option maintains the fitness expansion and adds another multipurpose room. This portion of Phase 2 is operationally significant since it will allow the conversion of the Phase 1 fitness room to a general multipurpose room and relocate the Phase 2 fitness room adjacent the changerooms. This will improve staff's control and supervision of who uses the fitness room, and reduce related back and forth traffic.

In addition, it will also allow the Phase 1 multipurpose room to operate more independently, similar to the squash and climbing addition. Access may still be controlled via buzzer from the front desk, but the Phase 1 multipurpose room can host events and activities that do not require access to the changerooms: music, art, birthday parties, community meetings. The Phase 2 multipurpose room (adjacent to the fitness room) is likely to be more fitness centric, its users more likely to need access to the change rooms: yoga, dance, spin classes (equipment permitting), mua Thai.

Phase 3

The gymnasium proposed in Phase 3 would permit types of activity not currently possible at the BV Pool, expanding its user appeal and further solidifying the facility in the community as a place for all. The gymnasium is accessed via a dedicated corridor, entry to which is established in Phase 1, that flanks the existing pool tank providing glancing views into the pool while accessing the gym. This strategy has the added advantage of providing a new building envelope with limited modification to the existing wall assembly, improving the building's overall energy performance.



The proposed gymnasium is sized to match an NBA sized court, the de facto competition standard in North America, though other sizes are common in older facilities. (This is similar to many hockey arenas: most modern recreational arenas in Canada aspire to match NHL standard dimensions, though many older rinks are smaller by varying amounts.) This size permits four pickle ball courts. Storage and a modest area for bench seating (and general gym-bag dumping) are also provided.

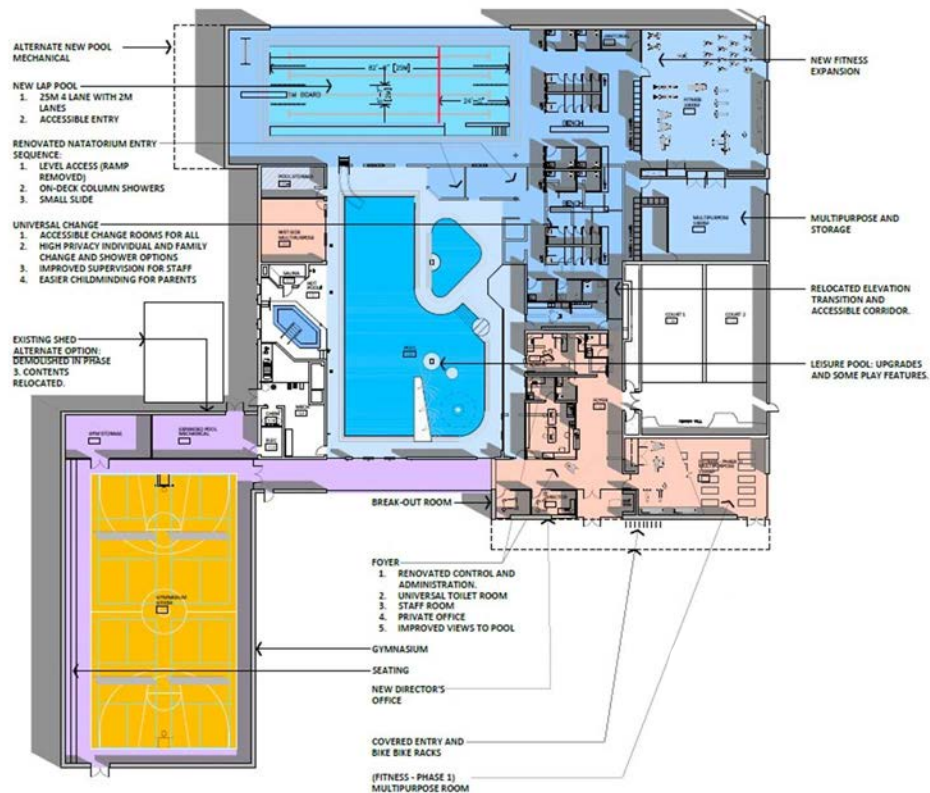
As revealed by the pandemic, large general purpose spaces are undervalued. The gymnasium will satisfy user needs not currently met by the BV Pool. Pickleball, for instance, is increasingly popular with seniors, and both it and basketball can satisfy a need for collegial competition not currently possible at the facility. Sportball, or grassroots soccer on winter weekend mornings are popular for young children, and the additional – *and different* – programming will also help to serve families: teenagers can use the gym for a game of pick-up basketball, while a parent drops a younger child for swim lessons, and then uses the fitness room.

While a similar narrative might be made for the current squash, climbing, and fitness room, each are too specific (squash, climbing) or modest in size (fitness) to be convincing.

The Preferred Option is estimated to have a construction cost of \$19.4M and a project cost of \$24.3M.

Summary & Conclusions

The intent of this study was to explore the BV Pool's capacity and expansion requirements with a solid grounding in the community's needs and expressed wants. The result of this survey and design research is a design proposal, the Preferred Option, that represents a reasonable outcome relative to the competing pressures of stakeholder priorities, budget, facility condition, among other variables.



The critical elements of the Preferred Option, chiefly, the phased implementation – entry and administration; wet-side and fitness renovation and expansion; and gymnasium addition – are what serve to give it structure. As proposed, the phased implementation will, with the renovations to the

entry, administration, and addition of a new fitness room (Phase 1), allow for a visible facility refresh, improving both visitor and staff experience, which will in turn improve loyalty and retention. As the smallest of the phases, it should be the easiest to fund and will give the BV Pool time to develop a fundraising strategy for Phase 2 and Phase 3.

It was made clear during the course of preparing this report that the BV Pool is limited in its ability to satisfy its community's needs for three primary reasons:

1. The facility is the result of choices made at the time of construction: its shallow tank, changeroom configuration, and other features were design choices that made sense at the time, but are no longer satisfactory.
2. The community that the BV Pool serves has changed in size, composition, and expectations. This amplifies the limitations of the shallow tank and other existing features. People's expectations of their facilities are higher than they were thirty years ago.
3. The BV Pool's dedication to aquatics is fundamentally limiting. While the fitness room, racquet courts, and climbing wall are helpful, they are insufficient in size, and in the case of the racquet courts and climbing wall, too specific to attract the critical mass of users required to make BV Pool a truly valued community facility.

It is useful, given the above, to think of the original facility as seed crystal. As a starting point, the BV Pool has served and built a culture of trust with its community. Users value and care about the facility, and now is the time to build on that relationship by providing an increased breadth and quality of program offerings.

APPENDICES

1. Additional Notes:
 - a. Costing
 - b. Building Condition Assessment
 - c. Building Code Considerations and Trigger Upgrades
 - d. Project Delivery Summary
2. *Architectural Schematic Drawing Set* – Carscadden Stokes McDonald Inc
3. *Bulkley Valley Regional Pool and Recreation Centre Facility Operations, Program Review and Stakeholder Consultation*, GDH Solutions Report

ADDITIONAL NOTES

Costing

Costs in this report are generated on a per square foot basis and are intended to provide a Class D level of accuracy which is typically +/- 25% of the likely construction cost. The generating per square foot cost - \$800psf, say – is based on recent experience with similar facility types. There are several additional factors to keep in mind:

1. Market volatility: at any given time, market volatility may impact the costs. A busy market will drive prices up and a slow market will push prices down.
2. Geography: Smithers' location generally results in a premium on construction costs. Specialty contractors in particular will charge more for time working away from larger population centres.
3. Pandemic impacts: while construction has generally continued unabated by the COVID-19 pandemic, the unpredictability of material and labour supply has increased prices.

Costs as they relate to the Concept Options and Preferred Option are discussed in the context of those design options.

Building Condition Assessment

A concern raised by the Board is the condition of the existing pool tank and its expected lifespan. The concern highlights the challenge of upgrading a facility if a significant component is close to its end of life. The reality of building assessments, however, generally prevent a perfect understanding of the building's condition. This study was not intended to serve as a building condition assessment. Such a report would require inclusion of structural, mechanical, and electrical engineers at minimum, and in the first instance be a visual survey only. Nevertheless, the following may be observed about the pool tank:

1. Staff reported that the pool maintains its static water level, suggesting the pool does not leak and that there is not loss due to evaporation (more commonly a challenge with outdoor pools).
2. The chemical process of concrete curing persists well beyond the original construction period (in a technical sense can be continual under the appropriate conditions) and well protected, well reinforced concrete can last for literally millennia (Rome is a good example).
3. The BV Pool pool tank is protected by a waterproof membrane which is in turn protected by tile. Proper maintenance of both is the best strategy for protecting the concrete structure of the pool tank.

Ultimately, the condition of the pool tank is unknowable without specialized testing which might include scanning and limited destructive testing. Based on the lack of reported symptoms – water loss, pool wall or floor heaving, persistently cracking tiles – there does not appear to be a deficiency with the pool tank.

Building Code Considerations and Upgrade 'Triggers'

Another concern raised by the Board is the extent to which upgrades to the existing facility are required. Given the facility's age, many aspects of it do not conform to the current edition of the governing building code (BC Building Code), a status typically called "existing non-conforming". In and of itself this is not a pressing challenge: the Building Code is updated regularly, with major updates approximately

every 6 years. When any major update is published, nearly every building in the province is suddenly existing non-conforming by definition. There is no obligation for building owners and operators to upgrade their facilities when this occurs.

Instead, the more common approach is for existing non-conforming aspects of a building to be upgraded progressively if and when other upgrades are made to an existing facility. New work in this case must conform to the current code and existing conditions not made worse. For example, renovations to the BV Pool vestibule would require upgrades to meet current accessibility requirements (clearances, door hardware) and be consistent with current energy performance requirements (quality of glazing, door seals). Likewise, upgrades to the changerooms would require the work conform to the current building code requirements (clearances, fixture efficiency and mounting heights, door hardware). And while it is true that municipalities will often attempt to leverage this work as an opportunity to upgrade other aspects of the building, such expanded scopes are typically negotiated and usually address performance requirements, not project scope: upgrades to the change rooms are unlikely to result in a requirement to upgrade the building envelope; the municipality might view an expansion to the facility, however, as an opportunity to improve building efficiency or site servicing.

Project Delivery Summary

While not explicitly considered during the research portion of the present report, included for reference is a general description of the typical phases of service undertaken during the design of most projects. In the event that any portion or portions of the options described in this report proceed, it will become increasingly important for all parties involved to be familiar with common terms, the sequence of service delivery, participant roles, and the various options for project delivery.

Design Development. During the Design Development step, the selected scheme (schematic design) is refined and developed in more detail. Significantly, basic structural, mechanical, and electrical design strategies are developed. Together with an outline specification, architectural drawings will now indicate the full scope, materials, and dimensions, and suggest colour and material selections. **Client / owner / operator / user** input and direction are important to the design team at this stage. The budget is refined.

The client's approval and directions to proceed to the next phase indicate agreement with the proposed design solutions.

Contract Documents. This step includes preparation of drawings and specifications that will be used by the contractor to carry out the work. As a result, this step is often referred to as *working drawings*, which form part of the construction contract and take on legal significance. The drawings and specifications are a means to communicate detailed technical information and requirements and the basis of a legal contract. They will also be used to submit to the *authorities having jurisdiction* for permission to build.

In this step, the **Client / owner / operator** will meet once or twice a month as necessary to approve or direct the design solutions and check that the project continues to meet owner requirements. Typically, this step will include cost estimates at specified intervals, and the owner's directions and approvals at these intervals will be sought.

Bidding & Negotiation. This step is also referred to as *construction procurement*. The architect and design team will assist in obtaining bids and in awarding and preparing the construction contracts. Often working closely with the Client's purchasing department, the architect will analyze bids after opening and make a recommendation in light of owner's parameters on awarding the project.

Contract Administration. The architect and design team "look out for the client's interest" during construction through services called contract administration. This process is needed to ensure the contractor and owner are fulfilling their respective roles and obligations as outlined in the construction contract (CCDC2). The architect will represent and provide advice to the client, document changes and meetings, review progress and submittals, and issue monthly certificates for payment in the amount owing the contractor by the owner all as defined in the contract as roles of the consultant. The owner will provide direction to the design team on changes, authorize payments, and importantly, make prompt decisions. Representation at biweekly construction meetings is typical.

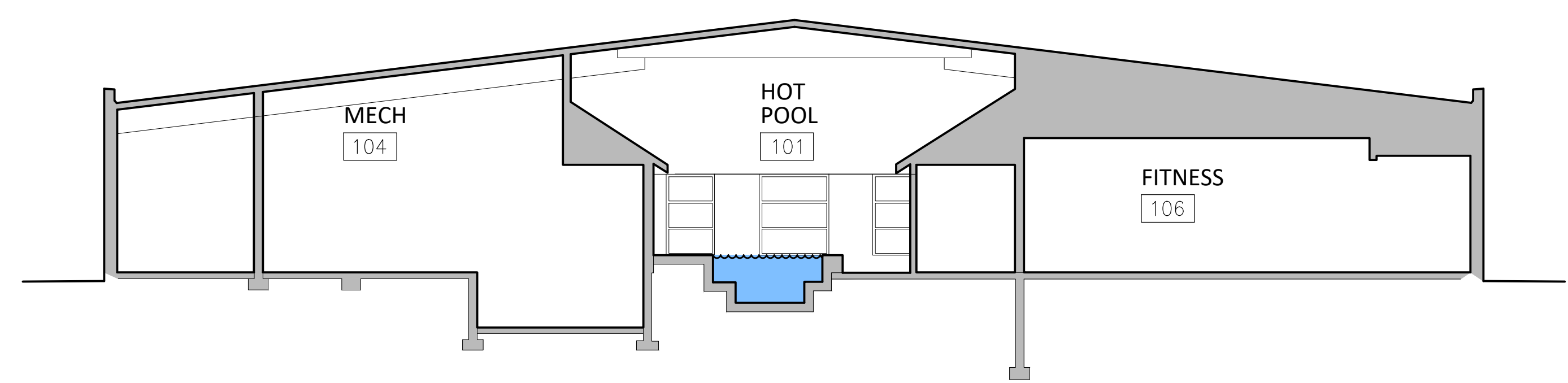
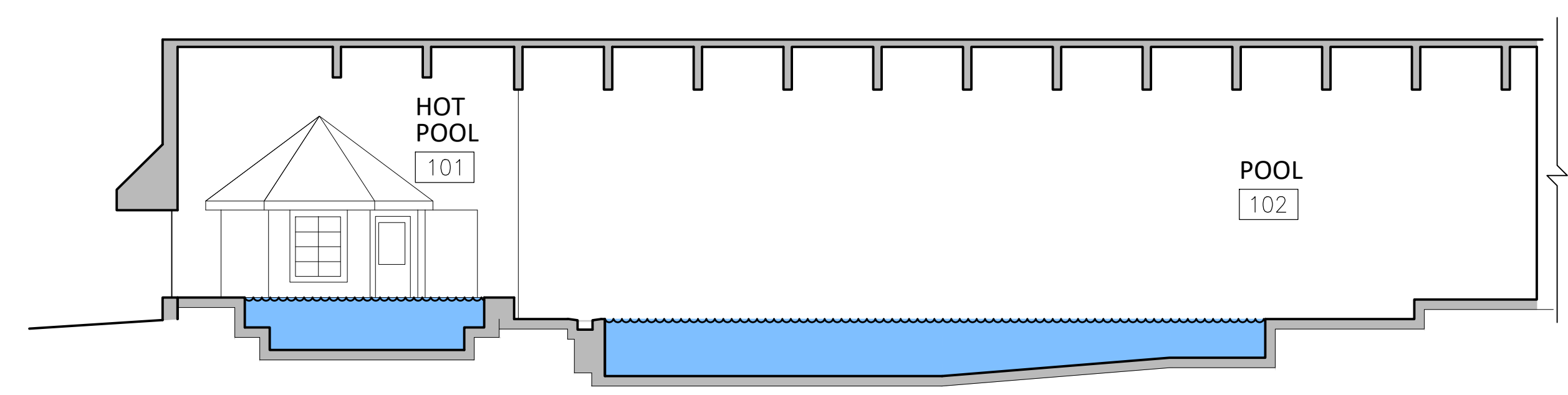
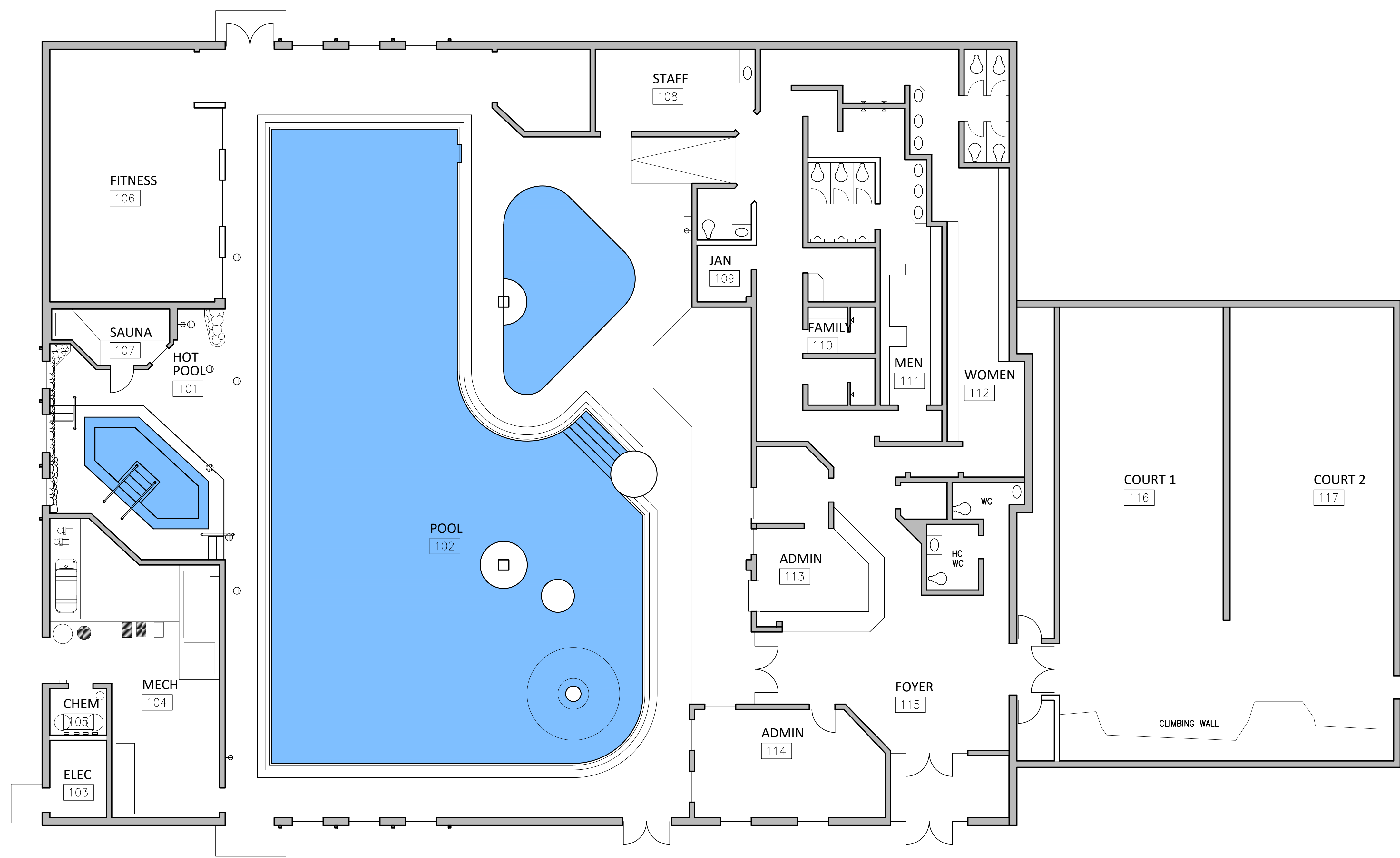
This process benefits from a team play and cooperation. It requires the dedicated attention of the professional design team and contractor and the timely and knowledgeable input from the owner.

SITE AERIAL AND CONTEXT

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FACILITY PLAN AND SECTIONS



SURVEY QUESTIONS

268

What do you **like** about the current facility?

What aspects of the facility **need improvement**?

What **new programs**, or recreational **opportunities** are needed at the facility?

What about the facility hours? Are there issues accessing enough time for activities like squash, climbing, lane swimming, or other programs?

Do you feel the fees charged are appropriate?

Given the size and community that the pool and recreation centre serve, do you think that the facility is appropriate?

How could we encourage people to take **aquatic leadership** courses or recruit qualified staff to work with us?

Do you feel **comfortable** and **included** when you visit the pool?

Do you typically come alone or with friends or family?

If you come with children, do you join them in the pool, or do you leave the facility, wait elsewhere, or use other facilities in the building?

How do you typically come to the facility?

In your own car? Dropped off by car? Walking? By bike? Public transit?

Do you have experience at other recreation facilities (not just pool)? If so, which ones?



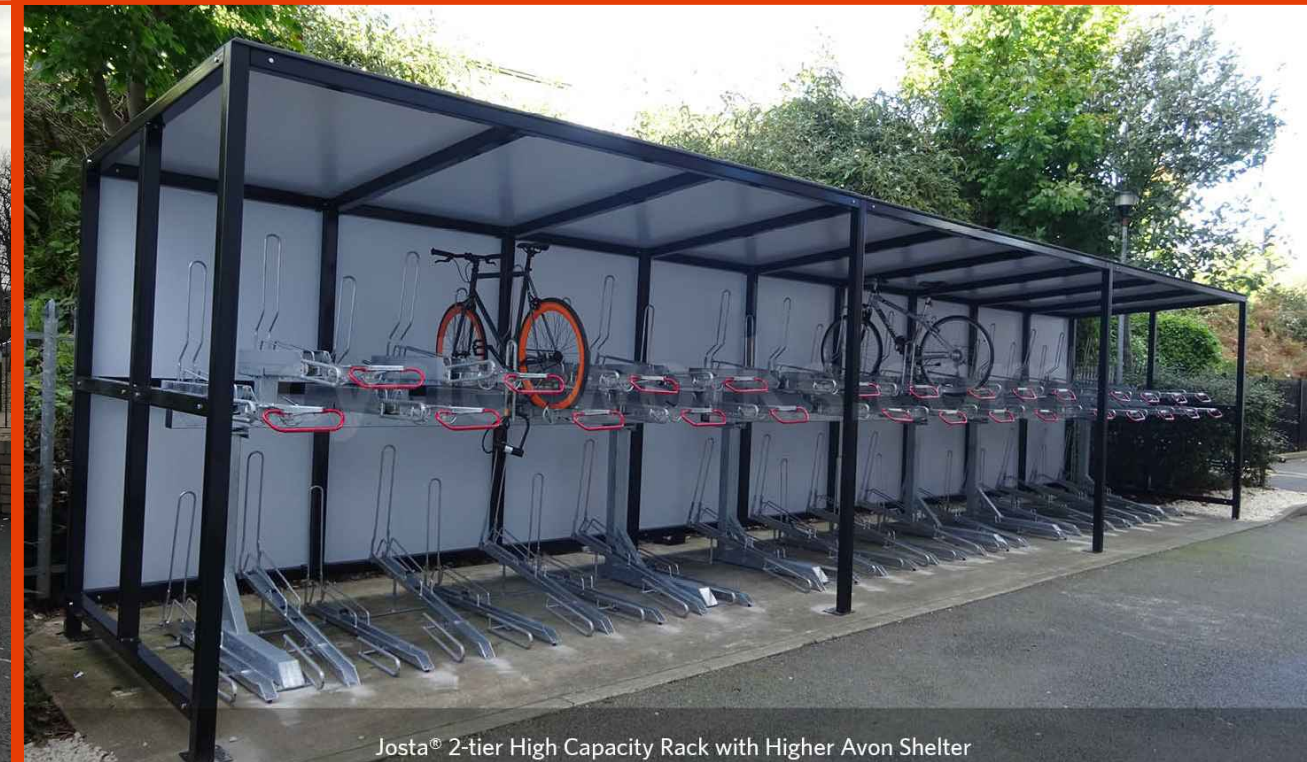
POST YOUR THOUGHTS!

AUGUST 9 & 10, 2021

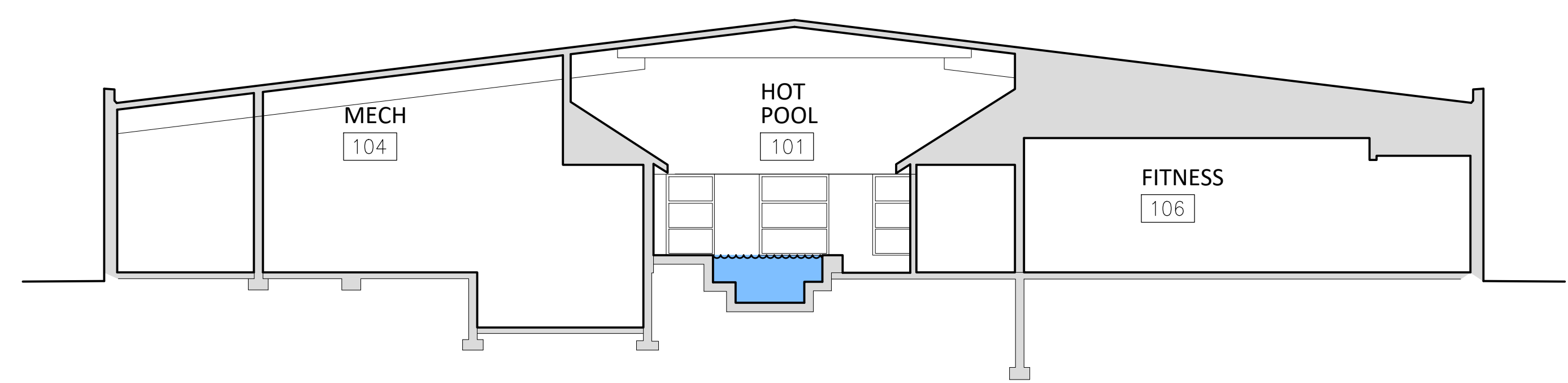
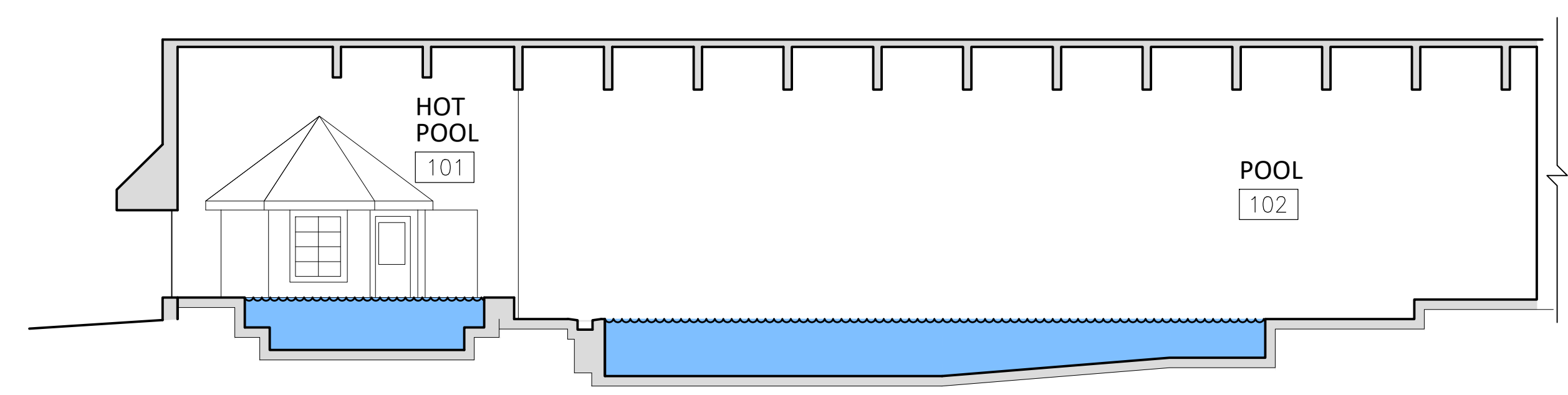
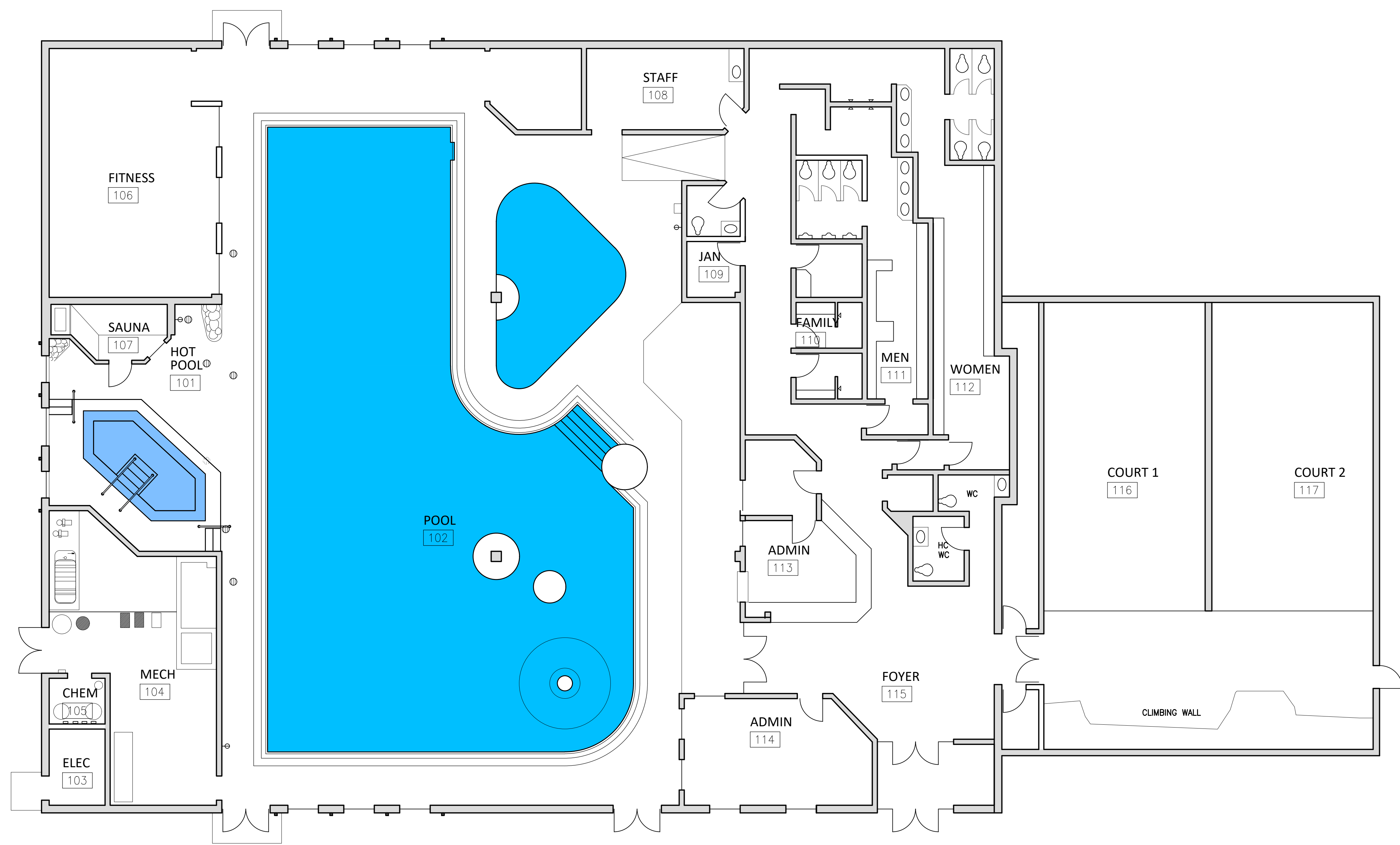


SITE AERIAL AND CONTEXT

270



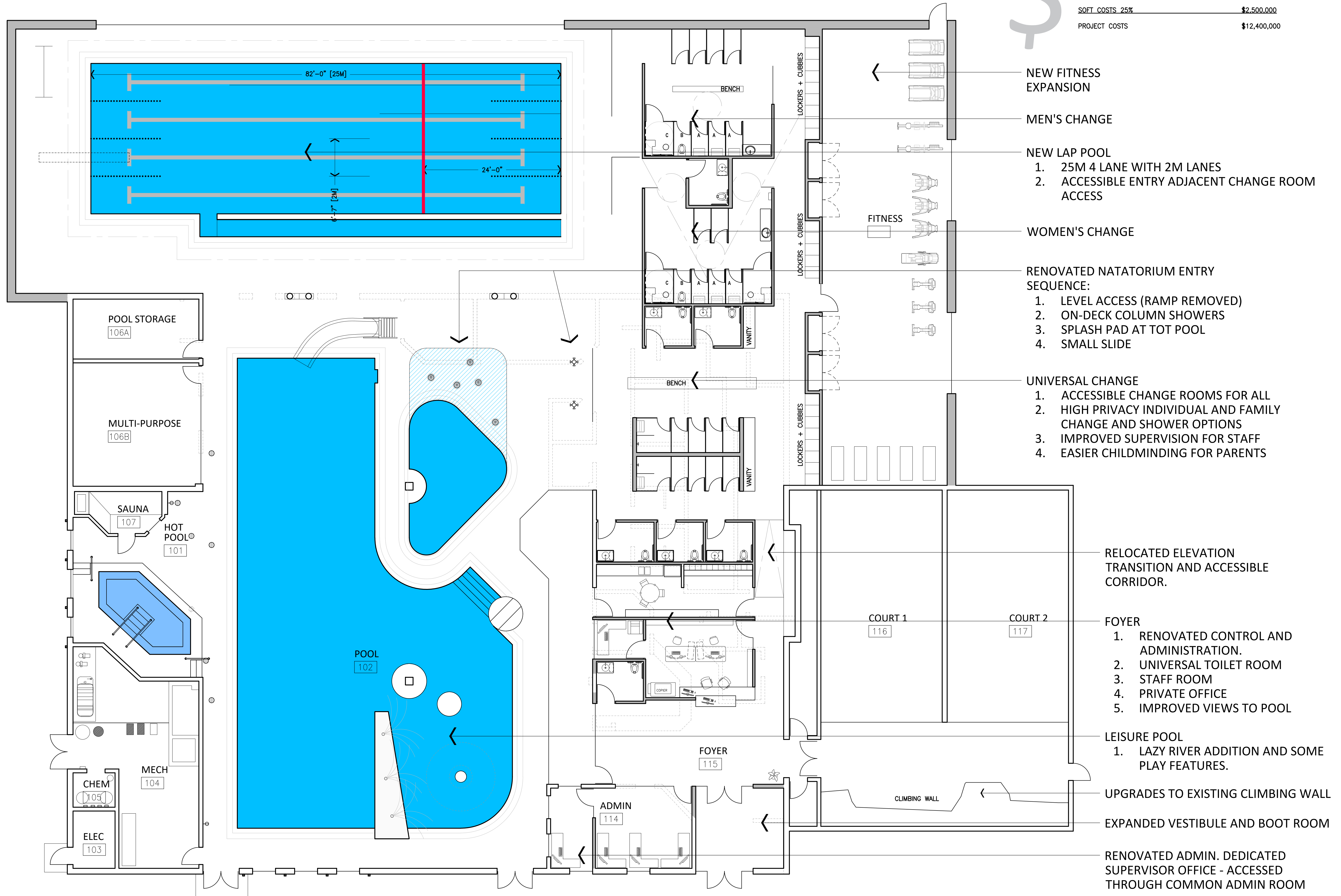
FACILITY PLAN AND SECTIONS



PROPOSED FACILITY PLAN OPTION A



WET ENVIRONMENT	\$900 PSF	9,000SF = \$8,500,000
DRY ENVIRONMENTS	\$450 PSF	2,000SF = \$900,000
CONSTRUCTION COSTS		\$9,900,000
SOFT COSTS 25%		\$2,500,000
PROJECT COSTS		\$12,400,000

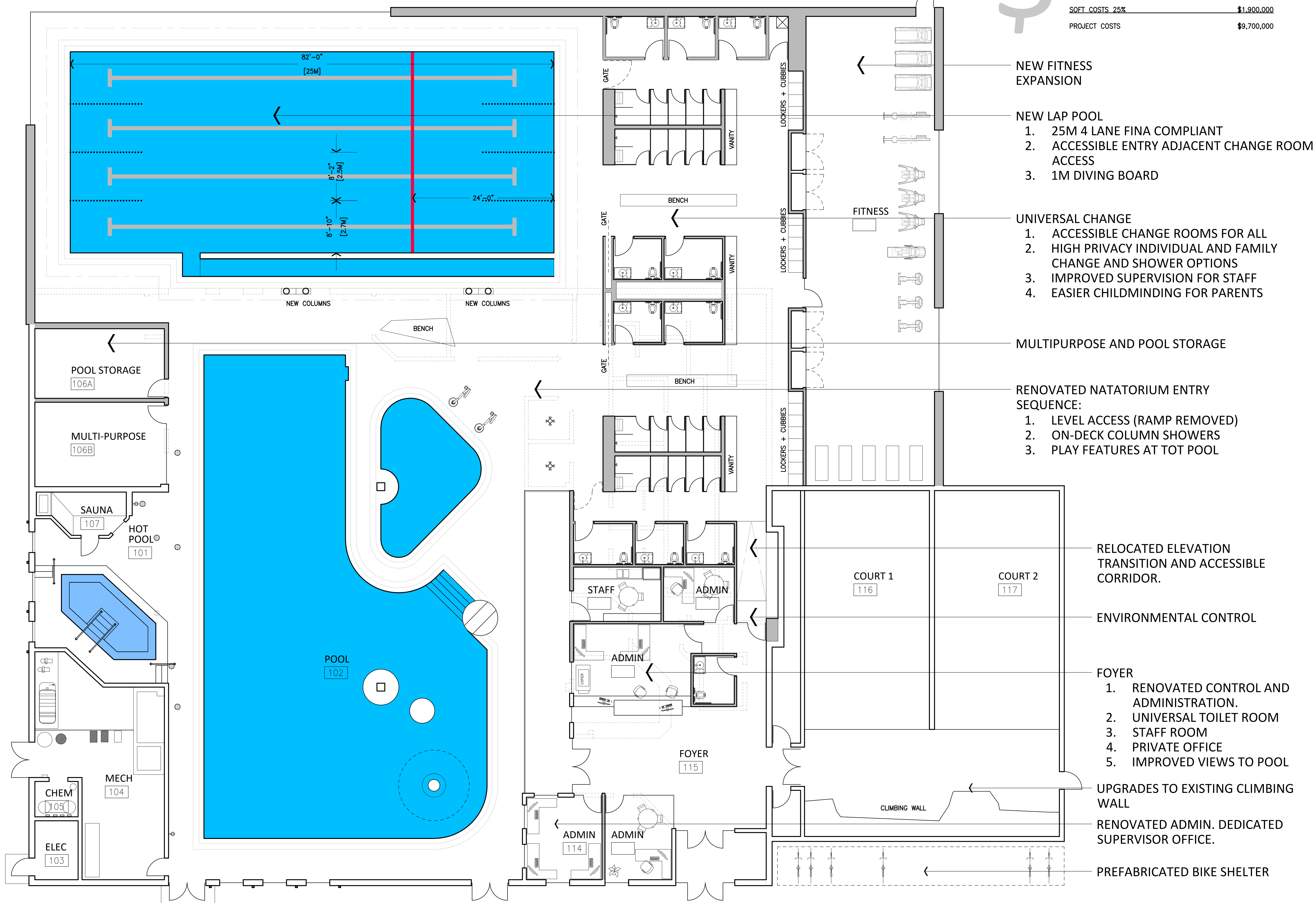


- NEW FITNESS EXPANSION
- MEN'S CHANGE
- NEW LAP POOL
 1. 25M 4 LANE WITH 2M LANES
 2. ACCESSIBLE ENTRY ADJACENT CHANGE ROOM ACCESS
- WOMEN'S CHANGE
- RENOVATED NATATORIUM ENTRY SEQUENCE:
 1. LEVEL ACCESS (RAMP REMOVED)
 2. ON-DECK COLUMN SHOWERS
 3. SPLASH PAD AT TOT POOL
 4. SMALL SLIDE
- UNIVERSAL CHANGE
 1. ACCESSIBLE CHANGE ROOMS FOR ALL
 2. HIGH PRIVACY INDIVIDUAL AND FAMILY CHANGE AND SHOWER OPTIONS
 3. IMPROVED SUPERVISION FOR STAFF
 4. EASIER CHILDMINDING FOR PARENTS
- RELOCATED ELEVATION TRANSITION AND ACCESSIBLE CORRIDOR.
- FOYER
 1. RENOVATED CONTROL AND ADMINISTRATION.
 2. UNIVERSAL TOILET ROOM
 3. STAFF ROOM
 4. PRIVATE OFFICE
 5. IMPROVED VIEWS TO POOL
- LEISURE POOL
 1. LAZY RIVER ADDITION AND SOME PLAY FEATURES.
- UPGRADES TO EXISTING CLIMBING WALL
- EXPANDED VESTIBULE AND BOOT ROOM
- RENOVATED ADMIN. DEDICATED SUPERVISOR OFFICE - ACCESSED THROUGH COMMON ADMIN ROOM

PROPOSED FACILITY PLAN OPTION B



WET ENVIRONMENT	\$900 PSF	7,500SF = \$6,750,000
DRY ENVIRONMENTS	\$450 PSF	2,000SF = \$900,000
EXTERIOR UPGRADES	\$150 PSF	500SF = \$75,000
CONSTRUCTION COSTS		\$7,725,000
SOFT COSTS 25%		\$1,900,000
PROJECT COSTS		\$9,700,000

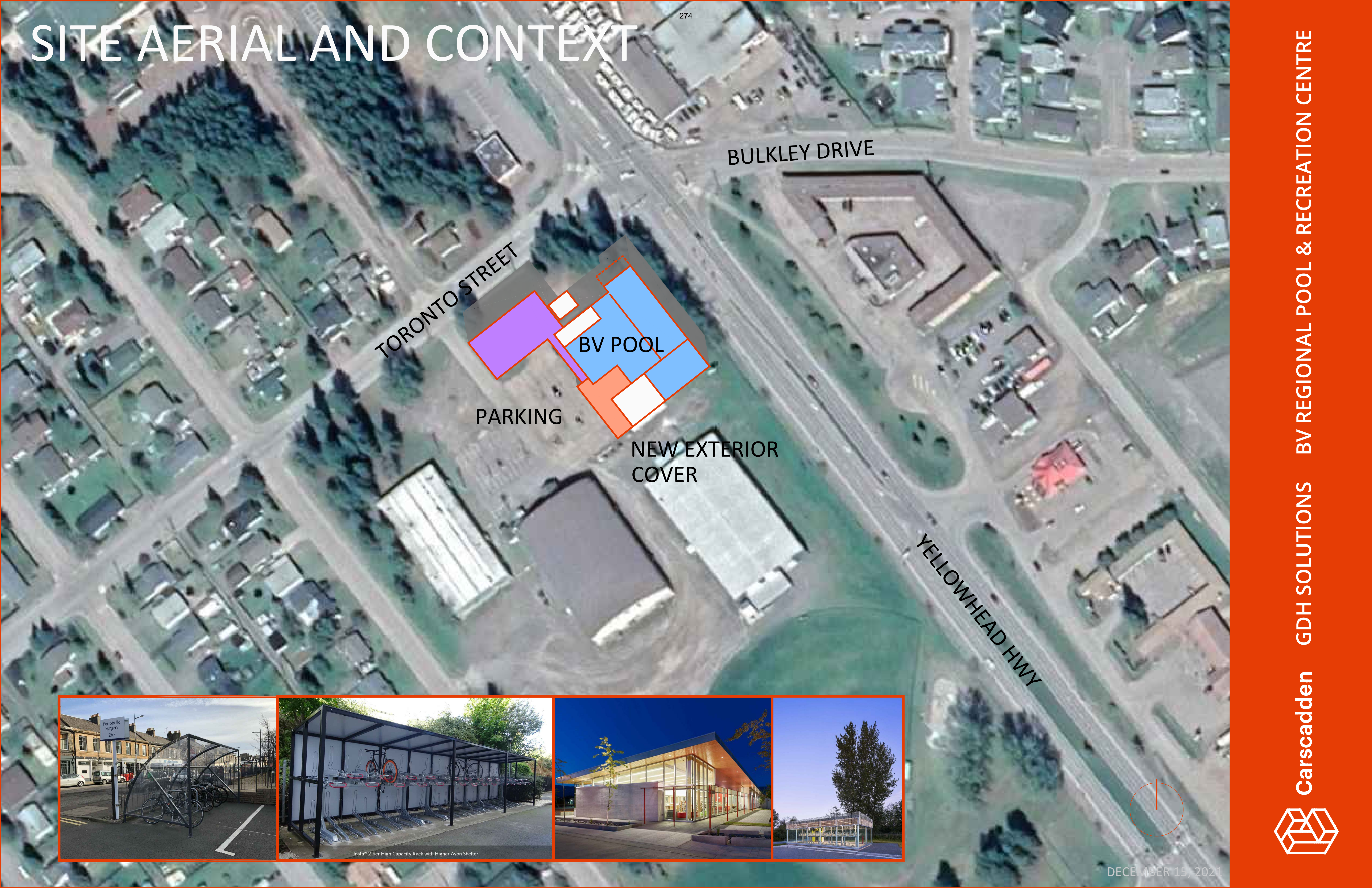


- NEW FITNESS EXPANSION
- NEW LAP POOL
 1. 25M 4 LANE FINA COMPLIANT
 2. ACCESSIBLE ENTRY ADJACENT CHANGE ROOM ACCESS
 3. 1M DIVING BOARD
- UNIVERSAL CHANGE
 1. ACCESSIBLE CHANGE ROOMS FOR ALL
 2. HIGH PRIVACY INDIVIDUAL AND FAMILY CHANGE AND SHOWER OPTIONS
 3. IMPROVED SUPERVISION FOR STAFF
 4. EASIER CHILDMINDING FOR PARENTS
- MULTIPURPOSE AND POOL STORAGE
- RENOVATED NATATORIUM ENTRY SEQUENCE:
 1. LEVEL ACCESS (RAMP REMOVED)
 2. ON-DECK COLUMN SHOWERS
 3. PLAY FEATURES AT TOT POOL
- RELOCATED ELEVATION TRANSITION AND ACCESSIBLE CORRIDOR.
- ENVIRONMENTAL CONTROL
- FOYER
 1. RENOVATED CONTROL AND ADMINISTRATION.
 2. UNIVERSAL TOILET ROOM
 3. STAFF ROOM
 4. PRIVATE OFFICE
 5. IMPROVED VIEWS TO POOL
- UPGRADES TO EXISTING CLIMBING WALL
- RENOVATED ADMIN. DEDICATED SUPERVISOR OFFICE.
- PREFABRICATED BIKE SHELTER



SITE AERIAL AND CONTEXT

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TORONTO STREET

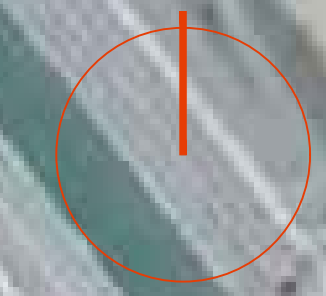
BULKLEY DRIVE

BV POOL

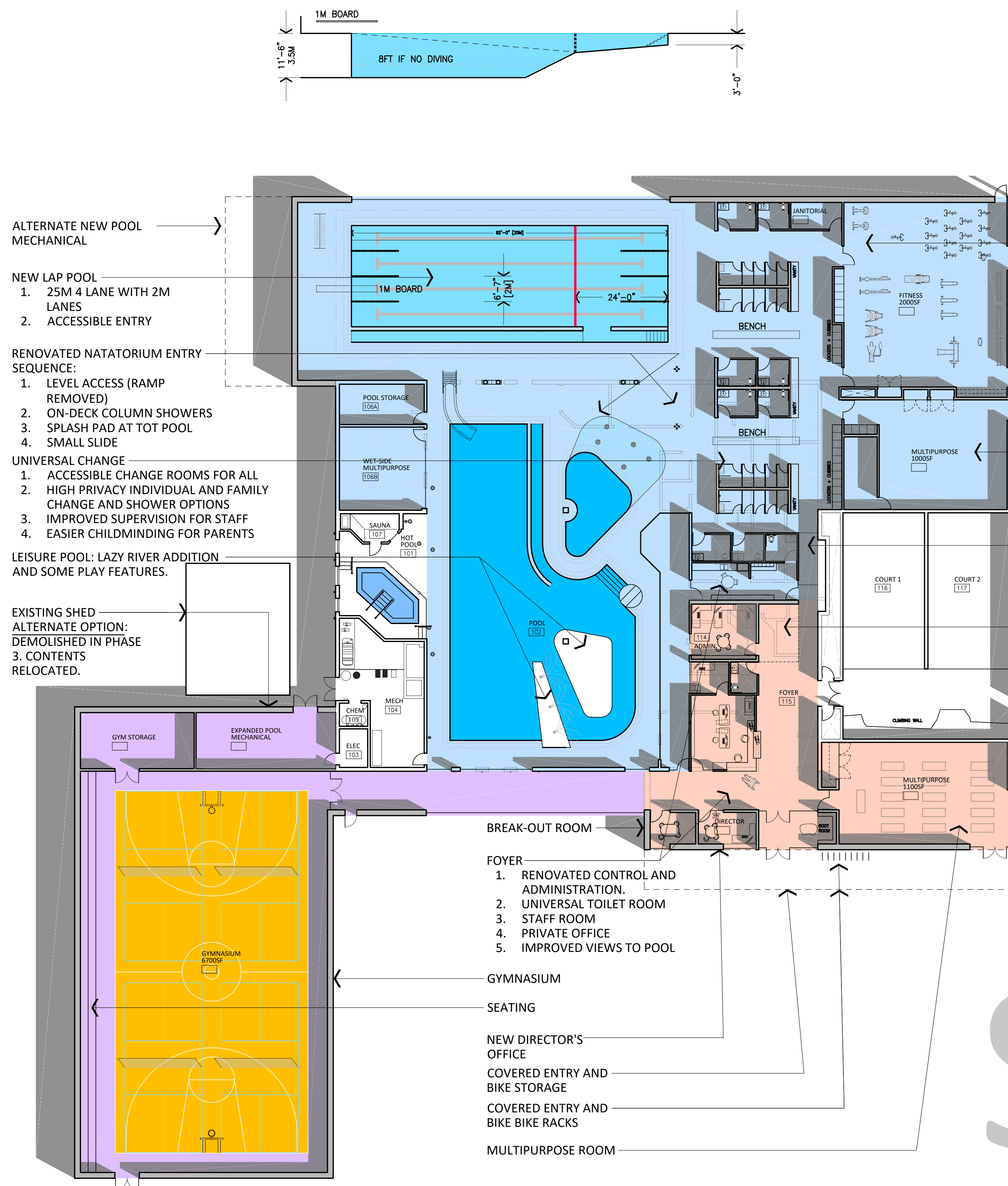
PARKING

NEW EXTERIOR COVER

YELLOWHEAD HWY



PROPOSED FACILITY PLAN PREFERRED OPTION



- ALTERNATE NEW POOL MECHANICAL
- NEW LAP POOL
 - 25M 4 LANE WITH 2M LANES
 - ACCESSIBLE ENTRY
- RENOVATED NATATORIUM ENTRY SEQUENCE:
 - LEVEL ACCESS (RAMP REMOVED)
 - ON-DECK COLUMN SHOWERS
 - SPLASH PAD AT TOT POOL
 - SMALL SLIDE
- UNIVERSAL CHANGE
 - ACCESSIBLE CHANGE ROOMS FOR ALL
 - HIGH PRIVACY INDIVIDUAL AND FAMILY CHANGE AND SHOWER OPTIONS
 - IMPROVED SUPERVISION FOR STAFF
 - EASIER CHILDMINDING FOR PARENTS
- LEISURE POOL: LAZY RIVER ADDITION AND SOME PLAY FEATURES.
- EXISTING SHED ALTERNATE OPTION: DEMOLISHED IN PHASE 3. CONTENTS RELOCATED.

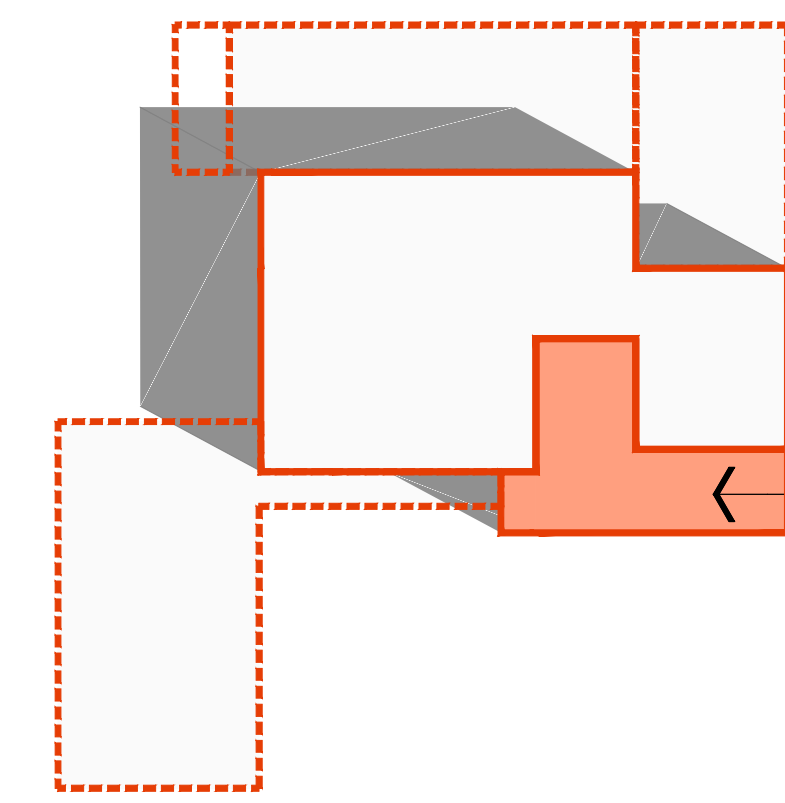
- BREAK-OUT ROOM
- FOYER
 - RENOVATED CONTROL AND ADMINISTRATION.
 - UNIVERSAL TOILET ROOM
 - STAFF ROOM
 - PRIVATE OFFICE
 - IMPROVED VIEWS TO POOL
- GYMNASIUM
- SEATING
- NEW DIRECTOR'S OFFICE
- COVERED ENTRY AND BIKE STORAGE
- COVERED ENTRY AND BIKE RACKS
- MULTIPURPOSE ROOM

NEW FITNESS EXPANSION

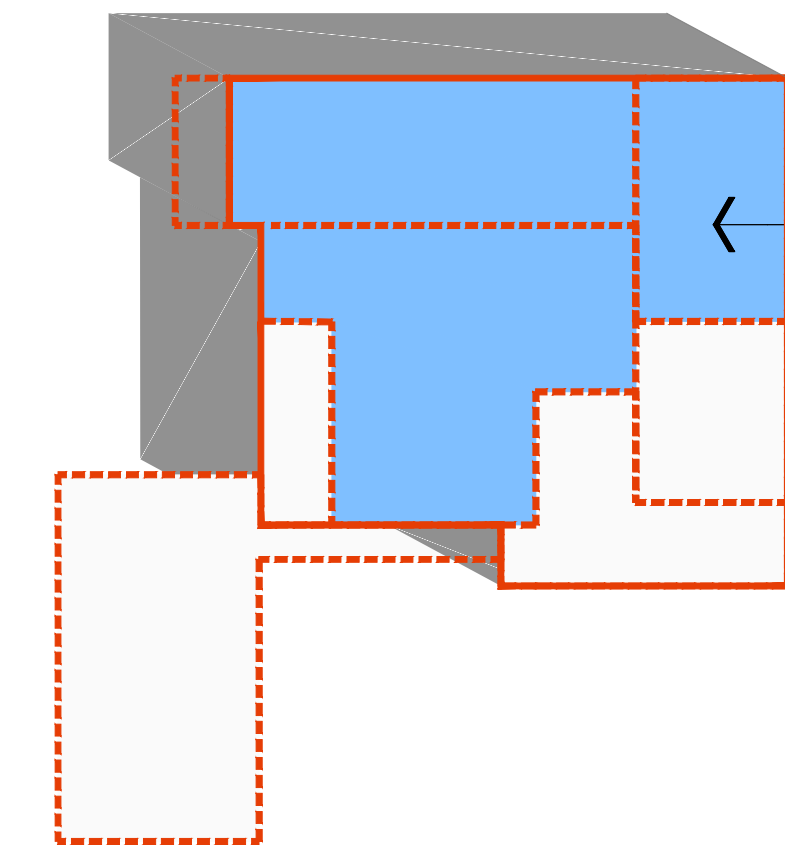
MULTIPURPOSE AND STORAGE

RELOCATED ELEVATION TRANSITION AND ACCESSIBLE CORRIDOR.

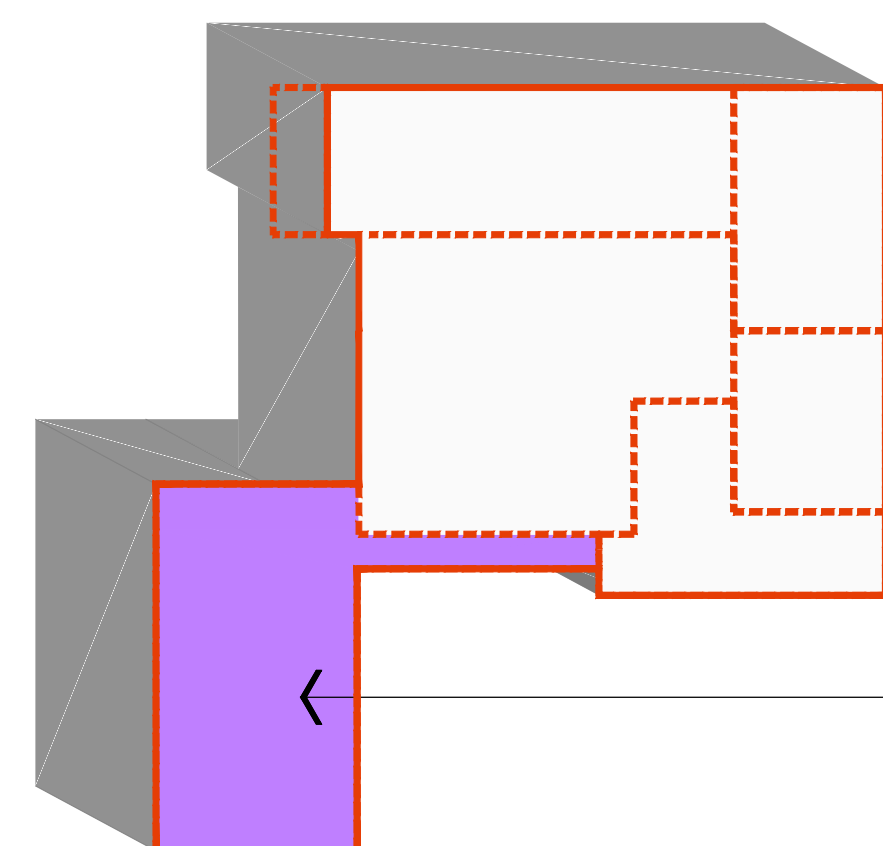
POTENTIAL CONCESSION SPACE



- PHASE 1:
- ENTRY AND ADMINISTRATIVE UPGRADES.
 - NEW MULTIPURPOSE ROOM.



- PHASE 2:
- AQUATIC AND CHANGE RENOVATIONS
 - AQUATIC AND CHANGE ADDITION
 - NEW FITNESS AND MULTIPURPOSE ROOMS.



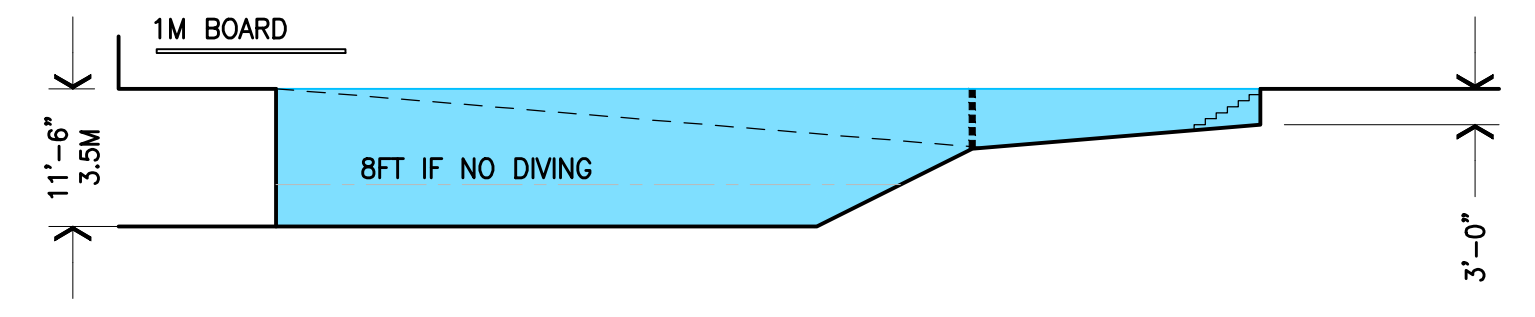
- PHASE 3:
- NEW GYMNASIUM WITH STORAGE AND CONNECTING CORRIDOR.



PROGRAM	COST PER SF	AREA (SF)	CONSTRUCTION COSTS	SOFT COSTS	PROJECT COSTS
PHASE 1: ADMIN + ENTRY	\$500 PSF	3,800 SF	\$1.9M	\$0.5M	\$2.4M
PHASE 2: POOL + FITNESS					
- WET-SIDE RENOVATION	\$600 PSF	9,600 SF	\$5.8M	\$3.6M	\$18.1M
- WET-SIDE ADDITION	\$1,000 PSF	\$6,600 SF	\$6.6M		
- FITNESS EXPANSION	\$500 PSF	4,100 SF	\$2.1M		
PHASE 3: GYMNASIUM	\$550 PSF	9,200 SF	\$5.1M	\$1.3M	\$6.4M
TOTAL COSTS			\$21.5M	\$5.4M	\$26.9M

* 2021 COSTS
 ** SOFT COSTS (CONSULTANTS, FEES, PERMITS, ETC.) BASED ON 25% OF CONSTRUCTION COSTS
 *** DOES NOT INCLUDE MUNICIPAL SERVICE UPGRADES (SITE DEVELOPMENT COSTS)

PROPOSED FACILITY PLAN PREFERRED OPTION - REVISED



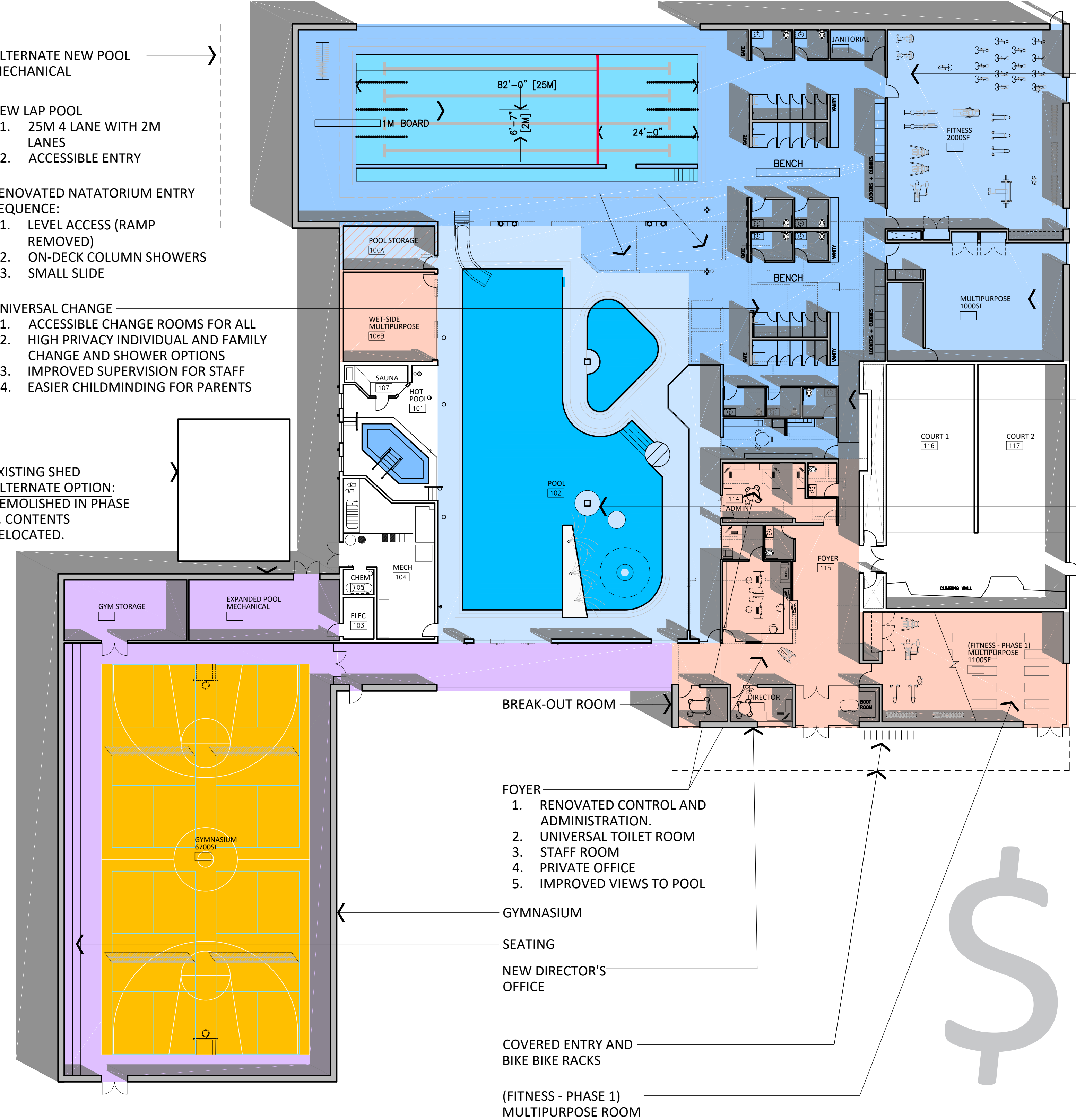
ALTERNATE NEW POOL MECHANICAL

- NEW LAP POOL**
- 25M 4 LANE WITH 2M LANES
 - ACCESSIBLE ENTRY

- RENOVATED NATATORIUM ENTRY SEQUENCE:**
- LEVEL ACCESS (RAMP REMOVED)
 - ON-DECK COLUMN SHOWERS
 - SMALL SLIDE

- UNIVERSAL CHANGE**
- ACCESSIBLE CHANGE ROOMS FOR ALL
 - HIGH PRIVACY INDIVIDUAL AND FAMILY CHANGE AND SHOWER OPTIONS
 - IMPROVED SUPERVISION FOR STAFF
 - EASIER CHILDMINDING FOR PARENTS

EXISTING SHED
ALTERNATE OPTION:
DEMOLISHED IN PHASE
3. CONTENTS
RELOCATED.



- FOYER**
- RENOVATED CONTROL AND ADMINISTRATION.
 - UNIVERSAL TOILET ROOM
 - STAFF ROOM
 - PRIVATE OFFICE
 - IMPROVED VIEWS TO POOL

GYMNASIUM

SEATING

NEW DIRECTOR'S OFFICE

COVERED ENTRY AND BIKE BIKE RACKS

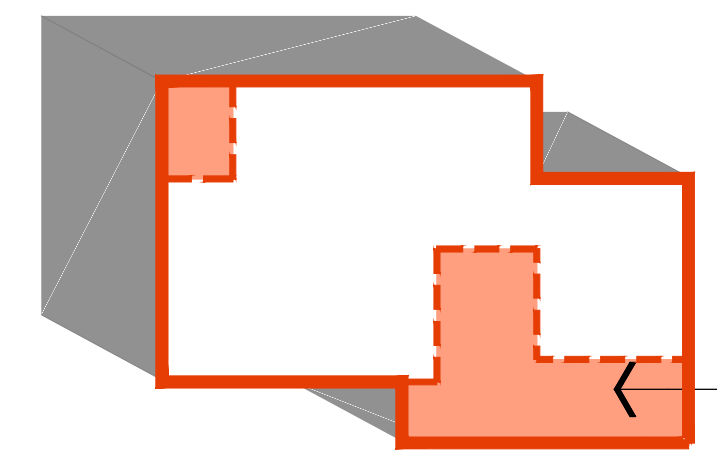
(FITNESS - PHASE 1)
MULTIPURPOSE ROOM

NEW FITNESS EXPANSION

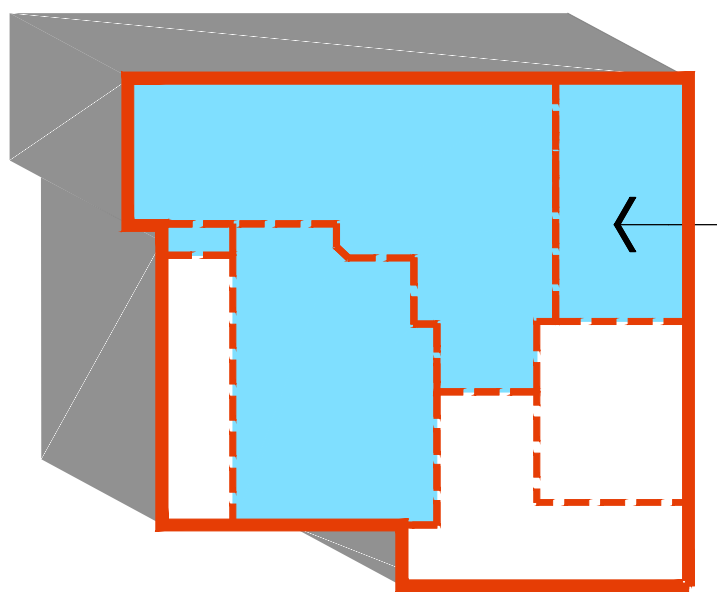
MULTIPURPOSE AND STORAGE

RELOCATED ELEVATION TRANSITION AND ACCESSIBLE CORRIDOR.

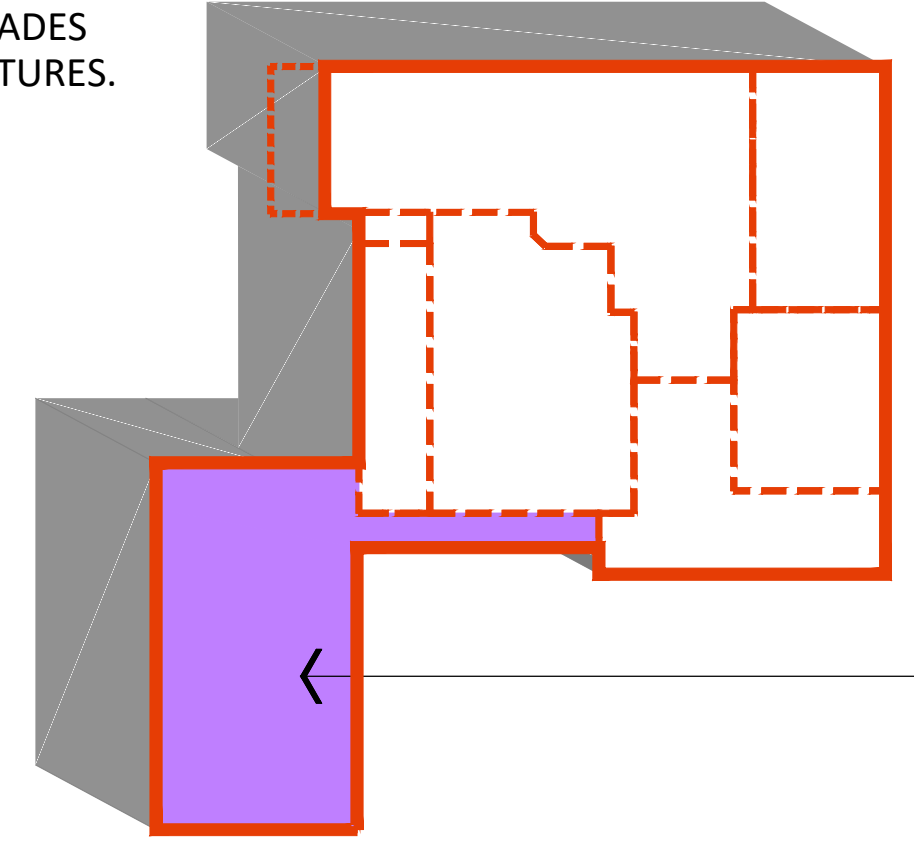
LEISURE POOL: UPGRADES AND SOME PLAY FEATURES.



- PHASE 1:**
- ENTRY AND ADMINISTRATIVE UPGRADES
 - NEW MULTIPURPOSE ROOM (FITNESS IN PHASE 1)



- PHASE 2:**
- AQUATIC AND CHANGE RENOVATIONS
 - AQUATIC AND CHANGE ADDITION
 - NEW FITNESS AND MULTIPURPOSE ROOMS



- PHASE 3:**
- NEW GYMNASIUM WITH STORAGE AND CONNECTING CORRIDOR.



PROGRAM	COST PER SF	AREA	CONSTRUCTION COSTS	SOFT COSTS	PROJECT COSTS
PHASE 1: ADMIN + ENTRY + FITNESS	\$500 PSF	3,800 SF	\$1.9M	\$0.5M	\$2.4M
PHASE 2: POOL + FITNESS					
- WET-SIDE RENOVATION (NATATORIUM)	\$250 PSF	6,600 SF	\$1.7M	\$3.1M	\$15.5M
- WET-SIDE RENOVATION (CHANGEROOMS)	\$600 PSF	2,600 SF	\$1.6M		
- WET-SIDE ADDITION	\$1,000 PSF	7,000 SF	\$7.0M		
- FITNESS EXPANSION	\$500 PSF	4,100 SF	\$2.1M		
PHASE 3: GYMNASIUM	\$550 PSF	9,200 SF	\$5.1M	\$1.3M	\$6.4M
TOTAL COSTS			\$19.4M	\$4.9M	\$24.3M

* 2021 COSTS
** SOFT COSTS (CONSULTANTS, FEES, PERMITS, ETC.) BASED ON 25% OF CONSTRUCTION COSTS
*** DOES NOT INCLUDE MUNICIPAL SERVICE UPGRADES (SITE DEVELOPMENT COSTS)



FEBRUARY, 2022

Bulkley Valley Regional Pool and Recreation Centre

Facility Function and Program Review Report

Operational Review and Community Consultation



January 2022

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Appendix A - Community Consultation Report

Bulkley Valley Regional Pool and Recreation Centre Facility Function and Program Review Report

Project Scope

The Bulkley Valley Pool and Recreation Centre is operated under the direction of the Bulkley Valley Aquatic Centre Management Society (BVACMS). They sought professional support to review the 30 year old Pool and Recreation Centre.

The specific objectives of the Review were:

1. Assessment of facility programs and services
2. Assessment of administrative efficiencies
3. Assessment of community needs for the enhancement of public service and public safety
4. Setting priorities for short and long term goals. Finding a balance between ongoing facility improvements and/or retrofits with long term facility replacement.

These objectives were addressed through a multi-stage approach:

- A comprehensive stakeholder consultation, including the community – both facility users and non-users, staff and board members.
- Conducted a thorough review and assessment of the physical state of the facility
- Assessed the operations and programming.

This current review was conducted during COVID-19, which has had a significant impact on the public use and operation of this facility. It is still not clear what the final impacts of the pandemic will be, moving forward.

Trends in Recreation

Parks and recreation activities, infrastructure, and participation are constantly changing in response to broader societal trends. Parks and recreation trends in 2020 and 2021 were also affected by the COVID-19 pandemic, and in some ways the pandemic accelerated trends that were already occurring. Public health requirements forced people to make changes in how they visit parks and pursue recreation activities. Parks and recreation will play a greater role in supporting mental health and well-being.

Trends show a reduction in structured activities such as organized sports and group lessons, and an increase in unstructured activities. With the pandemic, municipalities have been seeking ways to animate recreation spaces to encourage independent and spontaneous recreation activity.

The following are high level trends in recreation, from a variety of sources.

Participation

- Focus is on independent activities and wellness
- Greater interest in outdoor activities
- Flexibility - drop-in classes, access to facilities

Service Delivery

- Partnerships with community groups
- Flexibility and creativity in programming

Infrastructure

- Aging infrastructure is a concern
- Multi-purpose facilities that serve as community hubs
- New facilities and renovations incorporating the learnings from COVID, including no-touch doors, faucets and toilets, and more emphasis on ventilation and air handling

Flexible Pricing

- Pricing designed to bring in more residents/community members to recreation spaces by offering membership programs and flexible pricing.

Aquatics

- One aquatics trend involves offering programming that appeals to the needs of niche audiences. Building programs around specific needs or age groups allows participants to bond over similar goals and makes it a more comfortable environment.
- Classes that offer a mix of cardio and strength are gaining popularity.

Demographics

The 2021 census data has not yet been released. The first major population numbers will be released February 9, 2022.

Population projections are available on BC Stats, using the Local Health Area 514. This includes Smithers Town Centre, Smithers Rural, the Witset First Nation and Houston. This was the best configuration that captures Smithers (population of 5,351 in 2016), Telkwa and the surrounding rural areas. It also includes Houston, which has a population of about 3,600.

The total population for Local Health Area 514 was estimated at 17,736 in 2021. It is projected to grow to 18,080 in 2022, then to 21,917 in 2032 and finally 25,509 in 2041.

The number of infants, children and youth (ages to 19) in this LHA in 2022 is estimated at 4,301, rising to 4,822 in 2032, and 5,278 in 2041.

Adults ages 20 to 64, estimated at 10,905 will grow in number to 13,036 in 2032, and to 15,641 in 2041.

Seniors aged 65 to 90+ will increase in numbers from 2,874 in 2022 to 4,059 in 2032, and then to 4,590 by 2041.

The following chart illustrates these projected numbers.

Year	Children & Youth (0-19)	Adults (20-64)	Seniors (65-90+)	Total Population
2022	4,301	10,905	2,874	18,080
2032	4,822	13,036	4,059	21,917
2041	5,278	15,641	4,590	25,509

This table clearly shows the dramatic growth in the adult and seniors' population over the next 20 years.

Stakeholder Consultation

Introduction

A comprehensive stakeholder consultation process was undertaken for an updated, improved Bulkley Valley Regional Pool and Recreation Centre, including the facility, programs and operations. This process was conducted during the pandemic – all safety protocols were followed.

It is likely that the participation in the consultation process was impacted both in numbers and in the perspective of the respondents. The facility was required to continuously implement COVID-19 protocols to ensure the safety of the participants, and at times was closed, or could only accommodate a very limited number of people. These measures very much affected the opportunities to offer swimming lessons and other programs.

More than 400 people provided input to the review through the online survey, paper surveys, stakeholder interviews, an in-person public consultation, use of “sticky notes”, a staff consultation meeting and a board consultation meeting. The full survey results can be found in the Appendix.

The information acquired through the entire consultation process was the basis for the recommendations for improvements to the facility, the program and operations.

Summary of Stakeholder Consultation Process

A variety of methods were used to gather information from the community regarding the future of the Bulkley Valley Regional Pool and Recreation Centre.

These methods included: Survey Monkey, interviews with key stakeholders, in person consultation session, staff meetings and a meeting with the Board, to gather a large amount of information. The survey generated 330 responses, plus 10 paper responses.

The entire consultation results are in the Appendix. The following is a summary of the consultation findings.

Survey Monkey

This online survey generated 330 responses. An additional 10 paper versions were also completed.

Q1. Did you or anyone in your household participate in programs or activities in the facility pre-covid and past 16 months?

Almost 80 % of the respondents had participated in some way at the facility.

Q2. If yes, which of the facilities did you use?

The facility uses were primarily water based – the pool and the hot tub. The fitness centre, climbing wall, sauna and court sports were next, in that order.

The main comments on the “needs improvement” side were that the pool, changerooms and fitness area were too small, and often crowded.

On the “compliments” side, the facilities are clean, staff are amazing, the climbing wall and squash courts are great, pretty good wheelchair access.

Q3. Were you satisfied with your experience at the facility?

The majority of the facility users, about 85%, were satisfied with their experience at the facility.

Q4. *Did you or anyone in your household participate in any programs?*

The most popular programs were swimming lessons (60%), fitness programs (30%) and summer camps (20%)

Q5. *What needs to be improved/added at the facility?*

Specific information re “facility improvements” in order of popularity:

1. Additional and improved leisure pool features(waterslides, lazy river)
2. Larger lane pool
3. Larger fitness space, not located off the deck
4. Larger and more family changerooms
5. Multi-purpose room for programs, summer camps
6. Better lobby, larger boot room
7. Better accessibility

Q6. *What types of Programs would be of interest to you or anyone in your household?*

- Programs for pre-schoolers, children, youth and adults (40-45%)
- 25% answered “programs for seniors”

Comments list included:

- Youth programs
- “Active” kids’ programs
- Weekend swim lessons
- Adult programs at noon or after work, or later evening for Moms
- Senior’s exercise + socializing

Q7. *Are there any Issues with registering for a program or booking a time or space?*

- 65% had no issues, 35% had concerns
- Availability of lessons and programs for kids
- Online booking was an issue, but has now been improved

Q8. *What are the barriers (if any) for you or anyone in your household to participate in activities at the Pool and Recreation Centre?*

- Hours for kid’s swim lessons (need more evenings and weekends)
- Lap swim too busy
- Cost
- Transportation
- Schedules – e.g., Fitness, Aquafit
- Water is too cold - for seniors and babies
- If the pool is closed, all other areas are closed as well

Q9. *What type of facility improvements would encourage you or a member of your household to visit the Centre?*

There were a large number of responses to this question (140). The most frequent were:

- Increase size of lap pool

- Deep end with rope swing
- Larger kids pool
- Separate pools – leisure (warmer) and lap (cooler)
- Water slides
- Lazy River
- Fountains, Squirt cannons
- Diving boards
- Community hall, multipurpose room
- Larger, better equipped fitness room – not off pool deck
- Bigger entrance way and lobby
- Climbing wall expansion- bouldering section

Q10. *What programs would encourage you or household to visit the facility?*

- More varied lesson times for kids
- More toddler lessons
- Swim lessons on weekends or evenings
- Teen only swim lessons
- Teen and Pre-teen swims
- More seniors' programs
- Swim camps for kids with special needs
- Climbing programs
- Childcare during adult lessons
- Fitness classes

Q11 and Q12 were regarding support and assistance with developing and funding facility upgrades. Thirty people indicated their support and provided their names.

Stakeholder Interviews

Interviews were conducted with users of the climbing wall, squash courts, fitness facility and the pool. Some were affiliated with the related sports organizations.

They provided a number of suggestions for facility improvements. Their comments supported those in the community survey. A brief summary of the comments follows:

- Changerooms and showers are inadequate
- Need a larger pool (50M would be great), and 6 lanes
- Larger pool with more features
- Pool lanes are too narrow
- Need a diving board
- No good seating area on deck
- Hot tub is too small
- Deck space is too small
- Leisure pool configuration and depth, difficult for swim meets and training
- Need a larger fitness area, not directly off the pool deck
- Climbing wall needs maintenance
- For the climbing area, consider a pre-made Board that has many possible routes, that light up

- Need a large multi-purpose room (many comments on this)
- A program room
- Need a better administrative and “control” area
- Lobby and boot room are too small
- Covered area outside door, with seating, where people wait to get into building (rains and snows a lot)

Public Consultation On Site

The staff, members of the board and the consultants participated in speaking to the general public in this information gathering session.

About 45 people dropped in to provide their comments and some filled out paper surveys and provided their comments on sticky notes. Valuable information was obtained, that supported the survey results and provided additional insight into the community’s needs.

The sticky notes board was available for a period of time after the consultation day. The comments included:

- Water slide(several notes), a children’s slide, bigger diving board, rope swing
- Lazy river (several notes)
- Wider lanes, deeper pool, 50 M pool
- Need toilets in family change rooms
- More private change rooms
- Bigger, better fitness centre with better access (several comments); not enough equipment
- Pit below climbing wall
- Multi-purpose room (several comments)
- Longer opening hours
- Enlarge entrance
- Lower fees, Loonie swims

Staff Consultation

The consultants met with senior management staff and then the full time facility staff.

The following is a summary of the comments and concerns.

Operational Comments:

1. The staff are now accustomed to working with ActiveNet for POS, membership sales and program registrations. During COVID-19 staff were using Active Net in different ways for pre-booking all facility activities. This was a steep learning curve, and during this time the burden of processing fees was high for facility staff. The public are now able to register in person as well as online.
2. The level of staffing is a big issue. Management and administrative staff gets drawn into operational issues due to a shortage of front line staff. This is true for both aquatic staff and administrative staff.

3. More staff support is needed to effectively run the climbing wall and courts – need to increase programming & promotion in order to increase levels of participation. It is a unique facility and could do well with adequate staff support.
4. Operating the concession is a burden on staff and does not appear to be an essential service. It was discussed and suggested that the concession operations cease and be replaced with additional vending machines

Facility Comments:

Lobby and Administration

1. The front counter and the whole administrative space needs to be re-designed and changed. The control function combined with the administrative function needs to be maintained.
2. The lobby space needs to be more efficient space – that improves the facility flow.
3. There is a pressing need for office space for the management team. It is essential for privacy and productivity that management staff have dedicated office space.

Pool and Changerooms

1. Facility hallways are too narrow.
2. Need more and bigger family changerrooms.
3. Fully accessible changerrooms
4. New lockers
5. Handicapped changerroom too small.
6. Men's changerroom needs cubicles.
7. Entrances and exits to changerrooms can be confusing.
8. Need wider lanes – narrow lanes cause accidents
9. Deep end – too short and too shallow
10. Not enough deck space
11. Tot pool area is too small and too close to big pool (deep end)
12. Need a separate leisure pool with warmer temperature – for small children and families, and public leisure swim, leisure pool with beach entrance and water features
13. Ramp into hot tub would be useful

14. Blind spots in pool area – posts in tot pool and lagoon create blind spots; another blind spot is the shallow end wall by hot tub, can't see hot tub if standing by that wall (lifeguard guard route on pool deck is adjusted because of this).

Fitness Centre

1. There is a need for a new fitness centre, that is not accessed from the pool deck
2. Fitness centre could be converted to a classroom (for aquatic leadership courses) or for children's birthday parties. (Staff identified the need for dedicated classroom/multi-purpose space)
3. Need better & more fitness equipment

Other Spaces

1. Larger equipment storage room is needed
2. First Aid Room needed
3. Need a shower and bathroom in the staffroom.

Board of Directors Input

1. Front entrance and lobby is a priority
2. Pool in Houston is a good example (4 lane pool with diving blocks, separate leisure pool with amenities)
3. Need to increase staff wages and training
4. Need to review admissions cost (currently \$6.70) – want to keep it reasonable
5. Fitness room needs improvements
7. "Facility For All" that meets the needs of the whole community

Operational Review and Analysis

Management

The Bulkley Valley Regional Pool and Recreation Centre is operated under the direction of the Aquatic Centre Management Society. They have a volunteer Board of Directors that is responsible for operation of the facility. They meet monthly to deal with facility and maintenance, and programs and management. They host an Annual General Meeting open to the public, where they share the year's accomplishments and challenges, and present the upcoming year's plan and the budget.

The Pool Committee, which consists of representatives from the Regional District of Bulkley-Nechako (Rural A), the Town of Smithers, and the Village of Telkwa, oversees the financial aspects, both operating and capital budgets. They also determine the rate of financial subsidy, provided through taxes.

The Centre is managed by the Facility Manager who reports to the Pool Committee and the Board of Directors. The Manger oversees the overall management and operations of the facility, with the support of the Facility Programmer, and the Finance Supervisor, who both report to the Manager. The third direct report is the Maintenance Worker.

The Facility Manager is responsible for long and short term planning, human resources, marketing, occupational health and safety, the management of the annual budget and community outreach and support. The Facility Manager reports to the Pool Committee for fiscal and resource accountability, and the Board of Directors for operations.

The Facility Programmer looks after seasonal and week to week planning, staff schedules and training, marketing (delivery), management of the aquatic leaders/shift supervisors, the department budget, and provides support the Facility Manager with human resource management.

The Finance Supervisor looks after the accounts receivable and payable, the staff payroll and manages the front desk staff.

Management is stretched thin with the breadth of responsibilities, the lack of adequate staff in the aquatics area, and no other full-time staff in the "dry program" area. The population is projected to increase steadily over the next 10 to 20 years.

The management staff complement needs to be increased in order to effectively operate the facility and provide responsible leadership.

Another issue that affects management's productivity is the lack of proper office space. This has been addressed in the facility design section of this report.

The Maintenance Worker is responsible for the mechanical and pool systems, the janitorial (high level), risk management facility upkeep, and the department budget (re maintenance). Maintenance is supported by the janitorial duties undertaken by the aquatics staff.

Administration, Programs, and Services

Administration

The Finance Supervisor oversees the management of the front desk staff. It is the role of these reception and administrative staff to look after program registration, both online and in person. They also handle the admissions, for the pay-as-you-go activities, including recreational swim, fitness, racquet sports and the climbing wall.

The Finance Supervisor is responsible for the accounts receivable and payable, and the staff payroll.

The administrative functions appear to be well run and serve the needs of the public as well as the staff. Management and administrative staff are now very familiar with the new program registration system (ActiveNet) and have adapted to its use. Staff schedules are now online, which has resulted in more streamlined payroll and scheduling.

Despite the efficiencies in the administrative area, an ongoing issue is the heavy workload, and the capacity of the staff complement to handle that workload. The administrative staff are often “pulled into” operational issues, due to frequent shortages of front-line staff.

These staff provide the control of participants entering the facility, including collecting entry fees as appropriate. The same staff also provide concession services, which takes away from their regular administrative duties.

Another key issue is the lack of adequate office space, and the layout of the front desk area and the lobby. This has been reviewed by the architect and is addressed in the facility design section.

The productivity and morale of the administrative staff is negatively impacted by this work environment.

Aquatics

The Aquatic programs are led by the Aquatic Leaders/Shift Supervisors. These staff are responsible for day-to-day operations of the pool. They provide program support and quality assurance, and front line training, and supervise the pool staff. They are responsible for special event planning as well as administrative tasks. These staff also help with the janitorial duties and maintaining the quality of the pool water.

The Lifeguard/ Instructors, along with the Recreation, Fitness and Climbing Wall staff work on the front line ensuring public safety in the pool, the fitness centre and the climbing wall area. They also have janitorial duties.

Analysis of Aquatic Staffing Levels and Duties

The main programming for the facility revolves around the pool. Management is not able to meet the demand for pool based programs due to the severe shortage of qualified lifeguards and instructors. These staff require very specific training, which is expensive, time consuming and physically challenging.

Despite offering numerous incentives to attract additional lifeguards and instructors, the pool is still short staffed. This is not unique to the Bulkley Valley. Despite financial incentives in the form of subsidies to help with the cost of training and certification courses, it is difficult if not impossible to find enough qualified lifeguards, particularly for daytime hours.

The current numbers of qualified lifeguards is resulting in reduced pool hours. Although staff salaries have been increased annually, it is still extremely difficult to attract and retain aquatics staff. The management staff have been working to continue to offer incentives for people to take lifeguard training courses and then the required certification tests. They have been able to increase wages annually and offer pay rate incentives to staff who stayed.

In Bulkley Valley the small number of potential candidates and the non-union salaries make it more difficult to find pool staff. The Manager has attempted to work with the high school to encourage students to consider lifeguard training but has had little success. The Town of Golden, as an example, has been successful in working with the local high school to attract, train and hire students.

It is important that lifeguard and instructor wages are increased annually in order to continue to offer recreational swimming and a full slate of aquatic programs to the community.

Fitness Centre

The fitness centre is primarily used by drop-in patrons. There are Fitness Trainers available for personal training and staff that run fitness classes. However, no fitness classes take place in the fitness centre, as the small size and location of the fitness space is not conducive to classes. Fitness classes are held in the racquet courts and there have been outdoor fitness classes during the warm weather.

The fitness room is only open when the pool is open, which affects participation by fitness enthusiasts who generally want access early in the mornings and later in the evenings. In the past year access has been drastically impacted due to the shortage of aquatic staff and COVID-19.

Racquet Courts

There are two racquet courts, one for squash and one convertible court for racquetball or wallyball, or other dry land uses. Squash lessons are available for youth and adults. There are also squash development clinics to improve skills. A Squash Ladder is kept at the front desk for interested members, but is not well used, without administrative support for the players.

The racquet courts are not used on a full time basis. Squash is the main use, but the courts are also used for fitness activities and for children's programs, particularly in the summer months. The courts are also used as a classroom for year round first aid courses. This has an impact on the times available for use by squash players.

There is an active squash club, which is informal. They raised the funds to build the courts and helped with funding the climbing wall. It was also necessary to take out a ten year loan to pay off the debt.

They have about 50 to 60 regular players during the winter months. Squash is a "revenue positive" area for the facility.

Another issue with the courts is that they cannot be accessed if the pool is closed, as the whole facility shuts down. There is no separate entrance.

Climbing Wall

The climbing wall is a unique feature, that was also built through community fundraising. There are several climbing activities including a "Super Kids Climbing Club", family climbing time, an Intro to Climbing, and skill-based clinics.

The Climbing Club, which did the fundraising to build the wall, is not as active as it once was. The climbing wall is aging and needs more regular maintenance as well as an upgrade with new climbing features.

More administrative support is needed to offer programs and as well as the marketing of these programs and opportunities to use the wall, learn to climb and so on.

The climbing wall is also impacted by lack of access when the pool is not open.

Indoor climbing has become a very popular activity, particularly in small and medium sized towns, with a focus on outdoor activities. The indoor climbing allows outdoor enthusiasts an enjoyable indoor activity in the colder months.

Special Events

There are special events throughout the year, mainly in the pool, but also in the racquet courts and the space in the climbing wall area. For example, this Winter Season (2021) there was a “Climb with Santa”, a family climbing and crafts event. In the pool there is a “Winter Wonderland Swim” complete with a polar bear dip, snowman building and games.

The number and type of events are restricted by the facility availability and lack of a large program/events area. In the warm weather months, some events are held outside, including the annual community wide BV Pool Triathlon and legendary water fight!

Events are posted on the bvpool.com website for each season.

Subsidies

The facility has a Recreation Access program which helps support individuals and families who cannot afford to pay for use of the facility. The program allows for 12 free visits per year, after which families/individuals can get a 50% discount or a \$100 saving per person.

This program is very important to many families and individuals who otherwise would not be able to use the facility.

Operational Summary

The facility is well run and well maintained. Dealing with the impacts of COVID-19 has been a tremendous challenge, but the staff have risen to that challenge and have been able to operate the facility and offer limited programs as permitted by the health regulations.

The greatest ongoing challenge is the chronic shortage of qualified aquatic staff. At this time, the management has been able to staff the pool afterschool and weekend hours, however daytime hours are very difficult to cover. This is despite ongoing recruitment and specific “perks” such as reimbursement for the aquatic training courses.

Another major challenge is the current staffing structure and workload on the management staff. The senior staff have a broad range of responsibility, and often need to pick up responsibilities of their subordinates. The administrative staff are also stressed with multiple duties, some of which are well beyond their job descriptions. The shortage of aquatic staff, and dry-land program staff, is also an ongoing problem, which impacts the ability to offer more programs and recreational swim times.

Currently the focus is primarily on the pool, at times to the detriment of the rest of the facility. Senior staff are continuing to find ways of attracting and retaining aquatics staff.

There is a desire to enhance the programming of the non-aquatic “Recreation” side of the facility, however this is not feasible within the current staff structure.

The addition of a senior position that would allow for a division of the aquatics and the “dry” side of the facility could result in a larger range of programs and increased revenue, as well as an opportunity to better meet the recreational needs of the community.

Recommendations for Management and Operations

1. Strike a Board Recruitment Task Force. This task force should include some current board members, and some past board members. This Task Force is not meant to replace any of the the current Board, rather to find replacements for future available Board positions. *Medium Priority.*
2. Ensure ongoing Board Development opportunities for all members of the Board. This would include governance, finance, facility and operations knowledge. Include funds in the annual operation budget to cover the costs of this training. *High Priority*
3. Develop priorities, both capital and operating, on an annual basis, during the budget cycle. A small Board sub-committee could work with the Manager to develop these priorities and present them to the entire Board. *High Priority*
4. Review the current organizational structure, in particular reporting relationships and the number of management and supervisory positions. This is intended to address the workload of senior positions, and their ability to provide direction and guidance to staff as well as undertake their day to day duties. It is further recommended that an additional senior position be added to provide leadership and supervision to the “dry side” of the facility, and non-aquatic events, supporting the growth in programs in that area. *High Priority*
5. Enhance the administrative functions of the Centre through physical changes to the front desk, office areas, front lobby, physical access to the pool/changerooms, sport courts and climbing wall. The recommendations in the proposed design and renovations will help to address the current issues. *High Priority*
6. Analyse the workload of the front desk and administrative support staff, including their concession duties, to determine whether additional staff positions (part or full-time) are warranted. *Medium Priority*
7. Undertake a review of wages and benefits in comparison to other public aquatic facilities. Once the wage study is complete, implement wage increases as appropriate, and continue to monitor staff wages to ensure they are competitive and support successful recruitment. Increase wages annually if possible. Provide benefits and continuing education in aquatics. *High Priority*

8. Evaluate the tasks undertaken by the aquatic staff that take away time from their aquatic roles (e.g., cleaning duties). Look at options to change this practice – such as hiring one or more part time custodians/cleaners, which would likely be at a lower rate than the aquatic staff. *Medium Priority*
9. Develop a lifeguard certification course that is suitable for high school students; approach the high school administration to implement the program, as a course credit. Utilize members of the Board to help promote this with school board officials as well as the Principal and Physical Education teachers. *Medium Priority*
10. Review the current practice of operating a concession, to determine the benefits versus the costs. This is important as staff time is taken away from their administrative or other duties to provide concession services. Consider adding additional vending machines to serve the public (and staff). *Medium Priority*

Appendix A : Community, Staff and Board Consultation- Full Results (attached)

APPENDIX A

Bulkley Valley Regional Pool & Recreation Centre

Community Consultation Full Report

A considerable amount of information was gathered throughout the consultation phase.

Summary of Consultation Methods:

- ➔ Survey Monkey 347 responses online, plus 10 paper surveys.
- ➔ Individual interviews with key stakeholders
- ➔ In person public consultation session
- ➔ Public input on sticky notes

Survey Monkey

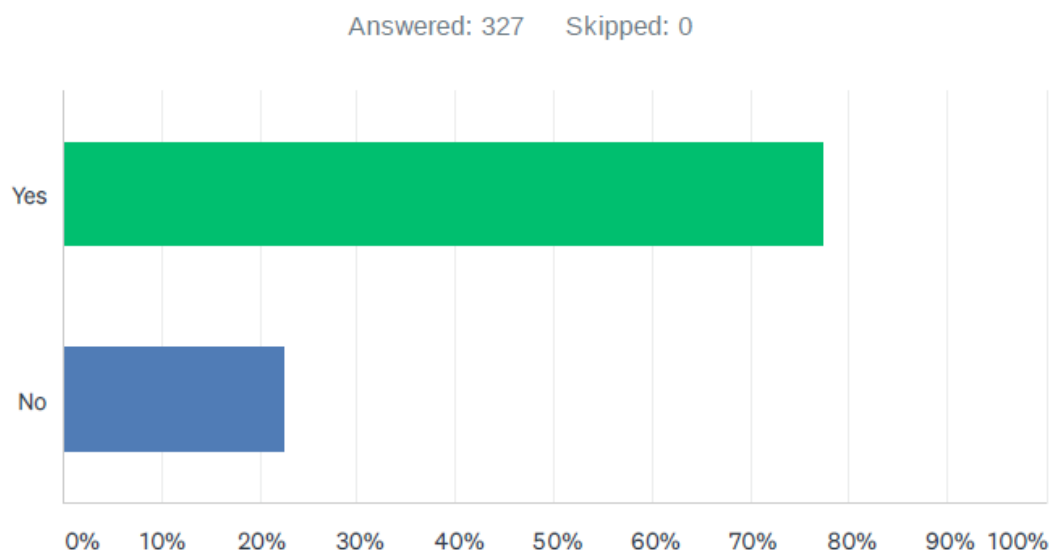
The primary community consultation was done through a Survey Monkey survey, which was posted on the BV Pool website. Paper copies were also available at the pool. The survey was promoted on the website as well as through social media and posters.

The response was excellent with 347 responses online, plus an additional 10 paper surveys.

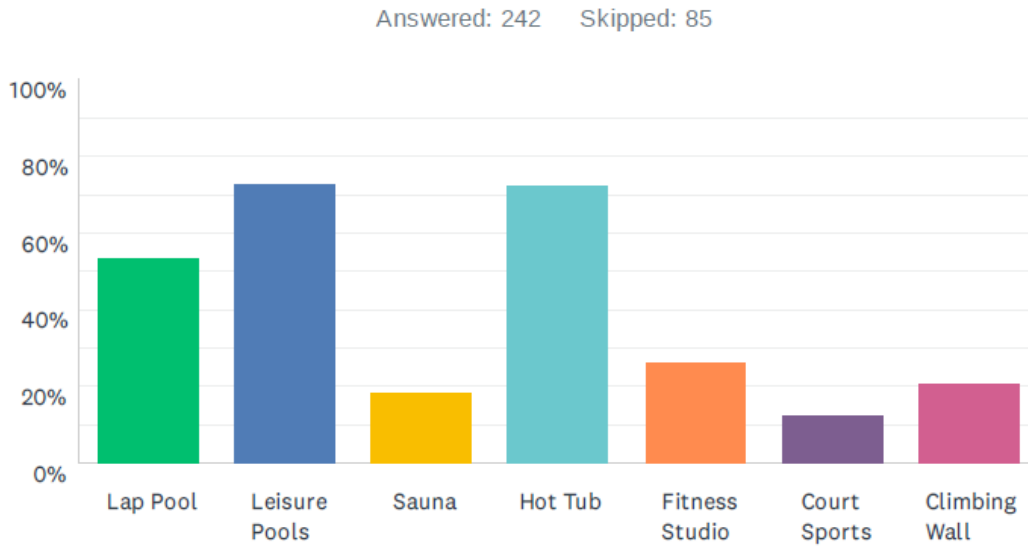
The survey consisted of ten questions regarding the facility and programs, plus two additional questions regarding interest in participating in the re-development process.

The following is a synopsis of each question, including the percentage of responses for each option and a summary of the open ended comments.

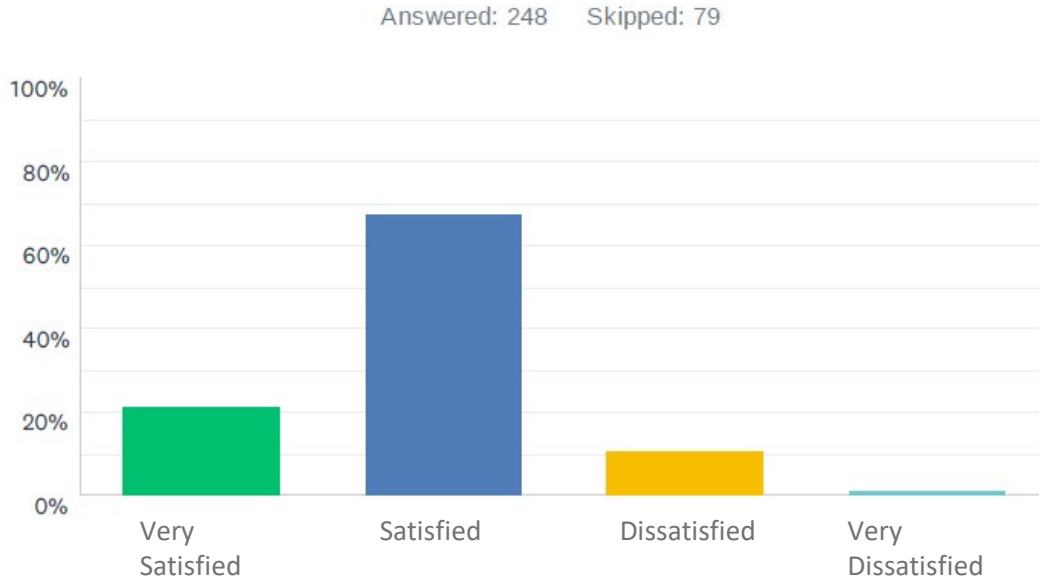
Q1 Did you or any member of your household participate in any programs or activities at the facility, pre Covid or in the past 16 months?



Q2 If yes, which of the facilities did you or members of your household use?



Q3 – Were you or others in your household satisfied with your/their experience at the facility?



Comments (59 comments)

Needs Improvement:

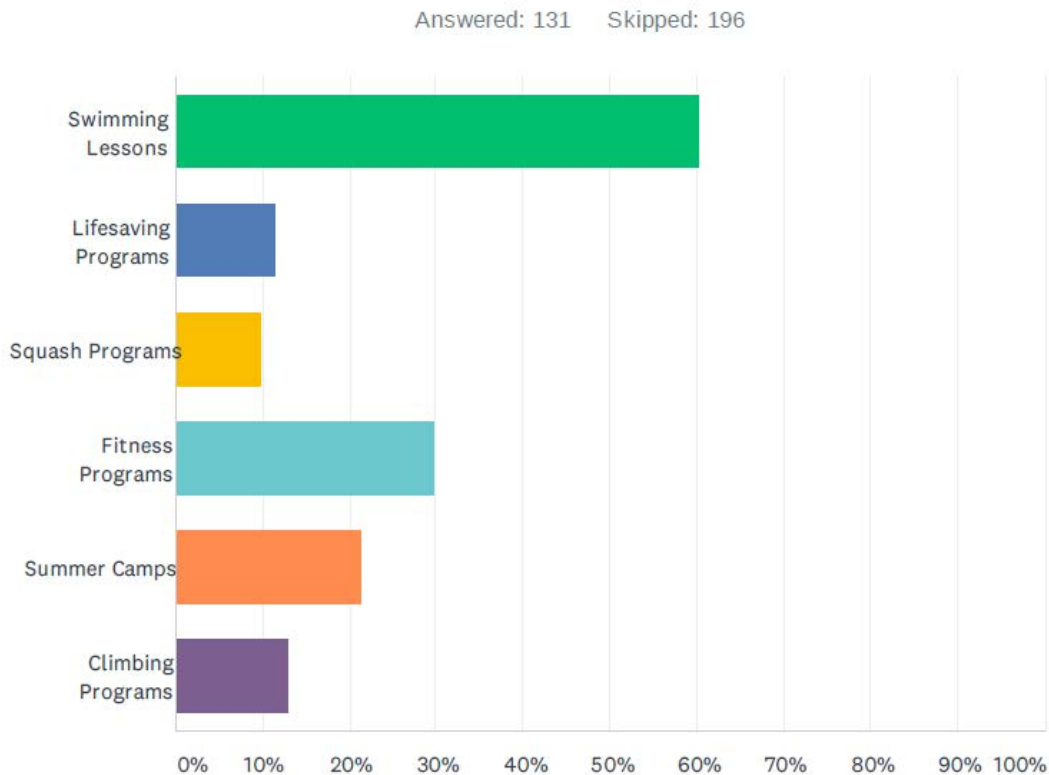
- Pool needs an upgrade, pool and fitness room feel cramped, showing its age, outdated, water features not on or missing
- Desired additional features – waterslides, steam room.
- Big pool is too cold (many comments)
- Pool too small

- Sauna not hot enough
- Need a steam room
- Schedules are impossible
- Want adult only swim
- Lap lanes crowded- need more times (several)
- Pool is too shallow – swim club
- Baby pool is very small
- Climbing wall needs attention, route setting
- Fitness centre too small, equipment not well maintained, not good in pool area
- Staffing problems (difficulty getting qualified aquatics staff)
- Online booking is a pain

Compliments

- ✓ Clean facilities
- ✓ Love online booking
- ✓ Staff are amazing, pleasant
- ✓ COVID was well handled
- ✓ Love Aquasize
- ✓ Climbing wall great for family
- ✓ Climbing wall and squash courts are great
- ✓ Pretty good for wheelchair access

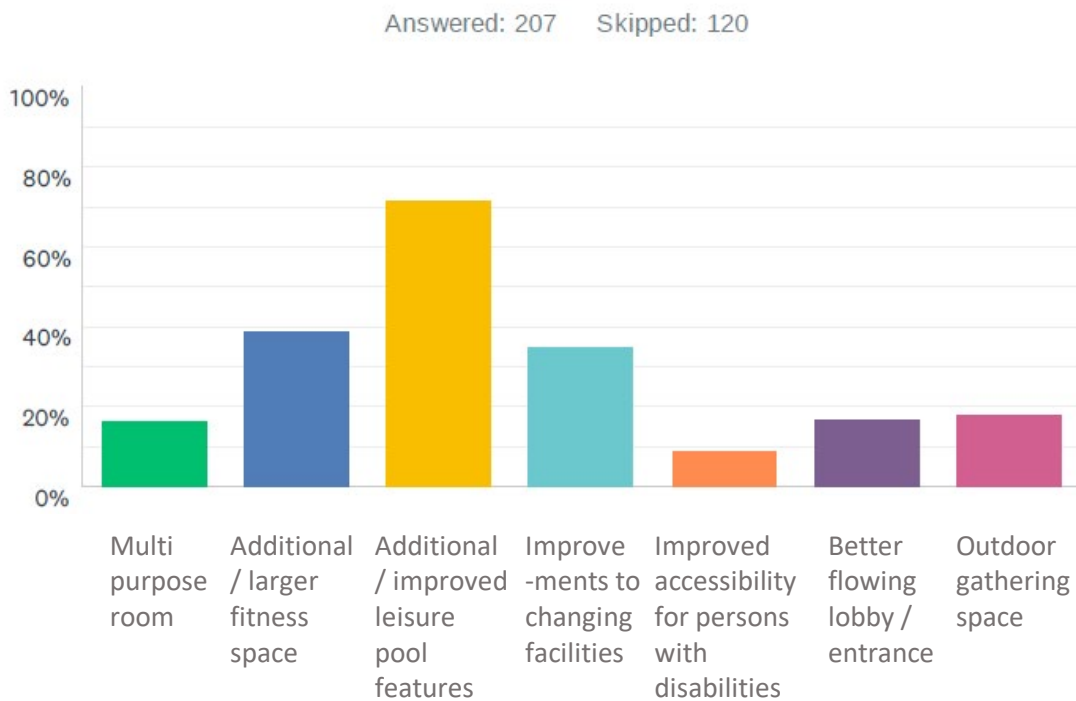
Q4 Did you or anyone in your household participate in any programs?



Other Programs or Activities (Synopsis from 24 responses)

- Aquasize, Aquafit, Senior Aquafit
- Swim Club, Masters Swim
- Special day activities,
- First Aid courses
- Squash tournaments
- Free swim and laps

Q5 What needs to be improved or added at the facility to better suit your household needs/wants?

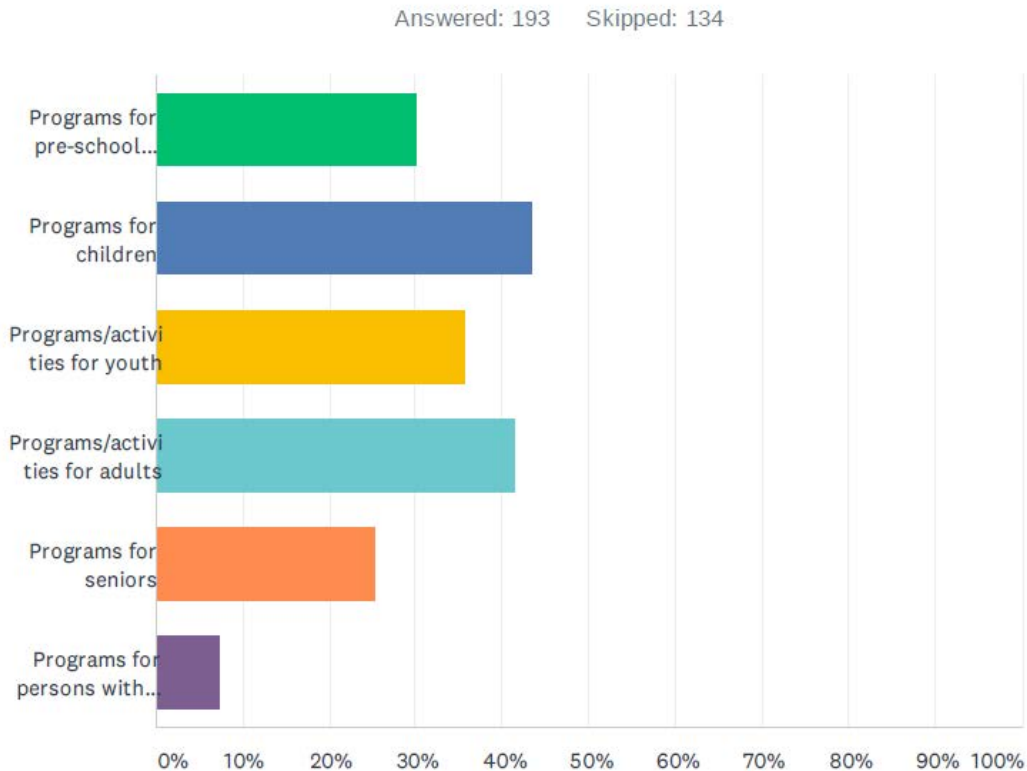


Other facility improvements – (Synopsis from 77 responses)

- Steam room, Waterslides ,Lazy river,
- Larger lane pool, larger and more family changerooms.
- Separate main pool water from kid's pool.
- Kids pool needs to be warmer and main pool cooler.
- Pool lanes are too narrow
- Only one functional family changeroom
- Re-locate gym – so you don't need to cross pool deck
- Add multi-purpose room for camps and programs
- Better accessibility – more handicapped rails, two assisted changerooms
- Larger boot room
- Walking/running track for winter
- Men's change room design – no privacy from pool deck – can see into the showers
- Water park or splash pad outside

- Larger climbing wall with more slopes and better holds (that are not worn smooth)
- Covered outside bike and scooter parking

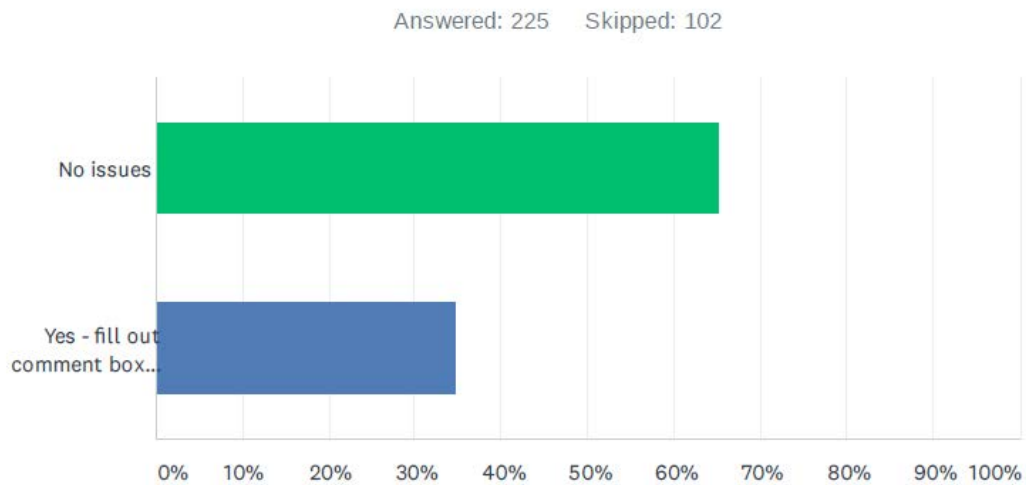
Q6 – What types of Programs would be of interest to you or anyone in your household?



Program Suggestions: (Synopsis from 28 comments)

- Youth programs in a new gym, e.g. strength training for skateboarding, or flexibility for snow boarding. Partner with clubs and school.
- Greater level of activity in kids' programs
- Ping pong, badminton
- Swim lessons on weekends (many comments)
- Stroke improvement, Aquafit for fit people
- Adult programs at noon or after work
- Seniors exercise with socializing
- Late evening adult only swim
- Evening exercise progs after 7:30 for Moms
- Deep water aquafit
- Zumba for all ages, Dance
- Offer programs that can receive Autism Funding Unit support

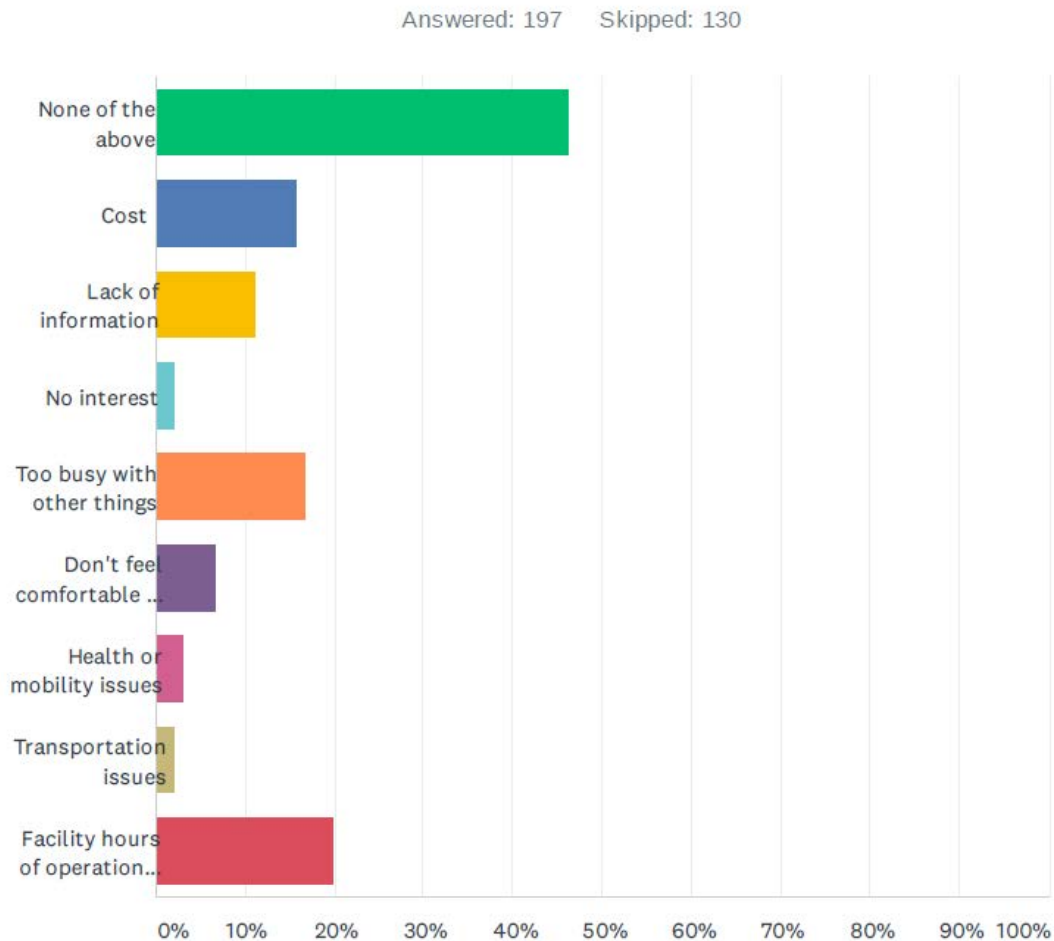
Q7 Are there any Issues with registering for a program or booking a time or space?



Comments (Synopsis from 86 comments)

- Swim lessons fill up too quickly
- Time and availability of programs for working people (and their kids)
- Cumbersome when trying to get into programs for kids
- Biggest problem seems to availability of lessons and lane bookings
- Some people can't manage the online booking
- Wasn't impressed with additional fee to be charged for online booking
- System is not friendly, not efficient
- Can't cancel online
- Can only pay for one squash player at a time – then have to line up for second one!?
- Website is difficult to navigate (several comments on this)
- Website is not always up to date
- Booking system is difficult (has improved recently)
- Staff are helpful in dealing with online issues

Q8 What are the barriers (if any) for you or anyone in your household to participate in activities at the Pool and Recreation Centre?



Other barriers to participation? (Synopsis from 67 comments)

- Need better hours for kids swim classes (evenings, weekends)
- Climbing Wall is a little “exclusive”
- Lap swim is too busy (pre-covid)
- Fitness program schedule don't fit work schedule
- Facility hours – if pool closed due to lack of staff, the rest of the facility should still be open for courts, wall, fitness
- Courts used for non-squash activities too often
- Limited Lane swim time for working adults
- Cost of programs for kids lessons etc.
- Family climbing hours don't work, if out of town
- Not as many fun/interesting programs as other towns
- Adult only swim in late evening would be life changing
- Online booking system is a barrier

- Water is too cold
- Staffing limitations resulting in closures
- Pool too cold for babies with Mom classes
- Need clear schedule and registration on “front of website”
- Baby pool too small
- Timing of Aquafit
- Transportation issues

Q9 What type of facility improvements would encourage you or a member of your household to visit the Centre?

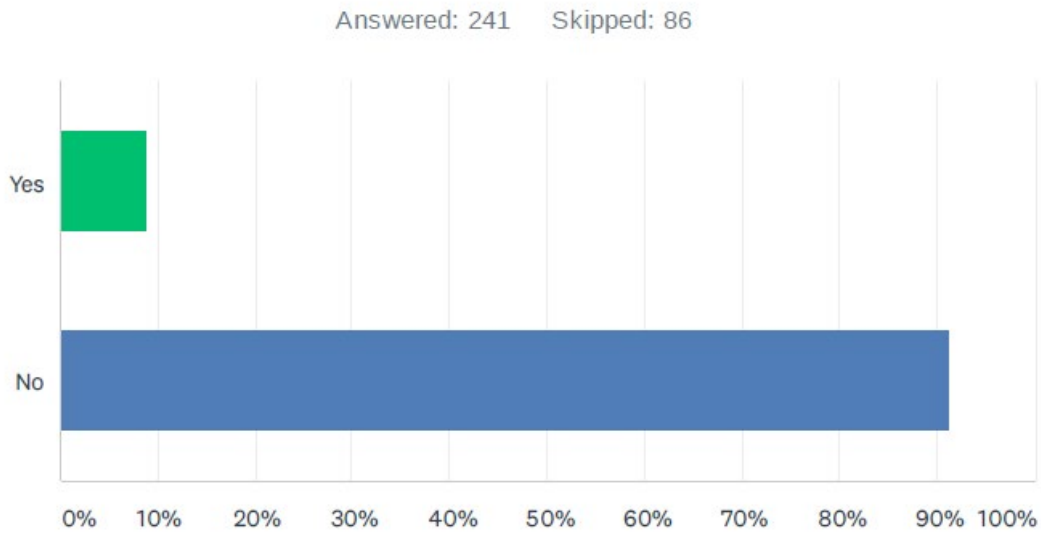
There were 140 responses to this question. Many had several comments – the ones with many similar comments have been noted

- Increase size of lap pool (30 comments)
- Deep end with rope; good for Water Polo
- Increase size of kid’s pool (10 comments)
- Separate warmer leisure and cooler large pool (8 comments)
- Wave pool (2)
- Water slides (17 comments)
- Lazy River (25 comments)
- Fountains, Squirt Cannons (3)
- Diving boards (9 comments)
- Rope swing (5 comments)
- Kids hot tub
- Warmer pool temp (12 comments)
- Water quality
- Better sound system in pool
- Better entranceway and lobby, bigger boot room
- Steam room
- Larger ladies changeroom, more privacy stalls, more family change rooms
- Better change rooms
- Larger, better equipped fitness room, not through pool deck (15 comments)
- Climbing wall expansion- bouldering (e.g. Moon Board system)
- Community Hall/ Multipurpose room (3)
- More squash courts
- Indoor Track
- Want the Houston Pool model(5)
- Splash Park outside (5)

Q10 What program or types of programs would encourage you or a member of your household to visit the facility? (Synopsis from 81 responses)

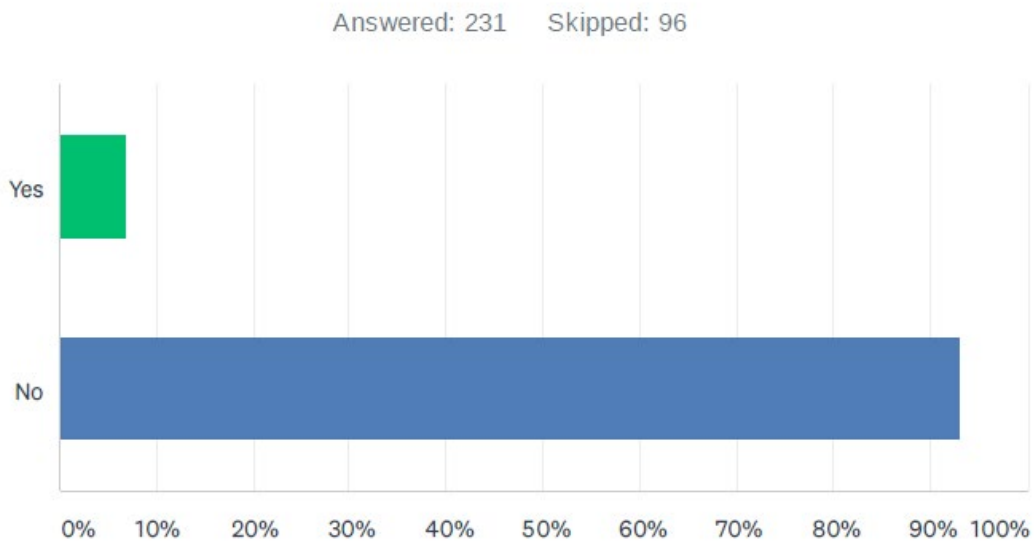
- More varied lesson times for kids
- More toddler lessons (2)
- Swim lessons on weekends for kids or evenings (2)
- Swim lessons for teens (not mixed with younger kids) (3)
- Infant swimming classes (under age 2)
- More morning aquafit progs, plus different hours
- Yoga
- Fitness classes
- Scuba lessons
- Masters or adult stroke improvement
- Teen Swims, Pre-teen swims (3)
- More lane swim times
- Lunch time aquafit
- Zumba
- Personal training – more availability
- More after school options
- More advanced swimming lessons for kids
- Evening group fitness
- More exercise programs outside of work hours
- More teen programs
- Preschool programs
- Babysitting progs
- Mom and baby fitness
- Crafts
- Swimming lessons for adults with childcare available
- Sports
- Aquasize
- More seniors programs
- Little Rockers program
- Family Fun – rock climbing
- Climbing program
- Swim camps for kids with special needs
- Water Polo
- Preschool swim lessons, not during workday
- Aquafit while sitting, for seniors or disabled
- Swim lessons right after school (3)
- Low impact water aerobics

Q11 Are you interested in being part of the stakeholder focus groups?



Eighteen (18) people indicated interest and provided their contact information. These individuals could be contacted when moving forward with this project.

Q12 Are you interested in helping with fundraising Efforts for future facility improvements, or a new facility. This could include grant writing, organizing fundraising events, promoting the fundraising efforts etc.



Twelve (12) people indicated their support.

Stakeholder Interviews

Interviews were conducted with individual users of the climbing wall, squash courts, fitness facility and pool. An interview was also done with the Recreation staff person from the Town of Smithers.

Facility Comments, based on the many comments received from the interviewees.

- Changerooms and showers are inadequate
- Need a larger pool (50M would be great)
- Larger pool with more features
- Pool lanes are too narrow
- No diving board
- No good seating area on deck
- Hot tub is too small
- Six lane pool needed
- Deck space is too small
- Leisure pool configuration and depth, difficult for swim meets and training
- Larger fitness area, not directly off the pool deck
- Access to fitness across deck is not appropriate
- Fitness room could use more weights and a squat rack
- Climbing wall needs maintenance
- Install a pre-made Board that has many possible routes, that light up (e.g. Walltopia, Moon Board) – they are pre-made with thousands of routes – need an appropriate space
- Need a large multi-purpose room (many comments on this)
- A program room
- No dry land program space
- Need a better administrative and “control” area
- Lobby and boot room are too small
- Covered area outside door, with seating, where people wait to get into building (rains and snows a lot)

Other Comments

- Governance model is not effective – volunteer board with little or no experience – could be run by Town of Smithers or Regional District
- The pool should close the last two weeks of August rather than first two weeks of September

Public Consultation On Site August 9, 2021

Consultants and staff with the assistance of the Board members, hosted this session in the court/climbing wall area. About 45 people attended the session.

Participants were invited to post their thoughts on colored sticky notes and fill out paper surveys.

Ten (10) Surveys were completed at the session:

- Comments were generally positive
- Need a bigger pool to serve the 3 communities

- Some concern with treatment of aboriginals on part of staff, but notes that the atmosphere is friendly
- Facility is too small for the community – look at Houston and Hazelton
- Need indoor gym for basketball, volleyball, walking track
- Swimming programs are good
- Like the hot tub and sauna
- Facility is too small
- Toonie swims are great for inclusivity
- Need expanded facility – with “multi” uses
- Facility is outdated - narrow lanes in pool!
- Longer facility hours would be good
- Reduce course fees for aquatic leadership
- Aging infrastructure
- Need a bigger gym
- More morning hours for pool
- Need bigger pool
- Public transit needs to stop closer to the facility

Sticky Notes:

Participants were invited to post their thought on colored sticky notes. The notes were in line with the paper survey responses and Survey Monkey results.

Comments included:

- Bigger fitness/wellness centre
- Fitness centre with windows
- Foam pit below climbing wall
- Training and meeting room
- Multi-purpose room
- Basketball/volleyball courts
- Aerobics, dance, yoga, spin room
- 50 Metre pool
- Lazy River feature in pool area
- Higher diving board
- Squirt guns
- Rope swing
- Waterslide
- Steam Room
- More, wider lanes
- Deeper water for synchro, water polo, underwater hockey, scuba
- More private changerooms
- Toilets in family change rooms
- Enlarge Entrance
- Longer operating hours
- Keep cost low

Bulkley Valley Regional Pool & Recreation Centre - Staff and Board Consultation

Staff Consultation

The consultants met with Senior Management Staff and then with the full-time recreation and administrative staff. Both meetings involved an open discussion on how the facility and operations could be improved.

Management Staff Meeting

The staff are now using ActiveNet for program registration, facility booking and Point of Sale transactions. The fees for Active Net are on the high side and are a burden. People pay a “convenience fee” to register online – ActiveNet gets a portion of this fee. It is generally working well, and staff are now accustomed to it. Four of the staff are now very familiar with the system.

Staff schedules are now live online, a big improvement that has streamlined scheduling and payroll systems.

A big issue is the staffing levels in administration. There needs to be a review of the workload and the capacity of the current staff complement to carry that workload. Staff are often pulled into operations due to being short on front-line staff (because of staff turnover and training requirements)

Operating the concession is a burden on staff and does not appear to be an essential service. It was discussed and suggested that the concession operations cease and be replaced with additional vending machines.

More support is needed to effectively run the climbing wall and courts. There is a need to bump up the programming and promotion in order to increase participation.

Facility design Issues:

- The design of the front counter is an issue for Administration. Difficult to work in that space and attend to clients, as well as monitor the traffic and admissions.
- The combined control and administrative function of that area needs to be addressed.
- There is a need for office space for the management team. It is essential for privacy and productivity that management staff have dedicated office space.
- Staff also identified the need for dedicated classroom/multi-purpose space, a fitness room that is not accessed through the pool deck, and a more efficient lobby space/facility flow.

Staff Meeting

Aquatic Leaders, Shift Supervisors, Recreation and Fitness Staff, Lifeguards/Instructors, Climbing Wall Staff, Maintenance Worker, Administrative Assistant, Receptionist, Enrolment, Registration.

Reception, Lobby, Changerooms

- Front desk and poolside theft
- Squash players and climbers don't always stop at the desk
- Staffing for courts & wall – not worth it (don't get enough revenue)
- The administrative space is problematic – unusable/impractical space
- The space in the front desk area is too big

- Hallways in the facility are too narrow
- Concession is not worthwhile – get rid of it; keep vending machines
- Need more and larger family changerooms
- Handicapped changeroom is too small
- Men’s changeroom needs cubicles
- Staff does all the cleaning
- Hoses are under the sinks
- Changeroom entrances and exits can be confusing
- Need a shower in the staff room as well as a washroom

Pool

- Busy, but not at capacity
- Need wider lanes – the narrow lanes cause accidents
- Deep end – too short and too shallow
- Not enough deck space
- Tot pool area is too small and too close to big pool (deep end)
- Need a separate leisure pool with warmer temperature – for small children and families, and public leisure swim
- Ramp into hot tub would be useful
- Blind spots – posts in tot pool and lagoon create blind spots, cannot see clearly into lagoon area or tot pool depending on where the guard is on the pool deck. Another blind spot is the shallow end wall by hot tub, can’t see hot tub if standing by that wall (lifeguard guard route on pool deck is adjusted because of this).
- Lockable or physical barrier at the entrance to pool deck area. This would be especially useful if the fitness room was moved closer to the change rooms and patrons were given access to the change rooms in order to use the gym, but not risking public being able bypass the current flimsy “closed” sign on the ramp.
- Larger leisure pool, possible beach entrance, water features
- Bigger, upgraded changerooms, fully accessible, new lockers

Fitness Gym

- In the wrong spot
- Would be good to have a staff workstation with a visual into the fitness area
- Staff Office could be expanded to become a fitness room
- The Fitness/Gym could be converted to a classroom and party room (rentals)
- Need better/different gym equipment, more free weights
- Automatic lights Revamp lobby and desk/admin area

Other Areas

- Need a multi-purpose room – for programs, kids camp etc.
- Better storage area for equipment
- First Aid room
- Revamp lobby and admin area
- Add more vending machines
- More storage overall

- Need more workstations
- A bouldering wall, and smaller kid friendly walls

Board Meeting – Input

The following are points made by members of the Board:

- Questioned the timing of any improvements that would cause closure
- Front entrance is a priority
- Pool in Houston is a good example (six lane pool, with separate warmer leisure pool)
- Need to increase staff wages and training
- Need to review admissions cost (currently \$6.80) – want to keep it reasonable
- Fitness room needs improvements
- “Facility For All”



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Nellie Davis, Manager of Regional Economic Development
Date: February 22, 2024
Subject: **Grant in Aid Policy Update**

RECOMMENDATION: (all/directors/majority)

That the Board approve the updated RDBN Grant in Aid Policy.

BACKGROUND

Based on direction at the January 11 and February 4, 2024, Rural/Agriculture Committee meetings, staff have made updates to the RDBN's Grant in Aid Policy. The revised policy is attached with all changes highlighted.

ATTACHMENTS:

Draft Grant in Aid Policy



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**Regional District of Bulkley-Nechako
Grant in Aid Policy and Application**

APPLICATIONS MUST BE SUBMITTED ON THE FORM PROVIDED

SUBMIT APPLICATIONS TO:

**Regional District of Bulkley-Nechako
37-3rd Avenue
Burns Lake, B.C. V0J 1E0**

or via email to: info@rdbn.bc.ca

NOTE TO APPLICANTS:

- Industrial, commercial, individuals, and business undertakings ARE NOT eligible for assistance under this program;
- Please use the attached RDBN Board policies and Application Completion instructions as a guideline and be advised that the Regional Board of the Regional District of Bulkley-Nechako reserves the right to amend the said policies from time to time as it deems appropriate;
- Please make sure that your application is clearly legible and will photocopy with good results.
- Personal information requested on this form is collected under the Freedom of Information and Protection of Privacy Act section 26(c) and will be used for the purpose of processing your application. Any information submitted with the application or provided to the RDBN for consideration and in support of the application may be made available for review by any member of the public. If you have any questions about the collection and use of this information, please contact the RDBN Information and Privacy Coordinator at 1-800-320-3339.
- If you have any questions or require assistance, please contact the Economic Development Department of the Regional District of Bulkley-Nechako at the above address, or:
Phone: (250) 692-3195 or toll free at 1-800-320-3339
Fax: (250) 692-3305 email: economic.development@rdbn.bc.ca

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
ELECTORAL AREA GRANT IN AID ASSISTANCE POLICY**

PURPOSE

To provide grants to community groups, non-profit registered societies, organizations, and Recreation Commissions, for cultural, charitable, sporting, recreational, service activities and special events for the purpose of benefiting the community.

APPLICATION

This policy shall apply to all electoral area Grant In Aid requests being considered for funding from the individual Grant In Aid budgets.

AUTHORITY

Local Government Act Sec. 263(1)(c): The Regional District may provide assistance for the purpose of benefiting the community or any aspect of the community.

Local Government Act Sec. 380(2)(g): A grant may be charged to the electoral area benefiting from the assistance.

PROCEDURE

1. Applications will be referred to the applicable Electoral Area Director to conduct a preliminary review. The RDBN has both statutory and budgetary limitations on Rural Grant in Aid and wishes to ensure that these funds are disbursed as fairly and equitably as possible. The Board delegates the authority to approve grant in aid applications of \$2,500 or less to the Chief Administrative Officer or designate in consultation with the Electoral Area Director. Applications in excess of \$2,500 will be referred to the Board.
 - a) Applications must be submitted on the form provided by the Regional District, with all supporting documentation attached. Applicants must clearly indicate the amount of assistance requested; provide evidence of how the applicant benefits the community generally and how the assistance being requested from the Regional District would benefit the community specifically; and, provide financial information sufficient to identify all other funding sources and to justify the need for financial assistance.
 - b) Applications that are not submitted on the required form will be returned to the applicant.
 - c)
2. The following factors shall be used in evaluation and prioritizing the Applications for Assistance under Section 263(1)(c) of the Local Government Act.
 - a) Purpose for which the funding is required.
 - b) What funding opportunities have been considered, (ie. fundraising, grants

from senior levels of government, etc.).

- c) Benefits to the community as a whole.
- d) Amount of grant requested.
- e) Whether or not the applicant has previously received assistance from the Regional District of Bulkley-Nechako.
- f) Whether or not previous grant reporting has been received (if applicable).
- g) Whether or not there is an opportunity for individuals to make direct contributions.

3. If a grant in aid is approved the following will apply:

- a) A cheque or Electronic Funds Transfer will be issued to the requesting organization. A letter documenting the grant approval will be sent under the signature of the Electoral Area Director.
- b) Recipients must acknowledge the RD as a supporter of the project, program, service or special event in publications or marketing. Projects, programs, services or special events may not be represented as an RD event, nor may the society / organization hold itself out as an agent of the RD in anyway.
Approval to use the RDBN logo can be requested for the purpose of recognition.
- c) If the grant exceeds \$1,000, a report must be submitted to the Regional District inclusive of satisfactory evidence that the goods or services have been obtained (ie. a report from the organization inclusive of receipts and/or a report of the expenditures).
Failure to submit a report will impact consideration of future applications.

4. The Chief Administrative Officer and/or Electoral Area Director may at the time of grant approval:

- a) Impose additional requirements to be met by an organization prior to receipt of grant funds;
- b) Reduce or modify the requirements to be met for an organization prior to receipt of grant funds.

5. Applications for Assistance under Section 263(1)(c) of the *Local Government Act* will NOT be approved for:

- a) Purposes identified as potentially exposing the Regional District of Bulkley-Nechako to risk of unacceptable liability;
- b) Purposes disallowed by the *Local Government Act*:
Section 273 – As a limitation on section 263(1)(c), a Board must not provide assistance to an industrial, commercial or business undertaking;
- c) Annual operational expenses of an organization (e.g. insurance, utilities);
- d) Remuneration (e.g. wages, salaries, other fees);
- e) No grants shall be approved for individuals or for privately-owned businesses.

ELECTORAL AREA REQUEST FOR GRANT IN AID APPLICATION FORM

Organization Legal Name: _____

Organization Mailing Address:

Contact Person 1:

Contact Name: _____

Contact Phone Number: _____

Contact Email Address: _____

Contact Person 2:

Contact Name: _____

Contact Phone Number: _____

Contact Email Address: _____

Application Summary

Project or purpose for which you require assistance:

Amount of Grant Requested \$ _____

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

(signature of authorized signatory)

(Title)

Applicant Profile

1. 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?

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

Electoral Area A (Smithers/Telkwa Rural)

Electoral Area B (Burns Lake Rural)

Electoral Area C (Fort St. James Rural)

Electoral Area D (Fraser Lake Rural)

Electoral Area E (Francois/Ootsa Lake Rural)

Electoral Area F (Vanderhoof Rural)

Electoral Area G (Houston/Granisle Rural)

3. Is your organization voluntary and non-profit? _____YES _____NO

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

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

Project/Proposal Profile

1. Assistance is being requested for:
 - Capital project and/or equipment
 - Special event
 - Other purpose (explain below)

Other purpose:

2. 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 or your request here. Attach additional information if required.

3. Describe how this proposal will benefit the community.

Funding and Financial Information

1. Attach supporting financial information, ie., budget/financial report. Ensure the following information is clearly itemized:
 - Total cost of project/proposal;
 - Grants/funding from other sources;
 - Funding contributed by applicant through fund raising activities or other sources of revenue;
 - Total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

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

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

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

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

___YES ___NO

If yes, complete the following chart.

Year:	\$ Amount	Purpose for which assistance was used

4. Does your organization:

a) Offer direct financial assistance to individuals or families? ___YES ___NO

b) Duplicate services that fall within the mandate of either ___YES ___NO a senior government or a local service agency?

c) Provide an opportunity for individuals to make direct ___YES ___NO contributions?

d) Is your organization part of a provincial or ___YES ___NO national fundraising campaign?

Don't forget to attach the required financial report.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Shari Janzen, Economic Development Assistant
Date: February 22, 2024
Subject: **Bulkley Valley Cross Country Ski Club – NDIT Resolution of Support**

RECOMMENDATION: (all/directors/majority)

That the Regional District of Bulkley-Nechako supports the application to Northern Development Initiative Trust from the Bulkley Valley Cross Country Ski Club for the Buchfink Lodge Heat Pump and Ventilation System project.

BACKGROUND

The Bulkley Valley Cross Country Ski Club (BV Ski Club) is applying to Northern Development Initiative Trust's (NDIT) Recreation Infrastructure fund for its Buchfink Lodge Heat Pump and Ventilation System project.

The BV Ski Club operates and maintains several facilities that make up the Bulkley Valley Nordic Centre, including the Buchfinck Family Memorial Lodge. The lodge is the main gathering place for members to view trail maps, update reports on trail conditions, and to warm up after using the trails. Additionally, the Lodge is often used for special events such as races, ski clinics, lessons, and more.

The project will see the replacement of the heating system in the lodge. The wood furnace heating system has reached the end of its life as the unit is an older model and parts are no longer available for repair. The old system will be replaced by a new heat pump and ventilation system.

Funding Organization	Amount	Status
NDIT	\$35,531	Pending
Bulkley Valley Cross Country Ski Club	\$15,227	Confirmed
Total	\$50,758	

A copy of the application is available to the Board should Directors wish to review the information in greater detail.



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Shari Janzen, Economic Development Assistant
Date: February 22, 2024
Subject: **Bulkley Valley Kayak and Canoe Club- NDI Resolution of Support**

RECOMMENDATION:

(all/directors/majority)

That the Regional District of Bulkley-Nechako supports the application to Northern Development Initiative Trust from the Bulkley Valley Kayak and Canoe Club for the 2024 Tatlowfest Paddling Festival.

BACKGROUND

The Bulkley Valley Kayak and Canoe Club is applying to Northern Development Initiative Trust's (NDIT) Fabulous Festivals and Events fund for the 2024 Tatlowfest Paddling Festival. The club is requesting \$2,500 from NDIT to support event expenses.

The Tatlowfest Paddling Festival is a white-water paddling festival held at Talow Falls on the Bulkley River. The festival gives the paddling community the chance to experience the falls in a fun and inviting festival environment. Activities include paddling and surfing competitions and paddling clinics, and really focuses on river safety and responsible river access. The festival attracts paddlers and spectators from the local area and across Western Canada.

A copy of the application is available to the Board should Directors wish to review the information in greater detail.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Shari Janzen, Economic Development Assistant
Date: February 22, 2024
Subject: **Nechako Valley Sporting Association – NDIIT Resolution of Support**

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

That the Regional District of Bulkley-Nechako supports the application to Northern Development Initiative Trust from the Nechako Valley Sporting Association for the Nechako Nordics Grooming, Maintenance, and Storage Shop project.

BACKGROUND

The Nechako Valley Sporting Association is applying to Northern Development Initiative Trust's (NDIT) Recreation Infrastructure fund for its Nechako Nordics Grooming, Maintenance, and Storage Shop.

The proposed project will include the purchase and modification of a 40-foot sea-can to use as a maintenance area and an equipment and parts storage space. Currently, volunteer mechanics are doing repair work outside in the cold. The group expects the project will result in lower repair costs, and increased lifespan for equipment.

Funding Organization	Amount	Status
NDIT	\$11,000	Pending
Nechako-Kitamaat Development Fund	\$11,000	Pending
Nechako Valley Sporting Association	1,357	Confirmed
Total	\$23,357	

A copy of the application is available to the Board should Directors wish to review the information in greater detail.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Deborah Jones-Middleton, Director of Protective Services
Date: February 22, 2024
Subject: ***Emergency and Disaster Management Act and Premier's Expert Taskforce meetings to date***

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

The *Emergency and Disaster Management Act (EDMA)* received Royal Assent on November 8, 2024. Since that time there have been several meetings and some answered requests for information as follows:

EDMA

- Chair Parker has had several discussions with Minister Ma regarding the concerns with the impacts of *EDMA* on the RDBN. Minister Ma has stated that the RDBN is already doing what is required regarding working with Indigenous Governing Bodies (IGB) and spoken to Chair Parker about the Burns Lake News article: "Is Emergency and Disaster Management Act an overreach of power?" Attached is an email sent by Minister Ma regarding summarizing the discussion.
- At the Elected Officials Forum EMCR provided a presentation titled "Impact of Emergency Management Legislation on Regional Districts", (see attached PowerPoint).
- The RDBN provided feedback to the Province on:
 - *EDMA* Local Authority regulations and Disaster Financial Assistance regulations questions to guide what should be included in these regulations.
 - A letter to Premier Eby and Minister Ma regarding concerns with the new *EDMA* and requesting that a Regional District Working Group be implemented to work with the Province on the development of the regulations to bring *EDMA* into force.
- The RDBN has requested clarification on the following regarding *EDMA* to the Province and have received two responses to the concerns raised.
 - The impacts to people contravening an Evacuation Order who decide to Stay and Defend their property – a response has not been received.
 - The impacts to staff in an EOC regarding fines and penalties – the response was that EOC staff would not be held liable unless there was gross negligence determined.

- How a Recovery Period is declared – the response provided that the RDBN Board would have to issue an order, resolution, or bylaw.
- The RDBN have met with the Northwest EMCR staff to determine the RDBN's anticipated needs from the regional office regarding the implementation of *EDMA* and support required during response based on *EDMA*. These meetings were constructive, and will be used to help inform EMCR staff provincially on the needs and limitations that were identified.
- The RDBN met with the President of UBCM and a senior staff member regarding the request for a local authority working group to work with the province on the development of regulation that will bring *EDMA* into force. A follow-up meeting was held with other UBCM staff to clarify the request.
- The RDBN attended an in-person conference in the spring of 2023 regarding local authority requirements to engage Indigenous Governing Bodies (IGB). EMCR held a follow-up meeting in January 2024 to review the information gleaned from the spring conference. Staff remain concerned about the ability to meet the requirements of engagement and the lack of acknowledgement by the province of the complications the requirements will bring to response efforts.
- The RDBN attended several meetings to provide feedback on the proposed regulations held by EMCR have been attended.
 - Local Authority regulations.
 - Disaster Financial Assistance regulations.
 - Indigenous engagement funding information session, attendees were united in the perspective that this funding is not what local authorities needed, reiteration that the province must provide sustainable funding to help local authorities meet the IGB consultation requirements.

Premier's Expert Task Force on Emergencies

The Premier's Expert Task Force on Emergencies was established in October 2023 to provide strategic advice and action-oriented recommendations on how the Province can better support people on the front lines of emergencies, enhance support delivery for evacuees and apply lessons the Province has learned in preparation for the next emergency.

Goals

The task force is focused on:

- Enhancing BC Wildfire Predictive Services current technology, including the use of artificial intelligence and other technologies.
- Planning for incorporation of local volunteer resources for wildfire response.
- Improving integration of rural and municipal fire departments into the BC Wildfire Service response in the wildland urban interface.
- Updating the Wildfire Emergency Response Strategy for BC.

- Strengthening community participation in all disciplines of FireSmart BC™.
- Expanding opportunities in wildfire prevention programs.
- Improving Evacuees Registration Assistance (ERA) tool to provide enhanced support for evacuees.
- Modernizing community delivery of Emergency Support Services, including post-wildfire support.
- Identifying opportunities to assist First Nations and local authorities improve evacuation orders and alerts awareness and compliance.

Members of the task force include:

- Chief Corrina Leween, Cheslatta Carrier Nation
- Kukpi7 Rosanne Casimir, Tk'emlúps te Secwepemc First Nation
- Wayne Schnitzler, Executive Director, First Nations Emergency Services Society
- Tanya Spooner, Manager of Emergency Programs, City of Prince George
- Scott Hildebrand, Chief Administrative Officer, Thompson Nicola Regional District
- Thom Porter, Former Director, California Department of Forestry and Fire Protection
- Dan Derby, Regional Fire Chief, Regional District Kootenay Boundary and President Fire Chiefs Association of BC
- Shannon Salter, Deputy Minister, Office of the Premier
- Doug Caul, Deputy Minister, Office of the Premier
- Eamon O'Donoghue, Associate Deputy Minister, Ministry of Forests
- Teresa Dobmeier, Associate Deputy Minister, Ministry of Emergency Management and Climate Readiness
- Ian Meier, Assistant Deputy Minister, BC Wildfire Service, Ministry of Forests
- Madeline Maley, Assistant Deputy Minister, Regional Operations, Ministry of Emergency Management and Climate Readiness

RDBN's Engagement with the Premier's Expert Taskforce

The RDBN has attended a meeting with the Premier's Expert Taskforce (Taskforce) on February 8, 2024. The Taskforce Chair provided information on the goals of the Taskforce and the draft recommendations from the Taskforce to the Province. The RDBN was given 15 minutes to speak, Chair Parker requested a follow-up meeting as the taskforce did not allow significant time to hear the RDBN's concerns about the draft recommendations or to hear the RDBN's experiences from the 2023 wildfire season.

The RDBN is scheduled to meet with the Taskforce on February 16, 2024.

ATTACHMENTS:

- Email from Minister Ma to Chair Parker.
- PowerPoint presentation: Impact of Emergency Management Legislation on Regional Districts – UBCM Electoral Area Directors Forum – January 30, 2024

Email from Minister Ma to Chair Parker

Subject: FW: Burns Lake News: Is Emergency and Disaster Management Act an overreach of power?

Hello Mark,

Further to our chat, here is the background information that was provided to media earlier in January in response to concerns raised by Chinook ERS.



- We appreciate our collaboration with First Nations, local authorities and other partners in emergency management.
- Under B.C.'s new emergency management framework, people and communities are safer and better prepared for the increasingly severe emergencies and disasters the Province is experiencing due to climate change.
- The legislation was developed in consultation with First Nations and is informed by local government feedback – and will lead to greater collaboration between the provincial government, Indigenous and local governments.
- The Province began consultation on modernized emergency management legislation in 2019. Throughout 2019, EMBC held over 170 meetings with First Nations, local governments, Crown corporations and agencies, provincial and federal ministries, non-profit groups and other groups with a role to play in emergency management.
- Enforcement of emergency orders has not changed under EDMA.
- For example, while evacuation orders are enforceable under EDMA – as they were under the previous Emergency Program Act – local authorities and First Nations work with community members to encourage compliance and cooperation.
- EDMA includes a provision that establishes the potential maximum consequences for committing offences.
- The previous Emergency Program Act also had a provision with maximum consequences, including imprisonment.
- However, our priority is to obtain cooperation from local residents through public education and awareness rather than enforcement.
- During a state of local emergency, local authorities may allow permits to people to re-enter an evacuation order zone under guidance for purposes such as livestock relocation, maintaining critical infrastructure, or retrieving important medication. It is within the jurisdiction of the local authority to decide what is permitted. This has not changed under the new legislation.
- The penalties within the legislation can only apply to people who commit an offence, such as contravening orders. A local authority (or local authority staff) that lawfully permits a person to re-enter an evacuation order zone is not committing an offence.
- Firefighting efforts must be coordinated under the unified command of the BC Wildfire Service (BCWS).

- BCWS is willing and able to work with skilled, trained and experienced individuals who want to coordinate efforts.
- Following the introduction of the Emergency Management and Disaster Management Act (EDMA) in October 2023, the Ministry launched consultation about future regulations with First Nations, local authorities, including regional districts, and the public. To date, no regulations have been made for local authorities.
- In addition to the new legislation, in October 2023, our government launched an expert task force on emergencies to determine how we can better support those on the front lines and evacuees. They will provide action-oriented recommendations on enhancing emergency preparedness and response in advance of the 2024 wildfire season.
- The task force is addressing several key priorities, including identifying opportunities to assist First Nations and local authorities improve evacuation orders and alerts awareness and compliance.
- For more information about the task force, visit:
<https://www2.gov.bc.ca/gov/content/safety/emergency-management/emergency-management/emergency-activation/em-taskforce>
- We encourage people, First Nations, local authorities and organizations to participate in consultation on EDMA regulations, which is open until Jan. 31, 2024:
<https://engage.gov.bc.ca/emergencymanagementregulations>

Impact of Emergency Management Legislation on Regional Districts

UBCM Electoral Area Directors Forum

January 30, 2024



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Agenda

- EDMA timeline
- What's in effect?
- Phased implementation
- Requirements for regional districts
 - EPA planning requirements
 - EDMA risk assessment and planning requirements
 - Regulations concerning regional district planning
 - Response and recovery
- Emergency management organizations
- Penalties
- Regulations
- Indigenous engagement requirements and funding
- Questions and next steps



EDMA timeline



What's in effect

- Definition of emergency
- Increased length of SOPE/SOLE
- Ability to declare a recovery period
- General, response and recovery powers
- Requirements for post-emergency reporting
- Requirements for local authorities to begin work to reach agreement with Indigenous governing bodies on areas for consultation and cooperation during the response and recovery phases
- Ability to create or join a multijurisdictional emergency management organization (MJEMO)



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Phased implementation – in effect through regulations

- Planning requirements for regulated entities:
 - Lead ministers
 - Local authorities
 - Public sector agencies
 - Critical infrastructure
- Updated compensation and disaster financial assistance framework
- Potential frameworks for compliance and enforcement (e.g., additional rules for recovery of costs, administrative monetary penalties)



Phased implementation – new and updated regulations over time

Subject Area	Purpose
Volunteer	Ensures continuity in liability protection for volunteers along with other practices for authorizing deployments. *Deposited November 15 th – in effect now.
General	Addresses miscellaneous technical matters.
Ministries	Completes framework for provincial government planning, including making hazard assignments to lead ministers.
Local authorities	Completes framework for local authority planning, including establishing a limited scope for regional district risk assessment and planning requirements. May add to the framework for multijurisdictional emergency management organizations.
Critical infrastructure (CI)	Completes framework for CI planning and establishes which CI owners are subject to EDMA planning requirements.
Compliance and enforcement	Completes framework for compliance and enforcement. May add to rules for recovery of costs and/or build out a framework for administrative monetary penalties.
Compensation and financial assistance	Modernizes the post-emergency compensation and financial assistance (DFA) schemes.

Existing requirements from the *Emergency Program Act*

330

- Local authority emergency plans required under section 6(2) of the *Emergency Program Act* and section 2 of the Local Authority Emergency Management Regulation
- EPA s. 6(2): three-phase plans
- LAEMR s. 2(1): plans must reflect
 - the potential emergencies and disasters that could affect any part of the jurisdictional area of the local authority; and,
 - the local authority's assessment of the relative risk of occurrence and the potential impact on people and property of these emergencies and disasters.



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Existing requirements from the *Emergency Program Act*

331

- LAEMR s. 2(3): local authorities must:
 - conduct periodic reviews and updates of emergency plans
 - establish exercises and training programs for response staff
 - identify procedures for obtaining emergency resources
 - establish procedures for implementing emergency plans
 - establish procedures for notifying people who may be affected by an impending emergency or disaster
 - coordinate the provision of food, clothing, shelter, transportation, and medical services
 - establish the priorities for restoring essential services provided by the local authority
 - recommend to service providers the priorities for restoring essential services not provided by the local authority



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Risk Assessments

Risk assessments must assess:

- likelihood of a hazard leading to an emergency
- potential scope and scale of an emergency
- potential consequences for persons or property or for objects or sites of heritage value

And must be based on:

- studies and surveys
- Indigenous and local knowledge, if available
- potential impacts from expected climate change or extreme weather events

**Brought into effect by
regulation**



Emergency Management Plans

Emergency management plans must include:

- all four phases of emergency management
- the roles, powers, and duties of key persons
- requirements for emergency resources
- procedures for engaging emergency systems
- plans for training and exercise programs
- how cultural safety will be promoted
- how to mitigate the disproportionate effects of emergencies
- plans for evacuating and caring for persons and animals
- descriptions of areas where consultation and cooperation with Indigenous governing bodies is required

Plans must be based on:

- all available risk assessments
- results of consultation and cooperation with Indigenous governing bodies
- results of consultation with neighbouring local authorities

**Brought into effect
by regulation**



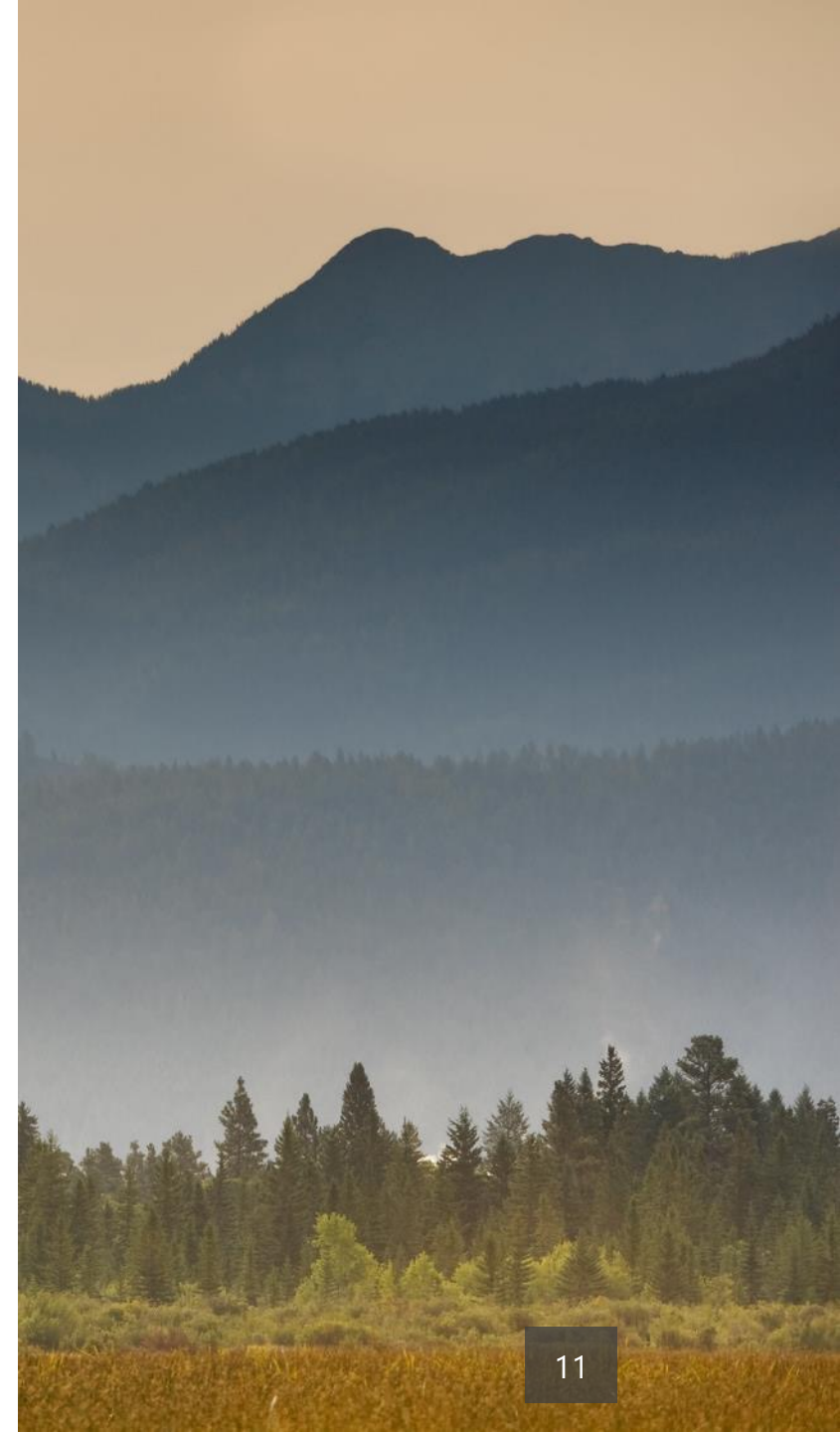
Commitment regarding regional district planning ³³⁴

- Local authority regulation discussion paper, page 12:

The Province intends to make regulations that will limit the minimum required scope of regional district plans to geographic areas where plans can have the greatest impact.



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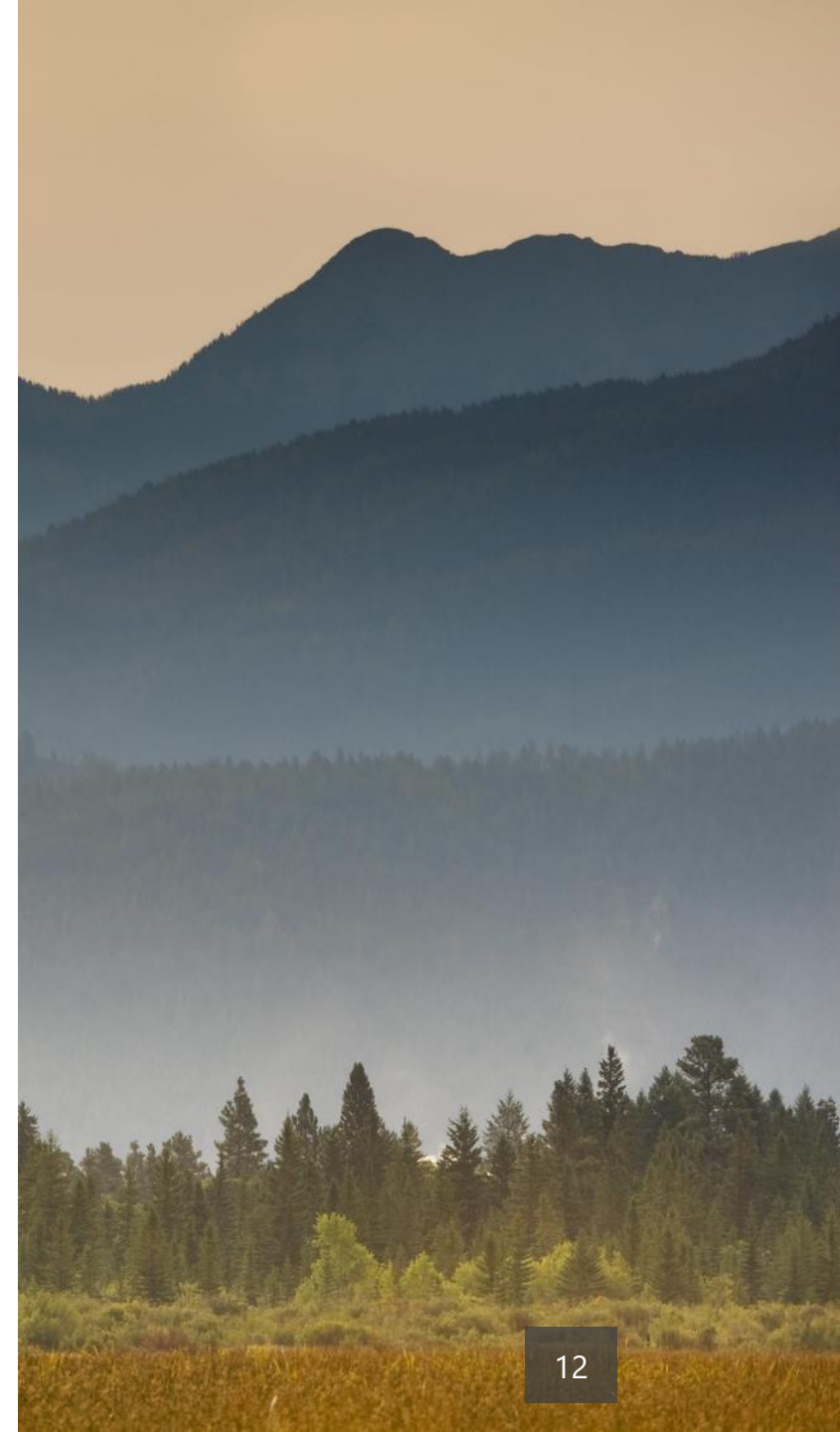


Response and recovery

- EDMA s. 18:
 - a regional district **may** exercise powers and **must** perform duties under the Act within the boundaries of any electoral areas within the regional district
 - for certainty, a regional district **may** exercise powers and **must** perform duties under the Act in relation to any Crown land within the boundaries of those areas



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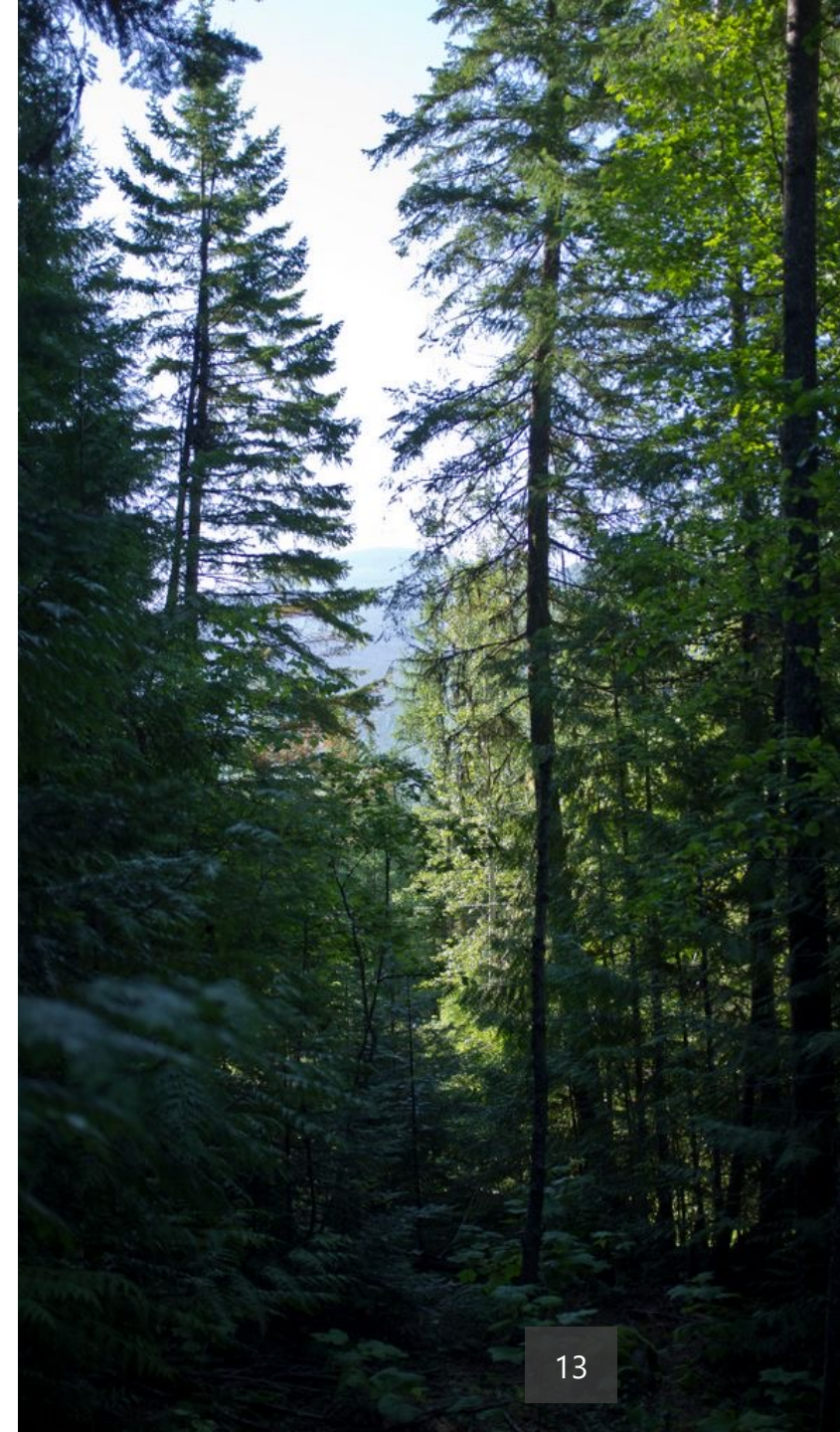


Emergency management organizations

- **Default:** all local authorities must have an emergency management organization.
- **If desired:** in addition to, or instead of, having a local emergency management organization, a local authority can participate in a multijurisdictional emergency management organization (MJEMO).
- **MJEMOs:**
 - Framework for formalizing collaborative partnerships between local authorities
 - May include two or more local authorities, Indigenous governing bodies, and/or the Province
 - Allows for legislative and operational requirements to be met in collaboration
 - Optional participation



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Penalties

- EPA maximums (\$10,000 monetary, 1 year imprisonment) for offences updated to be consistent with more recent legislation
- EDMA maximums (\$100,000 for individuals; 1 year imprisonment) are comparable to other provincial statutes (e.g., *Forest Act*, *Insurance Premium Tax Act*, *Logging Tax Act*, *Mines Act*, *Mortgage Brokers Act*, etc.)
- Maximum penalty amounts do not mean the Province routinely pursues maximum penalties
- Penalties can only apply when an offence is committed (e.g., violating local authority or provincial orders)



What we've heard (so far)

Regional district considerations

- Regional districts are distinct from municipalities
- Large land bases
- Lower population density, populations distributed widely
- Revenue-raising, resourcing challenges
- Need time to implement



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What we've heard (so far)

Risk assessments and emergency management plans

- Focus on outcomes to be achieved
- Clarity on requirements
- Access to data and information sharing
- Usability and adaptability
- Capacity constraints



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What we've heard (so far)

Scope of risk assessments and emergency management plans for regional districts

- Geographic and population considerations, examples:
 - population density
 - cultural sites / infrastructure outside of populated areas
- Crown lands



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Indigenous engagement requirements (IER)

All-of-Society Approach

Recognition of rights & authority

Indigenous governing body

“an entity that is authorized to act on behalf of Indigenous peoples that hold rights recognized and affirmed by section 35 of the *Constitution Act*”

Declaration on the Rights of Indigenous Peoples Act



Consultation, cooperation and coordination

Local authorities must consult and cooperate with IGBs when:

prior to taking specific land-based response and recovery actions

*In effect when:
Local authority reaches agreement
with IGBs for the purposes of
consultation and cooperation during
the response and recovery phases.*

developing risk assessments and emergency management plans

Brought into force by regulation



Effective now vs. future plans

- In effect now:
 - Consultation and cooperation in the response and recovery phases
 - Requirement to make 'reasonable efforts' to determine who to consult within their jurisdictions for the purpose of response and recovery actions.
 - 'Engage and coordinate' during response phase when determined "not practicable" to consult and cooperate with IGBs

- In effect with regulations:
 - Requirements to engage, consult, and cooperate on risk assessments and emergency plans with Indigenous Governing Bodies, including incorporation of Indigenous knowledge and cultural safety

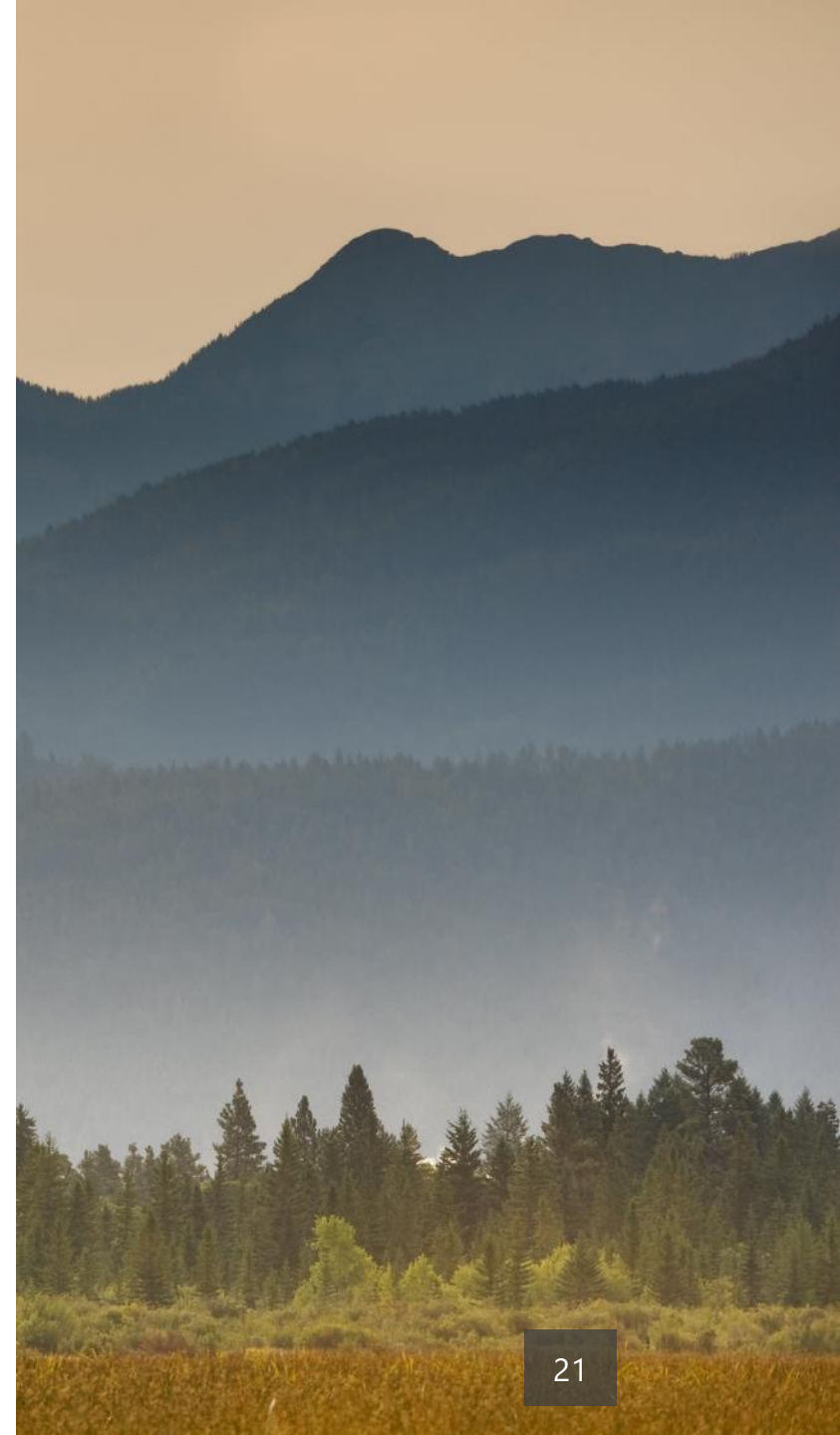


Indigenous Knowledge

- Based on millennia of accumulated experiences and can provide expertise and insight into how we reduce disaster risk and manage emergencies now
- Once regulations are in force, municipalities and regional districts must incorporate **available** Indigenous knowledge into risk assessments and emergency management plans.



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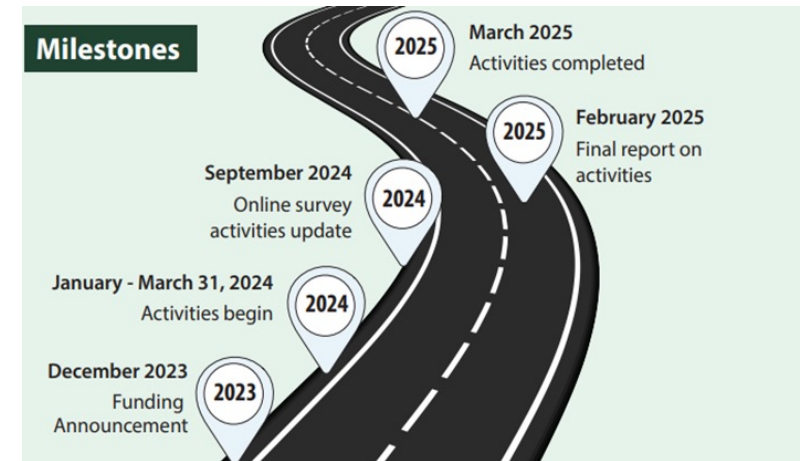


IER funding program (IERFP)

- Local Authorities and First Nations have received funding letters.
- **Contribution Agreements** must be signed and returned by March 31, 2024, and funds must be spent by March 31, 2025.
- Recipients will choose one or more **Eligible Activities**, can pool funds and share reporting.
- Eligible Activities are outlined in the [Program Guide](#) and include (but not limited to):
 - Activities related to EDMA consultation and cooperation;
 - Activities that support local emergency management reconciliation efforts



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Funding is for activities that aid in the design, development, delivery and management of emergency management services and programming, and promote, encourage, and support relationship building and consultation and cooperation in emergency management. Activities are described in the program guide under the following categories:

- ✓ Consultation and Cooperation
- ✓ Relationship Building
- ✓ Planning
- ✓ Reconciliation and Capacity Building
- ✓ Reaching Agreement to Support Engagement

Questions and next steps

- For queries on the Indigenous Engagement Requirements contact: EMCR.IndigenousPeoplesPolicy@gov.bc.ca
 - For queries on the IER Funding Program contact: EMCR.IERFunding@gov.bc.ca
 - For general questions or follow-up, please contact: modernizeEM@gov.bc.ca
-
- Broad public engagement closes Jan 31, 2024
 - *What We Heard* reports targeting spring 2024
 - Regulation timing to be determined



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Debra Lamash
Stakeholder Engagement Advisor
333 Dunsmuir Street, 15th Floor
Vancouver, B.C. V6B 5R3

Date: January 22, 2024

Attention: Mark Parker, Chair
Regional District of Bulkley-Nechako
37 3rd Avenue, PO Box 820
Burns Lake, BC V0J 1E0

Email: mark.parker@rdbn.bc.ca

By: Email

Re: Northwest BC Electrification

Dear Mr. Parker,

We continue to advance planning for the proposed expansion and upgrade of our transmission system to support customers wanting to reduce greenhouse gas emissions. To help refine our planning, we issued the North Coast Expression of Interest (EOI) in February 2023 asking potential industrial customers to identify their interest in electrifying their operations, their potential electricity demand, and the location of their operations. The response from current and potential customers across a variety of sectors confirmed the need for new 500 kilovolt (kV) transmission infrastructure and thermal upgrading of the existing transmission lines from Prince George to Terrace. Additional transmission infrastructure north, south, and west of Terrace may also be required (see figure on next page). We're starting planning now due to the long lead-time to develop these large infrastructure projects and are committed to keeping stakeholders informed as our activities progress.

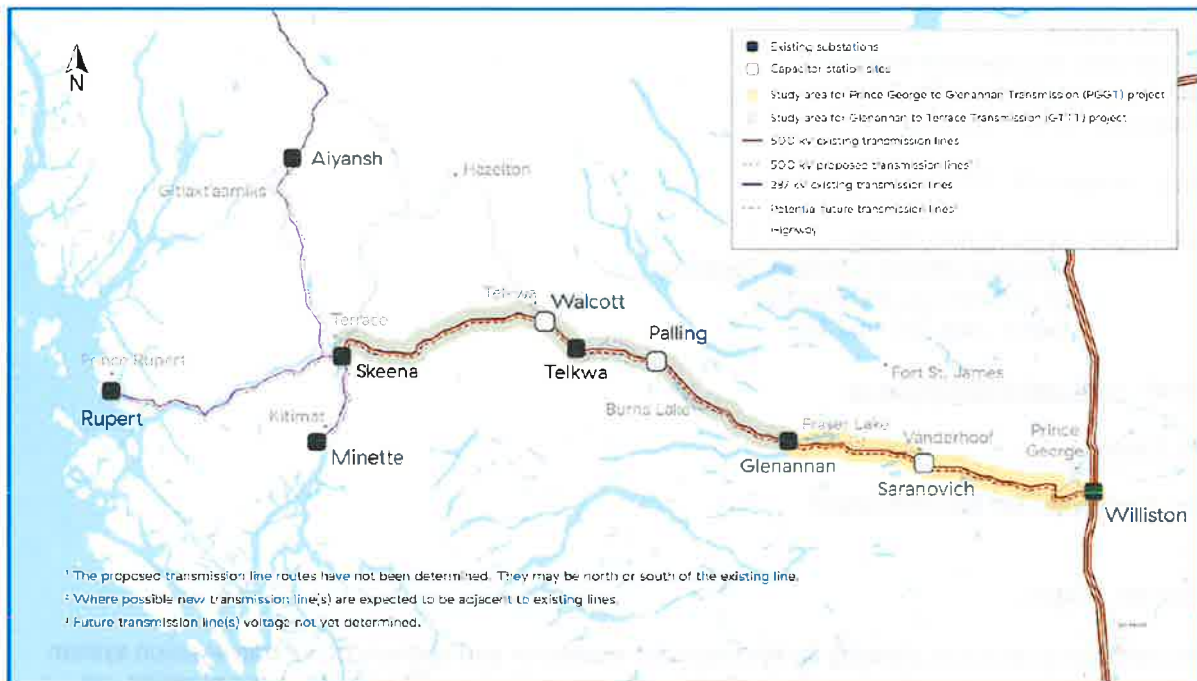
Prince George to Terrace Transmission System Expansion

We're advancing planning of the proposed new 500kV infrastructure from Prince George to Terrace through two projects:

- Prince George to Glenannan Transmission Project (PGGT): a new transmission line covering about 170 km between Williston Substation near Prince George and Glenannan Substation near Fraser Lake.
- Glenannan to Terrace Transmission Project (GTTT): two new transmission lines totaling about 270 km including a 130 km line between Glenannan Substation and Telkwa Substation near Telkwa and a 140 km line between Telkwa Substation and Skeena Substation near Terrace.

As part of these projects, we'll be expanding existing substations and either building new or expanding three capacitor stations.

Early engagement with our Indigenous partners is underway, and this aligns with our commitment to co-design the project assessment and explore Indigenous co-ownership of the proposed new transmission lines, as well other means of Indigenous participation.



We held public open houses in May 2023 to discuss potential routing and route options in the PGGT corridor and to introduce GTTT. Since then, we've completed flyovers of the PGGT route and undertaken access reconnaissance surveys to determine how we would access the various PGGT route options. We're now working to determine where the transmission lines would be placed (i.e., center line) within the corridors we discussed in May. In February 2024, we plan to undertake geotechnical investigations to confirm ground conditions along parts of the PGGT route. This work will allow us to focus our studies and to inform route selection.

For GTTT, we're refining the route corridor and working to identify route options within the corridor. Specifically, we're working to identify route options within existing BC Hydro rights-of-way or parallel to them, where possible, to mitigate potential project effects. We expect to be able to route the new line parallel to, and north of, the existing transmission lines most of the way between Glenannan and Telkwa substations; however, there are areas between Telkwa and Skeena substations where we may have to deviate from the existing route, and we're reviewing our options in those areas (see attached map). We've completed our initial desktop environmental review and expect to undertake field studies in 2024. The leading route for more detailed study will be identified following collaboration with our First Nations partners, completion of technical and environmental studies, and discussion with stakeholders.

We're also continuing stakeholder engagement. In January we began updating governments, property owners, and stakeholders about the projects and we will be meeting with interested parties to discuss North Coast Electrification and/or the projects. Our next round of open houses is planned for spring 2024 to provide additional information on routing for both projects. We plan to have PGGT and GTTT operational in 2030 and 2032 respectively; however, we're looking at ways to shorten the schedule.

Thermal Upgrades from Williston Substation to Skeena Substation

To make the most effective use of the existing 500 kV infrastructure from Prince George to Terrace, we're looking at making thermal upgrades along the lines so that they can carry the same amount of electricity as the new lines. The more electricity lines carry, the more they heat up and sag. At higher levels, there are existing areas where there won't be enough clearance between the lines and the

ground to operate safely. To ensure we can continue to safely deliver electricity, we're working to identify areas where we need to increase the clearance between the lines and the ground.

There are various ways of doing this including "tightening" the existing lines to raise them, recontouring the ground to remove high spots (e.g., grading, moving soil, removing boulders or rock outcrops), moving infrastructure (e.g., roads) to areas with more clearance, lifting the lines by adding new mid-span towers, raising the towers by inserting steel sections, or rebuilding the towers. Once we've identified where more clearance is needed, we'll determine the best way to address each site.

Although we're starting the studies related to this work, most of the upgrading of the lines is not expected to start until after the new lines are operational.

Transmission System Expansion Beyond Terrace

Based on the level and location of potential demand identified in the EOI responses, new transmission infrastructure may also be needed north, south, and west of Terrace. To help determine future needs, we studied different demand scenarios (e.g., amount and location of demand) to help us understand what the existing infrastructure can handle and the type of new infrastructure that may be needed. It appears the following infrastructure is needed; however, what is needed will ultimately depend on which customer projects advance:

- South: a new line to Kitimat built to 500kV standards but initially operated at 287kV and a new substation.
- North: a new 500kV line to Gitlaxt'aamiks (formerly New Aiyansh) and a new substation.
- West: a new 287kV substation and new line extended from Prince Rupert to the Port of Prince Rupert.

We're still in the very early stages of this work and the process for how to advance any infrastructure beyond Terrace needs further discussion with governments, First Nations, and stakeholders.

Please let me know if you have any questions or comments about the transmission system expansion projects or other initiatives discussed in this letter or if you'd like to meet to discuss by contacting me via e-mail at debra.lamash@bchydro.com or by phone at 1-866-647-3334. For more information about PGGT, GTTT or other activities related to North Coast electrification, or to subscribe to general email updates, please visit www.bchydro.com/ncelectrification.

Kind regards,



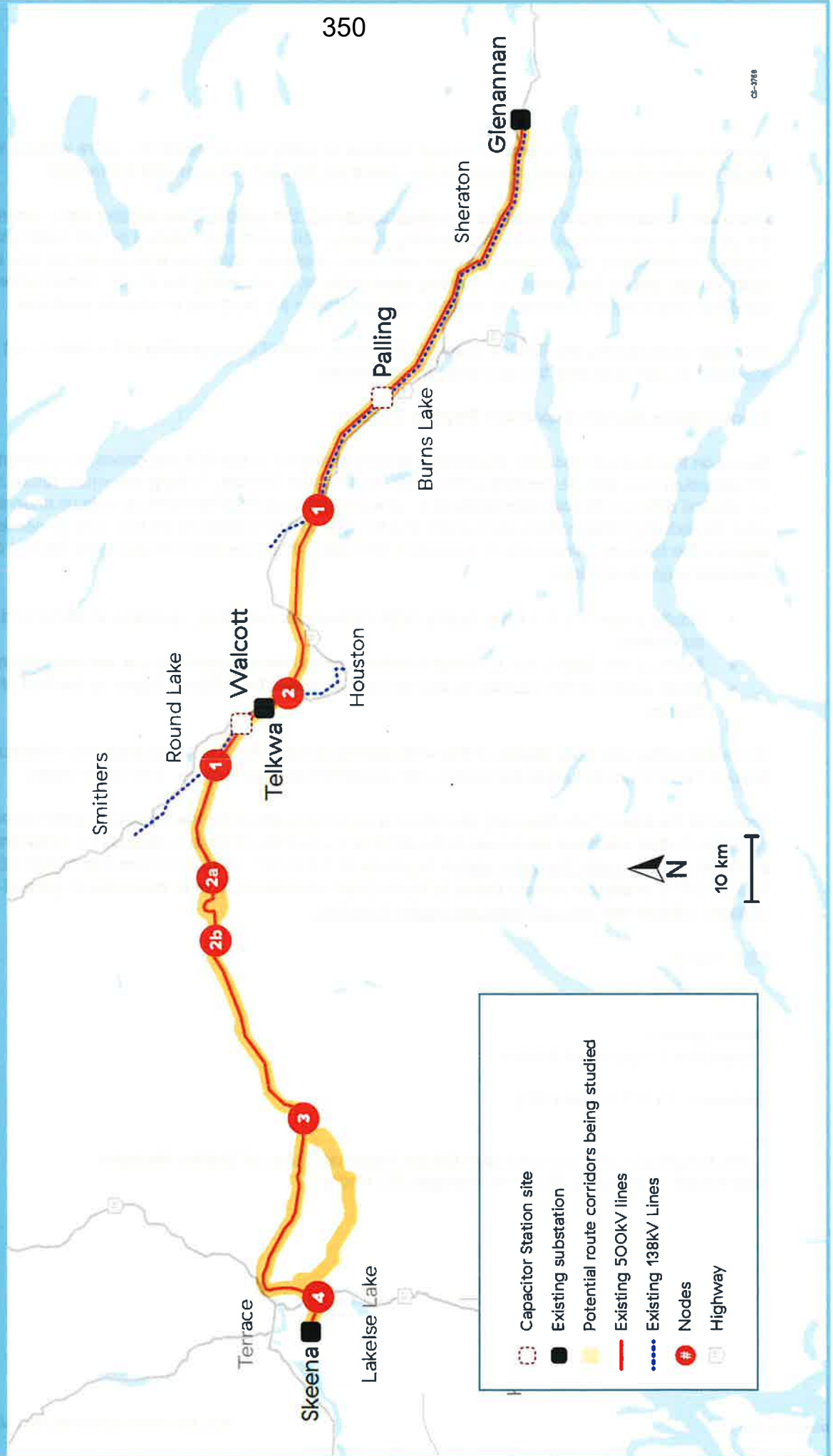
Debra Lamash
Stakeholder Engagement Advisor

Enclosure: GTTT Corridor Map

cc:

Curtis Helgesen, Chief Administrative Officer, Regional District of Bulkley-Nechako
Mike Kellett, Community Relations Manager, BC Hydro

GTTT Route Corridor





301 - 1268 Fifth Avenue
Prince George, BC V2L 3L2
Tel: 250-561-2525
Fax: 250-561-2563

info@northerndevelopment.bc.ca
www.northerndevelopment.bc.ca

February 7, 2024

Regional District of Bulkley-Nechako
PO Box 820
Burns Lake, BC V0J 1E0

Attention: Chair Mark Parker

**Subject: 2024 Economic Development Capacity Building
Northern Development Project Number 8973 30**

Thank you for your application to the 2024 Economic Development Capacity Building program. Northern Development is pleased to advise you that your application has been approved up to \$50,000 to support wages for the Manager, Regional Economic Development position.

Any changes to the budget require prior approval from Northern Development before proceeding.

Funding under this program is provided as a reimbursement upon Northern Development's receipt of reporting documents. Complete reporting is due by February 28, 2025. Reporting materials can be found on Northern Development's website at www.northerndevelopment.bc.ca/funding-programs/capacity-building/economic-development-capacity-building/.

The Northern Development Board wants to see the Regional District of Bulkley-Nechako reach its economic potential and we look forward to being a partner in that endeavor.

Sincerely,
Northern Development Initiative Trust

c: Curtis Helgesen, Chief Administrative Officer, Regional District of Bulkley-Nechako
Nellie Davis, Manager, Regional Economic Development, Regional District of Bulkley-Nechako

Sustainable Canadian Agricultural Partnership

Competitive. Innovative. Resilient.

Skeena Region Agricultural Water Management Workshop 2024

Please register for event and lunch via the link below.

Topics include, but are not limited to:

- Irrigation system selection and performance
- Crop, soil and climate information for irrigation system design and operation
- Drought preparedness and management
- Water management tools and strategies

Speaker: Bruce Naka, CID, Irrigation Consultant

Bruce has been involved in irrigation design & implementation for over 30 years. His experience covers all facets of irrigation systems from sports fields & golf courses to large scale agricultural systems. Bruce is certified by the Irrigation Industry Association of BC (IABC) in Commercial Turf Sprinkler, Agriculture Sprinkler & Drip Irrigation, he is also a certified Irrigation Scheduler. Naka has been involved in assistance in helping well owners in their application for ground water licensing as is now required under the Water Sustainability Act.

The workshop is brought to you by the B.C. Ministry of Agriculture and Food, and the Irrigation Industry Association of British Columbia (IIBC). Funding for this workshop has been provided in part by the Governments of Canada and British Columbia under the Sustainable Canadian Agricultural Partnership, a federal-provincial-territorial initiative.



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■ Agriculture Water Management Workshops - Terrace

- **Date:** March 4, 2024
- **Time:** 4:00 pm – 8:00pm



Register For Terrace Agriculture Water Management Workshops:

<https://www.eventbrite.ca/e/agriculture-water-management-workshops-terrace-tickets-820624739687>

■ Agriculture Water Management Workshops - Smithers

- **Date:** March 5, 2024
- **Time:** 11:00 am – 3:00pm



Register For Smithers Agriculture Water Management Workshops:

<https://www.eventbrite.ca/e/agriculture-water-management-workshops-smithers-tickets-820664368217>

■ Agriculture Water Management Workshops – Francois Lake

- **Date:** March 6, 2024
- **Time:** 4:00 pm – 8:00pm



Register For Burns Lake Agriculture Water Management Workshops:

<https://www.eventbrite.ca/e/agriculture-water-management-workshops-francois-lake-hall-burns-lake-tickets-820673696117>

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Omineca: Agricultural Water Management Workshop 2024

Please register for event and lunch via the link below.

Topics include, but are not limited to:

- Irrigation system selection and performance
- Crop, soil and climate information for irrigation system design and operation
- Drought preparedness and management
- Water management tools and strategies

Speaker: Bruce Naka, CID, Irrigation Consultant

- **Bruce has been involved in irrigation design & implementation** for over 30 years. His experience covers all facets of irrigation systems from sports fields & golf courses to large scale agricultural systems. Bruce is certified by the Irrigation Industry Association of BC (IIBC) in Commercial Turf Sprinkler, Agriculture Sprinkler & Drip Irrigation, he is also a certified Irrigation Scheduler. Naka has been involved in assistance in helping well owners in their application for ground water licensing as is now required under the Water Sustainability Act.

Special Guest Speakers:

- In Prince George – Vanessa Foord, Research Climatologist with the Ministry of Forests
- In Vanderhoof – Stuart (Ed) Bryson, Hydrogeologist with Ministry of Water, Land and Resource Stewardship

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■ Agriculture Water Management Workshops - Vanderhoof

- **Date:** March 7, 2024
- **Time:** 4:00 pm – 8:00pm



Register For Vanderhoof Agriculture Water Management Workshops:

<https://www.eventbrite.ca/e/agriculture-water-management-workshops-vanderhoof-tickets-820680035077>

■ Agriculture Water Management Workshops - McBride

- **Date:** March 8, 2024
- **Time:** 3:00 pm – 7:00pm



Register For McBride Agriculture Water Management Workshops:

<https://www.eventbrite.ca/e/agriculture-water-management-workshops-mcbride-tickets-820684699027>

■ Agriculture Water Management Workshops - Prince George

- **Date:** March 9, 2024
- **Time:** 4:00 pm – 8:00pm



Register For Prince George Agriculture Water Management Workshops:

<https://www.eventbrite.ca/e/agriculture-water-management-workshops-prince-george-tickets-820686063107>