

AGENDA

MEETING NO. 10

June 20, 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, June 20, 2024

First Nations Acknowledgement

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA - June 20, 2024</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
8-14	Board Meeting Minutes - June 6, 2024	Approve
15-20	Bulkley Nechako Joint Accessibility Advisory Committee Meeting Minutes - May 17, 2024	Receive
21-26	Regional Solid Waste Advisory Committee Meeting Minutes - March 19, 2024	Receive
27-31	Rural/Agriculture Committee Meeting Minutes - June 6, 2024	Receive

DELEGATION

DEADWOOD INNOVATION

Owen Miller, CEO

Chris Gleddie, CAO

Re: TI'Oh Upgrader & Mass Timber

Commercialization Project Update

(Project owned & developed by Deadwood Innovations and Development Corporation)

Meeting No. 10
June 20, 2024

<u>PAGE NO.</u>	<u>ELECTORAL AREA PLANNING</u>	<u>ACTION</u>
	<u>Bylaws for 1st and 2nd Reading</u>	
32-59	Danielle Patterson, Senior Planner Rezoning Application RDBN 03-21 First and Second Reading Bylaw Nos. 2037, 2024 and 2038, 2024	Recommendation
	<u>Bylaws for 3rd Reading</u>	
60-74	Jason Llewellyn, Director of Planning OCP Amendment and Rezoning Application RZ A-03-23 Third Reading for Bylaws 2030, 2024 and 2031, 2024 Electoral Area A (Smithers/Telkwa Rural)	Recommendation
	<u>DEVELOPMENT SERVICES</u>	
	<u>ALR Application</u>	
75-83	Cameron Kral, Planning Technician ALR Non-Farm Use Application No. 1269 Electoral Area F (Vanderhoof Rural)	Recommendation
	<u>Land Referral</u>	
84-88	Danielle Patterson, Senior Planner Crown Land Application Referral No. 7410335 Electoral Area D (Fraser Lake Rural)	Recommendation
89-92	Chloe Taylor, Planning Summer Student Danielle Patterson, Senior Planner Crown Land Application Referral No. 6409483 Electoral Area G (Houston Rural)	Recommendation

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<u>PAGE NO.</u>	<u>ENVIRONMENTAL SERVICES</u>	<u>ACTION</u>
93-94	Alex Eriksen, Director of Environmental Services – Purchase of a New Compact Excavator	Recommendation
95-103	Alex Eriksen, Director of Environmental Services – Regional Solid Waste Advisory Committee – Update	Recommendation
<u>ADMINISTRATION REPORTS</u>		
104	Wendy Wainwright, Deputy Director of Corporate Services – Committee Meeting Recommendations – June 6, 2024	Recommendation
105-125	Cheryl Anderson, Director of Corporate Services – RDBN Procedure Bylaw No. 2042	Recommendation
126-129	Cheryl Anderson, Director of Corporate Services – Smithers Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2049, 2024	Recommendation
130-133	Cheryl Anderson, Director of Corporate Services – Smithers Rural Recreation and Culture Service Area Boundary Amendment Bylaw No. 2051, 2024	Recommendation
134-152	John Illies, Chief Financial Officer - RDBN Directors’ Remuneration and Expenses Bylaw Amendment No. 2050, 2024	Recommendation
153-154	John Illes, Chief Financial Officer -Bulkley Valley Pool Request for Proposals (RFP) -Retiling the Pool	Recommendation
155	John Illes, Chief Financial Officer -Bulkley Valley Pool Request for Proposals (RFP) -UV Filter Replacement	Recommendation

Meeting No. 10
June 20, 2024

<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
156-161	Nellie Davis, Manager of Regional Economic Development - Northern BC Tourism Iconic Destination Signage Ownership Agreement	Recommendation
162-174	Nellie Davis, Manager of Regional Economic Development - Bulkley-Nechako Joint Accessibility Advisory Committee Accessibility Plan Completion	Recommendation
175	Nellie Davis, Manager of Regional Economic Development - Canada Community Building Fund Electoral Area A (Smithers/Telkwa Rural) – Cycle 16 Trail Phase 3 Construction	Receive
176	Cameron Hart, Economic Development Assistant – Canada Community Building Fund Electoral Area C (Fort St. James Rural) Curling Rink Furnace Upgrades	Recommendation
177-203	Cameron Hart, Economic Development Assistant – 2023 Annual Report	Recommendation
204-205	Christopher Walker, Emergency Program Coordinator – Project Award for RFP # RDBN-Protective Services-24-01	Recommendation

SUPPLEMENTARY AGENDA

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

RECEIPT OF VERBAL REPORTS

NEW BUSINESS

Meeting No. 10
June 20, 2024

IN-CAMERA MOTION

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

- Labour Relations
- Bylaw Enforcement
- MOU

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEETING NO. 9****Thursday, June 6, 2024**

PRESENT:	Chair	Mark Parker
	Directors	Shane Brien Leroy Dekens Martin Elphee Judy Greenaway Clint Lambert – via Zoom – left at 10:45 a.m., returned at 10:50 a.m., left at 11:25, returned at 11:56 a.m. Linda McGuire Shirley Moon Chris Newell – left at 11:31 a.m., returned at 11:42 a.m. Michael Riis-Christianson Stoney Stoltenberg
	Directors Absent	Gladys Atrill, Town of Smithers Kevin Moutray, District of Vanderhoof Sarra Storey, Village of Fraser Lake Henry Wiebe, Village of Burns Lake
	Alternate Directors	Audrey Fennema, Village of Fraser Lake Brian Frenkel, District of Vanderhoof – left at 11:54 a.m., returned at 11:56 a.m. Charlie Rensby, Village of Burns Lake – via Zoom Frank Wray, Town of Smithers
	Staff	Curtis Helgesen, Chief Administrative Officer John Illes, Chief Financial Officer Nellie Davis, Manager of Regional Economic Development – via Zoom – arrived at 10:58 a.m. Megan D’Arcy, Regional Agricultural Coordinator – via Zoom Jason Llewellyn, Director of Planning – via Zoom Danielle Patterson, Senior Planner – left at 11:31 a.m. Wendy Wainwright, Deputy Director of Corporate Services
	Others	Gregory Bartle, Land Use Planner, Ministry of Agriculture and Food – left at 11:31 a.m. John Stevenson, Regional Agrologist, Ministry of Agriculture and Food – left at 11:31 a.m.

CALL TO ORDER

Chair Parker called the meeting to order at 10:48 a.m.

FIRST NATIONS ACKNOWLEDGEMENT

AGENDA

Moved by Director Stoltenberg
Seconded by Alternate Director Wray

2024-9-1

"That the Board Meeting Agenda of June 6, 2024 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes
-May 23, 2024

Moved by Director McGuire
Seconded by Director Stoltenberg

2024-9-2

"That the Board Meeting Minutes of May 23, 2024 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

MINISTRY OF AGRICULTURE AND FOOD – Gregory Bartle, Land Use Planner and John Stevenson, Regional Agrologist Re: B.C. Land Use Planning for Agriculture for Local Government Elected Officials

Chair Parker welcomed Gregory Bartle, Land Use Planner and John Stevenson, Regional Agrologist, Ministry of Agriculture and Food.

Mr. Bartle provided a PowerPoint presentation.

B.C. Land Use Planning for Agriculture – Local Government Elected Officials Presentation

- Why Agriculture?
- Supporting Agriculture in Your Community
- Pressure on the ALR (Agricultural Land Reserve) and B.C.'s Farming (6 big points)
 - Limited Arable Land
 - Cost of Agricultural Land
 - Urbanization
 - Housing Demands
 - Demographics
 - Lack of Industrial Land
- Tools in the Toolbox
- Key Messages
- Key Actions

DELEGATION (CONT'D)

MINISTRY OF AGRICULTURE AND FOOD – Gregory Bartle, Land Use Planner and John Stevenson, Regional Agrologist Re: B.C. Land Use Planning for Agriculture for Local Government Elected Officials (Cont'd)

The following was discussed:

- Land and Resource Management Plan (LRMP) in the Vanderhoof area
- Ministry of Agriculture's use of "finite" and "limited" amounts of agricultural land in the Agricultural Land Reserve
- Expansion of the Agriculture Land Reserve (ALR) boundary in the Vanderhoof area
- Agricultural Development Areas (ADAs)
- Ministry of Agriculture's consideration of expanding the ALR boundary
 - o Ministry of Agriculture and Food and Agricultural Land Commission (ALC) have no current plans to review ALR boundaries
- Importance of agriculture to the economy in the region
- RDBN zoning designations within the ALR
- Underutilized land that could be used for intensive agriculture
- Impacts of foreign ownership
 - o Purchasing farm properties and closing the house and farm
 - o Concerns regarding water access/potential export
 - o Limits the ability for young people to purchase farmland
 - o B.C. one of the only provinces without regulations regarding foreign ownership of farmland
 - o RDBN brought forward the issue in the past to the province and the Senate of Canada and continues to raise the issue
- Investment Agriculture Fund
 - o Importance of water for agriculture
 - o Improved data is needed
 - o Water purveying
 - Support business and agriculture
 - Utilizing the water resource in the region.

Chair Parker thanked Messrs. Bartle and Stevenson for attending the meeting.

ELECTORAL AREA PLANNING

Land Referral

Crown Land Application Moved by Director Stoltenberg
Referral No. 7410339 Seconded by Director Moon
Electoral Areas D (Fraser Lake
Rural) and F (Vanderhoof Rural)

2024-9-3 "That the comment sheet be provided to the Province as the
 Regional District's comments on Crown Land Application
 Referral No. 7410339."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Staff will include comments asking the Province to have communication with leaseholders located near the Crown Land Application.

ADMINISTRATION REPORTS

Reconsideration of Motion Moved by Director Stoltenberg
2024-7-8 – Purchase of a New Seconded by Director Riis-Christianson
Compact Excavator

2024-9-4 “That Motion 2024-7-8 Purchase of a New Compact Excavator be brought forward for reconsideration in accordance with Section 217 of the *Local Government Act* and Section 131 of the *Community Charter*.”

Opposed: Director Moon CARRIED
Director Newell

(All/Directors/2/3)

Union of BC Municipalities Moved by Director Stoltenberg
-Minister Meetings/ Seconded by Alternate Director Wray
Ministry Staff Meetings/
Resolutions

2024-9-5 “That the Board approve the following resolutions for submission to UBCM:

- Expansion of Community Forests for Increased Access to Fiber
- Provincial Funding for Unbiased Natural Resources Dataset
- Enhancing the Environmental Assessment Process
- Vaccine Mandate for Healthcare Workers

And further,

That the Board request the following Minister Meetings during the UBCM Convention:

- Premier (Provincial Funding for Unbiased Natural Resources Dataset)
- Minister of Health (Vaccine Mandate for Healthcare Workers and Healthcare Worker Shortage Resolutions)
- Minister of Housing and Government House Leader (Housing Support in Northern and Small Communities Resolution)
- Minister of Forests (Industry Shutdown – Timber Rights and Expansion of Community Forests for Increased Access to Fiber Resolutions)
- Minister of Emergency Management and Climate Readiness (Search and Rescue – Capability Approval Process Resolution)

ADMINISTRATION REPORTS (CONT'D)

- Minister of Energy, Mines and Low Carbon Innovation (Enhancing the Environmental Assessment Process Resolution).

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding the following:

- Drafting a resolution concerning foreign ownership of agricultural lands
- Meeting with the Ministry of Agriculture and Food staff
- 2023 UBCM RDBN resolution NR13 Vaccine Mandate
 - o Submitting the resolution for the 2024 UBCM Resolution session.
 - o The process for Not Endorse Block (NEB) Resolution Category
 - o At the time the NEB is brought forward the local government must request the resolution they support to be pulled and speak to the resolution
 - o The resolution requires a 2/3 majority vote to be pulled
- Scheduling a meeting with Northern Health at the 2024 UBCM Convention
- Bringing forward issues/concerns brought forward at UBCM to 2024 Provincial Election All Candidates Forums in order to bring forward the current Board advocacy topics of high priority.

RDBN Procedure Bylaw No. 2042, 2024 and Electronic Meeting Policy

Moved by Director Riis-Christianson
Seconded by Alternate Director Wray

2024-9-6

"That the Board rescind third reading of Regional District of Bulkley-Nechako Procedure Bylaw No. 2042, 2024 and give third reading as amended this 6th day of June, 2024."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Smithers Rural Recreation And Culture Service Area Boundary Amendment Bylaw No. 2051, 2024

Moved by Director Stoltenberg
Seconded by Alternate Director Wray

2024-9-7

"That Smithers Rural Recreation and Culture Service Area Boundary Amendment Bylaw No. 2051, 2024 be given first, second, and third reading this 6th day of June, 2024."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Business Façade Improvement Moved by Director Greenaway
Application – Pitka Bay Resort Seconded by Director Elphee

2024-9-8 “That the Board approve the Business Façade Improvement application from Pitka Bay Resort for \$5,000.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

Minister of Emergency Management and Climate Readiness – Response to RDBN Letter Concerning the Delivery of Search and Rescue Services in British Columbia Moved by Director Dekens
 Seconded by Director Elphee

2024-9-9

“That the Board receive the correspondence from the Minister of Emergency Management and Climate Readiness (EMCR) – Response to RDBN Letter Concerning the Delivery of Search and Rescue Services in British Columbia.’

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Staff will forward the letter to Search and Rescue teams in the region requesting feedback on the response letter received by EMCR.

Minister of Housing - Response – Secondary Suite Incentive Program and Joint Letter from North Coast, Comox Valley, Central Coast Regional Districts and RDBN Moved by Director Dekens
 Seconded by Director Stoltenberg

2024-9-10

“That the Board receive the correspondence from Minister of Housing providing a response Secondary Suite Incentive Program and Joint Letter from North Coast, Comox Valley, Central Coast Regional Districts and RDBN.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

IN-CAMERA MOTION

Moved by Director Stoltenberg
Seconded by Director McGuire

2024-9-11

“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:

- Labour Relations
- First Nations - MOU

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Stoltenberg
Seconded by Director Riis-Christianson

2024-9-12

“That the meeting be adjourned at 12:45 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Deputy Director of Corporate Services

BULKLEY-NECHAKO

JOINT ACCESSIBILITY COMMITTEE MEETING MINUTES
IN-PERSON/VIA ZOOM

Friday, May 17, 2024

PRESENT: Chair Judy Greenaway, RDBN

Alternate Chair Stoney Stoltenberg, RDBN

Voting Member

Glenys SnowDymond, Smithers

Voting Members – via Zoom

Kathy Bedard, Granisle

Marion Ells, Houston

Shawna Taylor, Fort St. James

Elaine Storey, Fraser Lake

Voting Members Absent

Tania Cunningham, Burns Lake

David Livesey, Telkwa

David Manahan, Houston

Partner Organization Representatives

Clyde MacGregor, EDO, District of Fort St. James

Laina Helgesen, Village of Burns Lake

Partner Organization Representatives – via Zoom

Jennifer Barg, Vanderhoof Public Library – left at 2:05 p.m.

Valerie Crowley, Fort St. James Public Library

Lynn Dunkley, Fort St. James

Lorna Eftodie, Village of Granisle

Ethan Fredeen, CAO, Village of Fraser Lake

Karen Hogstead, District of Houston

Roberta McKenzie, Burns Lake Public Library – left at 2:07 p.m.

Nikki Sauve, Fraser Lake Public Library

Partner Organization Representatives Absent

Debbie Joujan, Village of Telkwa

Lisa Rees, Granisle Public Library

RDBN Staff

Nellie Davis, Staff Liaison

Deborah Jones-Middleton, Director of Protective Services – left at 1:30 p.m.

Wendy Wainwright, Recording Secretary

CALL TO ORDER

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

FIRST NATION ACKNOWLEDGEMENT**AGENDA**

Moved by Director Stoney Stoltenberg
 Seconded by Glenys SnowDymond

BNJAAC.2024-3-1

"That the Committee Agenda for May 17, 2024 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

BNJAAC Meeting Minutes
March 15, 2024

Moved by Glenys SnowDymond
 Seconded by Director Stoney Stoltenberg

BNJAAC.2024-3-2

"That the Committee receive the Bulkley-Nechako Joint Accessibility Advisory Committee minutes of March 15, 2024."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS**Presentation - Deborah Jones-Middleton, RDBN Director of Protective Services****Evacuation Support for Vulnerable Populations**

- Evacuation Alert
- Supports Available to evacuated residents include: Food, lodging, clothing, transportation, incidentals
- Register for the BC Services Card App on your device
- Pre-register as an evacuee.

The following was discussed:

- BC Services Card App
 - o Accessing the App to register without an electronic device
 - Potentially register as one household and the person with the device may receive everyone's support payment
 - o Reactivating BC Services Card
 - o Registration process has improved significantly
- Pre-planning and having a Personal Preparedness" Plan
- Protective Services Departments in member municipalities
- List for those needing support to evacuate during an emergency event
 - o In the past some municipalities had lists
 - o Challenging to maintain accurate information
 - o Connecting with neighbours to increase awareness of those that may need assistance
 - o Hospitals have some information and work with Emergency Operations Centres to provide support during events.

REPORTS (CONT'D)

Accessibility Plan Review

Moved by Director Stoney Stoltenberg
 Seconded by Glenys SnowDymond

BNJAAC.2024-3-3

"That the Committee approve the first version of the Bulkley-Nechako Joint Accessibility Advisory Committee Accessibility Plan."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Staff will follow up with all partner organizations to provide the approved first version of the BNJAAC Accessibility Plan.

Public Feedback

Moved by Director Stoney Stoltenberg
 Seconded by Shawna Taylor

BNJAAC.2024-3-4

"That the Committee receive the RDBN Staff Liaison's Public Feedback memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CORRESPONDENCE

Social Planning and Research Council of BC (SPARC) Local Government Accessibility Grant Application

Moved by Glenys SnowDymond
 Seconded by Director Stoney Stoltenberg

BNJAAC.2024-3-5

"That the Committee receive the correspondence from the Social Planning and Research Council of BC (SPARC BC) regarding the Local Government Accessibility Grant Application."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- The Committee providing letters of support
- Future grant programs
 - Local governments are eligible applicants
 - Compliant with Part 3 – Accessible Organizations of the *Accessible B.C. Act*
 - Utilizing the BNJAAC Accessibility Plan for future grant applications
- Access Smithers and Town of Smithers Accessibility Committees applied for funding to improve signage and trail access

CORRESPONDENCE (CONT'D)

- Accessibility Committees in partner municipalities
 - Fort St. James
 - Use BNJAAC Accessibility Plan to meet with stakeholders to move initiatives forward in the community

COMMITTEE VERBAL REPORTS

The following was discussed:

- Fort St. James
 - Working with Fire Chief, Joint Emergency Operations Committee (EOC) and Emergency Support Services (ESS) Lead regarding evacuation alerts and orders
 - Received funding from the Union of B.C. Municipalities (UBCM) for a generator to be used during EOC's
 - Conducting accessibility assessment of District owned buildings to determine areas of improvements eligible for grant funding opportunities
 - Challenges regarding accessibility of childcare
 - Fort St. James does not currently have an Accessibility Committee but work is being done with the Seniors Centre
 - Community Paramedic has indicated its wish to provide a presentation regarding emergency preparedness
 - Preliminary discussions regarding community transportation
 - Fort St. James Public Library
 - Focus on e-resource development
 - Digital resources for those that are home bound or in home care
 - Working with Community Adult Literacy Coordinator
 - Working to make library resources more accessible
- Burns Lake
 - Council is reviewing their Strategic Plan and Emergency Plan and will include accessibility in discussion of Emergency Plan
- Electoral Area A (Smithers/Telkwa Rural)
 - Accessible washrooms at the RDBN Trout Creek property
 - In discussions with Village of Telkwa and Town of Smithers regarding senior's services
- Granisle
 - Village of Granisle focus on food security programs
 - Seniors Centre
 - Working with Village of Granisle regarding signage
 - Active transportation
 - Food services for those in need
- Houston
 - Announcement from Canfor that they will no longer be rebuilding the sawmill has increased vulnerability and food security concerns in the community
 - Recently expanded Active Better at Home Program

COMMITTEE VERBAL REPORTS (CONT'D)

- Fraser Lake
 - o Village of Fraser Lake working on a capital project to improve sidewalks within the community
 - o Autumn Services
 - Work with the food bank
 - Vehicle transportation
 - Supports to age in place
 - Provide a monthly newsletter
 - Challenges to ensure information is provided to the community regarding programs
 - Providing a presentation to the Village of Fraser Lake Council and Northern Health
 - Air Purifiers for the community
 - o Fraser Lake Public Library
 - Working to make resources and website more accessible
- Smithers
 - o American Sign Language (ASL) grants through the Rick Hansen Foundation
 - o SPARC BC promoting Accessibility Awareness week May 26 to June 1 and grant opportunity
- Town of Smithers Accessibility Advisory Committee
 - o Hosting a Disc Golf event at Ranger Park May 26
- EdGE Learning Centre
 - o Hosted a successful Cat Café in partnership with local animal shelter
- Hidden Disabilities Sunflower Program
 - o Select airports are recognizing the hidden disabilities sunflower that voluntarily shares that someone has a disability or condition that may not be immediately apparent
- Tyhee Lake Provincial Park
 - o Day use area for non-motorized water access is being upgraded as well as the picnic area.

Nellie Davis, RDBN Staff Liaison noted that staff would be willing to provide the Evacuation for Vulnerable People presentation to community groups. Ms. Davis also commented that if partner organizations would like to discuss opportunities once they have reviewed the Accessibility Plan to reach out.

Chair Greenaway thanked those that provided a verbal report.

NEXT MEETING

Staff will follow up with Chair Greenaway to determine future meeting date and time.

ADJOURNMENT

Moved by Director Stoney Stoltenberg
Seconded by Shawna Taylor

BNJAAC.2024-3-6

"That the meeting be adjourned 2:18 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Judy Greenaway, Chair

Wendy Wainwright, Recording Secretary

REGIONAL DISTRICT OF BULKLEY-NECHAKO

REGIONAL SOLID WASTE ADVISORY COMMITTEE MEETING MINUTES
VIA ZOOM

Tuesday, March 19, 2024

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)
 – arrived at 9:03 a.m.

Stakeholders Mark Fisher, Telkwa
 Cindi Pohl, Blue Bin Recycling and Disposal (BBRD) – arrived at 9:05 a.m.

Absent Norm Delong, Fraser Lake
 Luis Gonzalas, District Manager, Waste Management
 Chris Lawrence, Director of Operations, Town of Smithers
 Rory McKenzie, Burns Lake
 Kathy Russell, Education Assistant, School District 91 Nechako Lakes

RDBN Staff Curtis Helgesen, Chief Administrative Officer
 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 9:00 a.m.

AGENDA Moved by Director Judy Greenaway
 Seconded by Director Gladys Atrill

RSWAC.2024-1-1 “That the Committee Agenda for March 19, 2024 be approved.”
 (All/Directors/Majority) **CARRIED UNANIMOUSLY**

MINUTES

RSWAC Meeting Minutes
-December 15, 2023 Moved by Mark Fisher
 Seconded by Director Gladys Atrill

RSWAC.2024-1-2 “That the Regional Solid Waste Committee Meeting Minutes of
 December 15, 2023 be approved.”
 (All/Directors/Majority) **CARRIED UNANIMOUSLY**

DISCUSSION

Number of Meetings and Attendance - Terms of Reference – Chair Moutray

- Number of Meetings
- One in-person meeting a year with virtual options
- Shorter meetings in duration
- One longer meeting in duration
- Minimum of four meetings a year and the Committee Chair to call additional meetings if required
- Continue to work towards encouraging First Nations participation
- External members and participation.

REPORTS

Agriculture Plastics (3-year Pilot) Project

Discussion took place regarding:

- March 7, 2024 Rural/Agriculture Committee Meeting resolution
- Agriculture Plastics Extended Producer Responsibility (EPR) status at the provincial level
 - o Minimum 3-4 years away
- Agriculture plastics compactors
 - o Allocate to farmer to use for required length of time
 - o Currently a manual system
 - o Investigating a hydraulic compactor model that attaches to tractor
 - First on-farm compactor trial in the Regional District of Fraser-Fort George had success
 - o Cost benefit consideration
 - Diversion benefit – landfill airspace
 - Baseline for agricultural plastics disposal is unknown because disposal and/or reuse prior to implementation of the Agriculture Plastics Pilot Project is unknown
 - o For the remainder of 2024 focus will be on-farm hydraulic compactors
 - o Participation rates across the region
 - Fort St. James had no participation.

Organics Diversion in the Region – Update

- Some member municipalities moving forward with organics diversion initiatives
- Fort St. James worm farm information provided to RDBN staff to research when capacity allows
- Electoral Area B (Burns Lake Rural), portion of Electoral Area E (Francois/Ootsa Lake Rural) and Village of Burns Lake Food Cycler Pilot Program
 - o Moving forward with the Pilot Program
 - o Concerns provided regarding the published data and information
 - o Food Cycler creates soil amendment not compost
 - o Pilot Program will provide the opportunity for data collection
- Town of Smithers
 - o Commissioning an Organics Diversion Feasibility Study to establish long-term organics diversion for the Town of Smithers, Village of Telkwa and Electoral Area A (Smithers/Telkwa Rural)

Organics Diversion in the Region – Update (Cont'd)

- High level of organics at the Southside Transfer Station
- Collaboration a good approach to organics diversion
 - o Mr. Fisher participates on a working group in Hazelton focusing on Industrial, Commercial and Institutional (ICI) diversion
- Blue Bin Recycling and Disposal (BBRD)
 - o Investigating composter in Prince George
 - o In discussion with Witset First Nation and Town of Smithers regarding different opportunities and options
 - o Styrofoam densifier in Prince George – will be discussing with Green for Life (GFL)
 - o Working to remove recyclables from the landfill and disposed of materials in the proper locations
 - o Initiatives closer to the home – the region.

PRESENTATION

Janette Derksen, Waste Diversion Supervisor provided a PowerPoint Presentation regarding Level of Service.

Overview of level of service

- Meeting Goals – March 19, 2024
- Defining the Specific Approach
- Level of Service
- Goal Matrix
 - o Strategy 1 – Increase Reduce Reuse Strategies
 - Reduction – to not generate waste
 - Reduce waste before it's generated
 - Review reduction and maximizing end of life of material through reuse
 - Include Reduce and Reuse in the same category
 - What is a Diversion Rate?
 - Measures the proportion of waste that is diverted away from the landfills through recycling, composting, reuse and other diversion methods
 - Key Performance Indicator
 - Total waste generated divided by the amount diverted away from the landfills X 100 = percentage
 - Some strategies may not have a tangible volume or amount
 - Gauge reduction success over a period of time
 - Qualitative Assessment to provide insight into the effectiveness of waste diversion
 - o Stakeholder feedback
 - o Environmental assessments
 - o Case studies
 - Retail sector key to reduction strategy
 - Effective management of waste
 - Conducting waste audits to gather waste data

Overview of level of service (Cont'd)

- Public engagement
 - Affect consumerism and reuse of products
 - Promote responsible habits
 - Suggest practical tips to reduce waste at home
 - Engaging public and stakeholders through surveys and public meeting
 - Work with Chamber of Commerce, the retail sector, community centres
 - Engaging residents while remaining sensitive to socio-economic considerations
- Online platforms
 - Facilitate Facebook page to facilitate reduction and reduce
- Create policies
- Some Regional Districts have banned EPR products in addition to cardboard
 - Enforcement of banned products
- Creating a system and plans to remove as much material from the landfill as possible
 - Some Regional Districts in the province have implemented a clear bag system
- Challenge to reduce waste and advocate for ecofriendly initiatives
 - Repair Cafés
 - “Junk in your Trunk” events
- Challenges to determine existing initiatives and programs in the region that are diverting products from the landfills and transfer stations
 - How to encourage groups to provide information to the RDBN, e.g. Men’s Sheds, etc.
 - Potentially create a survey
- Love Food, Hate Waste Video Presentation
 - Option to work with grocers to implement displays promoting diversion in stores
 - Education about food storage
- Waste Audit Video Presentation
 - Conducting a waste audit at the RDBN office
 - Challenges for ICI to recycle at landfills and transfer stations due to current provincial regulations
 - ICI material being disposed of by residents at landfills and transfer stations
 - Waste Audits for Business
 - Assisting businesses to conduct waste audits to reduce waste
 - Provide a “best practices” regarding reducing waste
 - Assist in determining tonnage for such items as mixed paper and other products
 - Determining volumes may provide direction moving forward
 - Create a template for businesses to complete self-audits
 - Businesses may want diversion solutions prior to conducting waste audits
 - Including waste audits in Business Plans
 - Blue Bin Recycling and Disposal (BBRD) willing to assist businesses and organizations to conduct waste audits
 - Microgrants for businesses and working with Chamber of Commerce

Overview of level of service (Cont'd)

- Developing a professional video for the RDBN to promote waste diversion and reduction
 - o Educational and promotional material that is engaging will create returns
 - o Collaborative video series with other local governments in the region
 - General information with segments specific to each local government
- Community reuse and diversion social media groups
- Costs to recycle products and amount individuals are willing to pay
- Timelines for implementation of Strategy 1: Increase Reduction and Reuse
 - o 2024 – Action Items
 - First year review to determine diversion rate and targets
 - Education
 - Deliver the message to divert material from landfills
 - Option for schools, municipal councils and businesses to take field trips to the transfer stations and landfills
 - Choosing simpler initiatives to grow reduce/reuse programs over time
 - Understanding success in different communities
 - Initiatives already taking place e.g. social media reuse/reduce pages
 - o 2025 Action Items
 - Framework for microgrants and request for proposals for people to create a diversion business
 - Focus on diverting one item at a time from the landfill – e.g. buckets
 - Leads to growth in diversion
 - Opportunity to continue with other materials
 - Create a survey to gather information
 - Determine target audience
 - Encourage participation with incentives
 - Opportunity to encourage First Nations participation
 - Consumer purchasing habits – e.g. Love Food, Hate Waste
 - Consumer driven changes
 - o Existing Programs
 - Loop Program
 - Diverting in-store food waste
 - Indicated willingness to provide programs in the Regional District once user pay systems are in place
 - Northwest Wildlife Centre receives large amounts of food waste from grocery stores
 - Men’s Shed Programs
 - Fraser Lake
 - Houston and Burns Lake working with Fraser Lake to implement Men’s Shed Programs in their communities
 - Good opportunity for other organizations to take the lead for material reuse
 - Men’s Shed to potentially provide a delegation to the RDBN Board
 - o Staff will follow-up to determine Men’s Shed availability

Overview of level of service (Cont'd)

- Repair Cafés
 - Increase in large appliance waste
 - Some countries have adopted policies that large appliance must have repair plans
- Tool Lending Libraries
 - Younger people are initiating
 - Provide facilitation.

Strategy 4 – Increase Organics Diversion

- Bring forward at the completion of the Town of Smithers Feasibility Study and the Village of Burns Lake, Electoral Areas B and E Food Cycler Pilot Project.

NEXT MEETING

May 28, 2024, 9-11 a.m. – virtual with in-person option.

ADJOURNMENT

Moved by Director Judy Greenaway
 Seconded by Director Gladys Atrill

RSWAC.2023-1-5

“That the meeting be adjourned at 10:49 a.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, June 6, 2024**

PRESENT: Acting Chair Mark Parker

Directors Judy Greenaway
 Clint Lambert – via Zoom – arrived at 10:15 a.m., left at 10:44 a.m.,
 returned at 10:46 a.m.
 Shirley Moon
 Chris Newell – left at 10:44 a.m.
 Stoney Stoltenberg
 Michael Riis-Christianson

Staff Curtis Helgesen, Chief Administrative Officer
 Megan D’Arcy, Regional Agriculture Coordinator
 Nellie Davis, Manager of Regional Economic Development
 John Illes, Chief Financial Officer
 Jason Llewellyn, Director of Planning - via Zoom
 Wendy Wainwright, Deputy Director of Corporate Services
 Christopher Walker, Emergency Program Coordinator

Others Gregory Bartle, Land Use Planner, Ministry of Agriculture and Food –
 arrived at 10:10 a.m.
 Shane Brienen, District of Houston – arrived at 9:48 a.m.
 Leroy Dekens, Village of Telkwa – arrived at 10:44 a.m.
 Martin Elphee, District of Fort St. James
 Audrey Fennema, Village of Fraser Lake
 Brian Frenkel, District of Vanderhoof
 Linda McGuire, Village of Granisle
 Charlie Rensby, Village of Burns Lake – via Zoom – arrived at 10:00
 a.m.
 John Stevenson, Regional Agrologist, Ministry of Agriculture and Food
 – arrived at 10:10 a.m.
 Andre Solymosi, General Manager, BC Vegetable Marketing
 Commission – via Zoom – left at 10:09 a.m.
 Derek Sturko, Chair, BC Vegetable Marketing Commission – via Zoom
 – left at 10:09 a.m.

CALL TO ORDER

Acting Chair Parker called the meeting to order at 9:30 a.m.

AGENDA

Moved by Director Stoltenberg
 Seconded by Director Newell

RDC.2024-5-1

"That the Rural/Agriculture Committee Agenda for June 6, 2024 be approved.

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES**

Rural/Agriculture Committee
Meeting Minutes
-May 9, 2024

Moved by Director Stoltenberg
 Seconded by Director Moon

RDC.2024-5-2

"That the minutes of the Rural/Agriculture Committee meeting of May 9, 2024 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**DELEGATION**

BC VEGETABLE MARKETING COMMISSION – Derek Sturko, Chair and Andre Solymosi, General Manager Re: BC Vegetable Marketing Commission's Role in Northern BC and Re-Introduction of "Regulated Area" Restrictions

Acting Chair Parker welcomed Derek Sturko, Chair and Andre Solymosi, General Manager, BC Vegetable Marketing Commission.

Mr. Solymosi provided a PowerPoint presentation.

BC Vegetable Marketing Commission

- Orderly Marketing of BC Vegetables
- Vegetables Currently Regulated in the South
- Role of the BCVMC
- Function of the BCVMC
- Role & Function of the BCVMC
- Benefits of Regulated Marketing
- North of the 53rd Parallel North Latitude
 - o What specific measures are being implemented to support local farmers in adapting to the new licensing requirements?

The following was discussed:

- Lack of consultation with northern producers prior to BCVMC's introduction of regulated areas north of the 53rd parallel
 - o BCVMC noted the need for consultation and have paused the implementation of regulations in the north
 - o Wanting to have a commonsense approach that works for the north
 - o Reached out to Farmers' Markets

DELEGATION (CONT'D)

- Producers having to pay a \$250 fee
- BCVMC has authority to impose regulation in the north and chose not to in the past
 - o Climate change a consideration regarding the implementation of regulations in the north
 - Acting Chair Parker recognized climate change and noted that in northern B.C. there is one crop grown per season unlike southern B.C. where there can be 2-3 crops grown in a season
 - Northern communities have higher heating costs to grow produce during frost events that are often unpredictable and occur during the growing season
- Definition of regulated vegetables
 - o Producing 1 tonne of vegetables over a 12-month period is defined as a producer and needs to be licensed
 - o BCVMC intends to review the amount and apply the right model for the region
 - Have the opportunity to adjust for growing in the south and north of the province
- Regulations for other sectors of farming e.g. dairy, poultry, eggs, etc.
- Enforcement of regulations
 - o Starts with education and involuntary enforcement
 - o Enforcement relies on evidence
 - Class 1 to 5 enforcement – different fines apply
 - If it is extreme non-compliance - rely on litigation
 - Ability to seize product and restrict product license
 - Rather have voluntary compliance and be a positive influence on the industry
 - Generally, resolve amicably
- Vegetable production in the region supplies communities with fresh produce which is not in abundance and is required for food security
- Important to have freshly harvested produce and any surplus provided to lower income demographic
- Importance of consultation and meaningful communication with stakeholders prior to implementation of changes to regulations in the north.

Acting Chair Parker thanked Messrs. Sturko and Solymosi for attending the meeting.

AGRICULTURE REPORTS

BC Vegetable Marketing
 Commission - Update

Moved by Director Stoltenberg
 Seconded by Director Riis-Christianson

RDC.2024-5-3

“That the Committee receive the Regional Agriculture Coordinator’s
 BC Vegetable Marketing Commission Amending Orders.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

AGRICULTURE REPORTS (CONT'D)

IAF BC Agriculture Water Infrastructure Program

Moved by Director Stoltenberg
 Seconded by Director Greenaway

RDC.2024-5-4

"That the Committee receive the Regional Agriculture Coordinator's IAF BC Agriculture Water Infrastructure Program."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Moon spoke of supporting a water sustainability and irrigation study and the significance of gathering information. She noted that agriculture is an important economic driver in the region and that money made by farmers remains in the community. Director Moon identified the importance of irrigations systems for small farmers and the significance of small farming businesses in the region.

IAF BC Agriculture Water Infrastructure Program

Moved by Director Moon
 Seconded by Director Newell

RDC.2024-5-5

"That the Committee recommend that the Board direct staff to investigate applying for the IAF BC Agriculture Water Infrastructure Program and determine the 50% cost share ratio for community projects in Electoral Areas C (Fort St. James Rural), D (Fraser Lake Rural), E (Francois/Ootsa Lake Rural) and F (Vanderhoof Rural)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DISCUSSION ITEM

Society Wildfire Groups

The following was discussed:

- Several groups throughout the region are interested and have created wildfire group societies
- Funding for the societies/groups
 - o Grant funding options
 - Grant in Aid
 - Region-wide Grant in Aid
 - o Regional District grant writing support
 - o Rural Government Budget
 - o Private funding options
- Regional District liability to provide infrastructure
 - o Municipal Insurance Association insurance for emergency preparedness and planning and not response
 - o Option to rent/lease equipment to societies
- Chinook Emergency Response Society
 - o Funding
 - o Liability insurance

DISCUSSION ITEM (CONT'D)

Society Wildfire Groups (Cont'd)

- BC Wildfire Service engaging with local wildfire community groups
 - o Options for wildfire community groups to work with BC Wildfire Service
- Municipalities working with rural areas to purchase wildfire fighting equipment/trailers
- Workshop with interested groups, municipalities and electoral areas to come together to find solutions regarding funding and purchasing of wildfire fighting equipment/trailers
 - o Staff will investigate a joint workshop
- Signage at lake and river boat launches to identify the priority for fire fighting water tankers and air support.

NEW BUSINESS

Illegal Dumping

Director Moon spoke of local groups conducting clean up of illegal dumping areas in Electoral Area F and whose jurisdiction it is to clean up the sites. Staff will bring forward information at a future meeting.

ADJOURNMENT

Moved by Director Stoltenberg
 Seconded by Director Moon

RDC.2024-5-6

"That the meeting be adjourned at 10:48 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Acting Chair

Wendy Wainwright, Deputy Director
 of Corporate Services



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Danielle Patterson
Date: June 20, 2024
Subject: **Rezoning Application RDBN 03-21**
First and Second Reading for Bylaw No. 2037 and Bylaw No. 2038

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

1. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2037, 2024" be given first and second reading and subsequently be taken to Public Hearing.
 2. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2038, 2024" be given first and second reading and subsequently be taken to Public Hearing.
 4. That the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2037, 2024," also serve as the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2038, 2024," and that the Public Hearing be delegated to the Director or Alternate Director for Electoral Area D (Fraser Lake Rural).
-

BACKGROUND

In 2020, the Regional District repealed "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" and adopted "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw). Since the adoption of the new Zoning Bylaw in 2020 staff have been keeping track of required changes and fine tuning of the regulation. Changes relate to agricultural uses are presented in proposed Bylaw No. 2037. Other changes which are generally minor in nature are presented in proposed Bylaw No. 2038. The changes are summarized below, with the existing Zoning Bylaw page numbers provided in parenthesis for convenience. Appendix A (see Attachments) presents the changes in a comparison chart.

PROPOSED BYLAW NO. 2037 – AGRICULTURE-RELATED ZONING BYLAW AMENDMENTS

1. The "Agriculture" definition does not contemplate beekeeping. Staff propose amending the Agriculture definition to include "beekeeping". (Page 4).
2. The "Agriculture, Intensive" definition includes the slaughter of up to 10 Animal Units (AUs), which aligned with the former Provincial "Class E" slaughter licence

requirements. In October 2021, the BC Ministry of Agriculture and Food overhauled and simplified slaughter licensing categories as follows:

- “Farmgate”, for slaughtering between 1 and 5 AUs;
- “Farmgate Plus” for slaughtering up to 25 AUs; and
- “Abattoir” for slaughtering unlimited AUs.

Staff propose amending the Intensive Agriculture definition to permit Parcels 2.0 ha (4.94 ac) or larger to slaughter up to 25 AUs annually. This would align with the Ministry’s new licensing system while limiting higher slaughter volumes on undersized Parcels where Intensive Agriculture is a permitted use. (Page 4/5). Approximately 53 per cent of Parcels where Intensive Agriculture is a permitted use have an area of 2.0 ha or less, with the majority zoned Rural Resource (RR1).

3. The cultivation, production and harvesting of industrial hemp is considered “Cannabis Production” under the *Cannabis Act*. Cannabis Production is currently permitted as an Intensive Agriculture use in the Large Holdings (H2), Agriculture (Ag1), Rural Resource (RR1), Heavy Industrial (M2), and the Agricultural Industry (M3) Zones. Staff propose that the cultivation of hemp be considered the same as the cultivation of other agricultural crops in the Zoning Bylaw by excluding hemp from the Cannabis Production definition and clarifying the Cannabis Production definition with the following change:
 - Replace the Cannabis Production definition. (Page 6).
4. When Parcels are zoned for Agriculture use but are not within the Agricultural Land Reserve (ALR), Section 3.0.13. – Livestock and Poultry regulates the number of Livestock, Poultry, and rabbits for the lands. Section 3.0.13. also states all Parcels are permitted ten hens and ten rabbits, regardless of zoning. Staff propose amendments to Section 3.0.13. to simplify and clarify these regulations. Additionally, staff propose adding beekeeping to this section. Beekeeping was not contemplated in the new Zoning Bylaw, and as such is only permitted for Parcels in the ALR. The proposed changes are as follows:
 - Replace the Section 3.0.13. heading with “Livestock, Poultry, and Beekeeping outside of the Agricultural Land Reserve”. (Page 29).
 - Replace Section 3.0.13.3. with “Beekeeping is permitted only on a Parcel where Agriculture is a permitted use, with the exception that a maximum of two beehives are permitted on any Parcel, subject to the following:
 - “a) beehives must be located as follows:
 - i. a minimum of 7.5 metres (24.6 feet) from any Parcel Line, or
 - ii. a minimum of 2.5 metres (8.2 feet) above the adjacent ground level.

b) Beekeeping occurring on a Parcel less than 2 hectares (4.94 ac) in area shall locate beehives so that the entrance to the beehives face away from abutting properties.” (Page 29).

- Replace Section 3.0.13.4. with the following:

“Subject to Sections 3.0.13.(1), (2), and (3) where Agriculture is a permitted use on a Parcel, the maximum number of Livestock, Poultry, and beekeeping hives shall be in accordance with the following Agricultural Density Table. (Page 29/30).

AGRICULTURAL DENSITY TABLE				
Parcel size	Livestock	Beekeeping	Poultry	Rabbits
0 m ² – 1,999 m ²	0	2 beehives	10 hens	10
2,000 m ² – 0.49 ha	0	4 beehives	25	25
0.5 ha – 0.99 ha	2	8 beehives	25	25
1 ha – 1.49 ha	4	12 beehives	100	100
1.5 ha – 1.99 ha	6	16 beehives	100	100
2 ha – 2.49 ha	8	20 beehives	No limit	No limit
2.5 ha – 2.99 ha	10	No limit	No limit	No limit
3 ha – 3.49 ha	12	No limit	No limit	No limit
3.5 ha – 3.99 ha	14	No limit	No limit	No limit
4 ha – 4.49 ha	16	No limit	No limit	No limit
4.5 ha or greater	No limit	No limit	No limit	No limit

PROPOSED BYLAW NO. 2038 – GENERAL HOUSEKEEPING ZONING BYLAW AMENDMENTS

Changes to Section 1 – Interpretation and Definitions

1. Section 1.0.1.1 – Units of Measure states that brackets are used for imperial units of measurement. Staff propose correcting this to state parentheses are used (Page 4).
2. The current definition of Hotel was intended to simplify and combine aspects of both hotels and motels. The definition refers to a hotel meaning a “Building” and the requirement for a lobby, limiting some hotel and motel configurations. Staff propose adding “Building or Buildings” to the definition as well as the removal of the requirement for a lobby to broaden the range of hotel and motel configurations permitted in the Zoning Bylaw. (Page 10).

3. Currently the Institutional definition lists “church” as a use. Staff propose to changing the word “church” to “place of worship”. (Page 10).
4. The Parcel definition only includes Parcels designated under the *Land Title Act* and *Strata Property Act*. The definition is proposed to be amended to include Parcels created by the Province under the *Land Act*. (Page 13).
5. The current definition of “Retail Store, Convenience,” uses the abbreviation of “Gross Floor Area”, which will be amended to the full text. (Page 16).
6. The Sleeping Unit definition references Sleeping Units as being a self contained “portion of a building” for Temporary Accommodation. This has had the unintended consequence of not allowing a full Cabin to be used for Temporary Accommodation. Staff propose to amend the Sleeping Unit definition to be “a room or suite of rooms” to provide clearer language for Temporary Accommodation in Cabins. (Page 17).
7. The existing Structure definition does not specifically state solar panels are a Structure, as the existing definition states a Structure “means any construction or erection of any kind, of any material, which is fixed to, supported by or sunk into land or water ...”. Given the increase in public enquiries and interest in solar panels and the implications to setbacks specifically, staff propose adding “solar panel” to the list of Structures to provide clarity. (Page 17).
8. Staff propose removing “liquid natural gas pipeline compressor station” from the definition of “Utility” and replacing it with “compressor station”. This broader definition would continue to capture natural gas pipeline compressor stations and expand the definition to add clarification that telecommunications, including fibre optics data and cooling system compressor stations are a “Utility”. (Page 18).
9. Staff propose amending the “Watercourse” definition to incorporate more inclusive language, replacing “man-made” with “human-made”. (Page 19).

Changes to Section 2 - Administration and Enforcement

10. Minor changes are proposed to the wording under Section 2.0.2-Prohibition to clarify zoning references.

Changes to Section 3 - General Provisions

11. There is a demand for structures such as RV shelters, picnic shelters, and gazebos on vacant properties used for seasonal recreational purposes. Staff propose adding an “Open Air Shelter to definitions with an “Open Air Shelter” with a Total Floor Area of 100 m² (1,076 ft²) to the Section 3.0.1.1. - Uses Permitted in All Zones. This Open Air Shelter would be in addition to the 55 m² storage Structure already allowed on any property. This change would require the following two amendments to the Zoning Bylaw:

- Add Open Air Shelter to Section 1.0.1. – Definitions.
 - Add Open Air Shelter to Section 3.0.1. – Permitted Uses in All Zones. (Page 23).
12. In General Provisions Section 3.0.1., a list of Uses Permitted in All Zones is provided. Additionally, Section 3.0.1.2. states that these uses, except for Park, Unattended Utility, and Utility uses, are not considered Principal Uses. Staff propose adding to the end of this sentence “for the purpose of determining Secondary and Accessory Uses” to provide clarity. (Page 23).
 13. Staff propose deleting Section 3.0.8.2. which states a setback from a Natural Boundary does not apply to an Accessory Building used exclusively for the storage of boats or boating accessories. (Page 27). Staff propose combining this exemption for boats or boating accessories to an amended version of 3.0.10. – Intrusion into Setback Areas, discussed below. (Page 28).
 14. The new Zoning Bylaw added a section that exempts uncovered steps, landings, decks, and patios from the Natural Boundary setback requirements if they do not extend into the setback area by more than 5 metres (16.4 feet) and subject to other conditions. The Zoning Bylaw also contains a Natural Boundary setback reduction, from 15 metres to 7.5 metres, for properties smaller than 2,025 m² (0.5 ac). This had the unintended consequences of allowing uncovered steps, landings, decks, and patios constructed on parcels smaller than 2,025 m² to be permitted to be placed as close as 2.5 metres from the Natural Boundary. Staff propose adding language to Section 3.1.10.c) to ensure these exempted structures on Parcels smaller than 2,025 m² in area do not extend any closer than 5 metres (15.40 feet) from the Natural Boundary. (Page 28).
 15. Staff propose amending Intrusion into Setback Areas Section 3.0.10.1.b) to include solar panels in the list of setback intrusions of up to 50 per cent (to a maximum of 1.2 metres) when the intrusion is supported only by the face of the Structure. The existing list includes awnings, fire escapes, sunshades, and canopies. (Page 28).
 16. Staff propose amending Intrusion into Setback Areas Section 3.0.10. to include the following:
 - “2. The setbacks from a Natural Boundary identified in Section 3.0.8. do not apply to an Accessory Building used exclusively for the storage of boats, boating accessories, seaplanes or seaplane accessories. may be located along a lake or river without having to comply with the required setback from the Parcel Line abutting the lake or river.” (Page 28).

This proposed amendment replaces the Accessory Building exemption for the storage of boats or boating accessories which is to be deleted from Section 3.0.8. It also adds seaplanes to the exemption list and clarifies the requirement to comply with the Regional District Floodplain Management Bylaw.

17. Staff propose changing the name of Section 3.0.12 from “Short Term Accommodation” to “Camping Vehicle Occupation for Building Purposes”. (Page 29). This is to distinguish the Zoning Bylaw regulations to allow short term occupation of Camping Vehicles while building/during construction from the Province’s use of the term “Short Term Rentals” to describe short duration accommodations, similar to the Regional District’s Temporary Accommodation and Bed and Breakfast uses.

Changes to Section 4 – Zone Designations (Page 32)

18. Staff propose to amend Section 4.0.1.5. by deleting “in the case of change resulting from natural erosion or accretion of land” from the end of Section 4.0.1.5. which currently reads:

“If a Zone boundary is shown as following the edge of a body of water or a watercourse, the Natural Boundary of the body of water or Watercourse is to be considered the zone boundary and shall be construed as to move along with the Natural Boundary in the case of change resulting from natural erosion or accretion of land.”

19. Currently, Section 4.0.1.8.b) outlines Dwelling Unit density requirements for Parcels located in more than one zone and does not contemplate Sleeping Units. To clarify Sleeping Unit density for Parcels located in more than one zone, planning staff propose deleting and replacing Section 4.0.1.8.b) with the following:

“the number of Dwelling Units or Sleeping Units permitted on a Parcel must not exceed the maximum number of Dwelling Units or Sleeping Units permitted in any zone that applies to that Parcel;”

Changes to Structure and Use Setbacks

20. Staff propose to add a two-metre setback from the “Rear Parcel Line which does not abut a highway” to the Waterfront Residential I (R3), Waterfront Residential II (R4) and Hudson Bay Mountain Recreational Residential (R8) Zones. Currently there is no setback in place for the Rear Parcel Line in these zones. (Pages 36, 37, and 41).
21. The Hudson Bay Mountain Multiple Family Residential (R10) Zone Section 12.2.9. – Other Regulations includes a requirement for a minimum separation between Principal Buildings to be 6 metres (19.68 feet). (Page 45). Given that the B.C. Building Code regulates building separations within a parcel and the separation between Principal Buildings does not effect parcel line setbacks, staff propose removing this section. Currently, no lands in the Regional District are zoned R10.
22. Crematoriums are a permitted use in the Light Industrial Zone (M1), Heavy Industrial Zone (M2), Agricultural Industry Zone (M3), and the Special Civic/Institutional Zone (P1A). All these zones, except the P1A, have a setback of 7.5 metres (24.60 feet) from any Parcel Line or 15 metres (49.21 feet) from any Parcel Line which abuts a

Residential Zone. Staff recommend that a setback be added to the P1A Zone specifically for Crematoriums so that the setbacks for Crematoriums are consistent throughout the bylaw:

2. "No Building or portion thereof used for a Crematorium shall be located within:
 - a) 7.5 metres (24.60 feet) of any Parcel Line which does not abut a Residential Zone; or
 - b) 15 metres (49.21 feet) of any Parcel Line which abuts a Residential Zone" (Page 70).

Changes to Section 10.0.2.2. – Rural Residential (R6) Density (Page 39)

23. Staff propose removing Section 10.0.2.2. – Density. Bylaw No. 1841 added this section to the Country Residential Zone (R5) in repealed Zoning Bylaw No. 700 in 2018. It was mistakenly added to both the R5 and R6 in Bylaw No. 700 and the mistake was carried over into Zoning Bylaw No. 1800.

Changes to Section 11.0.1. and 11.0.5.1. – Manufactured Home Park Zone (R7) Secondary Use and Building Heights (Page 40)

24. R7 Section 11.0.2.3. permits up to one Single Family Dwelling that is not a Manufactured Home on a Parcel. R7 omitted this Single Family Dwelling as a Secondary Use in error and did not contemplate the maximum permitted height for the Single Family Dwelling. Staff propose adding Secondary Uses as a new section, which would list Single Family Dwelling as a Secondary Use. Staff propose changing the maximum "Principal Building Height" to "Building Height" to align the maximum height of a Single Family Dwelling with the maximum height of a Manufactured Home.

Addition to Section 25.0.1.2. – Civic/Institutional Zones (P1) Secondary Uses (Page 70)

25. There are instances during events and activities associated with the Community Recreation use and the Clubhouse use, such as community events and weddings, where attendees tent overnight. The Zoning Bylaw only permits a maximum of two Camping Vehicles for recreational purposes and does not contemplate tenting in the P1 Zone. To address the gap between the perceived need and practice for tenting, staff propose adding "Primitive Campground" as a Secondary Use in the P1 Zone only in association with activities or events occurring on a Parcel where Clubhouse or Community Recreation is a Principal Use.

Changes to Section 29 - Off Street Parking and Loading Space Requirements

26. The text of Section 29 states parking and loading requirements are identified in “Column 1” and “Column 2” of the provided tables. “Column 1” and “Column 2” where omitted in error. Staff propose adding in the column numbers for clarity. (Pages 76/78).
27. Staff propose to change the word “church” to “place of worship” in Section 29.0.1 Off-Street Parking table. (Page 76).
28. The Zoning Bylaw only requires parking for Restaurants that provide seating, with one space per three seats. Currently take-out Restaurants do not require parking. Staff propose amending Restaurants parking to require a parking minimum of two spaces per Restaurant, with an additional one space per three seats. (Page 77).

REFERRALS

Both Bylaw No. 2037 and Bylaw No. 2028 were referred to Regional District Building Inspection to ensure the proposed changes aligned with the building inspection process. Bylaw No. 2037 was referred to the Regional District’s Agriculture Coordinator, whose response included the following:

“Including beekeeping and modifying the number of animal units that are permitted to be slaughtered in order to align with the current BC Meat Inspection Regulation under the Food Safety Act seem to me to be timely amendments to the current bylaw.”

Both Bylaw No. 2037 and Bylaw No. 2038 have been referred to the both the Ministry of Transportation and Infrastructure’s (MoTI) Bulkley-Stikine District office and Fort George District office as the changes may affect lands within 800 metres of an intersection with a controlled access highway. To date the Fort George District office stated they are prepared to endorse Bylaw No 2037 after third reading. MoTI comments regarding Bylaw No. 2038 were not available at the writing of this report.

Given the housekeeping nature of these Bylaws they were not referred to the Advisory Planning Commissions.

ATTACHMENTS:

- Appendix A: Proposed Zoning Amendments Comparison Chart
- Proposed changes highlighted in RDBN Zoning Bylaw No. 1800, 2020 (Housekeeping Markup V7 ([link](#)))
- Bylaw No. 2037, 2024
- Bylaw No. 2038, 2024

Appendix A: Proposed Zoning Amendments Comparison Chart

Proposed Changes Highlighted in **Yellow**

Bylaw No. 1800, 2020 (current)	Bylaw No. 2037 Proposed Amendments
<p>AGRICULTURE means the use of land, Buildings or other Structures for one or more of the following:</p> <ul style="list-style-type: none"> • growing, cultivating, harvesting and storage of plants and crops in fields, nurseries and greenhouses; • the rearing of Livestock and Poultry; • the selling of plants and crops harvested, and Livestock and Poultry reared, on the same Parcel; <p>the slaughter of up to ten Animal Units of Livestock and Poultry annually, where the Livestock and Poultry slaughtered are reared on the same Parcel.</p>	<p>AGRICULTURE means the use of land, Buildings or other Structures for one or more of the following:</p> <ul style="list-style-type: none"> • growing, cultivating, harvesting and storage of plants and crops in fields, nurseries and greenhouses; • the rearing of Livestock and Poultry; • beekeeping; • the selling of plants and crops harvested, and Livestock and Poultry reared, on the same Parcel; <p>the slaughter of up to ten Animal Units of Livestock and Poultry annually, where the Livestock and Poultry slaughtered are reared on the same Parcel.</p>
<p>AGRICULTURE, INTENSIVE means the use of land, Buildings or other Structures for one or more of the following:</p> <ul style="list-style-type: none"> • the auction of agricultural products; • a feedlot; • the growing of mushrooms; • the rearing of fur bearing animals for the purpose of harvesting their pelts; the slaughter of up to ten Animal Units annually; • the compaction of hay using electrically powered equipment only, including the associated storage and drying of hay; • Cannabis Production. 	<p>AGRICULTURE, INTENSIVE means the use of land, Buildings or other Structures for one or more of the following:</p> <ul style="list-style-type: none"> • the auction of agricultural products; • a feedlot; • the growing of mushrooms; • the rearing of fur bearing animals for the purpose of harvesting their pelts; • the slaughter of up to ten Animal Units annually on Parcels smaller than 2.0 ha, and the slaughter of up to 25 Animal Units annually on parcels 2.0 ha (4.94 ac) or greater in area; • the compaction of hay using electrically powered equipment only, including the associated storage and drying of hay; • Cannabis Production.
<p>CANNABIS PRODUCTION means the use of land, buildings or Structures for the propagation, production, cultivation, or harvesting of cannabis or any part of a cannabis plant as permitted by the Access to Cannabis for Medical Purposes Regulations (ACMPR) or Bill C-45 (the Cannabis</p>	<p>CANNABIS PRODUCTION means the use of land, buildings or Structures for the propagation, production, cultivation, or harvesting of cannabis or any part of a cannabis plant as permitted by the Access to Cannabis for Medical Purposes Regulation (ACMPR) or Bill C-45 (the <i>Cannabis Act</i>),</p>

<p>Act), and any subsequent regulations or acts which may be enacted henceforth, but excludes the growing of cannabis by an individual for their personal use and consumption. This use includes the processing, packaging, storage, or distribution of cannabis produced and harvested on the same property.</p>	<p>and any subsequent regulations or acts which may be enacted henceforth, but excludes the growing of cannabis by an individual for their personal use and consumption. This use includes the processing, packaging, storage, or distribution of cannabis produced and harvested on the same property. Cannabis productions excludes the growing of hemp.</p>																																																							
<p>3.0.13 Livestock and Poultry</p>	<p>3.0.13 Livestock, Poultry, and Beekeeping Outside of the Agricultural Land Reserve</p>																																																							
<p>3.0.13.3. Subject to Section 3.0.14.(1), where Agriculture is a permitted use on a Parcel the maximum number of Livestock permitted on that Parcel is:</p> <ul style="list-style-type: none"> a) 0 on Parcels that are less than 0.5 ha (1.2 acres) in area; b) 2 on Parcels that are 0.5 ha (1.2 acres) or greater in area, plus an additional 2 for every additional 0.5 ha (1.2 acre) of land (for example a 1 ha Parcel may contain 4 head of Livestock and a 2 ha Parcel may contain 8 head of Livestock; c) no limitations on Parcels that are 5.0 ha (12 acres) or greater in area. 	<p>3.0.13.3. Beekeeping is permitted only on a Parcel where Agriculture is a permitted use, with the exception that a maximum of two beehives are permitted on any Parcel, subject to the following:</p> <ul style="list-style-type: none"> a) beehives must be located as follows; <ul style="list-style-type: none"> i. a minimum of 7.5 metres (24.6 feet) from any Parcel Line, or ii. a minimum of 2.5 metres (8.2 feet) above the adjacent ground level. <p>beekeeping occurring on a Parcel less than 2 hectares (4.94 ac) in area, shall locate beehives so that the entrance to the beehives face away from abutting properties.</p>																																																							
<p>3.0.13.4. Subject to Section 3.0.13.(2) and (3), where Agriculture is a permitted use on a Parcel the maximum number of Poultry or rabbits permitted on that Parcel is:</p> <ul style="list-style-type: none"> a) 10 on Parcels less than 2,000 square metres (0.49 acres); b) 25 on Parcels that are 2,000 square metres (0.49 acres) or greater, but less than 1.0 ha (2.47 acres); c) 100 on Parcels that are 1.0 ha (2.47 acres) or greater, but less than 2.0 ha (4.94 acres) d) no limitations on Parcels of 2.0 ha (4.94 acres) or greater. 	<p>3.0.13.4. Subject to Sections 3.0.13.(1), (2), and (3) where Agriculture is a permitted use on a Parcel, the maximum number of Livestock, Poultry, and beekeeping hives shall be in accordance with the following Agricultural Density Table.</p> <table border="1" data-bbox="824 1255 1453 1862"> <thead> <tr> <th colspan="5">AGRICULTURAL DENSITY TABLE</th> </tr> <tr> <th>Parcel size</th> <th>Livestock</th> <th>Beekeeping</th> <th>Poultry</th> <th>Rabbits</th> </tr> </thead> <tbody> <tr> <td>0 m² – 1,999 m²</td> <td>0</td> <td>2 beehives</td> <td>10 hens</td> <td>10</td> </tr> <tr> <td>2,000 m² – 0.49 ha</td> <td>0</td> <td>4 beehives</td> <td>25</td> <td>25</td> </tr> <tr> <td>0.5 ha – 0.99 ha</td> <td>2</td> <td>8 beehives</td> <td>25</td> <td>25</td> </tr> <tr> <td>1 ha – 1.49 ha</td> <td>4</td> <td>12 beehives</td> <td>100</td> <td>100</td> </tr> <tr> <td>1.5 ha – 1.99 ha</td> <td>6</td> <td>16 beehives</td> <td>100</td> <td>100</td> </tr> <tr> <td>2 ha – 2.49 ha</td> <td>8</td> <td>20 beehives</td> <td>No limit</td> <td>No limit</td> </tr> <tr> <td>2.5 ha – 2.99 ha</td> <td>10</td> <td>No limit</td> <td>No limit</td> <td>No limit</td> </tr> <tr> <td>3 ha – 3.49 ha</td> <td>12</td> <td>No limit</td> <td>No limit</td> <td>No limit</td> </tr> <tr> <td>3.5 ha – 3.99 ha</td> <td>14</td> <td>No limit</td> <td>No limit</td> <td>No limit</td> </tr> </tbody> </table>	AGRICULTURAL DENSITY TABLE					Parcel size	Livestock	Beekeeping	Poultry	Rabbits	0 m ² – 1,999 m²	0	2 beehives	10 hens	10	2,000 m ² – 0.49 ha	0	4 beehives	25	25	0.5 ha – 0.99 ha	2	8 beehives	25	25	1 ha – 1.49 ha	4	12 beehives	100	100	1.5 ha – 1.99 ha	6	16 beehives	100	100	2 ha – 2.49 ha	8	20 beehives	No limit	No limit	2.5 ha – 2.99 ha	10	No limit	No limit	No limit	3 ha – 3.49 ha	12	No limit	No limit	No limit	3.5 ha – 3.99 ha	14	No limit	No limit	No limit
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4 ha – 4.49 ha	16	No limit	No limit	No limit
4.5 ha or larger	No limit	No limit	No limit	No limit

3.0.13.5. Section 3.0.13 does not apply to land that is within the Agricultural Land Reserve.
Agricultural Parcels

Parcel size	Livestock	Poultry	Rabbits
0 – 2,000 m ²	0	10 hens	10
2,000 m ² - 0.5 ha.	0	25	25
0.5 ha - 1 ha.	2	25	25
1ha. – 1.5 ha.	4	100	100
1.5 ha. – 2 ha.	6	100	100
2 ha. – 2.5 ha.	8	No limit	No limit
2.5 ha. – 3 ha.	10	No limit	No limit
3 ha. – 3.5 ha.	12	No limit	No limit
3.5 ha. – 4 ha.	14	No limit	No limit
4 ha. – 4.5 ha.	16	No limit	No limit
5 ha. or larger	No limit	No limit	No limit

Bylaw No. 1800, 2020 (current)

Bylaw No. 2038 Proposed Amendments

Units of Measure

1. Metric units are used for all measurements in this bylaw. Approximate imperial unit equivalents are shown in brackets following the metric units for convenience only and are not operative in the event of conflict.

Units of Measure

1. Metric units are used for all measurements in this bylaw. Approximate imperial unit equivalents are shown in parentheses following the metric units for convenience only and are not operative in the event of conflict.

HOTEL means a Building containing one or more habitable rooms or Sleeping Units that are used exclusively for Temporary Accommodation. A Hotel must include a lobby area utilized for public entry and reception purposes. A Hotel may include one or more of the following incidental and subordinate uses:

- recreation facilities;
- Restaurant;
- Personal Services;
- convenience store.

HOTEL means a Building or Buildings, each containing one or more habitable rooms or Sleeping Units that are used exclusively for Temporary Accommodation. A Hotel may include one or more of the following incidental and subordinate uses:

- recreation facilities;
- Restaurant;
- Personal Services;
- convenience store.

<p>INSTITUTIONAL means the use of land, Building or other Structure for one or more of the following uses:</p> <ul style="list-style-type: none"> • school; • church; • Cemetery; • Visitor Information Centre. 	<p>INSTITUTIONAL means the use of land, <u>Building</u> or other <u>Structure</u> for one or more of the following uses:</p> <ul style="list-style-type: none"> • school; • place of worship; • <u>Cemetery</u>; • <u>Visitor Information Centre</u>.
<p>NEW to Section 1.0.2.2 - Definitions</p>	<p>OPEN AIR SHELTER means a roofed Structure such as a gazebo, picnic shelter, or a Recreational Vehicle pavilion. A maximum of 50% of the total perimeter of an Open Air Shelter may be enclosed by walls, doors, screens, or windows.</p>
<p>PARCEL means an area of land which is designated under the <i>Land Title Act</i> as a separate and distinct Parcel on a legally recorded plan or description registered in the Land Title Office. A strata lot pursuant to the Strata Property Act is a Parcel.</p>	<p>PARCEL means:</p> <ul style="list-style-type: none"> • an area of land which is designated under the <i>Land Title Act</i> as a separate and distinct Parcel on a legally recorded plan or a description registered in the Land Title Office; • an area of land designated under the <i>Land Act</i>. <p>A strata lot pursuant to the <i>Strata Property Act</i> is a Parcel.</p>
<p>RETAIL STORE means the use of land, Building or other Structure for the retail sale of goods, wares, merchandise, substances, articles or things. This use does not include a Motor Vehicle Dealer or Light or Heavy Equipment Repair and Sales.</p>	<p>RETAIL STORE, CONVENIENCE means a <u>Retail Store</u> where the maximum Gross Floor Area dedicated to retail sales is 150 square metres (1,615 square feet).</p>
<p>SLEEPING UNIT means any self-contained portion of a Building not used for residential purposes that provides Temporary Accommodation for up to five persons, and may or may not contain sanitary and cooking facilities.</p>	<p>SLEEPING UNIT means a room or suite of rooms not used for residential purposes that provides Temporary Accommodation for up to five persons and may or may not contain sanitary and cooking facilities.</p>
<p>STRUCTURE means any construction or erection of any kind, of any material, which is fixed to, supported by or sunk into land or water and includes:</p> <ul style="list-style-type: none"> • a building; • tent; • awning; • bin; • container; 	<p>STRUCTURE means any construction or erection of any kind, of any material, which is fixed to, supported by or sunk into land or water and includes:</p> <ul style="list-style-type: none"> • a building; • tent; • awning; • bin; • container;

<ul style="list-style-type: none"> • tower; • arbour; • trellis; • gazebo; • swimming pool; • dock. 	<ul style="list-style-type: none"> • tower; • arbour; • trellis; • gazebo; • swimming pool; • dock; • solar panel.
<p>UTILITY means the infrastructure and facilities providing sewage disposal, water electricity, natural gas, solid waste disposal, telecommunications, and other services to the public, and may include one or more of the following:</p> <ul style="list-style-type: none"> • sewage treatment plants; • water treatment plants; • major pump houses; • water towers or tanks; • sewage lagoons; • sludge disposal beds; • power terminal and distributing stations; • liquid natural gas pipeline compressor station; • power generating stations; • cooling plants; • district heating plants; • incinerators. <p>This use does not include <u>Waste Disposal</u>.</p>	<p>UTILITY means the infrastructure and facilities providing sewage disposal, water electricity, natural gas, solid waste disposal, telecommunications, and other services to the public, and may include one or more of the following:</p> <ul style="list-style-type: none"> • sewage treatment plants; • water treatment plants; • major pump houses; • water towers or tanks; • sewage lagoons; • sludge disposal beds; • power terminal and distributing stations; • liquid natural gas pipeline compressor stations; • power generating stations; • cooling plants; • district heating plants; • incinerators. <p>This use does not include <u>Waste Disposal</u>.</p>
<p>WATERCOURSE means any natural or man-made depression with well-defined banks and a bed 0.6 metres or more below the surrounding land serving to give direction to, or acting as a retention area for, a current of water that flows at least six months of the year or drains an area of two square kilometres or more upstream of the point of consideration.</p>	<p>WATERCOURSE means any natural or human-made depression with well-defined banks and a bed 0.6 metres or more below the surrounding land serving to give direction to, or acting as a retention area for, a current of water that flows at least six months of the year or drains an area of two square kilometres or more upstream of the point of consideration.</p>
<p>2. Uses not expressly listed as permitted in this Bylaw are prohibited.</p> <p>3. In each zone, no land, <u>Building</u> or other <u>Structure</u> may be used, occupied, developed, constructed, erected, altered, modified, replaced, located, enlarged, or maintained for a use that is not specifically listed in that zone unless that use is permitted under Sections 3.0.1, 3.0.13, or 3.0.14.</p>	<p>1. In each zone, uses not expressly listed as permitted in this Bylaw are prohibited.</p> <p>2. In each zone, no land, <u>Building</u> or other <u>Structure</u> may be used, occupied, developed, constructed, erected, altered, modified, replaced, located, enlarged, or maintained for a use that is not specifically listed in that zone unless that use</p>

	is permitted under Section 3.
NEW to Section 3.0.1.1.	j) An Open Air Shelter with a Total Floor Area of 100 square metres (1,076.4 square feet) or less, with no interior walls, used for recreation purposes and not associated with any commercial operation or business.
3.0.1.2. The uses identified in Section 3.0.1 (1) (a), (b), (e), (f), (g), (h), and (i) are not Principal Uses.	3.0.1.2. The uses identified in Section 3.0.1(1) (a), (b), (e), (f), (g), (h), (i), and (j) are not Principal Uses for the purpose of determining Secondary and Accessory Uses.
Section 3.0.8 does not apply to an Accessory Building used exclusively for the storage of boats or boating accessories.	2. Section 3.0.8 does not apply to an Accessory Building used exclusively for the storage of boats or boating accessories.
c) fire escapes, awnings, balconies, sunshades, and canopies supported only by the face of the Structure provided that the features do not extend into the setback area by more than fifty percent of the width of the required setback to a maximum of 1.2 metres (3.93 feet);	c) fire escapes, awnings, balconies, sunshades, solar panels , and canopies supported only by the face of the Structure provided that the features do not extend into the setback area by more than fifty percent of the width of the required setback to a maximum of 1.2 metres (3.93 feet);
c) uncovered steps and landings, and uncovered decks and patios provided the top of the floor is less than 0.6 metres above finished grade and the top of any associated screen or railing is less than 1.8 metres (5.90 feet) above finished grade provided that the features do not extend into the setback required from a Natural Boundary by more than 5 metres (16.4 feet);	c) uncovered steps and landings, and uncovered decks and patios provided the top of the floor is less than 0.6 metres above finished grade and the top of any associated screen or railing is less than 1.8 metres (5.90 feet) above finished grade provided that the features do not extend into the setback required from a Natural Boundary by more than 5 metres (16.4 feet) provided that the features or projections does not extend closer than 5 m (16.40 feet) from the Natural Boundary;
NEW to Section 3.0.10.	2. The setbacks from a Natural Boundary identified in Section 3.0.8. do not apply to an Accessory Building used exclusively for the storage of boats, boating accessories, seaplanes or seaplane accessories
3.0.12 Short Term Accommodation	3.0.12 Camping Vehicle Occupation for Building Purposes

<p>5. If a zone boundary is shown as following the edge of a body of water or a Watercourse, the Natural Boundary of the body of water or Watercourse is to be considered the zone boundary, and shall be construed to move along with the Natural Boundary in the case of change resulting from natural erosion or accretion of land.</p>	<p>5) If a zone boundary is shown as following the edge of a body of water or a <u>Watercourse</u>, the <u>Natural Boundary</u> of the body of water or <u>Watercourse</u> is to be considered the zone boundary, and shall be construed to move along with the <u>Natural Boundary</u>. in the case of change resulting from natural erosion or accretion of land.</p>
<p>b) the number of <u>Dwelling Units</u> permitted on a <u>Parcel</u> must not exceed the maximum number of <u>Dwelling Units</u> permitted in any zone that applies to that Parcel.</p>	<p>b) "the number of <u>Dwelling Units</u> or <u>Sleeping Units</u> permitted on a <u>Parcel</u> must not exceed the maximum number of <u>Dwelling Units</u> or <u>Sleeping Units</u> permitted in any zone that applies to that Parcel;"</p>
<p>SECTION 7.0 - WATERFRONT RESIDENTIAL I ZONE (R3) NEW</p>	<p>SECTION 7.0 - WATERFRONT RESIDENTIAL I ZONE (R3) <u>Setback</u> 1. No <u>Structure</u> or part thereof, shall be located within the setback prescribed below: a) 7.5 metres (24.60 feet) from the <u>Front Parcel Line</u>; b) 2 metres (6.56 feet) from the <u>Rear Parcel Line</u> which does not abut a <u>Highway</u>; c) 2 metres (6.56 feet) from each <u>Side Parcel Line</u>, which does not abut a <u>Highway</u>; d) 4.5 metres (14.76 feet) from any <u>Parcel Line</u> which abuts a <u>Highway</u>.</p>
<p>SECTION 8.0 - WATERFRONT RESIDENTIAL II ZONE (R4) NEW</p>	<p>SECTION 8.0 - WATERFRONT RESIDENTIAL II ZONE (R4) <u>Setback</u> 1. No <u>Structure</u> or part thereof, shall be located within the setback prescribed below: a) 7.5 metres (24.60 feet) from the <u>Front Parcel Line</u>; b) 2 metres (6.56 feet) from the <u>Rear Parcel Line</u> which does not abut a <u>Highway</u>; c) 2 metres (6.56 feet) from each <u>Side Parcel Line</u> which does not abut a <u>Highway</u>; d) 4.5metres (14.76 feet) from any <u>Parcel Line</u> which abuts a <u>Highway</u>.</p>

<p>SECTION 10.0 - RURAL RESIDENTIAL ZONE (R6)</p> <p><u>Density</u></p> <p>2. Not more than one <u>Single Family Dwelling</u> or one <u>Two Family Dwelling</u> shall be located on a <u>Parcel</u>.</p> <p>3. Notwithstanding Section 10.03 (1), two <u>Single Family Dwellings</u> are permitted on the Parcel legally described as Parcel A, Section 26, Township 15, Range 5, Coast District, Plan BCP8721.</p>	<p>SECTION 10.0 - RURAL RESIDENTIAL ZONE (R6)</p> <p><u>Density</u></p> <p>2. Not more than one <u>Single Family Dwelling</u> or one <u>Two Family Dwelling</u> shall be located on a <u>Parcel</u>.</p> <p>3. Notwithstanding Section 10.03 (1), two <u>Single Family Dwellings</u> are permitted on the Parcel legally described as Parcel A, Section 26, Township 15, Range 5, Coast District, Plan BCP8721.</p>
<p>SECTION 11.0 - MANUFACTURED HOME PARK ZONE (R7)</p> <p>2) NEW</p> <p><u>Height</u></p> <p>1) The maximum Height for a Principal Building is 7.6 metres (25 feet).</p>	<p>SECTION 11.0 - MANUFACTURED HOME PARK ZONE (R7)</p> <p>2. <u>Secondary Uses</u></p> <p>a) A <u>Single Family Dwelling</u> that is not a <u>Manufactured Home</u>.</p> <p><u>Height</u></p> <p>1. The maximum Height for a <u>Principal Building</u> is 7.6 metres (25 feet).</p>
<p>SECTION 12.0 - HUDSON BAY MOUNTAIN RECREATIONAL RESIDENTIAL ZONE (R8)</p> <p>NEW</p>	<p>SECTION 12.0 - HUDSON BAY MOUNTAIN RECREATIONAL RESIDENTIAL ZONE (R8)</p> <p><u>Setback</u></p> <p>1. No <u>Structure</u> or part thereof shall be located within the setback prescribed below:</p> <p>a) 7.5 metres (24.60 feet) from the <u>Front Parcel Line</u>;</p> <p>b) 2 metres (6.56 feet) from the <u>Rear Parcel Line</u> which does not abut a <u>Highway</u>;</p> <p>c) 2 metres (6.56 feet) from each <u>Side Parcel Line</u> which does not abut a <u>Highway</u>;</p> <p>d) 4.5 metres (14.76 feet) of any <u>Parcel Line</u> which abuts a <u>Highway</u></p>
<p>SECTION 12.2 - HUDSON BAY MOUNTAIN MULTIPLE FAMILY RESIDENTIAL (R10)</p> <p>12.2.9 Other Regulations</p> <p>The minimum permitted separation between Principal Buildings is 6 metres (19.68 feet).</p>	<p>SECTION 12.2 - HUDSON BAY MOUNTAIN MULTIPLE FAMILY RESIDENTIAL (R10)</p> <p>12.2.9 <u>Other Regulations</u></p> <p>The minimum permitted separation between <u>Principal Buildings</u> is 6 metres (19.68 feet).</p>

<p>SECTION 25.0 - CIVIC/INSTITUTIONAL ZONE (P1)</p> <p>NEW</p>	<p>SECTION 25.0 - CIVIC/INSTITUTIONAL ZONE (P1)</p> <p>1. <u>Secondary Uses</u></p> <p>a) <u>Dwelling Unit</u> in a building containing a <u>Principal Use</u></p> <p>b) <u>Single Family Dwelling</u></p> <p>c) <u>Primitive Campground only in association with activities or events occurring on a Parcel where Clubhouse or Community Recreation is a Principal Use.</u></p>
<p>SECTION 25.1 – SPECIAL CIVIC/INSTITUTIONAL ZONE (P1A)</p> <p>NEW</p>	<p>SECTION 25.1 – SPECIAL CIVIC/INSTITUTIONAL ZONE (P1A)</p> <p>25.1.5 <u>Setback</u></p> <p>1. No <u>Structure</u> or part thereof, shall be located within:</p> <p>a) 7.5 metres (24.60 feet) of the <u>Front Parcel Line</u>;</p> <p>b) 2 metres (6.56 feet) from any other <u>Parcel Line</u> which does not abut a <u>Highway</u>;</p> <p>c) 4.5 metres (14.76 feet) from any <u>Parcel Line</u> which abuts a <u>Lane</u> or <u>Highway</u>.</p> <p>2. No building or portion thereof used for a <u>Crematorium</u> shall be located within:</p> <p>a) <u>7.5 metres (24.60 feet) of any Parcel Line</u> which does not abut a <u>Residential Zone</u>;</p> <p>b) <u>15 metres (49.21 ft) of any Parcel Line</u> which abuts a <u>Residential Zone</u>.</p>
<p>Minor changes to names and labels in off-street parking and off-street loadings sections.</p>	<p>Minor changes to names and labels in off-street parking and off-street loadings sections.</p>
<p><u>OFF-STREET PARKING REQUIREMENTS</u></p> <p>Restaurant: 1 space per 3 seats.</p>	<p><u>OFF-STREET PARKING REQUIREMENTS</u></p> <p>Restaurant: <u>2 space minimum per Restaurant plus 1 additional space per 3 seats.</u></p>



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2037, 2024

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

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

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended as follows:

1. Interpretation and Definitions

- a) The definition of "Agriculture" in Section 1.0.2.2. is amended by adding "beekeeping" as a use.
- b) The definition of "Intensive Agriculture" in Section 1.0.2.2. is amended by replacing "the slaughter of up to ten Animal Units annually" with the following:
"the slaughter of up to ten Animal Units annually on Parcels smaller than 2.0 ha, and the slaughter of up to 25 Animal Units annually on parcels 2.0 ha (4.94 ac) or greater in area."
- c) The definition of "Cannabis Production" in Section 1.0.2.2. is deleted and replaced with the following:
"CANNABIS PRODUCTION means the use of land, buildings or Structures for the propagation, production, cultivation, or harvesting of cannabis or any part of a cannabis plant as permitted by the Access to Cannabis for Medical Purposes Regulation or Bill C-45 (the *Cannabis Act*), and any subsequent regulations or acts which may be enacted henceforth. This use includes the processing, packaging, storage, or distribution of cannabis produced and harvested on the same property. Cannabis production excludes the growing of hemp."

2. General Provisions

a) The heading for Section 3.0.13. is deleted and replaced with "Livestock, Poultry, and Beekeeping outside of the Agricultural Land Reserve."

b) Section 3.0.13.3. is deleted and replaced with the following:

"Beekeeping is permitted only on a Parcel where Agriculture is a permitted use, with the exception that a maximum of two beehives are permitted on any Parcel, subject to the following:

a) beehives must be located as follows:

- i. a minimum of 7.5 metres (24.6 feet) from any Parcel Line, or
- ii. a minimum of 2.5 metres (8.2 feet) above the adjacent ground level.

b) beekeeping occurring on a parcel less than Parcel 2 hectares (4.94 ac) in area shall locate beehives so that the entrance to the beehives face away from abutting Parcels."

c) Section 3.0.13.4. is deleted and replaced with the following:

"Subject to Sections 3.0.13.(1), (2), and (3) where Agriculture is a permitted use on a Parcel, the maximum number of Livestock, Poultry, and beekeeping hives shall be in accordance with the following Agricultural Density Table.

AGRICULTURAL DENSITY TABLE				
Parcel size	Livestock	Beekeeping	Poultry	Rabbits
0 m ² – 1,999 m ²	0	2 beehives	10 hens	10
2,000 m ² – 0.49 ha	0	4 beehives	25	25
0.5 ha – 0.99 ha	2	8 beehives	25	25
1 ha – 1.49 ha	4	12 beehives	100	100
1.5 ha – 1.99 ha	6	16 beehives	100	100
2 ha – 2.49 ha	8	20 beehives	No limit	No limit
2.5 ha – 2.99 ha	10	No limit	No limit	No limit
3 ha – 3.49 ha	12	No limit	No limit	No limit
3.5 ha – 3.99 ha	14	No limit	No limit	No limit
4 ha – 4.49 ha	16	No limit	No limit	No limit
4.5 ha or greater	No limit	No limit	No limit	No limit

This bylaw may be cited as the 'Regional District of Bulkley-Nechako Rezoning Bylaw No. 2037, 2024'.

READ A FIRST TIME this day of , 2024

READ A SECOND TIME this day of , 2024

PUBLIC HEARING HELD this day of , 2024

READ A THIRD TIME this day of , 2024

I hereby certify that the foregoing is a true and correct copy of 'Regional District of Bulkley-Nechako Rezoning Bylaw No. 2037, 2024'

DATED AT BURNS LAKE this _____ day of _____, 2024

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

for Minister of Transportation & Infrastructure

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

for Minister of Transportation & Infrastructure

Corporate Administrator

ADOPTED this _____ day of _____, 2024

Chairperson

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2038, 2024

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

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

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended as follows:

1. Interpretation and Definitions

- a) The word "brackets" in Section 1.0.1.1. is deleted and replaced with the word "parentheses."
- b) The definition of "Hotel" in Section 1.0.2.2. is deleted and replaced with the following:

"HOTEL means a Building or Buildings, each containing one or more habitable rooms or Sleeping Units that are used exclusively for Temporary Accommodation. A Hotel may include one or more of the following incidental and subordinate uses:

 - recreation facilities;
 - Restaurant;
 - Personal Services;
 - convenience store."
- c) The word "church" in the definition of "Institutional" in Section 1.0.2.2. is deleted and replaced with the words "place of worship."
- d) The following definition of "Open Air Shelter" is added to Section 1.0.2.2.:

"OPEN AIR SHELTER means a roofed Structure such as a gazebo, picnic shelter, or a Recreational Vehicle pavilion where a maximum of 50% of

the total perimeter of an Open Air Shelter is enclosed by walls, doors, screens, or windows.”

- e) The definition of “Parcel” in Section 1.0.2.2. is deleted and replaced with the following:

“PARCEL means:

- an area of land which is designated under the Land Title Act as a separate and distinct Parcel on a legally recorded plan or a description registered in the Land Title Office;
- an area of land designated under the Land Act.

A strata lot pursuant to the Strata Property Act is a Parcel.”

- f) The acronym “GFA” in the definition of “Retail Store, Convenience” in Section 1.0.2.2. is deleted and replaced with the words “Gross Floor Area.”

- g) The definition of “Sleeping Unit” in Section 1.0.2.2. is deleted and replaced with the following:

“SLEEPING UNIT means a room or suite of rooms not used for residential purposes that provides Temporary Accommodation for up to five persons and may or may not contain sanitary and cooking facilities.”

- h) The definition of “Structure” in Section 1.0.2.2. is amended by adding “solar panel” to the list of included structures.

- i) The words “liquid natural gas pipeline compressor station” in the definition of “Utility” in Section 1.0.2.2. is deleted and replaced with the words “compressor stations.”

- j) The words “man made” in the definition of “Watercourse” in Section 1.0.2.2. is deleted and replaced with the words “human made”.

2. Administration and Enforcement

- a) Section 2.0.2.2. is deleted and replaced with the following:

“In each zone, uses not expressly listed as permitted in the Bylaw are prohibited.”

b) Section 2.0.2.3. is deleted and replaced with the following:

“In each zone, no land, Building or other Structure may be used, occupied, developed, constructed, erected, altered, modified, replaced, located, enlarged, or maintained for a use that is not specifically listed in that zone unless that use is permitted under Section 3.”

3. General Provisions

a) Section 3.0.1.1. is amended by adding the following:

“j) An Open Air Shelter with a Total Floor Area of 100 square metres (1,076.4 square feet) or less, with no interior walls, used for recreation purposes and not associated with any commercial operation or business.”

b) Section 3.0.1.2 is deleted and replaced by the following:

“The uses identified in Section 3.0.1(1)(a), (b), (e), (f), (g), (h), (i), and (j) are not Principal Uses for the purpose of determining Secondary and Accessory Uses.”

c) Section 3.0.8.2. is deleted.

d) Section 3.0.10.1.b) is deleted and replaced with the following:

“fire escapes, awnings, balconies, sunshades, solar panels, and canopies supported only by the face of the Structure provided that the features do not extend into the setback area by more than fifty percent of the width of the required setback to a maximum of 1.2 metres (3.93 feet);”

e) Section 3.0.10.1. c) is deleted and replaced with the following:

“uncovered steps and landings, and uncovered decks and patios where the top of the floor is less than 0.6 metres above finished grade and the top of any associated screen or railing is less than 1.8 metres (5.90 feet) above finished grade provided that the features do not extend into the setback required from a Natural Boundary by more than 5 metres (16.4 feet) and a 5 metre (16.40 feet) setback from the Natural Boundary is maintained;”

f) Section 3.0.10. Intrusion into Setback Areas is amended by adding the following:

- “2. The setbacks from a Natural Boundary identified in Section 3.0.8. do not apply to an Accessory Building used exclusively for the storage of boats, boating accessories, seaplanes or seaplane accessories.”
- g) The heading for Section 3.0.12 is deleted and replaced with “Camping Vehicle Occupation for Building Purposes”
4. Zone Designations
- a) Section 4.0.1.5. is deleted and replaced with the following:
“If a zone boundary is shown as following the edge of a body of water or a Watercourse, the Natural Boundary of the body of water or Watercourse is to be considered the zone boundary and shall be construed to move along with the Natural Boundary.”
- b) Section 4.0.1.8.b) is removed and replaced with the following:
“the number of Dwelling Units or Sleeping Units permitted on a Parcel must not exceed the maximum number of Dwelling Units or Sleeping Units permitted in any zone that applies to that Parcel.”
5. Waterfront Residential I Zone (R3)
- a) Section 7.0.6.1. is deleted and replaced with the following:
“No Structure or part thereof, shall be located within the setback prescribed below:
- a) 7.5 metres (24.60 feet) from the Front Parcel Line;
b) 2 metres (6.56 feet) from the Rear Parcel Line, which does not abut a Highway;
c) 2 metres (6.56 feet) from each Side Parcel Line, which does not abut a Highway;
c) 4.5 metres (14.76 feet) from any Parcel Line which abuts a Highway.”
6. Waterfront Residential II Zone (R4)
- a) Setback Section 8.0.7.1. is deleted and replaced with the following:
“No Structure or part thereof, shall be located within the setback prescribed below:

- a) 7.5 metres (24.60 feet) from the Front Parcel Line;
 - b) 2 metres (6.56 feet) from the Rear Parcel Line, which does not abut a Highway;
 - c) 2 metres (6.56 feet) from each Side Parcel Line, which does not abut a Highway;
 - c) 4.5 metres (14.76 feet) from any Parcel Line which abuts a Highway."
7. Rural Residential Zone (R6)
- a) Section 10.0.2.2 is deleted.
8. Manufactured Home Park Zone (R7)
- a) Section 11.0.1. Permitted Uses is amended by adding the following:
 - "2. Secondary Uses
 - a) A Single Family Dwelling that is not a Manufactured Home."
 - b) Section 11.0.5.1. be deleted and replaced with the following:

"The maximum Height for a Building is 7.6 metres (25 feet)."
9. Hudson Bay Mountain Recreational Residential Zone (R8)
- a) Section 12.0.5.1. is deleted and replaced with the following:

"No Structure or part thereof, shall be located within the setback prescribed below:

 - a) 7.5 metres (24.60 feet) from the Front Parcel Line;
 - b) 2 metres (6.56 feet) from the Rear Parcel Line, which does not abut a Highway;
 - c) 2 metres (6.56 feet) from each Side Parcel Line, which does not abut a Highway;
 - c) 4.5 metres (14.76 feet) from any Parcel Line which abuts a Highway."
10. Hudson Bay Mountain Multiple Family Residential Zone (R10)
- a) Section 12.2.9 Other Regulations is deleted.
11. Civic/Institutional Zone (P1)

- a) Section 25.0.1.2. be amended by adding the following:
 - "c) Primitive Campground only in association with activities or events occurring on a Parcel where Clubhouse or Community Recreation is a Principal Use."

- 12. Special Civic/Institutional Zone (P1A)
 - a) Section 25.1.5. Setback is amended by adding the following:
 - "2. No Building or portion thereof used for a Crematorium shall be located within:
 - a) 7.5 metres (24.60 feet) of any Parcel Line which does not abut a Residential Zone;
 - b) 15 metres (49.21 feet) of any Parcel Line which abuts a Residential Zone."

- 13. Off-Street Parking and Loading Space Requirements
 - a) The table in Section 29.0.1.1. is amended by deleting the column heading "USE" and replaced it with the heading "COLUMN 1 - USE"
 - b) The table in Section 29.0.1.1. is amended by deleting the column heading "OFF-STREET PARKING REQUIREMENTS" and replaced it with the heading "COLUMN 2 - OFF-STREET PARKING REQUIREMENTS"
 - c) The table in Section 29.0.1.1. is amended by deleting the "Church" use and replacing it with "place of worship."
 - d) The table in Section 29.0.1.1. is amended by deleting the parking requirement for Restaurant and replacing it with the following:
 - "2 space minimum per Restaurant plus 1 additional space per 3 seats"
 - e) The table in Section 29.0.2.1. is amended by deleting the column heading "USE" and replaced it with the heading "COLUMN 1 - USE"

- f) The table in Section 29.0.2.1. is amended by deleting the column heading "OFF-STREET LOADING REQUIREMENTS" and replacing it with the heading "COLUMN 2 - OFF-STREET LOADING REQUIREMENTS"

This bylaw may be cited as the 'Regional District of Bulkley-Nechako Rezoning Bylaw No. 2038, 2024'.

READ A FIRST TIME this day of , 2024

READ A SECOND TIME this day of , 2024

PUBLIC HEARING HELD this day of , 2024

READ A THIRD TIME this day of , 2024

I hereby certify that the foregoing is a true and correct copy of 'Regional District of Bulkley-Nechako Rezoning Bylaw No. 2038, 2024'

DATED AT BURNS LAKE this _____ day of _____, 2024

Corporate Administrator

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

for Minister of Transportation & Infrastructure

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

for Minister of Transportation & Infrastructure

ADOPTED this ____ day of _____, 2024

Chairperson

Corporate Administrator



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Llewellyn, Director of Planning
Date: June 20, 2024
Subject: **OCP Amendment and Rezoning Application RZ A-03-23
Third Reading for Bylaws No. 2030, 2024 and 2031, 2024**

RECOMMENDATIONS:

(all/directors/majority)

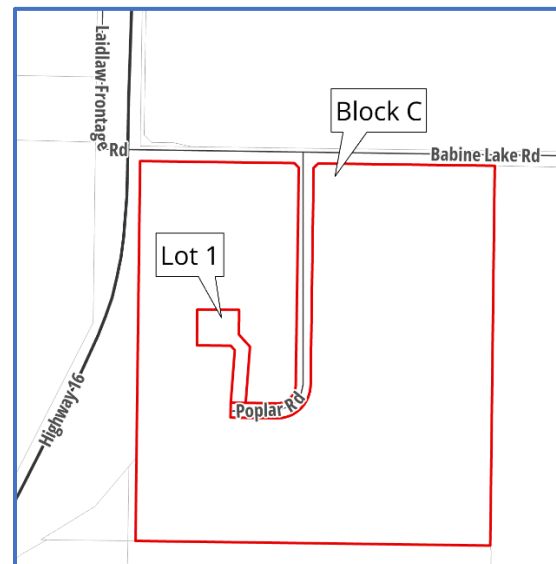
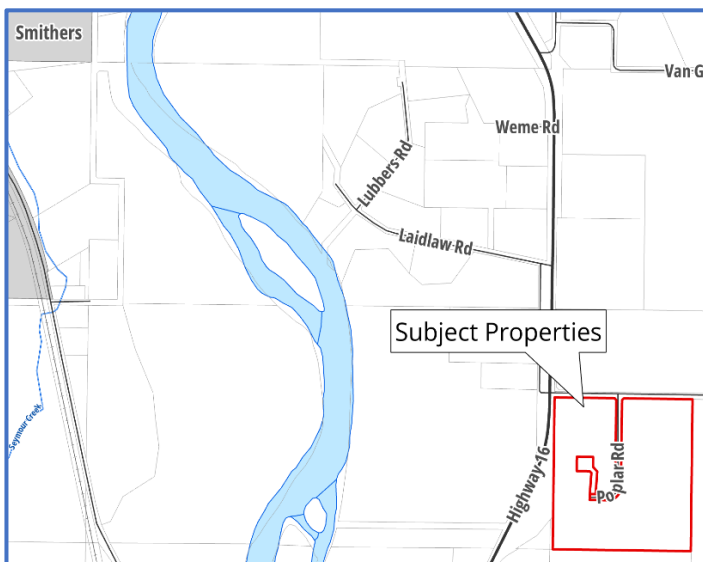
1. That the Report of the Public Hearing for "Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 2030, 2024," "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2031, 2024," and Agricultural Land Commission Exclusion application 1261 be received.
 2. That "Bylaw No. 2030, 2024" and "Bylaw No. 2031, 2024" be given third reading.
 3. That should Bylaw No. 2030, 2024 be supported at third reading, adoption not be considered until the proposed covenant is registered on title, to the satisfaction of the Planning Department.
 4. That should Bylaw No. 2031, 2024 be supported at third reading, the covenant registered, and security provided to the satisfaction of the Planning Department, the RDBN shall submit Exclusion application 1261 to the Agricultural Land Commission.
 5. And that the Board exempt the subdivision of 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 from the 10% perimeter road frontage requirement to create a \pm 5 ha parcel accessed by Poplar Road.
-

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. This application is associated with a request that the RDBN initiate an application to the Agricultural Land Commission (ALC) to exclude lands from the Agricultural Land Reserve (ALR) to legalize the dwellings. The Report of the Public Hearing will be provided on the supplementary agenda for the June 20th Board meeting.

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 SmithersTelkwa 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*.

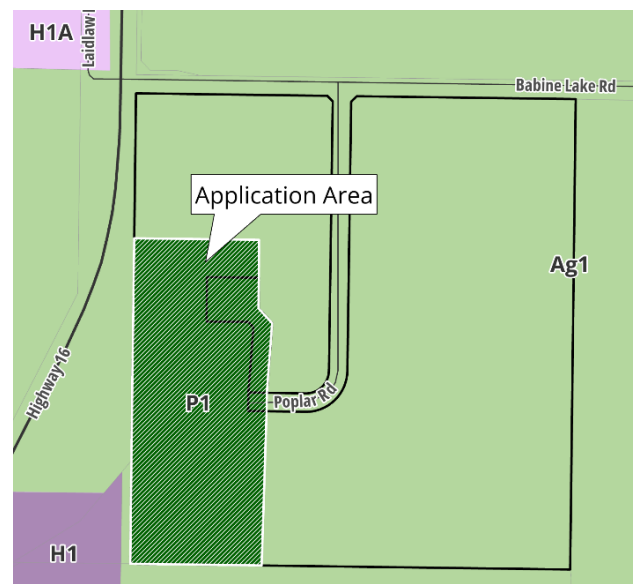
ALC Non-Farm Use Application 1226, to allow the unauthorized dwellings was considered by the RDBN Board and forwarded to the ALC in May 2021 with a Board recommendation that the ALC support the application. The ALC released its decision on February 27, 2023, which determined that four dwellings on Block 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 \(link\)](#). 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 has asked the ALC to delay enforcement action until after their request for exclusion has been considered.

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 can be found [here \(link\)](#). 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 a Single Family Dwelling and 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 the OCP allowing the increased residential density only on the subject properties.

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

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

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

- (1) To provide opportunities for residential lots that fit the existing rural character of the Plan area.
- (2) To support opportunities for affordable housing, rental housing and special needs housing.
- (3) To ensure future development does not have a significant negative impact on the natural environment.
- (4) To protect and enhance the quality of life associated with existing and new rural residential development.
- (5) To avoid rural sprawl and allow appropriate and limited infill development.
- (6) To take advantage of opportunities for new housing forms (such as bare land stratas) that fit the character of rural areas to allow rural residents greater opportunity to age

in place, take advantage of the benefits of communal living, and allow for increased protection of the natural environment.

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. These issues must be resolved prior to the issuance of any building permits for dwellings serviced by these systems.

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 may not be 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.

Waiving 10% Frontage Requirement

Under s. 944(2) of the *Local Government Act* all proposed parcels that front a highway must provide a minimum frontage on a highway of 10% perimeter of the lot, unless this requirement is exempted by the Board. The proposed 5 ha parcel will have a narrow frontage where it abuts Poplar Road. Therefore, the Board must exempt the 10% perimeter road frontage requirement for the subdivision to proceed as proposed.

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 are supportive of the content and wording of the draft covenant, which is located at this [link](#) for the Board's information. Staff requested that the covenant include the requirement for the applicant to provide a report on the sewer and water systems by a qualified professional engineer. It is noted that the covenant requires this report for the sewer system only. The applicant refused to include the requirement for an engineer's report on the water system in the proposed covenant.

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, the security is provided, 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, and the security returned, or

Step 5b: If ALC exclusion is approved the parcel is subdivided, the sewer and water system system is 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.

This report to the Board is provided at step 3 of the above process. Should the staff recommendations be approved staff will submit the exclusion application to the ALC once the applicant has registered the covenant on title and provided the required security.

OCP Consultation

The *Local Government Act (LGA)* 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 *LGA* 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.

Referral Responses

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, 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 located at this [link](#).

ATTACHMENTS

Bylaw No. 2030, 2024

Bylaw No. 2031, 2024

[Proposed covenant \(link\)](#)

[Reasons for Decision - ALC Application 61685, February 27, 2023 \(link\)](#)

[ALR exclusion request letter, 2022 \(link\)](#)

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



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 22 day of February, 2024

READ A SECOND TIME this 22 day of February, 2024

PUBLIC HEARING HELD this 10 day of June, 2024

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

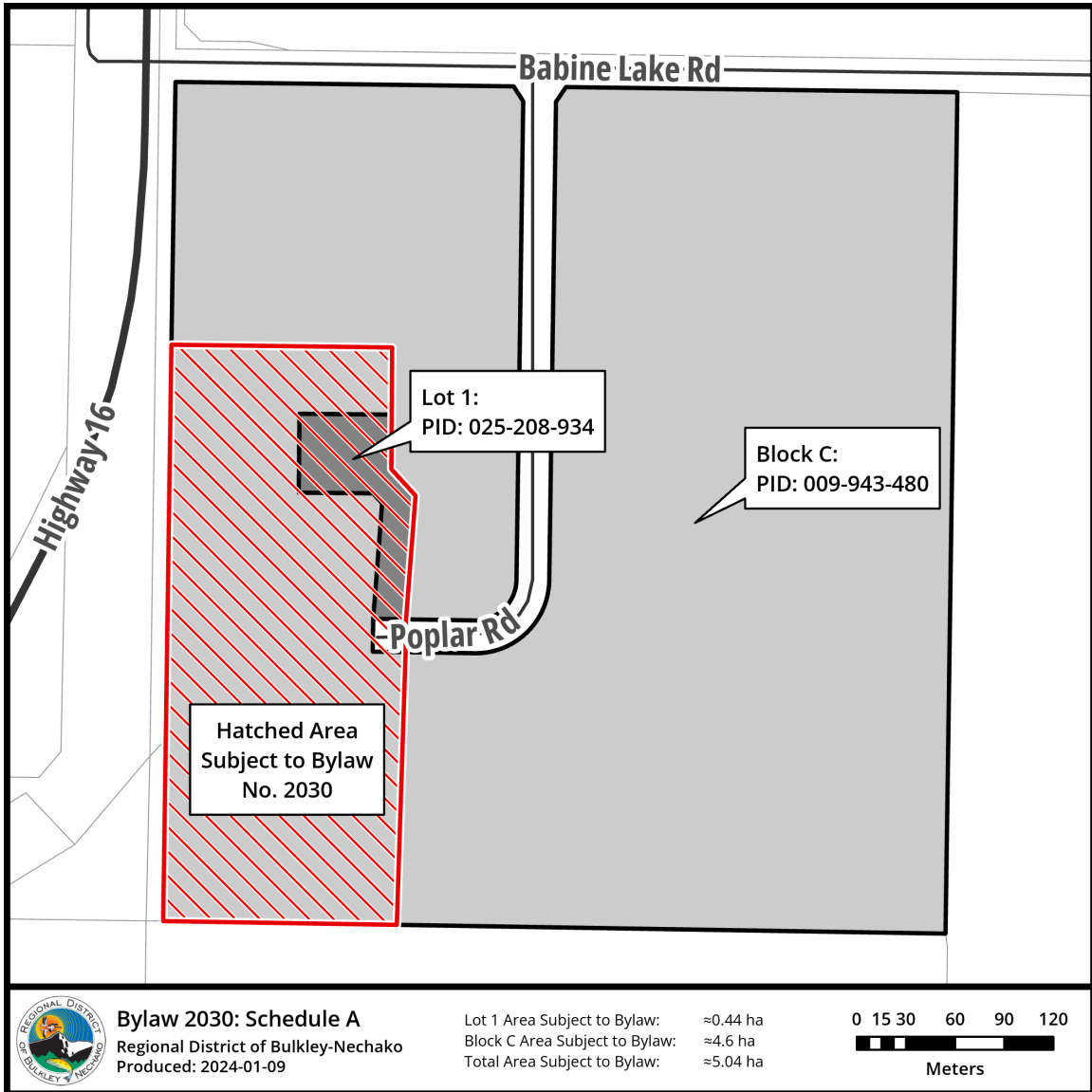
Corporate Administrator

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 22 day of February, 2024

READ A SECOND TIME this 22 day of February, 2024

PUBLIC HEARING HELD this 10 day of June, 2024

READ A THIRD TIME this day of

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

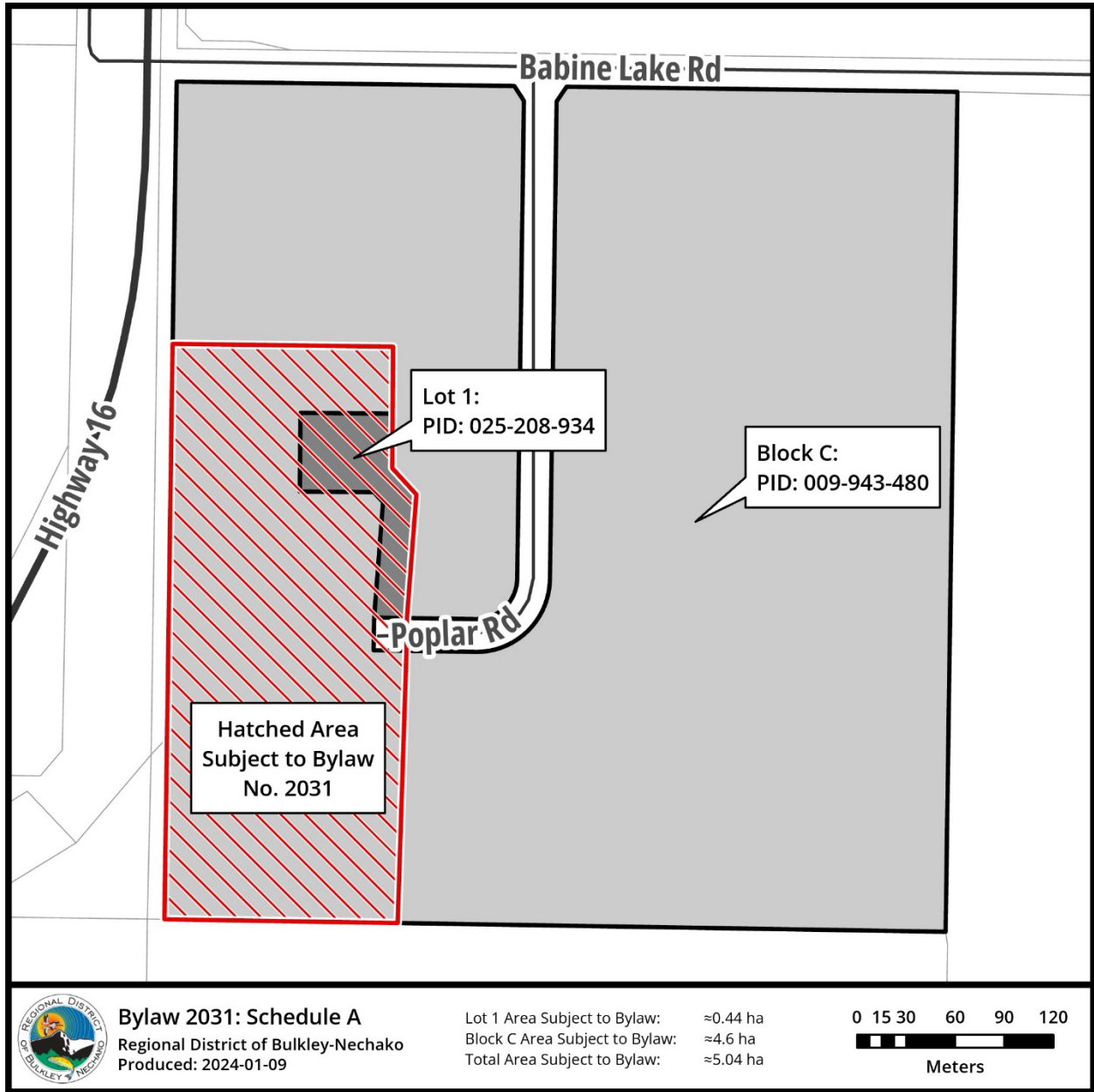
for Minister of Transportation & Infrastructure

ADOPTED this day of

Chairperson

Corporate Administrator

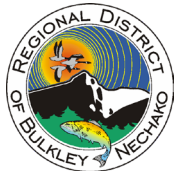
SCHEDULE "A" BYLAW NO. 2031



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



75

Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cameron Kral, Planning Technician
Date: June 20, 2024
Subject: **ALR Non-Farm Use Application No. 1269**

RECOMMENDATION:

(all/directors/majority)

That Agricultural Land Commission Application 1269 be recommended to the Agricultural Land Commission with a recommendation that the Covenant be amended so that the residential use of the former church building is permitted.

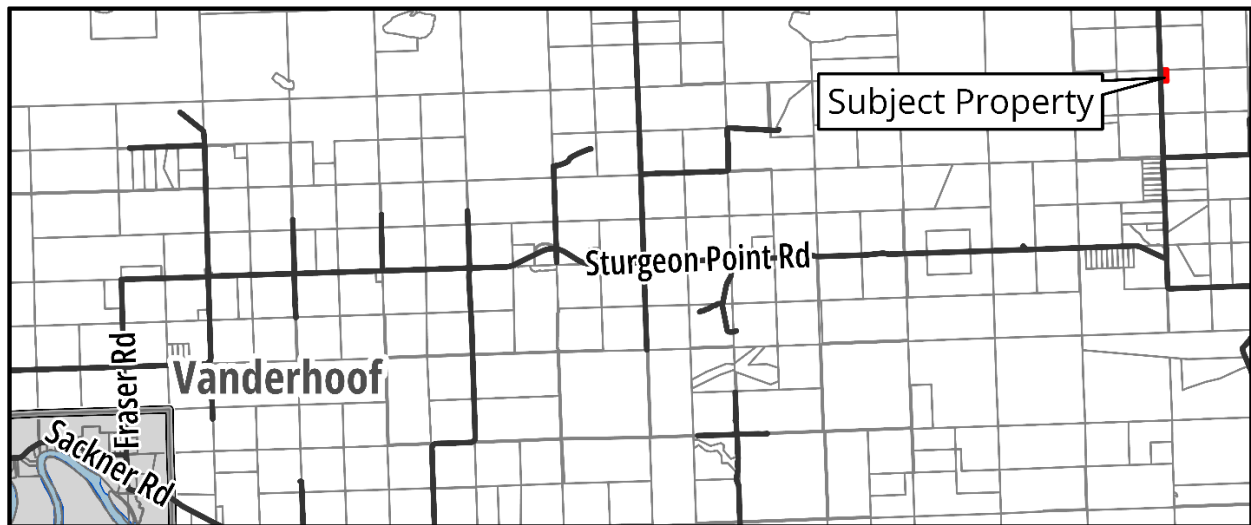
EXECUTIVE SUMMARY

The applicant is requesting Agricultural Land Commission (ALC) approval for a Non-Farm Use (NFU) application to remove a restrictive covenant on title to legalize an existing Single Family Dwelling on the subject property. The current owners converted the former church into a Single Family Dwelling contrary to Covenant PD14427 (the Covenant), which does not allow the residential use of the subject property. The applicant states the Single Family Dwelling has a Total Floor Area of 196 m².

Staff recommend the application be forwarded to the ALC with a recommendation that the Covenant be amended so that the residential use of the former church building is permitted.

APPLICATION SUMMARY

Name of Agent/Owners:	Valena and Mikael Vuohijoki
Electoral Area:	Area F (Vanderhoof Rural)
Subject property:	28323 Sturgeon Point Rd, Lot A, District Lot 5398, Cariboo District, Plan 34476 (PID 015-876-454)
Property size:	2.076 ha (5.13 ac)
OCP Designation:	Agriculture (AG) in "Regional District of Bulkley-Nechako Vanderhoof Rural Official Community Plan Bylaw No. 1963, 2021 (the OCP)
Zoning:	Agricultural (Ag1) in "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw)
Existing Land Use:	Residential
Location:	Accessed from Sturgeon Point Road, approximately 19 km northeast of the District of Vanderhoof (see Location Map below).
Non-Farm Use Area:	196 m ² (2109.7 ft ²)

Location Map:

PROPOSAL

The applicant is requesting Agricultural Land Commission (ALC) approval for a Non-Farm Use (NFU) application to remove a restrictive covenant on title to legalize an existing Single Family Dwelling. The applicant stated to staff that the dwelling has a Total Floor Area of 196 m².

The owners purchased the subject property in 2019 and converted the former church into a Single Family Dwelling contrary to Covenant PD14427 (the Covenant), which does not allow the residential use of the subject property. It is noted that the property is not within the Building Inspection area.

DISCUSSION

Restrictive Covenant

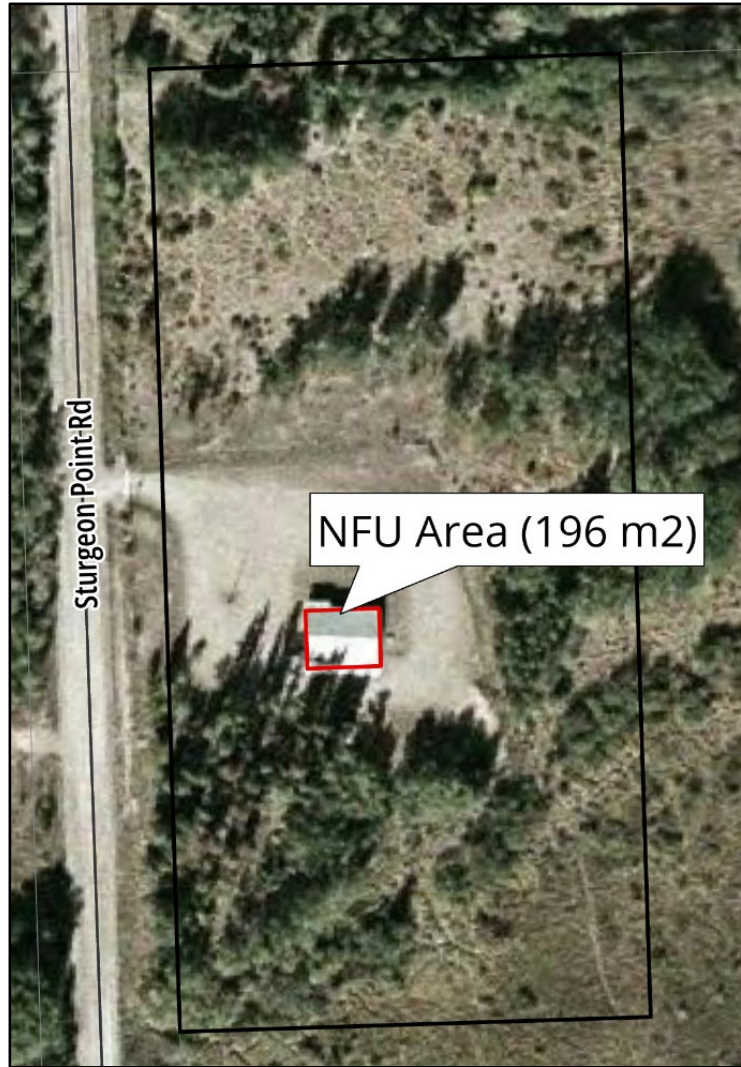
In 1985, the ALC approved an application to subdivide the parent parcel to create the subject property for use as a church. The ALC supported the subdivision for

a church only and required the Covenant to be registered on title to ensure the property was not used for residential purposes. The Covenant restricts the permitted uses of the property to only agriculture and/or a church and prohibits residential, commercial and industrial uses on the property.

The ALC advised the applicant to submit a Non-Farm Use application to consider the removal of the Covenant as residential use is a non-farm use.

Site and Location Details

The subject property contains a Single Family Dwelling, storage shed and lagoon. No agriculture takes place on the property and no improvements have been made by the applicant. The property is in an agricultural area and surrounded by large parcels of active farms and pasture.



Official Community Plan (OCP)

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

- (6) *Severances for small lot residential (other than home site severances approved by the Agricultural Land Commission), institutional, commercial or industrial development shall be avoided. However, application for subdivisions, non-farm uses and non-adhering residential uses within the Agricultural Land Reserve (ALR) may be supported if the proposed subdivision or use will not have a net negative impact on the agricultural use of the subject lands or surrounding agricultural lands.*
- (16) *The conversion of small parcels created to accommodate institutional uses such as churches and community halls to residential development shall be discouraged.*

Additional policies in the OCP relevant to the application include:

- 3.5.2(2) *The Regional Board will permit additional Civic Institutional uses by way of rezoning, without the requirement for an OCP amendment subject to the following criteria:*
 - (a) there is a demonstrated need for the proposed service;*
 - (b) the proposed civic institutional use will not create an amount of traffic that will adversely affect the rural character of the area;*
 - (c) the proposed civic institutional development will minimize negative impacts on the environment;*
 - (d) the proposed civic institutional use will minimize negative impacts on neighbouring land uses or property owners; and*
 - (e) the proposed civic institutional use has the support of the Agricultural Land Commission if the land is within the ALR.*

The intent of OCP Policy 3.1.2(16) is to prevent the loss of land for institutional uses in areas where such parcels may be limited. However, there is a notable number of similar sized parcels (several of which are vacant) in the area, and a rezoning application for a church could be considered under OCP policy 3.5.2(2) on these properties.

Zoning

The subject property is zoned Agricultural (Ag1) pursuant to the Zoning Bylaw. Under the Ag1 Zone, a Single Family Dwelling is a permitted use on the subject property while a church is not. BC Assessment indicates the former church was constructed in 1990, before the zoning of the property changed from the Rural II Zone to the Ag1 Zone. However, any

legal non-conforming use of the former church was lost when the use was changed to residential. The property must be rezoned for the former church use to be reestablished on the property.

Agricultural Capability

Canada Land Inventory mapping indicates that the subject property has an agricultural capability of 99.9% class 5D and 5T, limited by undesirable soil structure and topography (see Appendix A for more details).

Staff Comments

Staff recommend the application be forwarded to the ALC with a recommendation that the Covenant be amended so that the residential use of the former church building is permitted. Staff recognize that the creation of a small residential parcel in an agricultural area is not desirable. However, as the former church use is no longer needed, there is an argument to be made that there is little benefit in prohibiting the residential use of the existing building. The size of the Single Family Dwelling complies with the ALC's size requirements for a Principal Residence and allowing it may improve the likelihood the property is used for agriculture.

Referral Comments

The **RDBN Rural Agriculture Coordinator** provided the following comments:

I have read through the ALR 1269 Referral Report and associated documents. It makes sense to me to remove the covenant from the title as it improves the chance that the rest of the property will be used for agriculture.

The **Area F Advisory Planning Commission** plan to review the application on June 11, 2024 and their comments will be included in the supplemental agenda.

The **District of Vanderhoof Council** at their May 27, 2024 meeting passed the following resolution:

That staff be directed to inform the Regional District of Bulkley-Nechako that District of Vanderhoof Council has no concerns with Agricultural Land Reserve application ALR 1269.

The **Ministry of Agriculture and Food** provided the following comments:

Ministry staff are aware that the applicant has converted a church building into a single-family home contrary to covenant PD14427, however, a principal residence that is 500m² or less is permitted in the ALR by current Provincial legislation. The home is 196m², and there are no other residences on the Subject Property.

The Subject Property is not currently being utilized for agricultural purposes. However, with a residence on the Subject Property and not a church, it is more likely that the current, or future owners, may eventually utilize the Subject Property for agriculture.

ATTACHMENTS

- Appendix A – Agricultural Capability
- Appendix B – Surrounding ALR Applications
- Applicant ALC Submission ([Link](#))
- Site Visit Photos ([Link](#))

Appendix A

Agricultural Capability based on Canada Land Inventory Mapping

99.9% of the subject lands are:

50% Class 5D (limited by undesirable soil structure).

50% Class 5T (limited by topography).

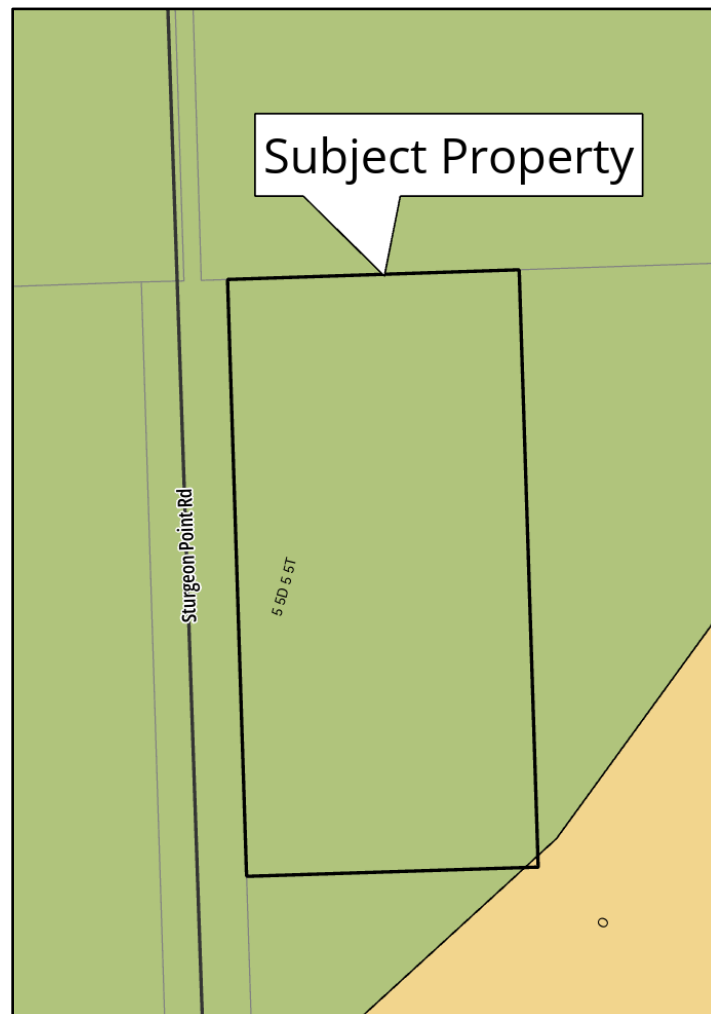
0.1% of the subject lands are:

100% Class O (organic soils)

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

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

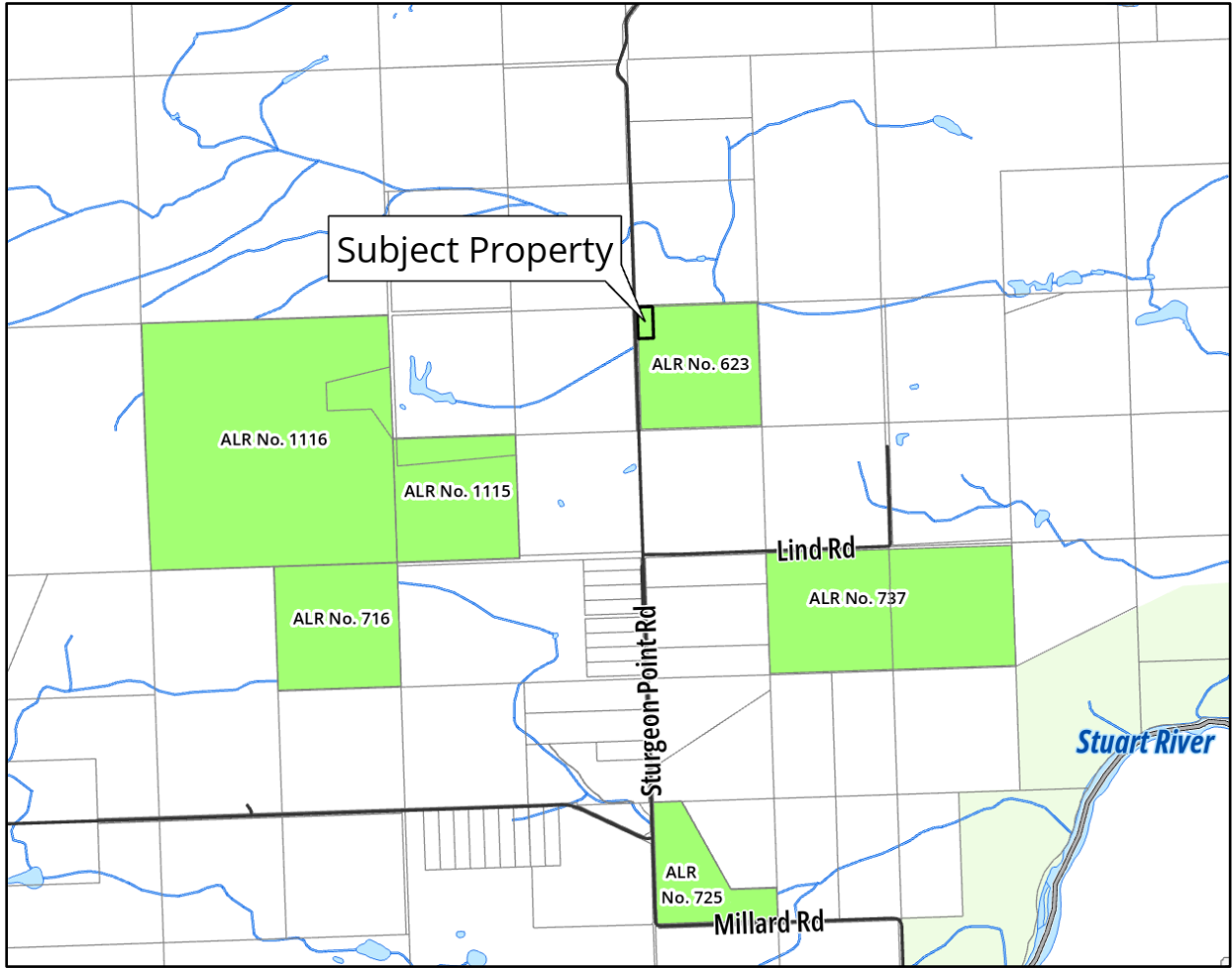
Agricultural Capability Map



APPENDIX B:**Surrounding Applications**

ALR Application	Legal Description	Summary	Recommendation
623 (Subject Property)	NW 1/4 of DL 5398, Cariboo District	Application to subdivide off 1.33 ha parcel for a church.	Staff: Approval
			Board: Approval
			ALC: Approved (Conditions)
716	Block A of DL 1106, Cariboo District; E 1/2 of DL 1170, Cariboo District; Block B of Sec 23, Tp 15, R5, Coast District	Application for inclusion into the ALR.	Staff: Approval
			Board: Approval
			ALC: Approved
725	Not available	Application for mass inclusion of parcels into the ALR.	Staff: Approval
			Board: Approval
			ALC: Approved
737	NE 1/4 of DL 5399, Cariboo District & NW 1/4 of DL 5405 Cariboo District	Application for inclusion into the ALR.	Staff: Approval
			Board: Approval
			ALC: Approved
1115	Part of SW 1/4, DL 5392, Cariboo District	Application for inclusion into the ALR.	Staff: N/A (Interests unaffected)
			Board: N/A (Interests unaffected)
			ALC: Approved
1116	Part of DL 5386, Cariboo District	Application for inclusion into the ALR.	Staff: N/A (Interests unaffected)
			Board: N/A (Interests unaffected)
			ALC: Approved

Surrounding Applications Map





Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Danielle Patterson, Senior Planner
Date: June 20, 2024
Subject: **Crown Land Application Referral No. 7410335**

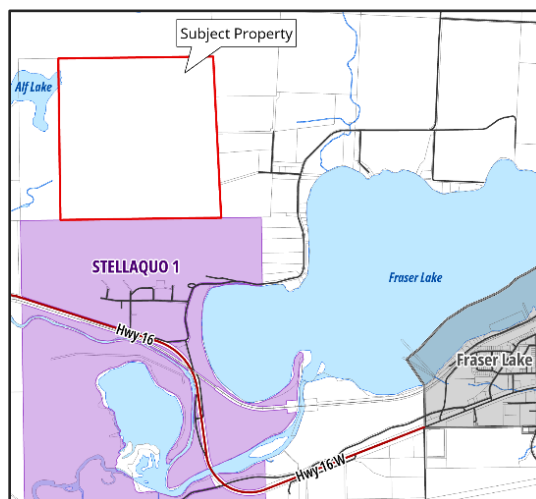
RECOMMENDATION: (all/directors/majority)

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application Referral No. 7410335.

BACKGROUND

The RDBN has received a request from the Ministry of Water, Land and Resource Stewardship (MWLRS) to comment on Stellat'en First Nation's request for a 30-year exclusive *Lands Act* Lease of Crown land under the MWLRS' Community and Institutional policy. The Lease area is approximately 245 ha (~628 ac) in area and abuts Stellaquo 1 Reserve.

The Stellat'en First Nation proposes community housing and a Clan House for providing child and family services (see Attachments for details). The application notes that a culturally significant site known as Red Rock, used for cultural and ceremonial uses is located on the subject lands.

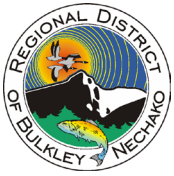


The Stellat'en First Nation intends to add the lands to Stellaquo 1 Reserve. The RDBN has not received a referral for this proposed Addition to Reserve to date. The MWLRS notes the Lease would be cancelled if the lands are added to reserve.

The lands are zoned Rural Resource (RR1) and designated Resource (RE) in the Endako, Fraser Lake and Fort Fraser Rural Official Community Plan (OCP). The RR1 Zone allows a maximum of two dwelling units per parcel and the Community Services use is not permitted. Given this, the proposal requires amendments to both the OCP and Zoning Bylaw. The applicant would need to submit a combined OCP/Rezoning application for the Board's consideration, as discussed in the attached comment sheet.

ATTACHMENTS:

- Comment sheet
- Applicant submission

Comment Sheet on Crown land application 7410335

Electoral Area:	D (Fraser Lake Rural)
Applicant:	Stellat'en First Nation
Existing Land Use:	cultural/ceremonial/recreation/ forested
Zoning:	Rural Resource Zone (RR1)
OCP Designation:	Resource (RE) (Endako, Fraser Lake and Fort Fraser Rural OCP, Bylaw No. 1865)
Proposed Use Align with Zoning:	No. Please see comments.
Agricultural Land Reserve:	No
Access:	North Lynx Road
Building Inspection:	Yes
Fire Protection:	No
Other comments:	

The proposed uses of the lands are not permitted pursuant to the RDBN's Zoning Bylaw. A combined OCP/rezoning application must be approved allowing the proposed uses. A brochure is attached explaining the process. The proponents are encouraged to contact the RDBN to discuss the process.

MANAGEMENT PLAN FOR THE STELLAT'EN FIRST NATION OVER LOT 6627, RANGE 5, COAST DISTRICT

Stellat'en's need for land originated in 1915 with the then Chief Isidore requesting a general enlargement of the reserve that would have included Lot 6627 which is contiguous to the Stella Indian Reserve and also shares its northern boundary. In 1915, the Chief explained that there was an extreme shortage of lands then however, the population was only 60 members while today, Stellat'en's population is over 600 with more than half living off reserve. The lands are still not large enough to accommodate their growing population. Moreover, since the passage of "*An Act respecting First Nations, Inuit and Metis children, youth and families*" families are expected to return from the cities, however, the present shortage of lands places those "at risk" families and youth at even greater harm if there is no housing to accommodate them. While a Clan House is being established to assist "high risk" families, the shortage of lands and housing presents a real barrier to their future well being once they receive services from the Clan House. The Clan House, scheduled to be constructed by 2025 will include family support in a cultural and holistic manner whenever intervention/apprehension is necessary.

The Clan Houses not only complies with national standards (which have now been upheld by the Supreme Court of Canada) but prepares and builds capacity for when Stellat'en ultimately re-assumes jurisdiction in child and family services. Having the Clan House in the community is symbolic of the traditional and wise practices that the Nation exercised before contact and before Provinces took over child welfare services in 1951.

Operational plans for the Clan House will also provide the much needed space to deliver services that seek to address and ameliorate the root causes of the over-representation of First Nations children and youth encountering the child welfare system, namely: poverty, substance misuse, multi generational trauma, and/or family violence. The Clan House is also symbolic of traditional wise practices of the Carrier and Sekani people which included "insuring" the future protection of children. The paying off of debt in Bah'lats (potlatch) which was traditionally done publicly (transparency) and with much ceremony was viewed as a means of "insuring the well-being of the Clan children, if they are left as orphans when they are young." It was customarily observed as a "notarial" act.

Lot 6627 is also the home of a pre contact and pre sovereignty archaeological known as Borden Site GaSf-13. The site is known locally as Red Rock and is considered an ancient spiritual site for the Stellat'en people. The red rock itself is a dramatic and prominent landscape feature which overlooks the village of Stellat'en. The ancient site is protected

under the BC Heritage Act because of a request from Stelat'en member, Emily Baker, who had wanted the spiritual site protected from future development and disturbances.¹

An equally compelling reason for this nominal rent tenure application relates to the unfair treatment of the Stelat'en people during the deliberations of the 1912 McKenna-McBride Royal Commission. It was the fourth attempt since British Columbia joined Confederation to address the Indian land question. Despite the detailed testimony provided by Chief Isidore for the urgency of lands, only one small reserve (less than 10 acres) distantly located was approved by the Royal Commission in 1916.

In addition to requiring lands for existing land and housing shortages, the Stelat'en wish to have the lands for cultural and ceremonial purposes and to continue to support the preservation of this important archaeological site. Ultimately, however, if this important spiritual place located on Lot 6627 is restored to Stelat'en, it will be safeguarded for future generations. The Stelat'en people have always acknowledged and protected the cultural site. Precontact and pre-sovereignty sites are the ultimate expression of aboriginal title.

Consistent with the adoption of the Declaration of the Rights of Indigenous Peoples Act (DRIPA) by British Columbia, we rely on Articles 7 and 8, and 11 which endorse and uphold the rights of Stelat'en children and families including their lands and sacred sites:

Article 7

2. Indigenous peoples have the collective right to live in freedom, peace and security as distinct peoples and shall not be subjected to any act of genocide or any other act of violence, including forcibly removing children of the group to another group.

Article 8

1. Indigenous peoples and individuals have the right not to be subjected to forced assimilation or destruction of their culture.
2. States shall provide effective mechanisms for prevention of, and redress for:
 - (a) Any action which has the aim or effect of depriving them of their integrity as distinct peoples, or of their cultural values or ethnic identities;
 - (b) Any action which has the aim or effect of dispossessing them of their lands, territories or resources;
 - (c) Any form of forced population transfer which has the aim or effect of violating or undermining any of their rights;

¹ Elder Emma Baker, member of the Stelat'en Nation had requested that the site be protected because of its antiquity and also because of its spiritual importance to the people. According to Emma Baker, "Red Rock is the subject and location of many stories and myths from her Band's oral histories."

(d) Any form of forced assimilation or integration;

(e) Any form of propaganda designed to promote or incite racial or ethnic discrimination directed against them.

Article 11.1

Indigenous peoples have the right to practise and revitalize their cultural traditions and customs. This includes the right to maintain, protect and develop the past, present and future manifestations of their cultures, such as archaeological and historical sites, artefacts, designs, ceremonies, technologies and visual and performing arts and literature.

Article 11.2

States shall provide redress through effective mechanisms, which may include restitution, developed in conjunction with indigenous peoples, with respect to their cultural, intellectual, religious and spiritual property taken without their free, prior and informed consent or in violation of their laws, traditions and customs.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Chloe Taylor, Planning Summer Student & Danielle Patterson, Senior Planner
Date: June 20, 2024
Subject: Crown Land Application Referral No. 6409483

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. 6409483.

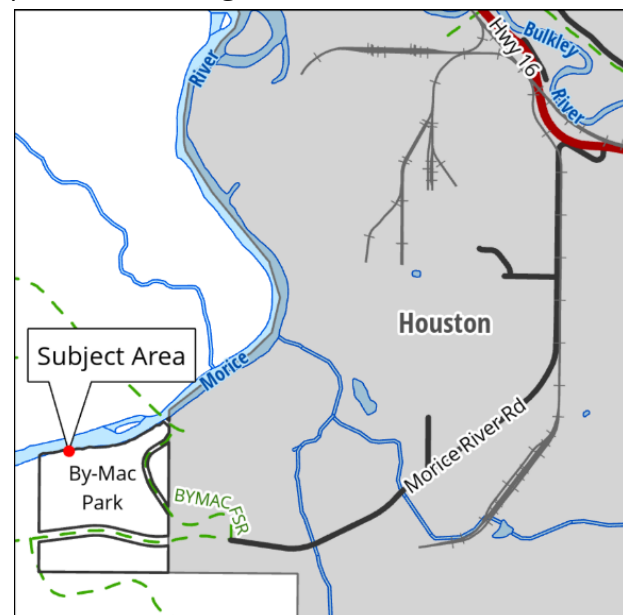
BACKGROUND

The District of Houston (Houston) has applied for a Community Institutional Licence of Occupation under the *Land Act* for approximately 100 m² of unsurveyed Crown foreshore at Morice River to reconstruct an existing boat launch. This application also includes an approval request for Changes In and About a Stream under the *Water Sustainability Act*. The foreshore abuts Houston's By-Mac Municipal Park, which contains a campground, limited parking, and is accessible via Bymac FSR.

The applicant wishes to reconstruct the boat launch to improve boat launch safety and accessibility while reducing riparian damage. The proposal has a total footprint of 192 m², including the installation of an 18.4 m by 4.8 m (88.32 m²/950 ft²) concrete mattress at the same depth as the existing launch and riprap placement along the Morice River.

Construction is expected to begin in Fall 2024 and last for two to four days to reduce user inconvenience. In the long-term, the boat launch will require regular dredging of infilled sediment. Wildlife impact is stated to be negligible due to the small footprint and planned mitigative measures (see Attachments for details).

Approximately 60 per cent of the proposal area is undesignated in the OCP with no zoning. The other 40 per cent is designated Parks and Recreation (P) in the OCP, which supports the preservation and



improvement of existing recreational opportunities.

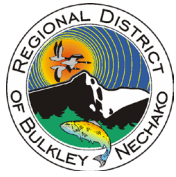
ATTACHMENTS:

- Comment Sheet
- Applicant site map
- Applicant documents ([link](#))

Comment Sheet on Crown Land Referral 6409483

Electoral Area:	Area G (Houston/Granisle Rural)
Applicant:	District of Houston
Existing Land Use:	Public boat launch
Zoning:	N/A
OCP Designation:	Partially Parks and Recreation (P)
Proposed Use Comply with Zoning:	N/A
Agricultural Land Reserve:	No
Access:	Morice River Rd, Bymac FSR, Bymac Park Access, Morice River
Building Inspection:	No
Fire Protection:	No
Other comments:	

The Regional District of Bulkley Nechako is in support of the application as Bymac Park is an important recreation amenity for residents and visitors.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Alex Eriksen, Director of Environmental Services
Date: June 20, 2024
Subject: **Purchase of a New Compact Excavator**

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

That the Board approve the purchase of a new Hyundai R55 compact excavator from Anchored Firm Ventures for a total of \$109,700 plus applicable taxes.

BACKGROUND

The 2024 Environmental Services Capital Budget includes the purchase of a new compact excavator, designated for completing maintenance and capital projects, assisting with brush burning, and to help maintain the Manson Creek Landfill site. The compact machine will be a versatile and mobile tool that will improve the capabilities of the field crew and save on contracting costs. The budget included \$110,000 for this machine.

EVALUATION

The RDBN received and evaluated quotes for comparable excavators from five (5) suppliers. The quotes were evaluated based on the cost, delivery date, price and service package and the quality of quote (meets specifications). Staff issued the RFQ on BC Bid based on the following points/criteria for evaluation.

Cost	60
Delivery Date	15
Service Package	15
Quotation Quality	10
Total Points	100

Staff familiar with the heavy equipment operation evaluated and ranked the quotes.

All machines quoted came in over budget when the cost for a tilting bucket attachment and PST were included.

UPDATE

There was an error in the evaluation table presented to the Board on May 9, 2024, as the supply companies were sorted incorrectly and did not correctly line-up with their quoted excavators. Due to this error, staff conducted a full review and re-evaluation of the quotes. Upon re-evaluation, an additional mathematical error was detected (tilt bucket cost was added twice) for one of the machines. Below is the original Table from May 9th with the errors, and below that is the updated evaluation table.

Old Evaluation Table:

Company	Model	Score	Rank
Anchored Firm Ventures	2024 Hyundai R55-9A	94	1
Brandt Tractor	2024 Bobcat E42 R2	92	2
Great West Equipment	2024 John Deere 50P	91	3
Inland Group	2024 Case CX75C	86	4
Williams Machinery	2023 Volvo ECR50F	70	5

New Evaluation Table:

Evaluation			
Company	Model	Score	Rank
Anchored Firm Ventures	2024 Hyundai R55-9A	92	1
Brandt Tractor	2024 John Deere 50P	89	2
Williams Machinery	2024 Bobcat E42 R2	88	3
Inland Group	2024 Case CX75C	87	4
Great West Equipment	2023 Volvo ECR50F	81	5

The re-evaluation still ranked the Hyundai excavator first. The only change from the original evaluation was the second and third ranked machines were reversed.

ATTACHMENTS - None



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Alex Eriksen, Director of Environmental Services
Curtis Helgesen, Chief Administrative Officer

Date: June 20, 2024

Subject: **Regional Solid Waste Advisory Committee - Update**

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

That the Board approve the disbandment of the Regional Solid Waste Advisory Committee

And That the Board approve the Proposed Alternative Solid Waste Management Plan Monitoring.

BACKGROUND

The Environmental Management Act, Regional Districts are required to develop a Solid Waste Management Plan (SWMP) as a guiding document for the management of municipal solid waste and recyclables. SWMPs are reviewed and approved by the Province, are formally reviewed internally every 5 years and updated every 10 years. Updating the SWMP involves an advisory committee comprised of diverse community members, and elected officials. The Ministry of Environment and Climate Change Strategies (MOECCS) 2016 document "A Guide to Solid Waste Management Planning" provides the framework for developing a SWMP.

The RDBNs most recent SWMP was approved by MOECCS in December 2019.

Regional Solid Waste Advisory Committee (RSWAC)

Section C.3.2 Plan Monitoring Advisory Committee (attached), of the MOECCS Guide, provides the recommendation to establish a monitoring advisory committee.

Section 5.1 Regional Solid Waste Advisory Committee of the 2019 SWMP states the monitoring requirement and mode as follows:

"the RSWAC will monitor the implementation of the SWMP and make recommendations to increase its effectiveness. A description of the RSWAC tasks and make up are included in the preliminary terms of reference which can be found in Appendix B."

Although the RSWAC makes recommendations to the Board of Directors, it is the Board that has decision making authority.

The above mentioned Appendix B and the current Terms of Reference of the RSWAC Committee are attached.

In 2019, recruitment for the RSWAC commenced and was intended to include previous members from the committee during SWMP development as well as additional community members. There was little success in 2019 to recruit and implement the RSWAC.

In 2020, recruitment efforts resumed but were hindered by staff turn over and the beginning of the COVID pandemic.

In 2021 the Terms of Reference for the Committee were reviewed and updated and active recruitment re-commenced in early 2022 and included an open invitation for applications, contacting first nations groups and direct recruitment of other stakeholders.

Between the adoption of the SWMP (2019) and Jan 2023, Environmental Services regularly presented and discussed various Solid Waste initiatives and topics with the Waste Management Committee (RDBN Board) in lieu of the RSWAC committee process. This committee made recommendations to the Board. The Waste Management Committee was put in abeyance in December 2022.

UPDATE

RSWAC meetings were held in June and October 2022, June, September and December of 2023 and in March 2024. Between June 2022 and June 2024, several meetings were cancelled due to attendance issue or lack of discussion topics.

Participation in the RSWAC has been a challenge despite several attempts at open and direct recruitment. To date, no First Nations group has joined or shown interest in the committee and several members have dropped out.

Despite several good discussions at the meetings, Staff feel that the effort to prepare and administer the limited-membership RSWAC does not add enough value to the decision-making process regarding solid waste management.

PROPOSED ALTERNATIVE SWMP MONITORING

After discussions with Chair Parker and RSWAC Committee Chair Moutray, staff and the CAO have explored several different possible ways to operate the intention of RSWAC to more efficiently utilize staff resources and provide valuable input/recommendations on the SWMP.

Monitoring the effectiveness of the SWMP is important as is keeping the public informed. Staff propose the following alternative format for informing the public and receiving input on the SWMP:

1. Staff will present discussion topics as and when needed to the RDBN's Committee of the Whole.

2. Any recommendations resulting from discussion will be brought to the RDBN Board for direction which will be incorporated into the Environmental Services Department work plan and budget.
3. Regular updates on the SWMP progress will be provided in the RDBN Quarterly Reports presented to the Board.
4. Staff will hold one (1) public meeting annually (in person and virtual) which will include a Question & Answer session. Minutes will be presented to the Board.

ATTACHMENTS

1. Solid Waste Management Plan – Appendix B
2. SWMP Approval - Letter from MOECCS
3. Current RSWAC Terms of Reference
4. [Environmental Management Act – SWMP Guidance document \(link\)](#)
5. [Solid Waste Management Plan – Full Document \(link\)](#)

REGIONAL SOLID WASTE ADVISORY COMMITTEE (RSWAC) TERMS OF REFERENCE

Background/Purpose: The Regional District of Bulkley Nechako (RDBN) is undertaking a review and update of the solid waste management plan (SWMP). Public and stakeholder consultation is integral to the review. In accordance with the Ministry of Environment's Guide for the Preparation of Regional Solid Waste Management Plans, a combined public and technical advisory committee will act as a working group for the region's interests and will provide sound advice to the RDBN Board of Directors for approval.

Scope: The scope of the RSWAC is to review the existing SWMP and provide input from a stakeholder and community perspective which will be considered as part of the SWMP update.

Roles and Responsibilities: The roles and responsibilities of the committee and its individual members include the following:

- Represent a balance of community interests;
- Act as advisors to the RDBN Board of Directors on the development of the SWMP update;
- Assist in reviewing current programs and identifying issues and opportunities;
- Act as a liaison between committee member's Council/Board and the RDBN; providing feedback from their Council/Board to the RDBN and increasing awareness of solid waste issues amongst their constituency;
- Review guiding principles and provide feedback for the SWMP update;
- Review information provided by the RDBN and its consultants and provide comments and suggestions as well as highlight information gaps to be considered for the SWMP update;
- Assist in developing and evaluating a variety of options and strategies for the SWMP update;
- Participate on smaller ad-hoc committees dealing with specific issues or tasks (as required);
- Contribute to programs and policies that are in the best interests of all residents of the RDBN, balancing both community and industry needs and technical requirements; and
- Participate in the public consultation phase through public meetings (as required).

Authority: The RSWAC makes recommendations on the proposed plan to the RDBN Board of Directors via the Waste Management Committee. The RDBN Board of Directors is the final decision-making authority.

Membership Composition: The committee shall consist of no more than 25 members representing a diversity of backgrounds, interests and geographical location. The committee will combine technical, political and community representation and will involve the RDBN, municipal and First Nation governments from the Bulkley-Nechako region. Membership shall include representation as follows.

Voting Members:

- District of Vanderhoof;
- Village of Fraser Lake;
- Village of Burns Lake;
- Town of Smithers;
- Village of Granisle;
- Lake Babine Nation;
- Cheslatta Carrier Nation;
- Takla First Nation;
- Saik'uz First Nation;
- Nak'azdli First Nation;
- Public Sector/Institutions
(e.g., School District, Hospital);
- Waste Management Service providers;
- Agricultural Sector;
- General; and
- Public (rural and municipal).

The RSWAC will also include 3 non-voting technical advisors representing the RDBN. A consulting firm experienced in waste management planning will facilitate the planning process and serve as an advisor and resource to the committee.

Term and Time Commitment: The Committee will operate during the plan review process which is expected to be from January to June 2018. The Committee will be discontinued once the updated SWMP is approved by the RDBN Board of Directors for submission to the Minister of Environment. It is anticipated that there will be 5 to 6 meetings of the Committee during the planning process, with the provision for workshops and teleconferencing and webinars or other presentations at the discretion of the RDBN and the RSWAC. Committee members will be asked to review documents related to the review process on their own time. Following the adoption of the final SWMP the RDBN will be selecting a standing committee from the RSWAC that will meet annually to review the plan moving forward.

Appointments: Voting members shall be approved by the RDBN Board of Directors.

Chair: The RSWAC will elect a Chair for the RSWAC from among its voting members at the start of the first RSWAC meeting.

Quorum: Shall be a minimum of 50% plus one of the voting members.

Communications: Committee members are asked to be in attendance at all the meetings if possible. Any absentee members should notify Rory McKenzie at the RDBN about missing a meeting. Record of meeting minutes will be taken by assigned RDBN staff member and emailed out with meeting agendas to committee members prior to the next RSWAC meeting. Agendas and adopted meeting minutes will be posted on the RDBN website.

Conduct of Members at Meetings:

1. Committee members are expected to be respectful of one another and to offer input and suggestions that are relevant, constructive and productive.
 - a. Members should be committed to providing advice on developing recommendations.
 - b. Members will respect the ideas, concerns and opinions of others.
 - c. Everyone will have an opportunity to speak but only one person shall speak at a time as determined by the Chair.
2. Administrative matters related to the RSWAC will be conducted by the RDBN staff acting through the Chair.
3. For clarity, these terms of reference do not delegate any authority or corporate powers to the RSWAC.



Reference: 335974

DEC 11 2019

Gerry Thiessen, Chair
and Directors
Regional District of Bulkley-Nechako
PO Box 820
Burns Lake BC V0J 1E0

Sent via email: inquiries@rdbn.bc.ca

Dear Chair Thiessen and Directors:

I am writing in response to the November 8, 2018, submission of the Solid Waste Management Plan amendment for the Regional District of Bulkley-Nechako, from Janette Derksen, Deputy Director of Environmental Services with the Regional District of Bulkley-Nechako.

The amendment provides additional detail regarding ongoing waste diversion efforts, infrastructure development, environmental protection measures and financial plans. The ministry is encouraged to see the improvements underway and recognizes the expected diversion of additional materials from your waste management facilities. Consultation conducted for the proposed amendment exceeds ministry expectations and you have clearly obtained strong support from local government and First Nations.

Pursuant to Section 24 (5) of the *Environmental Management Act*, I hereby approve the submitted "2018 Solid Waste Management Plan."

Please continue to consult with, and follow guidance and direction from, Environmental Protection Division staff in my ministry and comply with the *Environmental Management Act*, regulations and associated authorizations.

In closing, I commend the RDBN Board and staff for its proactive approach in achieving the goals set out in your Solid Waste Management Plan and protecting the environment.

Sincerely,

George Heyman
Minister

cc: Janette Derksen, Deputy Director of Environmental Services, Regional District of Bulkley-Nechako

Regional District of Bulkley-Nechako Regional Solid Waste Advisory Committee (RSWAC) Terms of Reference

1. Committee Mandate

The purpose of the Committee is to monitor and make recommendations to the RDBN Board of Directors on the implementation of the Solid Waste Management Plan (SWMP).

2. Scope of Work

The Committee shall:

- a) Act as advisors to the RDBN Board of Directors;
- b) Monitor the progress made on the SWMP to date;
- c) Keep apprised of key topics and trends in the solid waste and recycling sectors and their impact on the region;
- d) Prioritize and make recommendations to the RDBN Board of Directors on the implementation of projects and initiatives in the region.
- e) Represent a balance of community interests;
- f) Participate on smaller ad-hoc committees dealing with specific issues or tasks as required;
- g) Contribute to programs and policies that are in the best interests of all residents of the RDBN, balancing both community and industry needs and technical requirements.

3. Authority

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

4. Membership

- a) The committee shall consist of no more than 15 members representing a diversity of backgrounds, interests, and geographical location. The committee will combine technical, political and community representation and will involve the RDBN, municipal and First Nations governments from the Bulkley-Nechako region. Membership should include representation as follows:
 - Minimum two (2) representatives from RDBN member municipalities;
 - Minimum two (2) representatives from RDBN electoral areas;
 - Minimum three (3) representatives from First Nations within the RDBN;
 - Public (rural and municipal);
 - Public Sector/Institutions (eg. Province, School District, Hospital);
 - Waste Management Service Providers;
 - Agricultural Sector;
 - Province.

- b) The RSWAC will elect a Chair for the RSWAC from among its voting members at the first meeting of each year;
- c) Members shall be approved by the RDBN Board of Directors.

5. Tenure

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

6. Meetings

- a) The Committee shall meet a minimum of four times per year or as required in order to adequately address the Scope of Work;
- b) Meetings will be held at the call of the Committee Chair;
- c) All meetings must be open to the public;
- d) The Committee must follow the RDBN Procedure Bylaw as amended from time to time.

7. Quorum

Quorum of the Committee shall be a minimum of 50% plus one.

8. Voting

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

9. Minutes

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

10. Reporting to the Board

- a) The Chair or designate shall report to the RDBN Board of Directors at a minimum once every six (6) months, and shall provide other reports to the Board, as needed from time to time;
- b) Recommendations of the Committee must be approved by the Committee prior to presentation to the RDBN Board of Directors.

11. Representative Authority

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

12. Staff Support

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

13. Financial Resources

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

14. Travel Reimbursement

Appropriate travel costs will be reimbursed for non-RDBN Board members.



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Wendy Wainwright, Deputy Director of Corporate Services
Date: June 20, 2024
Subject: **Committee Meeting Recommendation – June 6, 2024**

RECOMMENDATION: (all/directors/majority)

Recommendation 1 as written.

BACKGROUND

The following is the recommendation from the June 6, 2024 Rural/Agriculture Committee Meeting for the Regional Board's consideration and approval.

Rural/Agriculture Committee – June 6, 2024

Recommendation 1:

Re: IAF BC Agriculture Water Infrastructure Program

“That the Board direct staff to investigate applying for the IAF BC Agriculture Water Infrastructure Program and determine the 50% cost share ratio for community projects in Electoral Areas C (Fort St. James Rural), D (Fraser Lake Rural), E (Francois/Ootsa Lake Rural) and F (Vanderhoof Rural).”

ATTACHMENTS: None



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: June 20, 2024
Subject: **RDBN Procedure Bylaw No. 2042, 2024**

RECOMMENDATION:

(all/directors/majority)

That Regional District of Bulkley-Nechako Procedure Bylaw No. 2042, 2024 be adopted this 20th day of June, 2024.

BACKGROUND

At the June 6, 2024 Board meeting, Regional District of Bulkley-Nechako Procedure Bylaw No. 2042, 2024 was given third reading as amended.

In accordance with Section 225 (2) of the *Local Government Act*, public notice has been provided of the Board's intent to adopt a new Procedure bylaw. The bylaw may now be adopted by the Board.

ATTACHMENTS:

RDBN Procedure Bylaw No. 2042, 2024

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 2042, 2024****A bylaw to regulate the meetings and conduct
of the Regional Board and Committees**

WHEREAS the Regional District pursuant to Section 225 of the *Local Government Act* must, by bylaw, provide for the procedure to be followed for the conduct of its business and the business of its select and standing committees, and, in particular, must, by bylaw:

- (a) establish the general procedures to be followed by the Board and by Board committees in conducting their business, including the manner by which resolutions may be passed and bylaws adopted;
- (b) provide for advance public notice respecting the time, place and date of Board and Board committee meetings and establish the procedures for giving that notice;
- (c) identify places that are to be public notice posting places for the purposes of the application of section 94 (requirements for public notice) of the *Community Charter* to the Regional District.

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

PART 1 - GENERAL**1.0 Title**

- 1. This bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Procedure Bylaw No. 2042, 2024."
- 2. The "Regional District of Bulkley-Nechako Procedure Bylaw No. 1944, 2021" is hereby repealed.

2.0 Interpretation

“Board” means the Board of Directors of the Regional District of Bulkley-Nechako;

“Chairperson” means the Chairperson of the Board elected by the Board to fulfil the duties and responsibility of Chair pursuant to the *Local Government Act* and includes the person presiding at a meeting of the Board, or the person appointed as Chair of a Standing or Select Committee of the Board, as the context requires;

“Vice-Chairperson” means the person elected by the Board to fulfil the duties and responsibility of Vice-Chairperson pursuant to the *Local Government Act* and includes the person presiding at a meeting of the Board, or a Standing or Select Committee of the Board in the absence of the Chairperson as the context requires;

“Committee” means a Standing or Select Committee of the Board;

“Committee of the Whole” means a committee of all Board members.

“Chief Administrative Officer” means the officer assigned responsibility for chief administration pursuant to the *Local Government Act*.

“Corporate Administrator” means the officer assigned responsibility for corporate administration pursuant to the *Local Government Act*;

“Delegation” means an individual or an organization addressing the Board, a committee or commission about a specific item on the agenda of a meeting;

“Director” means a member of the Board of the Regional District of Bulkley-Nechako, whether as a Municipal Director or an Electoral Area Director pursuant to the *Local Government Act*;

“Inaugural Meeting” means the first meeting of the Board that is held after November 1 in any year.

Electronic Meeting means a meeting which is conducted by way of electronic or other communication facilities, in accordance with the requirement of section 8.0 of this Bylaw.

Regular Meeting means all regularly scheduled meetings for the purpose of transacting the normal business of the Board.

Special Meeting means a meeting other than a Regular Meeting called for a specified purpose or purposes.

Commission Meeting means a meeting of the Fort Fraser Local Community Commission or Advisory Planning Commissions.

“Public Notice Posting Place” means the notice board, whether electronic or not, located in the Regional District of Bulkley-Nechako main office, Burns Lake, British Columbia;

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

“Regional District Office” means the main office of the Regional District located in Burns Lake, British Columbia;

“RDBN” means the Regional District of Bulkley-Nechako;

“RDBN Website” means the information resource found at an internet address provided by the RDBN.

3.0 Election of Chairperson and Vice-Chairperson

3.1 At the Inaugural Meeting the Board shall elect a Chairperson from among its Directors.

3.2 Following election of a Chairperson, and at the same meeting, the Board shall elect a Vice-Chairperson from among its Directors.

3.3 The Chief Administrative Officer is to preside from the Chair over the

election of the Chair and Vice Chair. The Chief Administrative Officer has all the powers and duties of the Chair under this bylaw and the *Local Government Act* to the extent necessary to conduct the election.

- 3.4 Each candidate for election as Chair or Vice Chair may make a statement of not more than two minutes duration before the election.
- 3.5 The election of the Chair and the Vice Chair must be by a secret ballot of the Directors whose votes are to be recorded on ballot papers prepared and distributed for the purpose by the Chief Administrative Officer.
- 3.6 The winner of an election is to be determined by the Chief Administrative Officer in accordance with the following rules:
 - (a) Where there are two candidates for a position, the candidate who receives the most votes is the winner of the election.
 - (b) Where there are more than two candidates for a position, the candidate who receives more votes than all of the other candidates together is the winner.
 - (c) Subject to rule (d) below, where there are more than two candidates for a position and no candidate receives more votes than all of the other candidates together, the candidate who received the least votes is eliminated and another vote is to be held. Voting is to continue as provided in these rules until one candidate receives more votes than all of the other candidates together.
 - (d) If two candidates are tied for the least number of votes, the Chief Administrative Officer must announce the results of that vote and a second vote must be held. If the second vote results in another tie for the least number of votes, the Chief Administrative Officer must toss a coin and the loser of that toss is eliminated as if he or she alone had received the least number of votes. Voting is then to continue as provided in

these rules.

- 3.7 The Chief Administrative Officer must declare the winner of an election By announcing it to the Board of Directors. The Chief Administrative Officer must record the winner of the election in the minutes for the meeting at which the election is held.
- 3.8 The Chief Administrative Officer must destroy the ballots cast in an election if the Directors unanimously so resolve.
- 3.9 During the absence, illness or other disability of the Chairperson, the Vice-Chairperson has all the authority of the Chairperson and is subject to the same rules as the Chairperson.
- 3.10 If the office of the Chairperson or Vice-Chairperson becomes vacant, the Board shall elect another Chairperson or Vice-Chairperson from among its Directors at the first possible regular meeting of the Board.

PART TWO - MEETINGS

4.0 Meetings of the Regional Board and Standing Committees

- 4.1 Regular Meetings of the Board shall be held at such time and place as the Board shall decide from time to time by resolution.
- 4.2 At the Inaugural Meeting each year, the Board shall set the time, place, and dates of the regular meetings of the Board and its Standing Committees for the coming year.
- 4.3 The Schedule of Regular Meetings of the Board and its Standing Committees must be posted at the Public Notice Posting Place.

5.0 Notice of Regular Board Meetings

- 5.1 At least seventy-two (72) hours before a Regular Board Meeting, the Corporate Administrator must give public notice of the time,

place, and date of the meeting by way of a notice posted at the Public Notice Posting Place.

- 5.2 At least twenty-four (24) hours before a Regular Board Meeting, the Corporate Administrator must give further public notice of the meeting by:
- (a) posting a copy of the agenda at the Public Notice Posting Place and on the RDBN Website; and
 - (b) leaving copies of the agenda at the reception counter at the Regional District office for the purpose of making them available to members of the public.
- 5.3 The Corporate Administrator will issue an electronic copy of the agenda at least four (4) days before the date of the Regular Board Meeting to each director at the electronic address given by the director.

6.0 Reports

- 6.1 A Standing or Select Committee of the Board may report to the Board at any regular meeting or as required by the Board.
- 6.2 Written reports should be prepared and submitted to the Corporate Administrator who shall make copies of each report and attach a copy to the agenda of the forthcoming regular meeting of the Board before the agenda is circulated to the members of the Board.

7.0 Notice of Special Board and Committee Meetings

- 7.1 Except where notice of a Special Meeting is waived by a unanimous vote of all Board members under Section 220(3) of the *Local Government Act*, before a special meeting of the Board, the Corporate Administrator must;
- (a) At least 24 hours before a Special Meeting, give advance

public notice of the time, place, and date of the meeting by posting a notice on the Public Notice Posting Place;

- (b) give notice of the Special Meeting in accordance with section 220(2) of the *Local Government Act*.

- 7.2 In an emergency, notice of a Special Meeting may be given, in accordance with section 220(4) of the *Local Government Act*.
- 7.3 Section 7.1 does not apply where the Directors have been given notice under Section 7.2.

8.0 Electronic Meetings

- 8.1 Provided the conditions set out in the *Regional Districts Electronic Meetings Regulation, B.C. Reg.271/2005* and section 221 of the *Local Government Act* are met, a Regular meeting, Special meeting, Committee Meeting, Commission meeting, or any other meeting of the Regional District Board may be conducted by means of visual and/or audio electronic or other communication facilities if the Board requires it.
- 8.2 Meetings called under Section 8.1 will be at the call of the Board/Committee/Commission Chair.
- 8.3 Provided the conditions set out in the *Regional Districts Electronic Meetings Regulation, B.C. Reg.271/2005* are met, a Director who is unable to attend a Board, Committee, Special, or In-Camera meeting other than a meeting convened under Section 8.1, may participate in a meeting, by means of visual and/or audio electronic or other communication facilities, if the Director is unable to attend in person because of:
 - (a) Physical incapacity due to injury or illness;
 - (b) Inclement weather;

- (c) Physical absence from the Regional District boundaries while acting in the capacity as a Director on Regional District of Bulkley-Nechako matters;
- (d) Extraordinary circumstances which, in the view of the Chair, renders attendance in person by the Director impractical;

provided that a Director who participates in accordance with section 8.3 obtains authorization by the Chair in advance of the meeting.

- 8.4 No more than four Directors at one time may participate at a meeting under section 8.3 unless otherwise authorized by the Chair. This ensures that a quorum remains present in the event that communication is lost with those attending electronically.
- 8.5 Any Director participating at a meeting in accordance with section 8.3 must be in receipt of the agenda and any applicable staff reports as have been provided to Directors not participating electronically before the Board meeting.
- 8.6 Notice of a special Board meeting required under section 7 and conducted under section 8.1 must contain information of the way in which the meeting is to be conducted and the place where the public may attend to hear, or watch and hear, the proceedings of the meeting that are open to the public.
- 8.7 A Director participating electronically by audio means only must indicate his or her vote verbally.
- 8.8 A Director participating in a meeting electronically is deemed to be present in the meeting as though they are physically present.
- 8.9 A Director must provide 24 hours' notice to the Chair and the Chief Administrative Officer or Corporate Officer of their intent to participate electronically unless it is not practicable to do so.

9.0 Notice of Committee Meetings

9.1 In this section:

“Standing Committee” means a Committee of the Board which is not a Standing Committee of the Whole.

9.2 At least seventy-two (72) hours before a regular meeting of a Standing Committee of the Whole, the Corporate Administrator must give public notice of the time, place, and date of the meeting by way of a notice posted at the Public Notice Posting Place.

9.3 At least twenty-four (24) hours before a regular meeting of a Standing Committee of the Whole, the Corporate Administrator must give further public notice of the meeting by:

- (a) posting a copy of the agenda at the Public Notice Posting Place;
and
- (b) leaving copies of the agenda at the reception counter at the Regional District Office for the purpose of making them available to members of the public.

9.4 At least twenty-four (24) hours before a regular meeting of a Standing Committee of the Whole, the Corporate Administrator must deliver a copy of the agenda to each member of the Committee at the place to which the Committee member has directed notices be sent.

9.5 At least twenty-four (24) hours before:

- (a) a special meeting of a Standing Committee of the Whole; or
- (b) a meeting of a Standing Committee;

the Corporate Administrator must give advance public notice of the time, place, and date of the meeting by way of a notice posted at the Public Notice Posting Place.

10.0 Attendance of Public at Meetings

- 10.1 Except where the provisions of Section 90 of the *Community Charter* apply all the Regional Board meetings must be open to the public.
- 10.2 Where the Board wishes to close a meeting or part of a meeting to the public, it may do so by first adopting a resolution in a public meeting in accordance with Section 92 of the *Community Charter*.
- 10.3 This section applies to meetings of bodies referred to in Section 93 of the *Community Charter*, including, without limitation:
- (a) Select or Standing Committees of the Board;
 - (b) the Board of Variance;
 - (c) the Parcel Tax Review Panel;
 - (d) the Advisory Planning Commissions;
 - (e) other Committees and Commissions established by the Board;
 - (f) Committee of the Whole.
- 10.4 Despite Section 10.1, the Chairperson may expel or exclude from a Board meeting or meeting of a body referred to in Section 10.3, a person in accordance with Section 133 of the *Community Charter*.

11.0 Minutes of Meetings

- 11.1 Minutes of Board meetings must be kept in accordance with Section 223 (1) of the *Local Government Act*. For the purposes of Section 223(1)(b) of the *Local Government Act*, the designated officer is the Corporate Administrator.
- 11.2 Minutes of Committee meetings referred to in Section 10.3 must be kept in accordance with Section 223(2) of the *Local Government Act*.
- 11.3 Section 11.2 applies to meetings of:

- (a) Select or Standing Committees of the Board; and
- (b) Any other Committee composed solely of Board members acting as Board members.

12.0 Closed Meetings

- 12.1 A meeting of the Board may be closed to the public in accordance with Section 90 of the *Community Charter*.
- 12.2 It shall be the responsibility of the Chairperson, Chief Administrative Officer, and the Corporate Administrator, individually or collectively, to recommend to the Board that it consider certain matters at a closed meeting (with the public and/or certain members of the staff excluded), and to prepare an agenda designating the topics to be so discussed.

PART 3 - PROCEDURES

13.0 Opening Procedures

- 13.1 As soon as a quorum is present, following the stated time of the meeting, the Chairperson shall take the Chair and call the Directors to order.
- 13.2 If the Chairperson does not attend the meeting within fifteen (15) minutes after the time appointed, the Vice-Chairperson shall take the Chair and call the Directors to order. If the Vice-Chairperson is also absent, the Chief Administrative Officer or the Corporate Administrator shall take the Chair and call the Directors to order. If a quorum is present, the Directors shall elect an Acting Chairperson who shall preside during the meeting until the arrival of the Chairperson or Vice-Chairperson. The person appointed as Acting Chairperson has all the authority and is subject to the same rules as the Chairperson.
- 13.3 If no quorum is present within thirty (30) minutes after the appointed time of the meeting, the Chief Administrative Officer or Corporate

Administrator shall record in the minute book the names of the Directors present and the meeting shall be adjourned.

- 13.4 Quorum is the majority of the members of the Board or a majority of the members of a Committee.
- 13.5 Immediately after the Chairperson has taken his/her seat and has called the meeting to order, the minutes of the preceding meeting shall be read by the Chief Administrative Officer or Corporate Administrator in order to correct mistakes. The reading of the minutes shall be dispensed with if each member has been sent a copy of the minutes at least seventy-two (72) hours before the meeting at which they are to be considered.

14.0 Rules of Conduct and Debate

- 14.1 Every Director shall address the Chairperson before speaking to any question or motion.
- 14.2 Directors shall address the Chairperson as "Mr. Chair" or "Madam Chair" or "Mr. Chairperson" or "Madam Chairperson" and shall refer to each other as "Director _____".
- 14.3 No Director shall:
- (a) speak disrespectfully of His/Her Majesty or any of the Royal Family, or of the Governor General or a Lieutenant Governor, or persons administering the Government of Canada or of the Government of British Columbia;
 - (b) use offensive words in or against the Board, a Director or a Regional District staff member;
 - (c) speak to or raise matters that are not germane to the question being debated;
 - (d) disobey the rules of the Board on questions of order or practice,

or upon the interpretation of the rules of the Board.

- 14.4 If a Director takes an action prohibited in section 14.3, that Director may be ordered by a majority vote of the Directors present to leave his or her seat for that meeting. If a Director refuses to leave his or her seat, that Director may on the order of the Chairperson be removed from the meeting by a Peace Officer.
- 14.5 The Board may permit a Director who has been ordered to leave his or her seat to take his/her seat again, if that Director apologizes.
- 14.6 After a question is finally put to the Chairperson, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Chairperson as to whether the question has been finally put shall be conclusive.
- 14.7 If the Chairperson desires to leave the chair for the purpose of taking part in the debate or otherwise, the Chairperson shall call on the Vice-Chairperson or if the Vice-Chairperson is absent, one of the Directors shall be called to take the chair until resumed by the Chairperson.
- 14.8 When any order, resolution, or question is lost by reason of the Board or any Committee thereof breaking up for want of a quorum, the order, resolution, or question so lost shall be the first item of business to be proceeded with and disposed of at the next meeting of the Board or Committee.

15.0 Points of Order

- 15.1 The Chairperson, or the Director presiding at the meeting of the Board, shall preserve order and decide all points of order which may arise, subject to an appeal by the other Directors of the Board then present.
- 15.2 If an appeal is made by a Director of the Board from the decision of the Chairperson, the question "Shall the Chairperson be sustained?"

shall immediately be put by the Chairperson and decided without debate. The Chairperson shall be governed by the majority of the Directors of the Board then present, other than the Chairperson. In the event of the votes being equal, the question shall pass in the affirmative.

- 15.3 If the Chairperson refuses to put the question "Shall the Chairperson be sustained?", the Board shall forthwith appoint the Vice-Chairperson, or if absent, one of the Directors to preside temporarily in lieu of such Chairperson, as the case may be, and the Vice-Chairperson or Director of the Regional Board so temporarily appointed shall proceed in accordance with Subsection 15.2. In the event of the votes being equal, the question shall pass in the affirmative.
- 15.4 Any resolution or motion carried under the circumstances mentioned in Subsection 15.3 is as effectual and binding as if carried under the presidency of the Chairperson.

16.0 Motions

- 16.1 Motions other than routine motions shall be put in writing and seconded before being debated or put from the Chairperson.
- 16.2 A motion that has been seconded must be read by the Chairperson, Chief Administrative Officer, or Corporate Administrator before debate at the request of any Director.
- 16.3 Amendments to a motion shall be decided upon before the main question is put to a vote. Only one amendment shall be allowed to an amendment.
- 16.4 A motion to commit the subject matter to a Committee, until it is decided, shall preclude all amendment of the main question.
- 16.5 A motion to adjourn the Board or to adjourn the debate shall always be in order, but if such motion is defeated, no similar motion to the same effect shall be made until some intermediate business or matter

has been disposed of.

17.0 Voting of Questions

- 17.1 Voting on questions, resolutions, and bylaws must be in accordance with Sections 206 to 214 of the *Local Government Act*.
- 17.2 Section 17.1 applies to the meetings of a Committee.
- 17.3 Any Director who is present at the meeting but who declines to vote on a question for any reason shall be deemed to have voted in the affirmative and that Director's vote or votes shall be counted accordingly.
- 17.4 In all cases where the votes of the Directors then present, including the vote of the Chairperson or other person presiding, are tied, the question shall be defeated and it shall be the duty of the presiding Director to so declare.
- 17.5 As soon as the Chairperson has announced the results of the vote on a question, any Director who voted in opposition may request the Chairperson to have that Director's name so recorded in the minutes.
- 17.6 When a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately only upon the request of any Director to do so.
- 17.7 After a bylaw, resolution, or proceeding of the Board is adopted, the Chairperson may return it for reconsideration in accordance with Section 217 of the *Local Government Act*.
- 17.8 The Board shall not reconsider any question more than once.
- 17.9 The motion to reconsider requires two-thirds of the votes cast of the Directors present to pass.

17.10 The Board shall not reconsider any question that

- (a) has been acted upon by any officer or employee of the Regional District.
- (b) received the assent or approval of the electors and was subsequently adopted by the Board; or
- (c) has been reconsidered under Section 217 of the *Local Government Act* or Section 17.7 of this Bylaw.

17.11 After a question has been reconsidered, it shall not be reintroduced for a period of six months except by unanimous consent of all Directors.

17.12 For the purpose of this section, a question has been acted upon if

- a) in the case of a contract, a bylaw or resolution authorizing the Board to enter into the contract has been communicated to another party to the agreement;
- b) an approval or consent of the Board has been communicated to a public authority and the public authority has relied upon the approval or consent to issue a permit, approval, or license or to enter into an agreement with a third party; or
- c) in any other case, a decision of the Board on this question has been communicated to a third party in circumstances in which it is reasonable to believe that the third party or another person has, in reliance upon the communication, incurred a liability or altered his or her legal position;

17.13 This section shall not be interpreted as fettering or impairing any legislative power, duty or function of the Board.

PART 4 - BYLAWS

18.0 Bylaws

- 18.1 A bylaw may be given up to 3 readings at one meeting of the Board.
- 18.2 The Board may reconsider any clause or section of a bylaw following first, second and/or third reading, but before adoption.
- 18.3 Despite Section 135 (3) (*at least one day between third reading and adoption*) of the *Community Charter*, a bylaw that does not require approval, consent or assent under this or any other Act before it is adopted may be adopted at the same meeting at which it passes third reading if the motion for adoption receives at least 2/3 of the votes cast.
- 18.4 If a bylaw requires statutory approval, the approval must be obtained after the bylaw has been given third reading and before the bylaw is adopted.
- 18.5 Once adopted, a bylaw must be signed by the Chairperson at the Board meeting at which it was adopted and be signed by the officer assigned responsibility under Section 236 of the *Local Government Act*.

19.0 Standing and Select Committees

- 19.1 The Chairperson may establish standing committees in accordance with Section 218(2) of the *Local Government Act*. The proceedings of all such Committees shall be subject to the approval of the Board.
- 19.2 The Board may from time to time appoint a select committee in accordance with Section 218(1) of the *Local Government Act*.
- 19.3 Any Director of the Board may be appointed to a standing or select committee whether or not that director is present at the meeting where the appointment is made.
- 19.4 Any Director may attend a meeting of any Committee. A Director who

has not been appointed to a Committee and attends a meeting of that Committee may not vote, but may be allowed to take part in any discussion or debate by permission of a majority of the votes of the members of that Committee then present.

- 19.5 The Chairperson is an ex-officio member of all Board Committees. The Chairperson shall have the right to vote, but shall not be included in the quorum.
- 19.6 The general duties of all the standing committees of the Board shall be as follows:
- a) To consider and report to the Board from time to time, or whenever desired by the Board and as often as the interest of the Regional District may require, on all matters referred to them by the Chairperson or the Board or coming within their purview, and to recommend such action by the Board in relation thereto as they, the Committee, deem necessary or expedient.
 - b) To carry out the instructions of the Board expressed by resolution in regard to any matter referred by the Board to any committee for immediate action thereupon, but in such cases the instructions of the Board shall be specific and the Committee shall report its action in detail at the next regular or other meeting of the Board, or as specified in the instructions of the Board.
- 19.7 In the transaction of business, all Standing and Select Committees shall adhere as far as possible to the rules governing proceedings in meetings of the Board.
- 19.8 Of the number of Directors appointed to compose any standing or select committee, a majority of the Directors having among them a majority of the votes shall be a quorum competent to transact business.
- 19.9 On completion of its assignment and submission of its report to the

Board, a Select Committee shall be automatically dissolved.

PART 6 - AGENDAS

20.0 Delegations


- 20.1 Individuals or groups wishing to appear before the Board may do so only if they have first notified the Chairperson, Chief Administrative Officer, or Corporate Administrator in writing before the agenda has been prepared and circulated to the Board, except on extraordinary occasions declared as such by the Chairperson.
- 20.2 Every delegation shall be allowed a reasonable time at the discretion of the Chairperson to present its petition or submission, at the meeting. The Board may dispose of the petition or submission at the meeting, refer the subject matter to a Committee or take such other action as is deemed expedient.

21.0 Rules of Order

- 21.1 In all unprovided cases in the proceedings of the Board or of its Committee(s), the most current edition of Robert's Rules of Order shall be followed to the extent those Rules are applicable in the circumstances and not inconsistent with this Bylaw, the *Community Charter* or the *Local Government Act*.

This Bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Procedure Bylaw No. 2042, 2024."

Certified a true and correct copy of Regional District of Bulkley-Nechako Procedure Bylaw No. 2042, 2024.



Corporate Administrator

Bylaw No. 2042
Page 20

READ A FIRST TIME this 23rd day of May, 2024.

READ A SECOND TIME this 23rd day of May , 2024.

READ A THIRD TIME this 23rd day of May, 2024.

THIRD READING RESCINDED this 6th day of June, 2024

READ A THIRD TIME AS AMENDED this 20th day of June, 2024

ADOPTED this day of , 2024

CHAIRPERSON

CORPORATE ADMINISTRATOR



126

Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: June 20, 2024
Subject: **Smithers Rural Fire Protection Service Area Boundary Amendment
Bylaw No. 2049, 2024**

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

That Smithers Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2049, 2024 be adopted this 20th day of June, 2024.

BACKGROUND

Smithers Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2049, 2024 was given three readings by the Board at its May 23 meeting. The Board may now adopt the bylaw.

ATTACHMENTS:

Bylaw 2049



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2049

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

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 884 a service of fire prevention and suppression and assistance in the case of emergencies to a portion of Electoral Area "A" known as the "Smithers Rural Fire Protection Service Area;"

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

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

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

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

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

THE SOUTH ½ OF DISTRICT LOT 1190 RANGE 5 COAST DISTRICT

AND

DISTRICT LOT 1192 RANGE 5 COAST DISTRICT EXCEPT PLAN PRP41664

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

2) This bylaw may be cited as “Smithers Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2049, 2024.”

READ A FIRST TIME this 23rd day of May, 2024

READ A SECOND TIME this 23rd day of May, 2024

READ A THIRD TIME this 23rd day of May, 2024

ADOPTED this day of , 2024

Chairperson

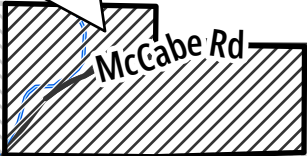
Director of Corporate Services

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 2049 as adopted.

Director of Corporate Services

129

Properties Subject to Bylaw No. 2049



McCabe Rd

Telkwa High Rd

Old Babine Lake Rd

Smithers



Bylaw 2049: Schedule A
Regional District of Bulkley-Nechako
Produced: 2024-05-08



Smithers Rural Fire Protection Area

0 250 500 1,000



Meters



130

Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: June 20, 2024
Subject: **Smithers Rural Recreation and Culture Service Area Boundary
Amendment Bylaw No. 2051, 2024**

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

That Smithers Rural Recreation and Culture Service Area Boundary Amendment Bylaw No. 2051, 2024 be adopted this 20th day of June, 2024.

BACKGROUND

The Board gave three readings to Smithers Rural Recreation and Culture Service Area Boundary Amendment Bylaw No. 2051, 2024 at its June 6 meeting. The bylaw may now be adopted.

ATTACHMENTS:

Bylaw 2051

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2051

**A bylaw to amend the boundaries of the Smithers
Rural Recreation and Culture Service Area
within a portion of Electoral Area "A"**

WHEREAS the Regional District of Bulkley-Nechako has adopted Smithers Rural Recreation and Culture Service Establishment Bylaw No. 886, 1995 establishing the Smithers Rural Recreation and Culture Service Area in a portion of Electoral Area "A";

AND WHEREAS the Regional District has received a request from the owners of two properties to be included in the Smithers Rural Recreation and Culture Service Area;

AND WHEREAS the Director of Electoral Area "A" has consented in writing to the adoption of this bylaw in accordance with Section 349 of the *Local Government Act*;

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

1. That the Regional District of Bulkley-Nechako hereby amends the boundaries of the Smithers Rural Recreation and Culture Service Area by including the following properties:

THE SOUTH ½ OF DISTRICT LOT 1190 RANGE 5 COAST DISTRICT

AND

DISTRICT LOT 1192 RANGE 5 COAST DISTRICT EXCEPT PLAN PRP41664

and that the resulting boundaries of the Smithers Rural Recreation and Culture Service area are as shown on Schedule A;

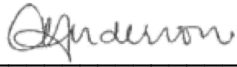
2. This bylaw may be cited as "Smithers Rural Recreation and Culture Service Area Amendment Bylaw No. 2051."

READ A FIRST TIME this 6th day of June, 2024

READ A SECOND TIME this 6th day of June, 2024

READ A THIRD TIME this 6th day of June, 2024

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 2051.



Corporate Administrator

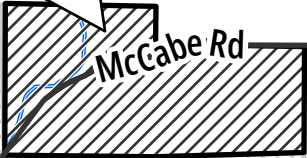
ADOPTED this day of , 2024

Chairperson

Corporate Administrator

133

Properties Subject to Bylaw No. 2051



McCabe Rd

Telkwa High Rd

Old Babine Lake Rd

Smithers



Bylaw 2051: Schedule A
Regional District of Bulkley-Nechako
Produced: 2024-05-27

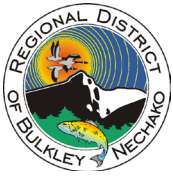


Smithers Rural Recreation
& Culture Service Area Bylaw

0 250 500 1,000



Meters



134

Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: June 20, 2024
Subject: **Remuneration Bylaw Amendment**

RECOMMENDATION:

(all/directors/majority)

That Bylaw No. 2050 being a bylaw Amending Directors' Remuneration be adopted this 20th day of June, 2024.

BACKGROUND and SUMMARY

At the board meeting held on May 9th, the board asked staff to bring forward a bylaw to amend the directors' remuneration bylaw. These amendments are largely to adjust allowances and benefits that have been unchanged since 2018 for inflation.

Several other minor housekeeping changes have also been included to improve the clarity and functioning of the bylaw.

The Board has provided three readings to this bylaw on May 23.

Attachments:

**Bylaw 2050 Remuneration Amendment Bylaw
Consolidated Bylaw 1837 with proposed amendments**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW 2050**

A Bylaw for Amending Directors' Remuneration

WHEREAS, pursuant to the provisions of the *Local Government Act*, a Board may adopt procedures, conditions and amounts for Directors' remuneration and expenses;

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

1. **TITLE:**

This bylaw shall be cited as the "Regional District of Bulkley-Nechako Directors' Remuneration and Expenses Bylaw Amendment No. 2050, 2024".

2. Bylaw 1837, 2018 "A Bylaw for Directors' Remuneration" is hereby amended by:

Section 4 is hereby repealed and replaced with the following:

4. INTERPRETATION AND APPLICATION

- (A) The Regional District Chief Financial Officer shall be responsible for reviewing and approving Directors' Remuneration and Expense Reports.
- (B) Disputes regarding Directors' Remuneration and Expense Reports shall be forwarded to the Chair, Vice Chair, and CAO for resolution.

Section 8 (C) of the bylaw is repealed and replaced with the following:

8 (C) Meal Expenses

In lieu of reimbursement of actual expenses for meals and incidentals while travelling away from home on Regional District business, a Director may claim the CRA meal rate for the "Simplified method for meal and vehicle rates used to calculate travel expenses".

For overnight stays, outside the Regional District, the Director may claim an additional \$44.00 incidental amount for each night of the stay.

A claim for meals can only be made if it has not been provided by the Regional District or as part of a convention or other event. Where meals are provided, there is no reimbursement if the Director chooses to eat elsewhere. Exceptions would include where there are special dietary needs or the inability to take advantage of paid meals because of a timing conflict with other Regional District business.

The actual cost of any meal may be reimbursed if a receipt is provided and the CAO, Chair, or Vice-Chair determines that reimbursement is warranted.

Section 10 (A) of the bylaw is repealed and replaced with the following:

10 (A) All Electoral Area directors will be provided with a RDBN cell phone and with an email address. The RDBN email address will be used for all communication with the RDBN. The RDBN will not reimburse directors for corporate use of their personal devices or cell phones.

Section 10 (C) of the bylaw is repealed and replaced with the following:

10 (C) Electoral Area directors will be provided a portable laptop computer for their Regional District duties. The Regional District will work with member municipalities to ensure that the Municipal Directors will be provided with a portable laptop that meets the Regional District cyber security needs for their Regional District duties. This may include the Regional District providing a Municipal Director with a portable laptop computer. Any Director that has received a portable laptop from the Regional District will be provided technical support and business software to support their role as Director.

SCHEDULE C of the bylaw is repealed and is replaced with the following:

Travel Time Remuneration

1. Travel time remuneration of \$30.00 for every 100 kilometres driven (for trips over 20 km [one way]) shall apply to all travel when attending Regional District Board and Committee Meetings. For Municipal Directors, this distance is determined from their respective municipal office.
2. Travel remuneration for travel to or from conventions or similar events outside the Regional District boundaries, where attendance is approved by the Board, shall be a ½ day meeting rate for travel of five hours or less and a full day meeting rate for travel more than five hours. There is no travel remuneration for conventions or similar events held within the Regional District.
3. There is no travel time payable for other events or other types of meetings; however, directors may claim mileage, if eligible, as per section 8 (A).

Section 14 is hereby added:

14. ADJUSTMENT FOR CONSUMER PRICE INDEX

The overnight amount listed in Section 8 (C); The rates listed in Schedule A, Schedule B and Schedule C are to be increased annually on January 1st, based on the previous year's consumer price index (yearly average for the Province of B. C. as published by Statistics Canada). In the event that there is no increase to the consumer price index, or if it were to decline, these amounts would remain unchanged. The increase to these amounts will be calculated to the nearest cent and this new

amount will be used as the basis for the next year's calculation. However, the amount payable for expense claims will be the amount adjusted for inflation rounded to the nearest dollar.

The inflationary adjustment footnote on the bottom of the table in schedule C is hereby removed.

Schedule A Section 1 is hereby repealed and replaced with the following:

1. Effective upon adoption of this bylaw, each Director of the Regional District of Bulkley Nechako shall be paid a "Basic" remuneration of \$775 per month.

Certified a true and correct copy of "Regional District of Bulkley-Nechako Directors' Remuneration and Expenses Amendment Bylaw No. 2050, 2024."

Corporate Administrator

READ A FIRST TIME this 23rd day of May, 2024.

READ A SECOND TIME this 23rd day of May, 2024.

READ A THIRD TIME this 23rd day of May, 2024.

ADOPTED this ____ day of ____, 2024.

CHAIRPERSON

CORPORATE ADMINISTRATOR

REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW 1837

Unofficially Consolidated
Proposed Amendments (Bylaw No. 2050)

A Bylaw for Directors' Remuneration

WHEREAS, pursuant to the provisions of the *Local Government Act*, a Board may adopt procedures, conditions and amounts for Directors' remuneration and expenses;

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

1. TITLE:

This bylaw shall be cited as the "Regional District of Bulkley Nechako Directors' Remuneration and Expenses Bylaw No. 1837, 2018".

2. PRINCIPLES

Directors' remuneration and reimbursement for expenses shall be guided by the following principles:

- (A) Directors' remuneration should be structured to recognize the importance of this publicly elected office and provide a reasonable incentive to attract and retain quality individuals to these positions.
- (B) Directors are expected to conduct their business in such a way as to optimize the value to the taxpayer.
- (C) Directors should be reimbursed for their reasonable expenses in carrying out their responsibilities.
- (D) Directors should not use expenses charged for Regional District business to subsidize their personal or business activities.

3. DEFINITIONS:

In this bylaw, unless the context otherwise requires:

Board Day means the day of the regular meeting of the Board for the purposes of conducting regional board business and includes both the public and, when necessary, in-camera portions of the meeting.

Committee means a Committee to which a Director has been appointed by either the Board or the Chair of the Regional District.

Committee of the Whole Meeting means the days on which the entire Board membership meets in a Committee format to discuss and make recommendations to the RDBN Board on broad regional topics such as policy issues, etc.

Meals means food and non-alcoholic beverages consumed by individual Directors while attending sanctioned events when the meal service is not already provided.

Miscellaneous Expenses means reimbursable travel-related expenses not expressly dealt with elsewhere in this bylaw, such as: parking fees; hotel internet costs, fares for taxis, airport shuttle services, ferries, buses, toll booth fees, etc.

Per Diem Rates means the maximum a Director may claim for meals and incidentals while on Regional District business.

4. INTERPRETATION AND APPLICATION

~~(A) The Regional District Finance Chair (or the Vice Chair if a Finance Chair is not appointed) shall be responsible for reviewing and approving Directors' Remuneration and Expense Reports.~~

(A) The Regional District Chief Financial Officer shall be responsible for reviewing and approving Directors' Remuneration and Expense Reports.

~~(B) The Regional District Board Chair shall be responsible for reviewing and approving the Finance Chair's Remuneration and Expense Reports.~~

(B) Disputes regarding Directors' Remuneration and Expense Reports shall be forwarded to the Chair, Vice Chair, and CAO for resolution;

5. REMUNERATION

(A) Remuneration shall be paid to Directors for the discharge of the duties of office. Remuneration shall be comprised of the following:

- (i) **Directors, Chair and Vice Chair, Committee Chair Remuneration** -- to be determined and paid pursuant to Schedule A, attached to and forming part of this bylaw; and,

- (ii) **Remuneration for attendance at meetings** -- to be determined in accordance with Schedule B, attached to and forming part of this bylaw.

- (B) A Director shall not receive remuneration for wages lost through absence from work or income deemed lost due to attendance at any meeting or as a delegate representing the Regional Board.

6. OTHER REMUNERATION

Travel time remuneration -- to be determined and paid pursuant to Schedule C, attached to and forming part of this bylaw.

7. ALTERNATE DIRECTORS

- (A) When replacing a Director, an Alternate Director is eligible to receive business meeting remuneration in accordance with Schedule B, travel time remuneration in accordance with Schedule C and reimbursement of expenses in accordance with Section 8.
- (B) As an exception to the above, Alternate Directors are not authorized to attend conventions/seminars or other non-business sessions on behalf of the Director.
- (C) Reimbursement for travel expenses and remuneration is authorized for newly appointed Alternate Directors to attend their first Board meeting accompanied by the Director of the electoral area.

8. EXPENSES

Directors shall be reimbursed for reasonable expenses incurred while discharging the duties of office in accordance with the following:

(A) Transportation Costs

- (i) A Director shall be paid a "personal vehicle allowance" per kilometre for the use of their personal vehicle as transportation for Regional District business conducted:
 - a) within the Director's electoral area;
 - b) for sanctioned meetings; and
 - c) other meetings/events authorized by the Board or by the Chair where time constraints preclude Board consideration.

The personal vehicle allowance rate for the above-approved travel shall be the rate published by Canada Revenue Agency's automobile allowance rate per kilometre.

The District shall not reimburse the Director for stand-by charges of his personal vehicle while he is attending a meeting. Stand-by refers to the

privately owned vehicle being situated at the point of departure or at the place of the meeting.

For the purpose of calculating distances travelled, the Director's normal place of residence, within the Regional District, shall be considered the starting point and point of return of any trip.

For trips exceeding 600 kilometres, Directors shall be entitled to reasonable accommodation en-route.

No additional personal vehicle allowance is payable for carrying passengers.

- (iii) The amount paid shall not exceed the lesser of the cost of economy airfare and associated ground transportation cost or the personal vehicle allowance.
- (iv) Directors who choose to use commercial transportation shall be reimbursed the actual cost of such transportation based on economy class fares.

(B) Accommodation Costs

- (i) In general, Directors shall be reimbursed for the actual cost of commercial accommodation. For conventions, Board meetings, and Committee of the Whole meetings, commercial accommodation will typically be booked and paid for by the District. A Director may choose to stay at accommodation other than the designated accommodation provided by the corporation; however, they will be responsible for making their own arrangements and will be reimbursed a maximum of the amount charged for the corporate accommodation.
- (ii) A Director who utilizes non-commercial facilities for overnight accommodation shall be paid a private accommodation allowance, provided the period of accommodation would not exceed that required for the purpose of attending to Regional District business. The private accommodation rate shall be the rate paid \$60.
- (iii) Where specific provisions are required to address disability or health issues that are not available in the designated accommodation, a Director may choose to stay at an alternative, comparable accommodation and in such a case, the Director may request that the Chair authorize additional reimbursement.

(C) Meal Expenses

In lieu of reimbursement of actual expenses for meals and incidentals while travelling away from home on Regional District business, a Director may claim the

CRA meal rate for the "Simplified method for meal and vehicle rates used to calculate travel expenses".

For overnight stays, outside the Regional District, the Director may claim an additional ~~\$40.00~~ \$44.00 incidental amount for each night of the stay.

A claim for meals can only be made if it has not been provided by the Regional District or as part of a convention or other event. Where meals are provided, there is no reimbursement if the Director chooses to eat elsewhere. Exceptions would include where there are special dietary needs or the inability to take advantage of paid meals because of a timing conflict with other Regional District business.

The actual cost of any meal may be reimbursed if a receipt is provided and the CAO, Chair, or Vice-Chair determines that reimbursement is warranted.

(D) Miscellaneous Expenses

- (i) While away from his/her residence on regional district business, Directors are entitled to reasonable reimbursement of other expenses necessarily incurred such as parking fees, taxis, hotel internet services, ferries, toll booths, etc. Receipts must be provided.
- (ii) Miscellaneous expenses as defined in section 3 shall be reimbursed at actual cost.

(E) Loyalty Programs and Other Travel Programs

- a. Provided that there are no additional costs to the Regional District, Directors travelling on Regional District business can join loyalty programs and retain benefits offered by the travel industry for business or personal use. Such privilege is conditional upon the use of approved services and products wherever possible.

(F) Authorization for Out-of-District Travel

- (i) In general, out-of-district travel will be authorized by the Board.
- (ii) In the absence of Board authorization, the Chair, or in his absence, the Vice-Chair, may authorize out-of-district travel where such travel is necessary to carry out the business of the Regional District.
- (iii) No travel expenses or accommodation expenses for out-of-district travel shall be paid to any member of the Regional District Board unless the travel was first authorized by Board Resolution, or by the Chair/Vice-Chair.

(G) Extraordinary Expenses

Extraordinary expenses which are in excess of the amounts available under this bylaw shall be accounted for on the Director's claim, accompanied by receipts and details of the circumstances. Such a claim will be paid following review of both the Chair and Vice-Chair.

(H) Attendance at Commission Meetings

Directors attending meetings of Commissions to which they are appointed by the Board of the Regional District will be reimbursed for expenses in accordance with this section.

9. INSURANCE - USE OF PRIVATE VEHICLE

- (A) Directors shall be reimbursed for the cost of the deductible for one comprehensive claim per calendar year to a maximum of \$300 for damage to the vehicle or \$300 for windshield replacement, provided the damage to the vehicle was incurred while on regional district business and a receipt is provided.
- (B) Directors are required to ensure that the vehicle(s) they use for regional district business are insured for business class purposes. Upon submitting proof of coverage, the Director will be reimbursed for the difference in cost between insuring one of his/her vehicles for pleasure and business class purposes.
- (C) The Regional District does not accept any liability under any circumstances for claims arising from the use of privately owned vehicles, but will carry additional liability insurance over and above that which Directors carry on their personal vehicles, for claims arising from use of the vehicle while on RDBN business.

10. COMMUNICATIONS

- (A) ~~All directors will be provided with a cell phone by the RDBN and with a RDBN email address. The RDBN email address will be used for all communication with the RDBN. Where a municipal director is provided a cell phone and a municipal email address (meeting RDBN security requirement) by their municipality, the RDBN will reimburse the municipality 50% of the cost associated with this service to the municipality or 50% of the cost of the service if provided by the RDBN whichever is less. The RDBN will not reimburse directors for corporate use of their personal devices or cell phones.~~

All Electoral Area directors will be provided with a RDBN cell phone and with an email address. The RDBN email address will be used for all communication with the RDBN. The RDBN will not reimburse directors for corporate use of their personal devices or cell phones.

- (B) Electoral Area directors will be reimbursed up to \$125 per month for home internet service upon the provision of receipts. A one-time fee of up to \$200 may be reimbursed for the installation costs associated with the provision of a higher speed internet service.

- ~~(C) Electoral Area directors will be reimbursed up to \$2000 per term for a tablet or portable lap top computer upon receipt. Municipalities will be provided 50% of the costs associated with providing their municipal director with a tablet or portable lap top computer to a maximum of \$1000. Electoral Area directors will be provided technical support and business software that is determined by the Regional District's Information Officer (or similar position) as required to support their role as Director.~~

Electoral Area directors will be provided a portable laptop computer for their Regional District duties. The Regional District will work with member municipalities to ensure that the Municipal Directors will be provided with a portable laptop that meets the Regional District cyber security needs for their Regional District duties. This may include the Regional District providing a Municipal Director with a portable laptop computer. Any Director that has received a portable laptop from the Regional District will be provided technical support and business software to support their role as Director.

11. LOCAL GOVERNMENT CONVENTIONS

- (A) Electoral Area Directors will be allocated no less than \$10,000 (to be increased by CPI annually) to attend conventions and meetings related to their work as an Electoral Area Director including meetings with Elected Officials or officer of other governments including Indigenous Governments.

This amount includes costs associated with attendance at UBCM and NCLGA. This amount may be used for convention costs, travel and remuneration.

Costs will be reimbursed at the regular expense rate described in this bylaw. Remuneration rates will be either at the ½ day or full day meeting rates listed in Schedule B.

- (B) The Board of the Regional District may send any director to any convention or meeting with its associated cost paid from "General Government – Legislative" at its discretion.
- (C) The Rural Directors may send any director to any convention or meeting with its associated costs paid from "Rural Government – Legislative" at its discretion.

- (D) This section does not apply to the Chair (or Vice Chair) in performing the duties of the Chair.

12. REPEAL

Regional District of Bulkley-Nechako Directors' Remuneration Bylaw No. 1717, 2014 and all bylaws enacted in amendment thereto are hereby repealed.

13. EFFECTIVE DATE

This bylaw comes into effect January 1, 2019.

14. ADJUSTMENT FOR CONSUMER PRICE INDEX

The overnight amount listed in Section 8 (C); The rates listed in Schedule A, Schedule B and Schedule C are to be increased annually on January 1st, based on the previous year's consumer price index (yearly average for the Province of B. C. as published by Statistics Canada). In the event that there is no increase to the consumer price index, or if it were to decline, these amounts would remain unchanged. The increase to these amounts will be calculated to the nearest cent and this new amount will be used as the basis for the next year's calculation. However, the amount payable for expense claims will be the amount adjusted for inflation rounded to the nearest dollar.

SCHEDULE A

Chair and Directors' Remuneration

1) Directors' Basic Remuneration

Effective upon adoption of this bylaw, each Director of the Regional District of Bulkley Nechako shall be paid a "Basic" remuneration of \$775 per month, ~~thereafter to be increased annually and rounded to the nearest dollar on January 1st, based on the previous year's consumer price index (yearly average for the Province of B. C. as published by Statistics Canada), for completion of his or her duties of office. In the event that there is no increase to the consumer price index, or if it were to decline, the basic remuneration rate would remain the same as in the previous year.~~

2) Rural Directors' Local Governance Remuneration

Effective upon adoption of this bylaw, each Electoral Area Director of the Regional District of Bulkley Nechako shall be paid an additional 0.62 of the basic remuneration per month for completion of his or her duties of office. In addition each Electoral Area director will receive \$1 for each resident in his/her Electoral Area based on the most recent Canadian Census figures per annum paid in instalments of 8.33 cents per resident monthly.

3) Chair, Vice-Chair, and Committee Chair Remuneration

- A) The Chair of the Regional District Board shall receive an additional amount equal to 2.0 times the basic remuneration.
- B) The Vice-Chair of the Regional District Board shall receive an additional amount equal to 0.75 times the basic remuneration.
- C) A Committee Chair of the Regional District Board shall receive an additional amount equal to 0.50 times the basic remuneration.
- D) An appointed cheque signer (that is not Chair of the Finance Committee or the Board Chair or Vice Chair) shall receive an additional amount equal to 0.15 times the basic remuneration.

4) Acting Chair

In addition to his/her remuneration for attendance at a Board meeting as specified in this schedule, any Board member who serves as Acting-Chair on Board Day due to the absence of the Chair and Vice-Chair, shall be compensated \$200 for his/her services in chairing the Board meeting.

5) Emergency Operations

Directors required to attend office at the Regional District or other meetings to support emergency operations will receive the meeting ½ or full day rate (see Schedule B). The board must approve or ratify the Director's attendance for this allowance to be received.

6) Partner's Program Expense

Once a year, the Regional District will pay the registration fees for the partner's program and any additional accommodation costs for the spouse of a Director to stay in the Director's hotel room when attending either a convention or conference.

7) Extended Health and Dental Benefits

An option for Extended Health and Dental Benefits will be provided to all Directors with the costs being paid by the Regional District

SCHEDULE B

Meeting Remuneration

It must be noted that the following table is intended to provide examples of categories of meetings and the remuneration applicable to that category. It must be recognized that the Board may eliminate or establish committees from time to time, which may or may not be eligible for remuneration in accordance with the applicable category.

- (A) For attendance at meetings, Directors will be remunerated and expenses will be paid in accordance with the attached table.
- (B) Those meetings which receive remuneration as indicated in the attached table are deemed to be "Sanctioned Meetings".
- (C) Where more than one meeting is held on the same day, the meetings shall be deemed to be one meeting.
- (D) Directors are only eligible for remuneration where an agenda for the meeting is prepared and distributed in advance and minutes are recorded and submitted to the Board for consideration or for meetings called because of an emergency.
- (E) Where a Director attends a meeting by means of electronic communications, remuneration shall be at the normal rate for that meeting.
- (F) Remuneration for meetings not listed on the attached table must be approved by the Board. It is noted that Directors may choose to accept appointments to a wide variety of bodies; however, except as specifically provided for herein, those appointments shall be without remuneration. For clarity, meetings regarding a Director's local services, Regional District public hearings, and Advisory Planning Committee and commission meetings are excluded from remuneration under this section.

Meeting Type	Allowance *		Notes
	Half Day < 3.5 hrs	Full Day 3.5 hrs+	
Board and Committee Meetings	\$235	\$235	Travel time may be claimed (if applicable)
Other meetings approved by Board motion within the Regional District	\$118	\$235	Travel time may be claimed (if applicable)
<p>For the Chair, the Vice Chair acting as Chair, Committee Chairs (acting in their role of Committee Chair) and for Electoral Area Directors:</p> <p>Attendance and travel to political conventions or similar events, for attendance at meetings between the Regional District and other levels of government including with Indigenous Governments, and for the attendance at ceremonial events.</p> <p>Attendance by virtual means is included.</p>	\$118	\$235	<p>Includes time spent travelling to these events.</p> <p>Additional travel time is not applicable.</p> <p>All costs are charged to rural government except for costs associated with travel and remuneration of the chair or committee chair are charged to general government.</p>

~~* to be increased annually on January 1st, based on the previous year's consumer price index (yearly average for the Province of B. C. as published by Statistics Canada), for completion of his or her duties of office. In the event that there is no increase to the consumer price index, or if it were to decline, the basic remuneration rate would remain the same as in the previous year.~~

Schedule C

Travel Time Remuneration

1. Travel time remuneration of ~~\$25.00~~ **\$30.00** for every 100 kilometres driven (for trips over 20 km [one way]) shall apply to all travel when attending Regional District Board and Committee Meetings. **For Municipal Directors, this distance is determined from their respective municipal office.**
2. Travel remuneration for travel to or from conventions or similar events outside the Regional District boundaries, where attendance is approved by the Board, shall be a ½ day meeting rate for travel of five hours or less and a full day meeting rate for travel more than five hours. There is no travel remuneration for conventions or similar events held within the Regional District.
3. There is no travel time payable for other events or other types of meetings; however, directors may claim mileage, if eligible, as per section 8 (A).



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: June 20, 2024
Subject: **Bulkley Valley Pool Request for Proposals (RFP)**

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

That the RFP for Retiling the Pool be awarded to Riverwest General Contractors for \$139,056.40 + applicable taxes.

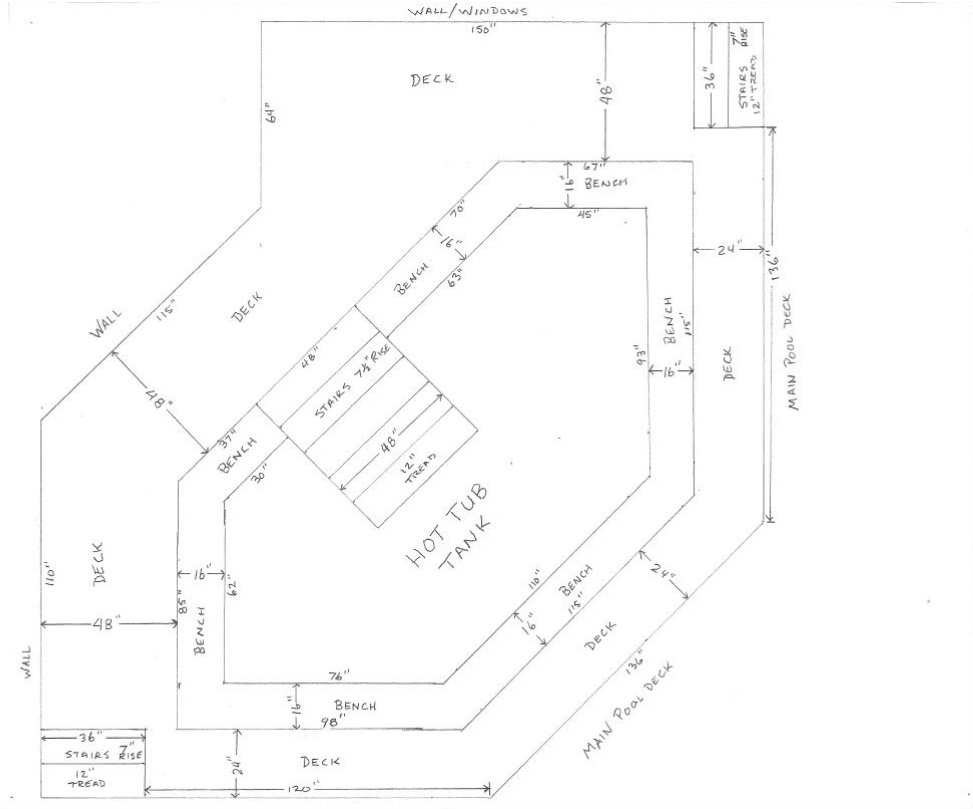
BACKGROUND and SUMMARY

This Request for Proposal was recently issued on April 10, 2024 and closed on May 10, 2024.

The Regional District was seeking proposals from qualified Proponents with proven tiling experience to remove old tiling and replace with new for the hot tub at the Bulkley Valley Regional Pool and Recreation Centre located in Smithers.

This RFP was for the Bulkley Valley Pool Re-tiling Project and there were two submissions. Based on reviews by the Bulkley Valley Aquatic Management Society the recommendation is to award the contract to Riverwest General Contractors for \$139,056.40 plus GST.

Appendix: Structural Drawing of the Hot Tub with dimensions
Photo of the hot tub for reference purposes



Overview of hot tub



Tile Detail – each square is a tile



155

Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: June 20, 2024
Subject: **Bulkley Valley Pool Request for Proposals (RFP)**

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

That the RFP for UV Filter replacement be awarded to Riverwest General Contractors for \$189,946.44 plus applicable taxes.

BACKGROUND and SUMMARY

This Request for Proposal was recently issued on April 10, 2024 and closed on May 10, 2024.

The Regional District was seeking proposals from qualified Proponents with proven mechanical experience for the removal and replacement of three existing ETS UV systems to ETS WF Wafer UV Units at the BV Regional Pool and Recreation Centre located in Smithers.

This RFP was for the Bulkley Valley Pool UV Filter Replacement and there were two submissions. Based on reviews by the Bulkley Valley Aquatic Management Society the recommendation is to award the contract to Riverwest General Contractors for \$189,946.44 plus GST.



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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: June 20, 2024
Subject: **Northern BC Tourism Iconic Destination Signage Ownership Agreement**

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

That the Board

- 1) Approve the Ownership Agreement with Northern BC Tourism for the Iconic Destination Signage planned for the Savoury West Rest Area Signs; and
 - 2) Direct staff to work with Northern BC Tourism to complete and submit the MOTI permit application for the installation of the signs.
-

BACKGROUND

At the September 23, 2021, Board meeting Clint Fraser, CEO for Northern BC Tourism Association (NBCTA), presented a delegation regarding the Great Northern Circle Route Signage Masterplan. That project is now in the implementation phase and signage is being fabricated for installation.

Funding for the project, including sign fabrication and installation is provided by Northern BC Tourism. However, sign installation requires long-term maintenance agreements with the appropriate local government. Signs in the regions highlight identified Iconic features, which include the Fort St. James National Historic Site, the Lakes District, and Hudson Bay Mountain. The signage planned for the Savoury West Rest area will feature information about the Lakes District.

ATTACHMENTS

- 1) NBCTA Backgrounder
- 2) Draft Ownership Agreement



Date: June 7, 2024

To: Nellie Davis, Economic Development Officer
Regional District Bulkley Nechako

Project name: Northern BC Tourism Association, Iconic Destination Signage Program
Savory West Rest Area

Contact info: April Moi, Destination Development Manager, Northern BC Tourism Association
Martina Bancroft, Tourism Development Coordinator

Project description: NBCTA, Iconic Destination Signage Program

The Northern BC Tourism Association (NBCTA) has been advancing the Iconic Destination Signage Program with invaluable support from Indigenous Tourism BC's (ITBC's) Northern BC team. The primary aim of this signage project is to further the objectives outlined in the 10-year Destination Development Strategies for the Northwest and Northeast regions and aligns with Destination BC's Iconic's Strategy. Specifically, it aims to develop a strategically phased signage program for thematic corridors and circle routes. By doing so, the program seeks to enhance the visitor experience by facilitating a deeper understanding of the region's connections and diversity. These interpretive and wayfinding signs are created with the intent and purpose to inform visitors about the region, continue to move them through our region, and encourage longer stays while being responsible visitors. Additionally, improved signage and storytelling are expected to contribute to enhancing the quality of life for residents in the Northern Tourism Region.

Seed funding for the project is provided by NBCTA through the Province of BC's Targeted Regional Tourism Development Initiative (TRTDI) and covers the design and installation of these signs. However, we require a long-term maintenance agreement with the Regional District Bulkley Nechako for the upkeep of the signs as that is not something NBCTA has funding for or is within our scope. Long-term maintenance includes general upkeep such as removal of graffiti and working with NBCTA to determine if repairs are required and/or removal of the signs which are fully recyclable. The Ministry of Transportation & Infrastructure (MOTI) has also been informed about the project and is supportive of installing signage at the Savory West Rest Area. In addition to finalizing the long-term maintenance agreement with RDBN, District Manager, Fraser Fort George advises that the next step is to complete and submit the MOTI permit application. Following the approval of the application, we will work with the RDBN and suggested partners to develop content with our Interpretive Writer and the sign company to design and fabrication.

The proposed sign types for this rest area is an Iconic Secondary and Pillar sign. However, the content will determine if another design type will be more appropriate. The signs are approximately 7 to 8 feet high and made of aviation-grade aluminum that is UV protective, graffiti resistant, easy to maintain, fade

resistant, and eco-friendly and secured by screw pilings. This makes the whole structure, including the panels, 100 percent recyclable in the event of damage beyond repair and secure.

Request:

NBCTA is seeking approval from the RDBN for the following:

1. THAT RDBN staff work with NBCTA to develop an ownership agreement highlighting the long-term maintenance requirements of the Savory West Rest Area Signs; AND
2. THAT RDBN staff work with NBCTA to complete and submit the MOTI permit application for the installation of the signs.

Project timeline:

Based on the funding agreement with the Ministry of Tourism, Arts, Culture and Sports, the signs will be installed by the end of August or early September. Following is the proposed timeline:

March to May: Work with Interpretive writer Megan Long to prepare content

May to June: Complete design of signs

June to July: Fabricate signs

August to September: Install signs

Background:

The Signage Program encompasses the Great Northern Circle Route, which includes communities along the corridor (Hwy's 16, 97 and 37). In addition to design and installation of the signs, the TRTDI funding supported the development of two critical planning resources, a Thematic Framework and the Great Northern Circle Route Signage Master Plan. The Thematic Framework outlines the regions, sub-regions, and associated themes and topics. It was developed through a series of workshops, with Indigenous participation playing an integral role in the process. The Thematic Framework serves as the foundation for the interpretive signage component of the Great Northern Circle Route Signage Master Plan. This Signage Master Plan is available as a resource for all agencies. It includes a design for a family of signs and maps out strategic locations along the route where these signs will be placed. By aligning with the Thematic Framework, these signs aim to provide visitors with stories that will instill a richer understanding of the cultural, historical, and geographical significance of the Northern BC region. Overall, the TRTDI funding will enable NBCTA and partners to install approximately 40 signs at 17 locations along the Great Northern Circle Route. The project has been divided into the following Phases:

Phase 1 of the Iconic Destination Signage Program is currently being installed in the Northeast and along the Alaska Highway. NBCTA has been working with the Treaty 8 Tribal Council and the Daylu Dena Council - Kaska Nation to ensure the signage reflects the Indigenous perspective and appropriate territorial acknowledgements.

Phase 2 of the program is to install signage in the Central and Northwest parts of Northern BC at locations that were identified through the destination development planning process. These iconic locations have been determined through the Destination Development process, which has been ongoing since 2017 and has included extensive outreach alongside Indigenous Tourism BC.

Phase 3 are proposed signage projects for future funding opportunities.

Current locations in the Northwest include:

<ul style="list-style-type: none"> ● Hudson Bay Mountain ● Bear and Salmon Glacier ● K'san Historical Village and Museum ● Nisga'a Memorial Lava Beds 	<ul style="list-style-type: none"> ● Fort St. James National Historic Site ● Ancient Forest ● Lakes District ● Boulder Creek Rest Area and Savory Rest Area
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FIGURE 3-D: YELLOWHEAD HIGHWAY

Examples for design only - text to be updated.

Thank you for your interest. We welcome the opportunity to discuss this project with you.

Warm regards

April Moi
 Destination Development Manager
 Northern BC Tourism Association



NORTHERN BC ICONIC DESTINATION SIGNAGE OWNERSHIP AGREEMENT

THIS OWNERSHIP AGREEMENT is made and entered into this June 20, 2024, by and between Northern BC Tourism Association (NBCTA), 1274 5th Avenue, Prince George, BC, V2L 3L2 herein referred to as "Party A", and the Regional District of Bulkley Nechako (RDBN), 37 3rd Avenue, Burns Lake, BC, V0J 1E0, herein referred to as "Party B".

1. PURPOSE OF THE OWNERSHIP AGREEMENT

The purpose of this Ownership Agreement is to establish an agreement that Party B will take over ownership and maintenance of the Iconic Destination Signage, Iconic Secondary and Pillar sign located at Savory West Rest Area, Highway 16, indefinitely commencing on June 20, 2024.

2. DURATION OF THE OWNERSHIP AGREEMENT

This Ownership Agreement shall commence on the effective date and continue indefinitely unless terminated by either party with a 30-day written notice.

3. OBLIGATIONS OF PARTY A

Party A shall be responsible for the design and installation of the signs. Party A shall also support future funding applications to add additional signage and/or replace or update damaged signs.

4. OBLIGATIONS OF PARTY B

Party B shall oversee and maintain the signage as needed. Maintenance will include, but not be limited to, wiping the signs clean of graffiti or mud, and following up with the Ministry of Transportation and/or their contractor, if and when necessary, snow has not been cleared to make the signs accessible year-round.

5. SIGN REPLACEMENT

If the signs located at the Savory West Rest Area become damaged, Party B agrees to contact Party A to assess the damage and the next steps before taking any action. If it is determined by both parties that the damaged sign/s pose a safety hazard, Party B agrees to remove and recycle the sign/s.

Additionally, if both parties determine that the sign/s are damaged beyond repair, they will partner to seek funding to replace the sign/s and ensure that any replacement sign/s maintains the consistency of design and interpretation.

6. COMPENSATION

Party A will pay for the design and installation of the signs. Party B will pay for any costs incurred in the upkeep and maintenance of the signs as detailed in section 4.

7. TERMINATION

This Ownership Agreement can be terminated by either party upon 30-day written notice.

8. CONTACT DETAILS

All notices, requests and other communications under this Ownership Agreement shall be in writing and shall be sent to the addresses specified by each party.

9. REVIEW OF AGREEMENT

The parties agree to meet every three (3) years from the date of this agreement and review the current Ownership Agreement, discuss the status of the signage and determine if any revisions to the agreement are required. Unless other circumstances arise that require an additional meeting.

EFFECTIVE DATE: June 20, 2024

IN WITNESS WHEREOF, the parties hereto have executed this Ownership Agreement as of the date first above written.

Print Name & Title: Clint Fraser, CEO

Signature:

[Party A - Northern BC Tourism Association]

Print Name & Title: Mark Parker, Chair

Signature:

[Party B – Regional District of Bulkley Nechako]





Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Nellie Davis, Manager of Regional Economic Development
Date: June 20, 2024
Subject: **Bulkley-Nechako Joint Accessibility Advisory Committee
Accessibility Plan Completion**

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

That the Board accept the Accessibility Plan created by the Bulkley-Nechako Joint Accessibility Advisory Committee and direct staff to use the Plan as a reference document.

BACKGROUND

The Bulkley-Nechako Joint Accessibility Advisory Committee has approved the first Accessibility Plan. The Committee has been working on the development of this Plan since it was established in 2023.

The Plan is being provided to all Partner Organizations so that participating Boards/Councils can use the information in their own planning and accessibility review processes.

ATTACHMENTS

Bulkley-Nechako Joint Accessibility Advisory Committee - Accessibility Plan



Bulkley-Nechako Joint Accessibility Advisory Committee

ACCESSIBILITY PLAN

Version 1.0 – Spring 2024



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Introduction

In June 2021, the Accessible BC Act became law. The Act provides a framework to identify, remove and prevent barriers to accessibility, including physical, technological, informational, sensory, systemic, and attitudinal barriers.

More information about the Act can be found at:

<https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/accessibility/legislation/accessiblebc>

To facilitate the work of the Accessible BC Act, the Bulkley-Nechako Joint Accessibility Advisory Committee was formed. It includes participating organizations from the Regional District of Bulkley-Nechako, Telkwa, Houston, Granisle, Burns Lake, Fraser Lake, Vanderhoof and Fort St. James.

Territorial Acknowledgement

The Bulkley-Nechako Joint Accessibility Advisory Committee would like to open this Plan by acknowledging that the Committee conducts its work on the unceded territories of First Nations across the vast region. The Bulkley-Nechako Region covers an area over 70,000 square kilometers, spanning the traditional territories of the Dakelh, Nedut'en, Tse'khene, and Witsuwit'en speaking peoples. The Committee respects the distinct cultures of the Indigenous Peoples in the Bulkley-Nechako and honours their long-standing relationship with these lands and waters from time immemorial.

About the Partners

This joint Committee was created to support collaborative efforts across the Bulkley-Nechako for accessibility improvements. The partner organizations who make up the non-voting members of the Committee, and who have committed to use the work of the Committee to further accessibility in their own communities are:

1. Regional District of Bulkley-Nechako (all Electoral Areas)
2. District of Fort St. James
3. District of Houston
4. Village of Burns Lake
5. Village of Fraser Lake
6. Village of Telkwa
7. Village of Granisle
8. Fort St. James Public Library
9. Vanderhoof Public Library
10. Burns Lake Public Library
11. Granisle Public Library

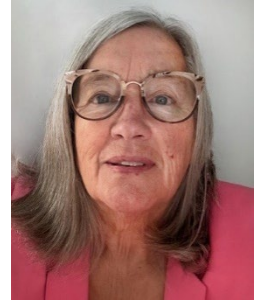
About the Committee

The membership of the Committee reflects, to the best extent possible, the diversity of persons with disabilities in BC, and particularly the Bulkley-Nechako region. Membership is prioritized for applicants who have lived experience of disability, are a support person for persons with disabilities (either personally or professionally) or are Indigenous.

Message from the Chair

As the inaugural Chair of the Committee, it has been an honour to learn from the passionate, knowledgeable members. It is wonderful to see so much commitment to improving our communities and ensuring equitable access for all our residents. I look forward to continuing the work to see tangible improvements across the region.

Director Judy Greenaway,
Bulkley-Nechako Joint Accessibility Advisory Committee Chair



Definitions

For the purposes of this Plan,

"Committee" means the Bulkley-Nechako Accessibility Advisory Committee;

"Plan" means the Committee's published accessibility plan;

"barrier" is anything that hinders the full and equal participation in society of a person with an impairment. Barriers can be caused by environments, attitudes, practices, policies, information, communications, or technologies. They can also be affected by intersecting forms of discrimination.

"disability" means an inability to participate fully and equally in society as a result of the interaction of an impairment and a barrier;

"impairment" includes a physical, sensory, mental, intellectual or cognitive impairment, whether permanent, temporary or episodic;

"Indigenous peoples" has the same meaning as in the [*Declaration on the Rights of Indigenous Peoples Act*](#);

Framework Guiding our Work

Accessible BC Act Principles

The Government of British Columbia is working towards being an inclusive province. There are over 926,000 people with disability in B.C. In June 2021, the Accessible B.C. Act became law. It provides a framework to identify, remove, and prevent barriers to accessibility. The new law is an important step to make B.C. a more accessible province.¹

Part 3 of the Act requires Local Governments to:

- Establish an accessibility committee.
- Develop an accessibility plan.
 - Review the plan every 3 years
- Create a public feedback mechanism.

What are examples of barriers?

Attitude

When people think and act based upon false ideas, like:

- Making decisions about people with disabilities without including them.
- Not believing that a person with a disability can contribute to the workforce.

Physical

When obstacles make access difficult, like:

- A washroom with an accessible stall but no automatic door opener.
- Hosting a meeting in a space with no wheelchair access.

Information or communication

When communication methods do not reach people with disabilities, like:

- Using small print or not providing large-print versions of material.
- Videos, events, or meetings that do not have closed captions.

Systemic

When an organization's policies or procedures aren't inclusive, like:

- Not providing an American Sign Language interpreter or closed captioning.

¹ <https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/accessibility/legislation/accessiblebc>

- Requiring a driver's licence for a job when another form of transportation could be used.

Technology

When technology can't be accessed by people with disabilities, like:

- Websites, documents, or databases that are not accessible for screen readers.
- Website graphs and charts do not have text to explain them.

Sensory

When lights, sounds or smells prevent participation in the environment, like:

- Co-workers wearing perfume in the workplace.
- Use of fluorescent lighting in the workplace.

Other Legislation

Other Legislation that governs how local governments operate include:

[Local Government Act](#) - provides a legal framework and foundation for the establishment and continuation of local governments.

[Community Charter](#) - Charter provides a legal framework for the powers, duties and functions that are necessary for local governments to fulfill their purposes.

[BC Building Code](#) - governs how new construction, building alterations, repairs and demolitions are completed.

Committee Mandate

The BN JAAC Committee's mandate is to advise all participating Councils and Boards in the Regional District of Bulkley-Nechako of the need to establish, develop and maintain equitable policies, services and facilities for persons with disabilities, including, but not limited to: transportation; housing; employment; education; and recreation.

To provide an opportunity for public input on accessibility issues affecting people with disabilities.

To identify barriers to services and facilities encountered by people with disabilities, and partner with local councils and agencies to address them.

To promote initiatives that foster active living, and the full participation of people with disabilities in their communities.

Feedback Mechanism

The Joint Committee and partner organizations are committed to hearing from residents about barriers to accessibility in all forms, including physical, technological, informational, sensory, systemic, and attitudinal barriers. We welcome feedback via several mechanisms:








- Toll free via phone at 1-800-320-3339
- Via email to info@rdbn.bc.ca
- Via the online form at <https://www.rdbn.bc.ca/departments/administration/bulkley-nechako-joint-accessibility-advisory-committee>
- Via a Committee member in your community

All feedback received will be provided on the agenda of the next regularly scheduled Bulkley-Nechako Joint Accessibility Advisory Committee meeting to help with planning. All partner organizations receive the minutes from those meetings.

Barriers Identified

What we Heard

Via public feedback and Committee contributions, several types of barriers were identified that are prevalent across the region. They include:

Type of Barrier	Examples
 Barriers in the built environment	<ul style="list-style-type: none"> - Insufficient accessibility in public washrooms - Poor condition of sidewalks. - Insufficient quantity and accessibility of public seating (benches).
 Informational Barriers	<ul style="list-style-type: none"> - Lack of parking signage for accessible parking - Signage not accessible to low-vision readers. - Lack of support for digital literacy assistance.
 Attitudinal Barriers	<ul style="list-style-type: none"> - Lack of prioritization of employer training to support employees with disabilities. - Protests that impact or re-traumatize marginalized communities.
 Sensory Barriers	<ul style="list-style-type: none"> - Lack of quiet spaces for people on the autism spectrum - Accessibility issues on websites/social media for low-vision residents
 Systemic Barriers	<ul style="list-style-type: none"> - Lack of services for adults with disabilities once out of school. - Lack of accessible employment opportunities. - Insufficient quantity of accessible, affordable housing for residents on a disability allowance.
 Transportation Barriers	<ul style="list-style-type: none"> - No or limited taxi service, particularly accessible taxis. - Transportation to medical appointments is challenging.
 Housing Barriers	<ul style="list-style-type: none"> - Older high-density housing is not accessible, especially important feature like washrooms. - Many apartments lack elevators.

Action Items

As an advisory body, the Committee requests that all partner organizations consider the actions listed below (should they be applicable). Wherever possible, guidelines or standards are provided to assist in the actioning of a listed item.

Built Infrastructure Actions

- 1) Ensure recreation infrastructure is designed or upgraded for accessibility.
Suggested resource: [BC Parks Universal Design Guide Front-country Parks](#)
- 2) Review local accessible parking availability for best-practices.
Suggested resource: [Regulatory Changes to Accessible Parking Requirements](#)
- 3) Participate in the Business Façade Improvement Program offered by [Northern Development Initiative Trust](#) and highlight accessible improvements.
- 4) Identify eligible projects and apply for support from the [Government of Canada's Enabling Accessibility Fund](#) to improve infrastructure.
- 5) Allocate [Canada Community-Building Funds](#) to accessibility projects in eligible project categories.

Information and Sensory Actions

- 1) Ensure printed materials for internal and external use are accessible.
Suggested resource: [CNIB Clear Print Accessibility Guidelines](#)
- 2) Review Social Media posts for accessibility.
Suggested Resource: <https://www.queensu.ca/accessibility/tutorials/social-media-accessibility>
- 3) Be sure that websites are designed for accessibility.
Suggested resource: <https://www.destinationbc.ca/learning-centre/accessible-website-design/>
- 4) Review communication, especially emergency-related documents, for plain language to ensure your messages reach many literacy levels.
Suggested resource: <https://www2.gov.bc.ca/gov/content/governments/services-for-government/service-experience-digital-delivery/web-content-development-guides/web-style-guide/writing-guide/plain-language>
- 5) Create sensory safe spaces in public buildings and workplaces.
Suggested resource: Cognitive and Sensory Checklist in [Destination BC's Accessible Attributes Checklist](#)
- 6) Investigate options for ASL/Transcription of public or recorded meetings.
Potential resources: <https://www2.gov.bc.ca/gov/content/family-social-supports/services-for-people-with-disabilities/supports-services/american-sign-language-asl-interpretor-services/understanding-asl-interpretor-services>
or
<https://www.chs.ca/service/cart-communication-access-realtime-translation>

Attitudinal and Systemic Actions

- 1) Research and provide ongoing education and training for staff to improve awareness and understanding of service delivery for vulnerable residents.
Suggested resource: [BC Public Service Equity, Diversity and Inclusion learning and resources](#)
- 2) Create employment opportunities for staff with diverse backgrounds and support needs within your organization.
Suggested resource: [Work BC Employer Resources on Creating an Inclusive Workspace](#)
- 3) Pursue or review and evaluate recommended actions in and age-friendly designation to increase local awareness of and thoughtful action about community barriers to accessibility.
Suggested resource: [Becoming an Age-friendly Community: Local Government Guide](#)

Emergency Response Actions

- 1) Review and recommend actions in your community's Emergency Response Plan to include public education, identify advance planning considerations or response mechanisms to assist in the safe evacuation of vulnerable populations in an emergency event.

Advocacy Items

The Committee also encourages partner organisations to actively advocate for improvements to accessibility in areas outside their direct influence. This involves advocacy with other levels of government, as well as businesses and services offered in their communities. This includes raising awareness of and requesting improvements to:

- the declining availability of assessment and diagnosis access in northern, rural communities. Waitlists for assessments like autism are very long, delaying support delivery.
- the impact centralization of services has on people with disabilities.
- The overarching impacts of downloading accessibility work to schools/local governments. The large workload of those organizations means that accessibility is hard to prioritize.
- A lack of respite and community-based supports for adults with disabilities
- The loss of/lack of wrap around services available in our communities.

Monitoring and Evaluation

Monitoring

Public feedback will continue to be collected through all channels and provided to the Committee.

Partner organisations are asked to report any actions taken to address accessibility barriers the Committee's Staff Liaison at the RDBN.

Evaluation

Public feedback and partner organization actioned items will be provided to the Committee for ongoing review.

The Committee will review this information annually to measure progress on the actioned items and will evaluate successes and additional avenues for influence.

Conclusion

The Committee is pleased to be able to deliver these recommended actions and advocacy items for consideration to all partner organizations. We hope that this Plan will provide actionable items that will help make our communities more accessible.

The RDBN Staff Liaison to the Bulkley-Nechako Joint Accessibility Advisory Committee welcomes questions at any time. They can be reached by phone at 1-800-320-3339 or by email at info@rdbn.bc.ca.

Appendix 1 – Mural Board Brainstorming

informational barriers

- lack of above ground parking signage for wheelchair parking
- Signs are not accessible to low-vision residents
- Employer training and awareness programs for adults with ASD
- Colour blindness can impact signage accessibility

sensory barriers

- quiet spaces for people on the autism spectrum

systemic barriers

- need broader input from community, staff and community leaders
- Accessible employment opportunities-municipal offices
- Services for adults once out of school system are lacking
- Winter conditions can isolate those who have a hard time in icy conditions due to a higher fall risk
- lack of mental health awareness
- Employment for residents on the autism spectrum
- lack of awareness of how to meet needs of disabled travelers
- Provincial programs not easy to use
- Politics, collaboration and staff training to overcome inhibitors around serving diverse populations
- Housing - focus needed for integrated, accessible housing.
- housing - many rental prices remain high after industry is done
- food and housing security is more challenging for those on a disability living allowance.

Emergency Management Issues

- Emergency Planning do not sufficiently identify and plan to help vulnerable individuals
- Accessible hotel spaces during an emergency event.
- Prescribed burning and wildfires impact residents with respiratory issues due to poor air quality.

attitudinal barriers

- protests that impact marginalized communities - re-traumatized

technological barriers

- e-readers cannot use 'captcha' button on website forms
- digital literacy is low but many services are moving online

transportation

- No taxi service in many communities
- Maternity travel within Vanderhoof is challenging
- accessible taxis and buses for inter-community transportation is non-existent
- transportation to medical appointments is challenging

Housing

- Apartments rented to vulnerable populations are not accessible with important features like bathrooms.
- apartments in Burns Lake have deplorable access for those with mobility issues

built environment

- No wheelchair access to Medical Clinic in Houston
- crosswalks can be challenging for those with vision impairment or mobility limitations
- No public washroom in some communities
- No path to washrooms at park in Burns Lake
- No facilities for adults that require diaper changes
- cut outs are steep onto roads with raised bumps
- Lack of sidewalks in residential areas
- No seating/benches in Burns Lake Mall
- benches or seating areas to meet needs of wheelchair users like at doctors office
- snow removal around cutouts and accessible parking needs to be addressed
- Fraser Lake - neither hotel is wheelchair accessible.
- poles in sidewalks block wheelchair and walker passage
- Stairs are a barrier in buildings with no elevator - eg: dentist in Houston.
- Wheelchair height service and sales counters
- Much of the accessible parking is on private (business) property No uniformity and poor signage.
- sidewalks are pitted or in poor conditions and can be dangerous for wheelchairs and walkers
- Recreation areas need accessible benches and picnic tables-not usually constructed with disability needs in mind
- Bathroom at Burns Lake Mall inaccessible to wheelchairs and walkers
- poor lighting indoors can make indoor reading difficult
- Wheelchair and walker access at waterfront sites at Cottonwood Park
- child accessibility for rec seating
- Glare on plexiglass can make signage hard to see
- Winter maintenance of sidewalks is challenging



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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: June 6, 2024
Subject: **Canada Community Building Fund Electoral Area A (Smithers/Telkwa Rural) – Cycle 16 Trail Phase 3 Construction**

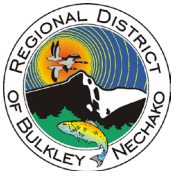
RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

At the August 10, 2023, meeting the Board approved a request from the Cycle 16 Trail Society to submit an application to the Rural Economic Diversification and Infrastructure Fund for Phase 3 of the Cycle 16 trail, including a leveraging commitment in principle of \$500,000 from the Electoral Area A (Smithers/Telkwa Rural) Canada Community Building Fund allocation.

Notifications for the grant program were provided recently and the RDBN was not a successful applicant for this program. The \$500,000 leveraging committed to this application has been returned to the Electoral Area A (Smithers/Telkwa Rural) Canada Community Building Fund allocation.



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cameron Hart, Economic Development Assistant
Date: June 20, 2024
Subject: **Canada Community Building Fund Electoral Area C (Fort St. James Rural)
Curling Rink Furnace Upgrades**

RECOMMENDATION:

(all/directors/majority)

- 1) That the Board authorize contributing up to \$130,000 of Electoral Area C (Fort St. James Rural) Canada Community-Building Fund BC allocation monies to the District of Fort. St. James for a Recreation Infrastructure project at the Fort St. James Curling rink, and

(participants/weighted/majority)

- 2) That the Board authorize the withdrawal of up to \$130,000 from the Federal Gas Tax Reserve Fund.
-

BACKGROUND

The Fort St. James Curling Rink is in need of replacement HVAC units to heat the upstairs and downstairs viewing areas, an extended area for housing the new heating equipment, as well as supplemental electric heat in other areas. The rink also requires accessibility upgrades to access both viewing areas.

Total uncommitted Canada Community Building Fund BC funds remaining in the Electoral Area C allocation is \$373,143.

Director Judy Greenaway is supportive of this project and of accessing the Canada Community Building BC Funds in the amount of up to \$130,000 from Area C for this Recreation Infrastructure project.

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



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Committee
From: Cameron Hart, Economic Development Assistant
Date: June 20, 2024
Subject: **2023 Annual Report**

RECOMMENDATION:

(all/directors/majority)

That the Board approve the Regional District of Bulkley Nechako 2023 Annual Report.

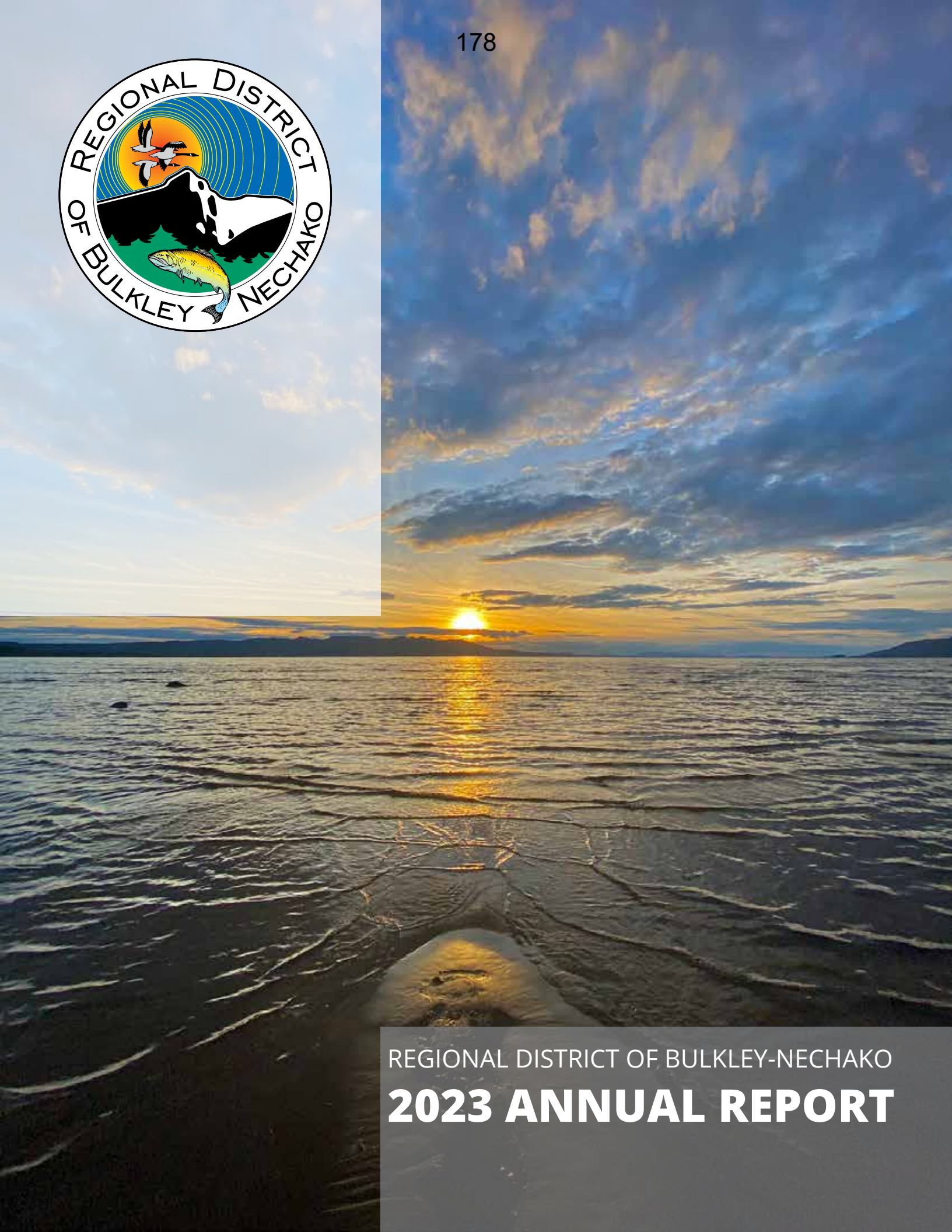
BACKGROUND

Staff have compiled departmental 2023 Quarterly Reports to create the comprehensive Annual Report for 2023. The Draft Annual Report is attached for review and approval.

File compression for the agenda may result in some visual abnormalities that will not be present in the final, published version. The approved Annual Report will also include the approved Financial Statements for 2023.

ATTACHMENTS

Regional District of Bulkley-Nechako 2023 Annual Report



REGIONAL DISTRICT OF BULKLEY-NECHAKO
2023 ANNUAL REPORT

Annual Report Land Acknowledgement

The Regional District of Bulkley-Nechako Board and staff would like to open this report by acknowledging that we deliver our local government services on the traditional territories of First Nations across the vast Bulkley-Nechako region. This region covers an area over 70,000 square kilometers, spanning the territories of the Dakelh, Nedut'en, Tse'khene, and Witsuwit'en speaking peoples. We respect the distinct cultures of the Indigenous Peoples in the Bulkley-Nechako and honour their long-standing relationship with these lands and waters since time immemorial.

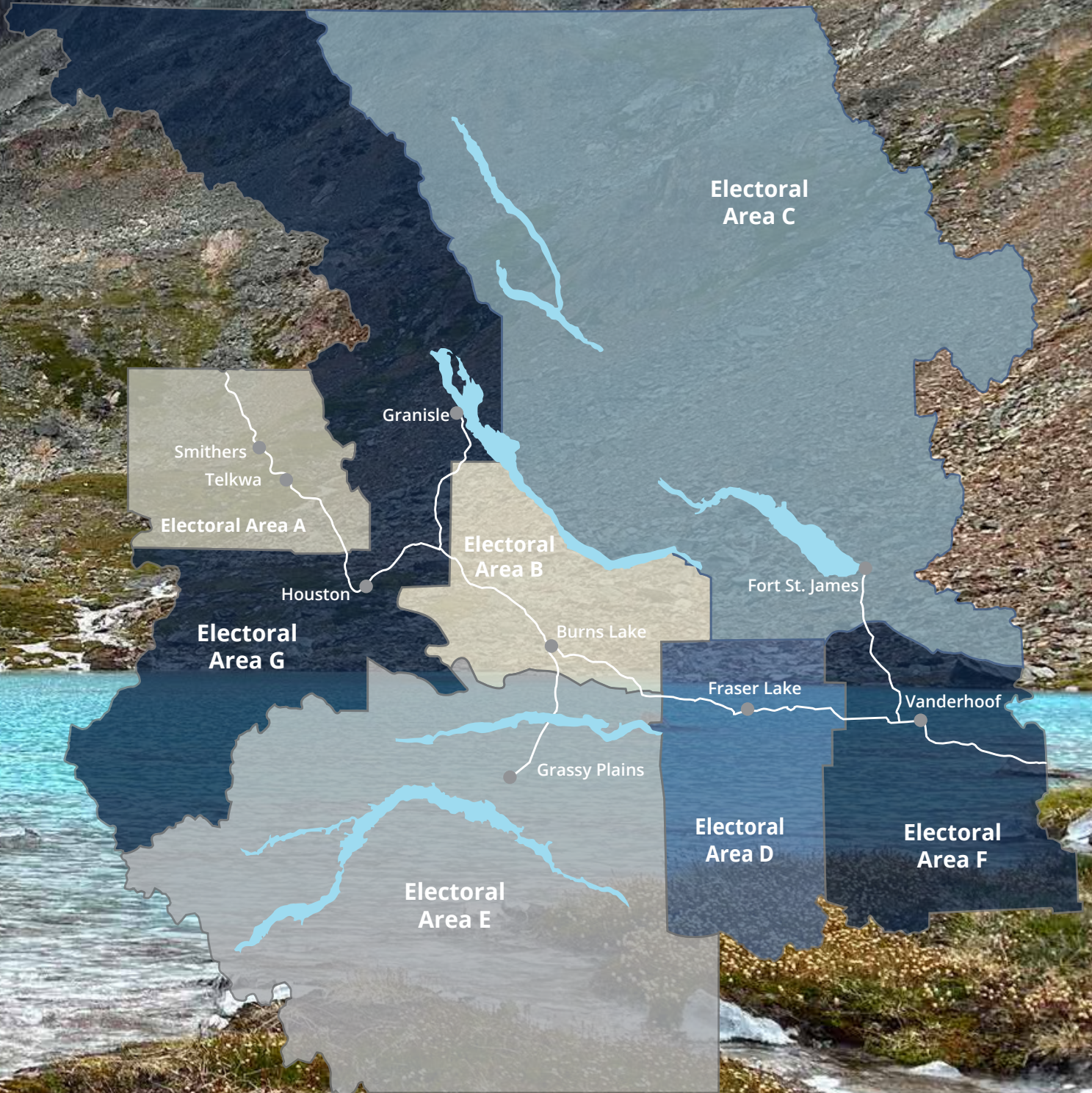
We are further committed to building strong and enduring relationships with the 14 First Nations governments within the boundaries of the Regional District of Bulkley-Nechako.

Listed in Alphabetical Order They Are:

- Binche Whut'en
- Cheslatta Carrier Nation
- Lake Babine Nation
- Nadleh Whuten
- Nak'azdli Whut'en
- Nee-Tahi-Buhn
- Saik'uz First Nation
- Skin Tyee
- Stellat'en First Nation
- Takla Nation
- Tl'azt'en Nation
- Ts'il Kaz Koh (formerly Burns Lake Band)
- Wet'suwet'en First Nation
- Yekooche First Nation



REGIONAL DISTRICT OF BULKLEY-NECHAKO



Message from the Board Chair

I can't believe that another twelve months have passed and it is once again time to reflect on the year behind. As ever, I would like to start our look back on 2023 by acknowledging the Indigenous Peoples who preceded us in the region.

Much important work was done this year that will help our Region thrive in the years to come. We began a Rural Housing Capacity Initiative that will help address the need for specialized housing in the RDBN, including seniors housing and rental units. We extended our recycling programs and expanded the Clearview Landfill, which will make our solid waste management program more robust and sustainable. We sourced grants for many non-profit societies around the Region to support recreation, housing, and community building. In addition, we promoted programs like the RDBN Emergency and Public Alert System and Firesmart to help our residents be all the more prepared for the next time nature reminds us of just how powerful it is.



As any resident of the RDBN will know, 2023 was a challenging year as we faced one of the most widespread fire seasons in our history. I want to open this report by thanking all those people who supported our region during the five-plus months that we responded to ongoing blazes, evacuations, smoke and uncertainty. While the wildfire season was long, it was also incredibly inspiring to see help, resources, and skilled responders step up from among our people and pour in from all over the globe to help keep our residents safe and well. From front line firefighters and first responders to emergency support service personnel and volunteers, from emergency operations centre specialists to the Canadian Forces, from those who cooked meals for those in need to those who opened their homes to evacuees, we are incredibly grateful and proud of everyone who joined in the response.

In the year to come we have much to look forward to, and also a great deal of work ahead. Everyone in the RDBN can be assured that we will labour tirelessly to help our Region grow and thrive through the coming years. I want to thank the RDBN Board, our staff, and the residents of our Region for making this a truly exceptional place to live and work. I look forward to 2024 and all that we will accomplish together.



Back Row:

- *Constable Nit*
- Kevin Moutray - Mayor, District of Vanderhoof
- Mark Parker - Director, Area D (Fraser Lake Rural)
- Henry Wiebe - Mayor, Village of Burns Lake
- *Judge Jackson*
- Clint Lambert - Director, Area E (Francois/Ootsa Rural)
- Shane Brienen - Mayor, District of Houston
- Chris Newell - Director, Area G (Houston/Granisle Rural)

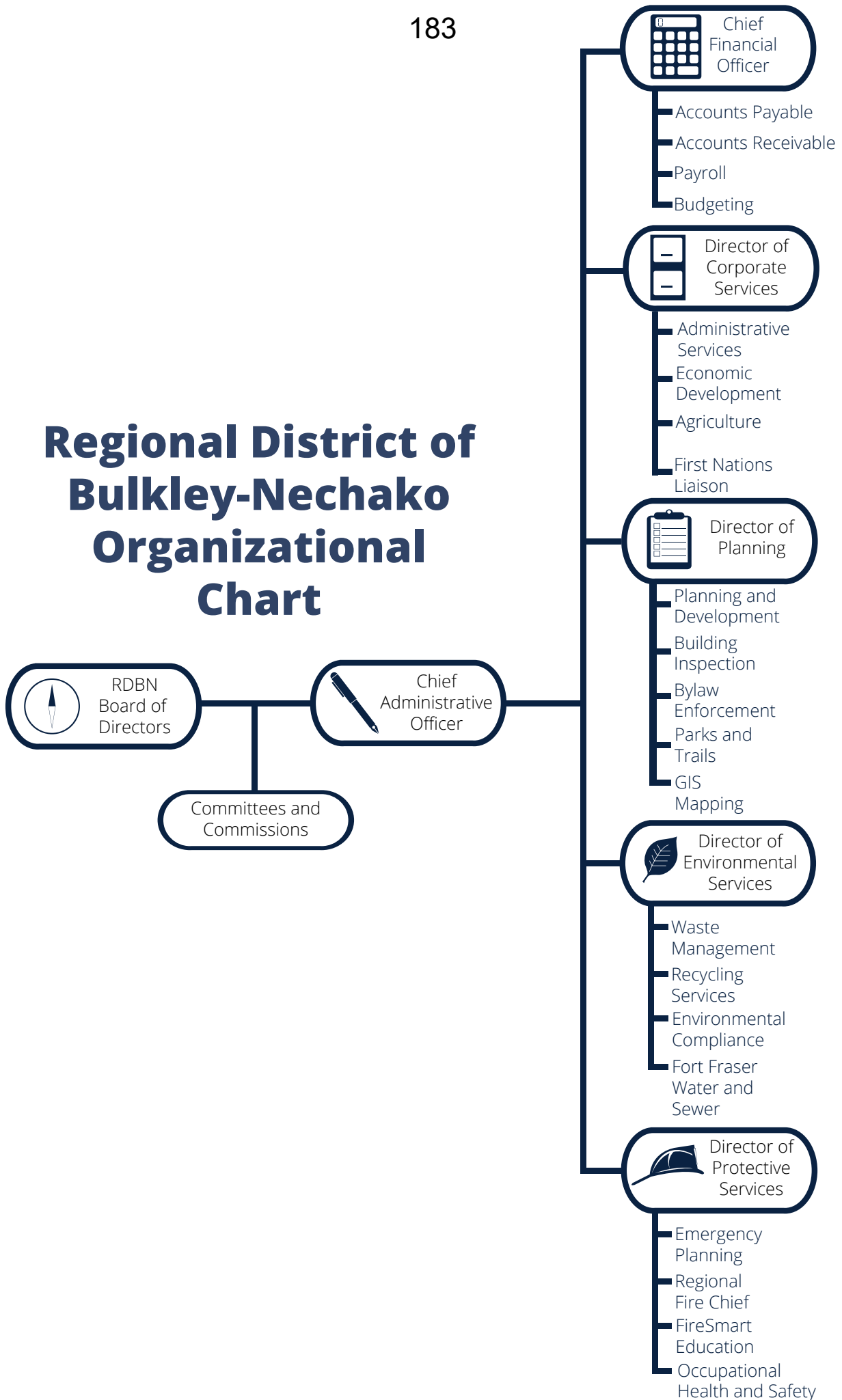
Middle Row:

- Linda McGuire - Mayor, Village of Granisle
- Judy Greenaway - Director, Area C (Fort St. James Rural)
- Michael Riis-Christianson - Director, Area B (Burns Lake Rural)
- Shirley Moon - Director, Area F (Vanderhoof Rural)
- Leroy Dekens - Mayor, Village of Telkwa
- Sarrah Storey - Mayor, Village of Fraser Lake

Front Row:

- Gladys Atrill - Mayor, Town of Smithers
- Martin Elphee - Mayor, District of Fort St. James
- Stoney Stoltenberg - Director, Area A (Smithers/Telkwa Rural)

Regional District of Bulkley-Nechako Organizational Chart



Which Government Oversees What Service?



Regional District

Solid waste management • Residential service (outside municipal boundaries) • Regional parks and recreation • Rural area planning and development • Emergency services • 911 operation • Grant services • Economic development • Regional environmental services • Building Inspection



Municipal Government

Municipal road maintenance • Snow removal • Water supply • Waste water management • Municipal parks • Municipal cemetery • Recreation facilities • Fire rescue • Business licenses • Municipal property tax



Provincial Government

Schools • Provincial parks • Rural Road Maintenance • Crown land • Health care • WorkSafe • ICBC/Driver Licensing • Provincial courts • Highway maintenance • Provincial income/property/sales tax • Water Licensing



Federal Government

Income tax • Employment insurance • Child benefit tax • Military • National parks • Immigration • Criminal law • Foreign relations • Fisheries and oceans

2023 - 2026 RDBN Board Strategic Priorities

Goals Set for the new RDBN Board term - In spring, the RDBN Board held a planning session to determine the Regional District's strategic priorities for the current term, which runs until fall of 2026. These priorities will help guide decision making and work plans, as well as help focus efforts to lobby the province and other levels of government. The priorities are broken into four sections and focus on relationship building with First Nations Governments, advocacy to the province, addressing housing supply shortages and creating economic sustainability within the

1. Relationships with First Nations

Goal - To enhance relationships with First Nations in the region and explore opportunities to collaborate and work in partnership for the benefit of our communities.

Why is it important? - As a Board, we embrace the principles of Truth and Reconciliation. Conversations and dialogue will help to build awareness, understanding and trust and enable us to work together on important issues and achieve better outcomes for our communities.

OBJECTIVES:

- 1.1 Extend invitations for informal meetings/meals with each First Nations government in the region.
- 1.2 Share and discuss respective strategic goals and objectives to identify opportunities for cooperation and collaboration on areas of mutual interest.
- 1.3 Investigate and identify opportunities for the RDBN to provide specific services to First Nations Communities.

2. Advocacy with the Province

Goal - To advocate and build relationships with provincial ministries to ensure the needs of the region are represented, impacts on our communities from their decisions and policies are understood, and adequate resources are made available to support new and increasing expectations of local government.

Why is it important? - The needs and aspirations of our region are often misunderstood or overlooked and we are increasingly faced with the costs of responding to new requirements and regulations imposed by the provincial government. It is important that we communicate our issues effectively and ensure that an appropriate share of resource revenues flow back to the region.

OBJECTIVES

- 2.1 Support efforts to secure an agreement under the Resource Benefits Alliance by engaging with our communities and consistently messaging our expectations to the Province.
- 2.2 Identify and prioritize topics and issues for provincial advocacy and advance our interests by developing strategic and consistent messaging, and offering solutions that are aligned with mutual goals.
- 2.3 Extend invitations to ministers or senior ministry staff to visit our region so they can observe and discuss our issues and interests in-person.



3. Housing Supply

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

Why is it important?

There is currently a lack of housing options in the region which impacts availability and affordability and our ability to attract and retain residents.

OBJECTIVES

3.1 Provide support to the non-profit sector in their pursuit of affordable housing projects and initiatives.

3.2 Advocate with the Province for appropriate rules and regulations to reduce impediments to housing development and better-reflect the needs of northern residents.

3.3 Investigate opportunities for the regional district to plan for and/or support the development of workforce housing.

4. Community and Economic Sustainability

Goal - To identify and pursue opportunities to support and diversify our economy.

Why is it important?

A strong economy is essential to grow the region, maintain our quality of life, retain our workforce and ensure our communities are healthy and resilient.

OBJECTIVES

4.1 Convene a tourism summit to better-understand the needs of the tourism sector and explore

how the regional district can support and advance tourism in the region.

4.2 Revisit, prioritize and advance recommendations of the RDBN Food and Agriculture Plan and the work of the Agriculture Coordinator.

4.3 Continue advocacy efforts with the Federal and Provincial governments, First Nations communities and industry for high-speed internet service and explore innovative solutions for high-speed internet service in partnership with the Connectivity Committee and other partners.



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Connecting Consumers and Producers

Agricultural Support

Grantwriting Assistance

Start-Up Business Contest

Regional Business Forum

Information Technology

Tax Requisition

Budgeting

Finance

Accounts Payable/Receivable

Payroll

Economic Development

Regional Connectivity

Community Building Fund

Granting

Grant in Aid

Policy Development

ADMINISTRATION DEPARTMENT

Management

HR and Labour Relations

Service Delivery

First Nations Liaison

Public Engagement

Media Releases

Public Reception

Board Assistance

Election Services

Communications Review

Reports and Publications

Board Agendas

Board Minutes

Administration

Bulkley-Nechako Joint Accessibility Advisory Committee - The RDBN supported the organization of a region-wide committee that will help address accessibility concerns for those with visible or invisible disabilities; including physical, cognitive, perceptual, and/or mental health disabilities. The committee was formed to advise all participating Councils and Boards in the Regional District of Bulkley-Nechako of the need to establish, develop and maintain equitable policies, services and facilities for persons with disabilities, including housing, employment, education, and recreation.

Grant Writing Assistance Program - RDBN staff had another successful year in supporting local not-for-profit societies with grant applications. Staff submitted \$1.6 million in applications for \$8.6 million in projects. The RDBN also approved funding through the Grant-in-Aid Program and through the Canada Community Building Fund for local societies and municipalities to improve recreation infrastructure, host events, purchase sports equipment, and many other special projects.

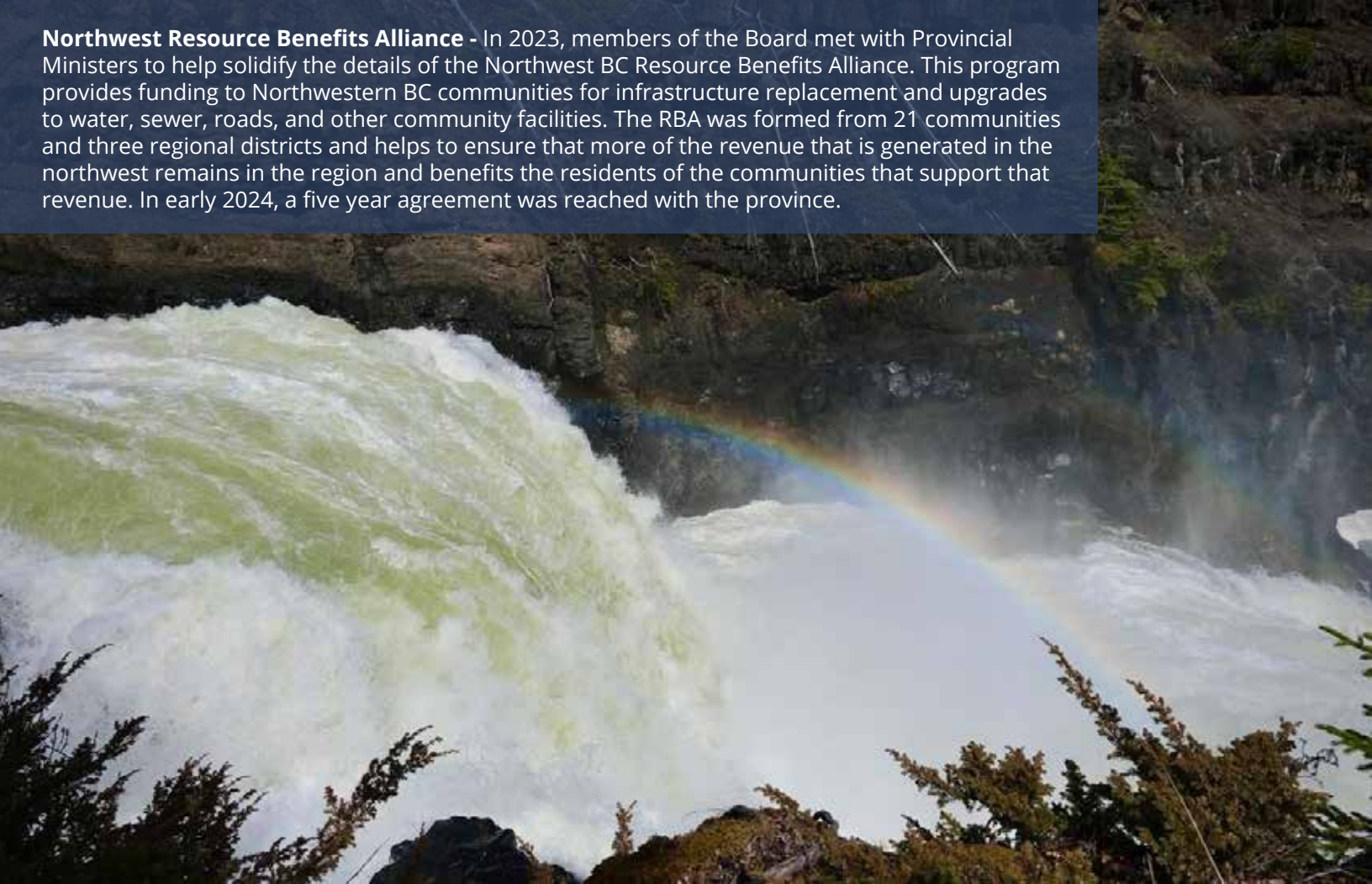
Government Liaison - The Board of the RDBN sought to liaise with and lobby to other levels of government on a variety of topics that are important to the residents of the Bulkley-Nechako. The Board sought changes in regulation surrounding medical workers, veterinarians, and other skilled professionals that would help address ongoing worker shortages in those sectors. Contact was made with all available levels of government to help address the level 5 drought conditions in our area and the effects that they are having on local agriculture. The RDBN also sought clarification and consultation regarding the changes to the Emergency and Disaster Management Act and the potential impacts that the act would have on disaster response.

Start-Up Business Contest - The Start-Up Business Contest was held at the Regional Business Forum (see next page) and was designed for businesses that started since January of 2020, or those that would start within 6 months of the contest. Contestants applied, detailing their vision and business model, including their formal plans and cash flow budgets for the first year of business. While the contest typically featured a group of five finalists selected from the applicants, the judges at this year's contest felt that there were too many strong entries and selected six to come to the Business Forum and pitch their businesses to a panel of judges. The finalists were Arcade Party Rentals, Crossroads Cannabis, Freespace Solutions, Mixers Bar and Lounge, The Palisades Cafe, and The Klassen Cabin. The finalists received interviews and coaching time with the judges before the final decision was made, and everyone involved noted that it was a very valuable experience. In the end, while all the finalists received valuable prize packages from our sponsors, the grand prize

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Regional Business Forum - In 2018, the RDBN and the Village of Telkwa hosted the Regional Business Forum, which brings together industry leaders, local businesses, business assistance programs, and governmental organizations to discuss business needs in the North. The Forum saw speakers ranging from agricultural specialists, tourism groups, industry managers, and Indigenous leaders, and featured sessions on workforce training and retention, reconciliation, and profitability and marketing. The two-day forum was a huge success with turnout from all over the region and beyond.



Northwest Resource Benefits Alliance - In 2023, members of the Board met with Provincial Ministers to help solidify the details of the Northwest BC Resource Benefits Alliance. This program provides funding to Northwestern BC communities for infrastructure replacement and upgrades to water, sewer, roads, and other community facilities. The RBA was formed from 21 communities and three regional districts and helps to ensure that more of the revenue that is generated in the northwest remains in the region and benefits the residents of the communities that support that revenue. In early 2024, a five year agreement was reached with the province.



Protective Services Department



2023 Protective Services Initiatives

Firefighting Response Infrastructure: The Protective Services Department worked to improve the infrastructure for fire suppression in the region. Underground water tank installations were completed at three rural firehalls, making it easier to fill and refill water tenders that the departments use to respond to fires in the rural areas. A back up power generator was purchased and installed at the Southside Fire Department, which will allow for easier coordination and response in the event of a power outage. There was also \$99,000 in grant funding received for training and equipment for the four rural departments.

Structural Firefighter Minimum Training Standard - The Office of the Fire Commissioner (OFC) has released the new updated "Structural Firefighter Minimum Training Standard" for the province of British Columbia. Staff reviewed this document and identified standards to which the RDBN rural departments have not previously trained. Training plans were updated and the gaps in training have been addressed region-wide.

Hazard Risk Vulnerability Assessment Engagement - The Hazard Risk Vulnerability Assessment, which was completed in 2022, was rolled out for engagement and implementation in 2023. The document outlines various hazards from around the region and rates them based on their likelihood and potential threat to life and property. This year, the Protective Services Department presented the assessment to the Board, and brought it forth for public engagement. It will help guide decision making and inform spending in the years to come as the RDBN works to address the potential threats that face our region.

Network of Emergency Support Services Teams Conference - The NESST event was held in Prince George in 2023 and featured a gathering of Emergency Support Service Teams from around the province. The gathering shared resources and discussed means of collaborating to help address shared difficulties. The conference hosted over 200 people and was successful in bringing together emergency responders from all over the province, helping them to collaborate and share information before the start of the 2023 wildfire season.

Firesmart - The Firesmart program is an ongoing initiative that provides assessments to property owners around the region and gives recommendation and funding assistance for remediating the risk that external fires will reach houses and other structures. Firesmart coordinators performed 114 assessments in the region and provided 44 rebates to property owners totalling \$33,290.



New Water Tender for Fort Fraser - The Fort Fraser Volunteer Fire Department received a water tender truck, which will allow the crew to respond more effectively to fires that are not near a water source. It carries 1,700 gallons and was purchased from Fort Garry Fire Trucks. The truck was received in a push-in ceremony on September 10th and has been put into regular use. The crew are pleased about the increased capacity that the tender provides to protect Fort Fraser and Surrounding area.

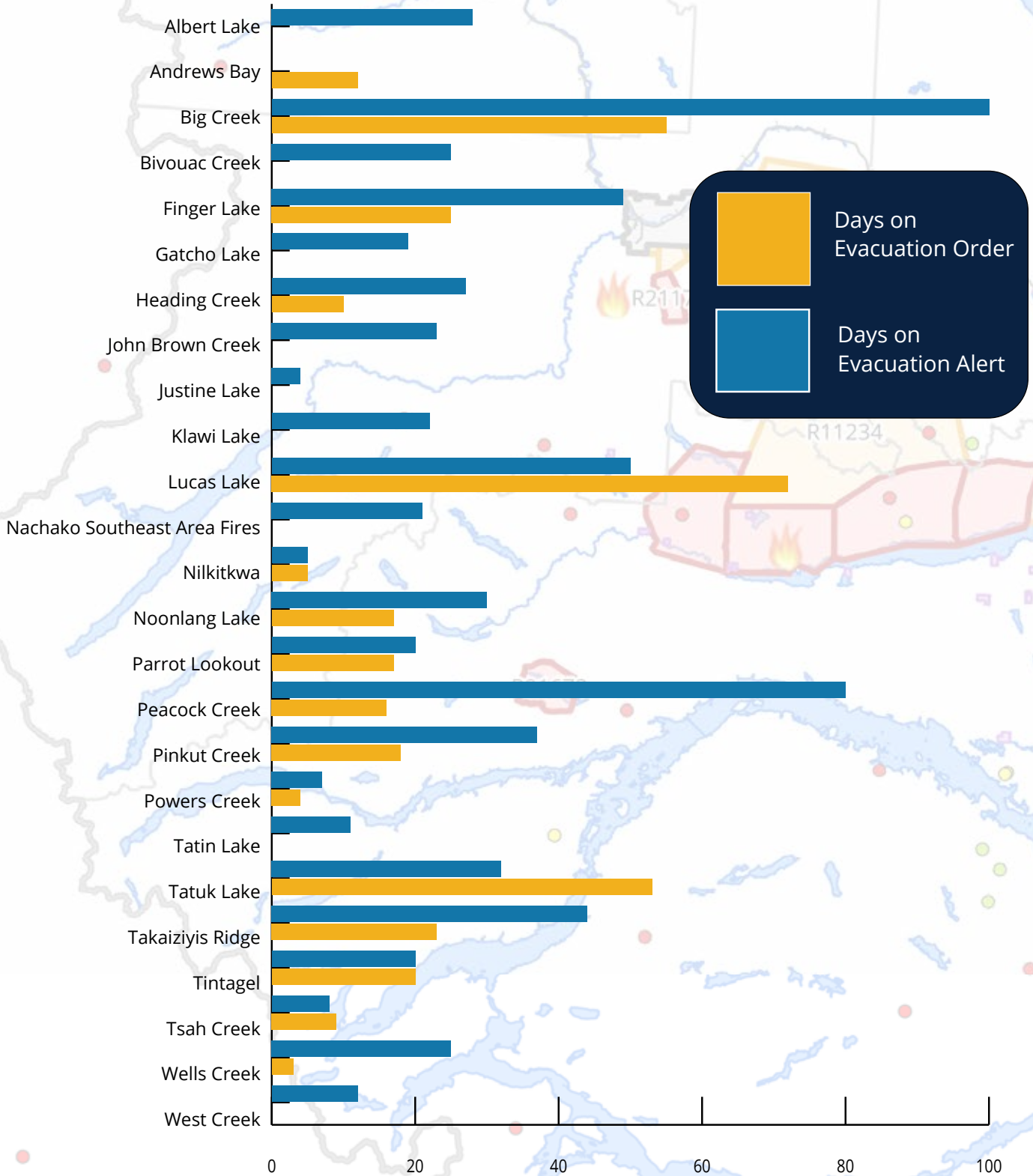


2023 Wildfire Season and Emergency Operation Centre Response

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The wildfire season in 2023 stretched from spring well into fall, and was one of the most active and difficult seasons that the RDBN has ever faced. The figures on this page demonstrate the incredible response effort that was needed from every level of government and community organization.

Days Spent on Evacuation Order and Alert





Hours Worked in EOC by Department

The Emergency Operations Centre was activated for 123 days from June 27th until well into October. The total staff regular hours worked during that time were 3,714.25 which is equivalent to 7.3 Full Time Employees. The hours worked are broken down by department as follows:

Department	Hours
Administration	568.25
Economic Development	414.75
Environmental Services	100.50
Finance	424.25
Planning	463.50
Protective Services	1,285.25
Summer Students	457.75

Comparison to 2018 Wildfire Season

The most active wildfire season prior to 2023 was in 2018. The following chart compares the two seasons.

Response Type	2018	2023
Fires Responded to	15	25
Days EOC Active	72	113
Days under State of Local Emergency	51	82
Evacuation Alerts & Orders Issued	64	89
Number of Dwellings under Evacuation Order	1,544	673
~Number of People Displaced	3,475	1,548



The **FireSmart Program** helps homeowners to get their property assessed for hazards that might make them vulnerable to wildfire and to take action to mitigate the issue. A review of their property is completed and recommendations are made such as removing flammable plants from beside the house, cutting off low limbs of trees, and not connecting wooden fences to the structure of the house. The success of this program has helped make our area more resilient to wildfires as small factors can make the difference between spark and blaze.

The results of the program can be found in the table to the right.

FireSmart Funding		
Year	Assessments	Rebates
2021	116	\$10,945
2022	80	\$17,582
2023	115	\$33,290
Total	311	\$61,817



Bulkley Nechako Emergency & Public Alerts

During an emergency it is important that residents have access to reliable, timely, and accurate information to ensure their own safety and that of their family and loved ones. In response to this need, the communities of Bulkley Nechako have chosen Voyent Alert! as the communication service provider for these kinds of events. Voyent Alert! is a multi-purpose communication service used to send alerts to residents, businesses, and visitors during critical events like fires or floods as well as for relevant day-to-day communications such as public works maintenance, snow removal advisories, etc.

Registration for the service is FREE, simple, and totally anonymous.

Mobile App Users: Download and install the Voyent Alert! app from the Apple or Google Play App stores. Email, text or landline users can sign up here: <https://voyent-alert.com/ca/community/>

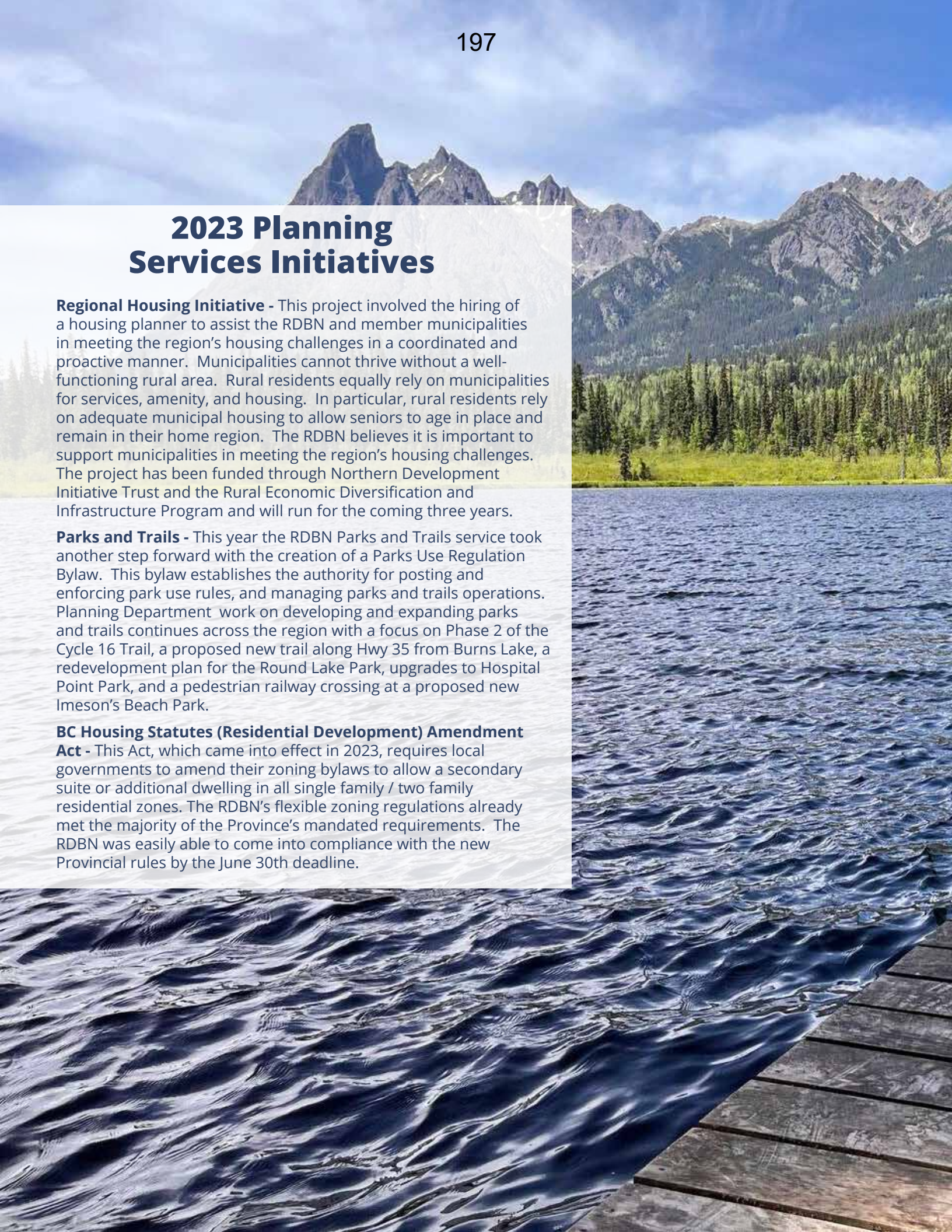


2023 Planning Services Initiatives

Regional Housing Initiative - This project involved the hiring of a housing planner to assist the RDBN and member municipalities in meeting the region's housing challenges in a coordinated and proactive manner. Municipalities cannot thrive without a well-functioning rural area. Rural residents equally rely on municipalities for services, amenity, and housing. In particular, rural residents rely on adequate municipal housing to allow seniors to age in place and remain in their home region. The RDBN believes it is important to support municipalities in meeting the region's housing challenges. The project has been funded through Northern Development Initiative Trust and the Rural Economic Diversification and Infrastructure Program and will run for the coming three years.

Parks and Trails - This year the RDBN Parks and Trails service took another step forward with the creation of a Parks Use Regulation Bylaw. This bylaw establishes the authority for posting and enforcing park use rules, and managing parks and trails operations. Planning Department work on developing and expanding parks and trails continues across the region with a focus on Phase 2 of the Cycle 16 Trail, a proposed new trail along Hwy 35 from Burns Lake, a redevelopment plan for the Round Lake Park, upgrades to Hospital Point Park, and a pedestrian railway crossing at a proposed new Imeson's Beach Park.

BC Housing Statutes (Residential Development) Amendment Act - This Act, which came into effect in 2023, requires local governments to amend their zoning bylaws to allow a secondary suite or additional dwelling in all single family / two family residential zones. The RDBN's flexible zoning regulations already met the majority of the Province's mandated requirements. The RDBN was easily able to come into compliance with the new Provincial rules by the June 30th deadline.





Cycle 16 Trail Grand Opening - Phase 1 of the Cycle 16 Trail that runs East from the Town of Smithers was completed in 2023 and opened for use. The trail parallels Highway 16 and runs for 3.5 kms to Laidlaw Road. The remaining two phases of the trail will connect with the Village of Telkwa. A similar trail has been proposed on Highway 35 South of Burns Lake to the Francois Lake Ferry.



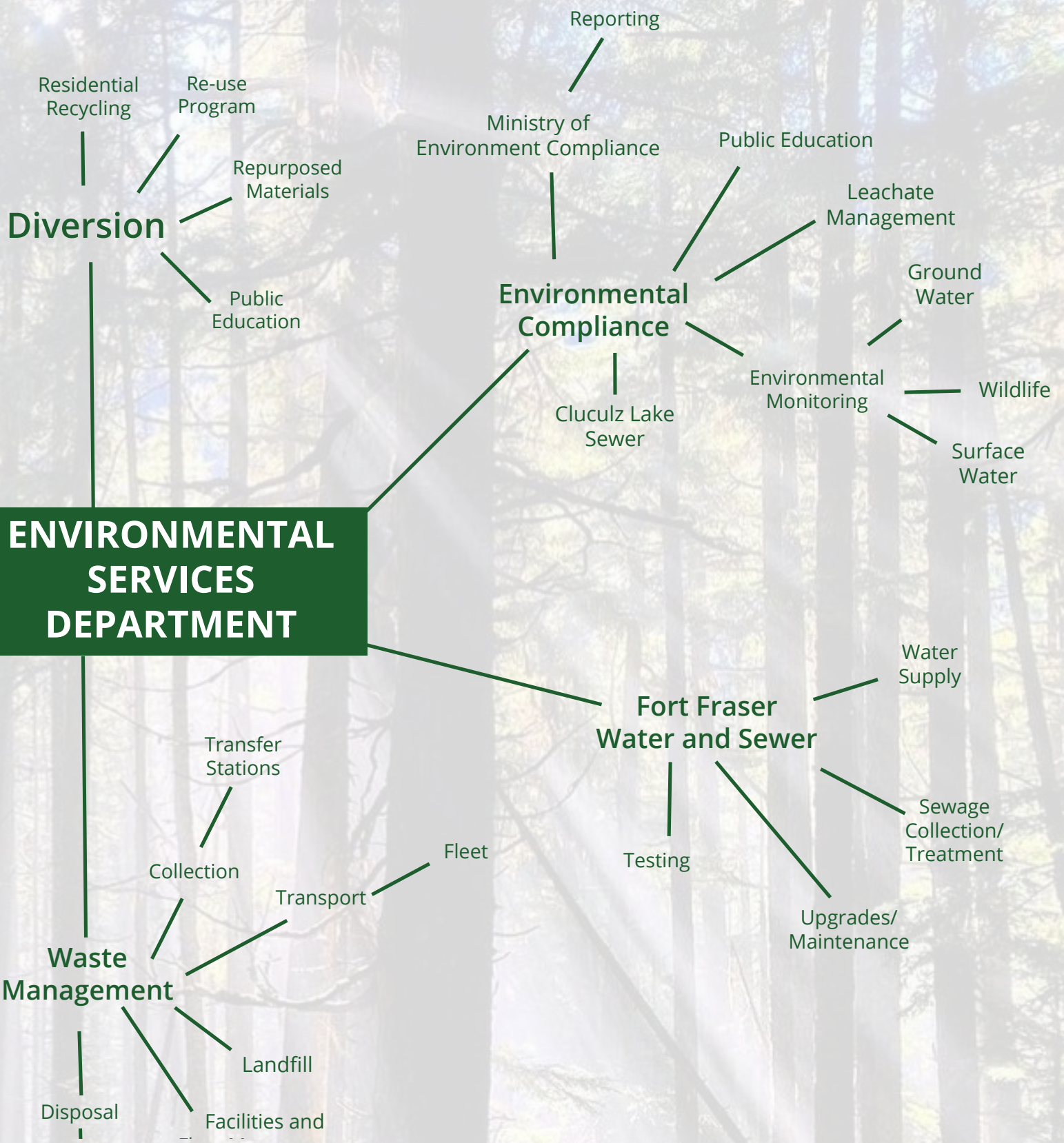
2023 Building Permit Data

Area	Total Permits	Total Construction Value
A	37	\$9,457,000
B	21	\$2,511,513
C	11	\$1,915,800
D	17	\$2,819,843
E	N/A	N/A
F	17	\$3,059,832
G	5	\$735,000
Burns Lake	27	\$21,152,615
Fort St. James	11	\$1,598,394
Fraser Lake	10	\$708,000
Granisle	3	\$25,500
Houston	25	\$1,758,800
Telkwa	19	\$2,006,500
2023 RDBN Totals	203	\$47,748,787
Vanderhoof	26	\$10,697,281
Smithers	80	\$19,851,165
Totals	309	\$78,297,243

The RDBN has seen record high building permit applications since 2020. As well as the rural area permits, the RDBN contracts permit services to the smaller municipalities in the region, processing applications and performing inspections.

10 Year Historical Rural Area Permit Data

Year	Number of New Permits	Construction Values	Permit Fees
2023	108	\$20,198,978	\$106,744
2022	138	\$29,653,559	\$168,763
2021	147	\$30,238,356	\$163,668
2020	137	\$17,784,976	\$93,473
2019	128	\$17,665,394	\$97,935
2018	100	\$14,036,541	\$79,758
2017	102	\$13,699,822	\$84,353
2016	91	\$6,983,200	\$42,515
2015	101	\$8,555,444	\$47,927
2014	115	\$12,102,760	\$71,235



2023 Environmental Services Initiatives

Extended Recycling Programs- The Environmental Services Department worked throughout the year to expand and streamline recycling programs across the region. Several services were added, allowing for many sites to now receive batteries, outdated technology, soft foam packaging, and many other items. Additionally, flexible plastics no longer need to be separated from plastic bags and overwrap, which helps speed up the drop off process for users. Recycling depots are also open extended hours, allowing users to drop off recycling whenever the transfer stations are open.

Recycling Infrastructure - In addition to the service expansion mentioned above, recycling depot infrastructure was added to the Houston and Area G (Houston/Granisle Rural) and the Fraser Lake and Area D (Fraser Lake Rural) Transfer Stations. These shelters will help maintain cleanliness at the recycling sites and protect the items from wind and weather damage.

Fort Fraser Sewage Treatment - In 2023, the sewage treatment system was upgraded in Fort Fraser. This system will allow for sustainable treatment of wastewater for the community of Fort Fraser for the decades to come.

Knockholt Landfill Lagoon Upgrades - Work began this year to install new aeration equipment in the leachate ponds at the Knockholt Landfill as part of its ongoing expansion. Leachate, which is rain water and other moisture that has filtered through the solid waste at the landfill, requires extensive treatment before it can be allowed to flow off site into the surrounding environment. The aeration system improves the breakdown of materials in the pond, and prepares the leachate to move into a further filtration pond. This equipment was installed to provincial standards and will help maintain the sustainability of the landfill and protect the local environment from the harmful affects of solid waste.

New Skid Steer Equipment - Thanks to funding received from TC Energy, the RDBN was able to purchase an additional skid steer for use at the solid waste sites. The new unit will replace an aging skid steer in the fleet with a new, more functional model. Additionally, this funding will allow the outdated machine to be repaired and used as a backup that can be deployed when other machines are in need of maintenance and repairs, so as not to disrupt service delivery. Moving waste and recyclables safely and efficiently is a major part of solid waste operations, and keeping the machines maintained while they are in constant use can be difficult. The funding received will help this essential aspect of the Environmental Services operations to be maintained.



Clearview Landfill Expansion - With the help of funding from the Northern Healthy Communities Fund and LNG Canada, the RDBN began work on expanding the Clearview Landfill. The expansion will encompass a 3600m² area, beginning with soil and drainage shaping to ensure precipitation that falls onto the site and flows through the waste is diverted into a decontamination system. At the base of the cell where the waste will be deposited, leachate collection pipes will be installed. This phase of the landfill expansion also necessitates the installation of a leachate collection sump, as well as a treatment pond. The leachate treatment ponds will likely include active mixing and aeration to promote microbial activity which will process the contaminants so the water can be safely discharged into the environment. Finally, a polishing pond will be created in which specialized flora remove ammonia and other contaminants from the water so that it can be safely discharged off-site without impacting the environment. The sump and treatment ponds will serve the landfill's next eight expansion cells, which will reduce the cost of future expansions.





**Attached are the
2023 Audited Financial
Statements**



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Christopher Walker, Emergency Program Coordinator
Date: June 20, 2024
Subject: **Project Award for RFP # RDBN-Protective Services-24-01**

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

That the Board award the Program to Enhance Rail Safety Engagement project to Calian Ltd. for a total cost of \$75,500 plus applicable taxes.

BACKGROUND

The Regional District issued a Request for Proposal for the Transport Canada Program to Enhance Rail Safety Engagement (PERSE) for the purpose of developing a rail safety report identifying rail response gaps in equipment and personnel. Residents, first responders, local authorities, and First Nations have expressed concern for rail safety and the lack of engagement on the subject. It is the goal of the project to hear the issues and concerns around rail safety and develop that into a report that can be used for advocacy for increased safety, response equipment, training, and personnel for rail incidents.

The major activities will be to engage partners such as First Nations, municipalities, relevant provincial agencies, and other stakeholders identified throughout the project, within the geographical area of the RDBN. The outcomes will have identified gaps and concerns for response capacity from the various perspectives of the stakeholders. The project will also seek to engage the public to identify their perspectives.

Partners for engagement will be, but not limited to: First Nations, Local Authorities, RCMP, CN Rail, BC Wildfire Service, BC Ministry of Transportation, Fire Departments, and BCEHS.

The project will document acquisition and analysis of existing response plans from organizations that are involved in rail incidents, and response resource identification for rail incidents to provide clearer understanding of what exists and is available for responding to rail incidents at all levels of emergency management.

The four proposals that were submitted to the RDBN were from The Loomex Group, Calian Ltd., Risktec Solutions Ltd., and Stantec Consulting Ltd. Calian Ltd. and The Loomex Group both scored the same aside from the pricing where Calian had better pricing. Calian Ltd. is recommended for this project.

Evaluations were as follows:

Proposal Evaluation Criteria	Maximum	Stantec Consulting Ltd.	Risktec Solutions Ltd.	Calian Ltd.	The Loomex Group
Overview and Scope of work	20	18	8	20	20
Project Team, Experience and References	20	20	10	20	20
Pricing	60	32	44	60	43
Total Points	100	70	62	100	83

The funding for this project is utilizing Transport Canada Program to Enhance Rail Safety Engagement, which the RDBN and Transport Canada have a signed contribution agreement. The amount is included in the 2024 budget.