

# AGENDA

MEETING NO. 14

September 26, 2024

P.O.BOX 820  
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**VISION**

“A World of Opportunities  
Within Our Region”

**MISSION**

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

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****AGENDA****Thursday, September 26, 2024****First Nations Acknowledgement**

<b><u>PAGE NO.</u></b>	<b><u>CALL TO ORDER</u></b>	<b><u>ACTION</u></b>
	<b><u>AGENDA – September 26, 2024</u></b>	<b>Approve</b>
	<b><u>SUPPLEMENTARY AGENDA</u></b>	<b>Receive</b>
	<b><u>MINUTES</u></b>	
<b>7-16</b>	<b>Board Meeting Minutes – September 12, 2024</b>	<b>Approve</b>
	<b><u>DELEGATION</u></b>	
	<b><u>WSP</u></b>	
	<b>Allan Kindrat, P.Eng, PMP</b>	
	<b>Re: Conceptual Design Highway 35 Multi-use Path</b>	
	<b><u>RIO TINTO</u></b>	
	<b>Andrew Czornohalan, Director - Energy and Watershed Partnerships</b>	
	<b>Quinten Beach, Superintendent, Nechako Watershed</b>	
	<b>Aman Parhar, Advisor, Communities and Social Performance Re: Update</b>	
	<b><u>ELECTORAL AREA PLANNING</u></b>	
	<b><u>Bylaw for 1<sup>st</sup> and 2<sup>nd</sup> Reading</u></b>	
<b>17-26</b>	<b>Maria Sandberg, Planning and Parks Coordinator - Fort St James Rural OCP 1<sup>st</sup> and 2<sup>nd</sup> Reading Report Bylaw 2054</b>	<b>Recommendation</b>

Meeting No. 14  
September 26, 2024

<u>PAGE NO.</u>	<u>DEVELOPMENT SERVICES</u>	<u>ACTION</u>
	<u>Other</u>	
27-28	Danielle Patterson, Senior Planner -ALC Annual Report 2003-2024	Receive
	<u>BUILDING INSPECTION</u>	
29-33	(call to gallery for comments) Steve Davis, Building Inspector Section 57 Notice on Title 2900 Kelway Rd Electoral Area B (Burns Lake Rural)	Recommendation
34-37	(call to gallery for comments) Steve Davis, Building Inspector Section 57 Notice on Title 4990 Jackpine Rd Electoral Area A (Smithers/Telkwa Rural)	Recommendation
38-41	(call to gallery for comments) Steve Davis, Building Inspector Section 57 Notice on Title 4882 Jackpine Rd Electoral Area A (Smithers/Telkwa Rural)	Recommendation
	<u>PARKS AND TRAILS</u>	
42-44	Maria Sandberg, Planning and Parks Coordinator - Highway 35 Multi-use Trail Conceptual Design Report	Recommendation
	<u>REGIONAL TRANSIT</u>	
45-50	Jason Llewellyn, Director of Planning Transit Service Amendment Bylaw	Recommendation

Meeting No. 14  
September 26, 2024

<u>PAGE NO.</u>	<u>ENVIRONMENTAL SERVICES</u>	<u>ACTION</u>
51-60	Alex Eriksen, Director of Environmental Services – Vanderhoof Transfer Station Floor Resurfacing - Contract Award	Recommendation

#### ADMINISTRATION REPORTS

61-63	John Illes, Chief Financial Officer – Electoral Area C Public Library Contribution Service Area Establishment Amendment Bylaw No. 2062 - First, Second, Third Reading	Recommendation
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64	Nellie Davis, Manager of Regional Economic Development/John Illes, Chief Financial Officer -Regional Grant in Aid – Increased 2024 Allocation	Recommendation
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65-70	Nellie Davis, Manager of Regional Economic Development/John Illes, Chief Financial Officer -Regional Grant in Aid – Driftwood School Restoration Committee	Recommendation
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#### ADMINISTRATION CORRESPONDENCE

71-73	Ministry of Tourism, Arts, Culture and Sport -Name Change of Geographical Features in the Regional Districts of Bulkley-Nechako and Kitimat-Stikine	Receive
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#### SUPPLEMENTARY AGENDA

#### VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

#### RECEIPT OF VERBAL REPORTS

#### NEW BUSINESS

Meeting No. 14  
September 26, 2024

**IN-CAMERA MOTION**

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

- Labour Relations

**ADJOURNMENT**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEETING NO. 13****Thursday, September 12, 2024**

**PRESENT:**

Chair	Mark Parker
Directors	Gladys Atrill – via Zoom - arrived at 10:37 a.m. Shane Brienen Leroy Dekens Martin Elphee Judy Greenaway Clint Lambert – arrived at 10:33 a.m. Linda McGuire Shirley Moon Kevin Moutray Chris Newell – arrived at 10:51 a.m. Michael Riis-Christianson Stoney Stoltenberg Sarraah Storey – via Zoom - arrived at 10:34 a.m. Henry Wiebe
Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services John Illes, Chief Financial Officer Jason Blackwell, Regional Fire Chief – arrived at 10:46 a.m., left at 1:16 p.m. Nellie Davis, Manager of Regional Economic Development -arrived at 10:41 a.m., left at 1:17 p.m. Alex Eriksen, Director of Environmental Services arrived at 10:56 a.m., left at 12:05 p.m. Jason Llewellyn, Director of Planning – left at 11:35 a.m. Wendy Wainwright, Deputy Director of Corporate Services Scott Zayac, Director of Protective Services arrived at 10:41 a.m.
Others	Rob Ringma, Senior Manager, Government Relations, BC Transit – via Zoom - arrived at 10:31 a.m., left at 11:35 a.m. Elise Wren, Government Relations Manager, BC Transit – via Zoom – arrived at 10:32 a.m., left at 11:35 a.m.

**CALL TO ORDER**

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

**FIRST NATIONS ACKNOWLEDGEMENT**

**AGENDA &  
 SUPPLEMENTARY AGENDA**

Moved by Director Stoltenberg  
 Seconded by Director Elphee

2024-13-1

"That the Board Meeting Agenda of September 12, 2024 be approved; and further, that the Supplementary Agenda be dealt with at this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**MINUTES**

Board Meeting Minutes  
 -August 15, 2024

Moved by Director Moon  
 Seconded by Director Elphee

2024-13-2

"That the Board Meeting Minutes of August 15, 2024 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ELECTORAL AREA PLANNING**

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

RDBN 01-24 Bill 44 Zoning  
 Bylaw Text Amendments  
 Small Scale Multi-Unit Housing  
 Zoning Bylaw Amendments (Part 2)

Moved by Director Stoltenberg  
 Seconded by Director Riis-Christianson

2024-13-3

1. "That the Board approve the consultation identified in the consultation checklist.
2. That the following bylaws be given first and second reading and taken to Public Hearing:
  - a. That Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 2043, 2024 be given first and second reading this 12<sup>th</sup> day of September, 2024 and be taken to Public Hearing.
  - b. That Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Amendment Bylaw No. 2044, 2024 be given first and second reading this 12<sup>th</sup> day of September, 2024 and be taken to Public Hearing.
  - c. That Fort St. James Rural Official Community Plan Amendment Bylaw No. 2045, 2024 be given first and second reading this 12<sup>th</sup> day of September, 2024 and be taken to Public Hearing.



**ELECTORAL AREA PLANNING (CONT'D)**

**Bylaws for 1<sup>st</sup> and 2<sup>nd</sup> Reading (Cont'd)**

d. That Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Amendment Bylaw No. 2046, 2024 be given first and second reading this 12<sup>th</sup> day of September, 2024 and be taken to Public Hearing.

e. That Vanderhoof Rural Official Community Plan Amendment Bylaw No. 2047, 2024 be given first and second reading this 12<sup>th</sup> day of September, 2024 and be taken to Public Hearing.

f. That Houston, Topley, Granisle Rural Official Community Plan Amendment Bylaw No. 2048, 2024 be given first and second reading this 12<sup>th</sup> day of September 2024 and be taken to Public Hearing; and

g. That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2040, 2024 be given first and second reading this 12<sup>th</sup> day of September 2024 and be taken to Public Hearing.

3. That the Public Hearing for Bylaw No. 2043, 2024; Bylaw No. 2044, 2024; Bylaw No. 2045, 2024; Bylaw No. 2046, 2024; Bylaw No. 2047, 2024; Bylaw No. 2048, 2024; and Bylaw No. 2040, 2024 be delegated to the Director for Electoral Area D (Fraser Lake Rural) or the Director for Electoral Area B (Burns Lake Rural)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Rezoning Application  
RZ A-02-24, First and Second  
Reading for Rezoning Bylaw  
No. 2061, 2024

Moved by Director Stoltenberg  
Seconded by Director Dekens

2024-13-4

1. "That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2061, 2024 be given first and second reading this 12<sup>th</sup> day of September, 2024 and subsequently be taken to Public Hearing.

2. That the Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 2061, 2024 be delegated to the Director or Alternate Director for Electoral Area A."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Bylaw for Adoption**

Rezoning Application RDBN  
03-21, Adoption for Bylaw  
Nos. 2037 and 2038

Moved by Director Stoltenberg  
Seconded by Director Elphee

2024-13-5

1. "That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2037, 2024 be adopted this 12<sup>th</sup> day of September, 2024.

2. That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2038, 2024 be adopted this 12<sup>th</sup> day of September, 2024."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Advisory Planning Commission  
Minutes – Aug. 6, 2024  
-Electoral Area A (Smithers/  
Telkwa Rural)

Moved by Director Stoltenberg  
Seconded by Director Dekens

2024-13-6

"That the Board receive the Electoral Area A (Smithers/Telkwa Rural) Advisory Planning Commission Minutes of August 6, 2024."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**DEVELOPMENT SERVICES**

**Mine Referral**

Notice of Work Referral No.  
No. 173005045 – Electoral  
Area B (Burns Lake Rural)

Moved by Director Riis--Christianson  
Seconded by Director Wiebe

2024-13-7

"That the comment sheet be provided to the Province as the Regional District's comments for Notice of Work Referral No. 173005045."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Other**

Regional Housing Initiative  
Work Plan

Moved by Director Stoltenberg  
Seconded by Director Dekens

2024-13-8

"That the Board receive the Director of Planning's Regional Housing Initiative Work Plan memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **DEVELOPMENT SERVICES (CONT'D)**

### **Other (Cont'd)**

Discussion took place regarding staff exploring and reporting back to the Board:

- the feasibility and level of interest in partnering with organizations in providing government owned rental housing
- playing a role in developing housing and a longer-term property management role
- Regional District owning and operating market and non-market housing.

## **REGIONAL TRANSIT**

Fort St. James and Telkwa  
 Transit Service Participation

Moved by Director McGuire  
 Seconded by Director Elphee

2024-13-9

"That the Board receive the District of Fort St. James – Resolution – Regional Public Transit and Para-Transit Service and the Transit Service Participation Taxation Table on the Supplementary Agenda.

That staff prepare a bylaw amending Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016 to remove the Village of Telkwa from the service area."

Opposed: Director Atrill      CARRIED  
 Director Moutray

(2/3/Participants/Majority)

The following was discussed:

- Village of Granisle Council's authorization of the bylaw
- Village of Telkwa's consideration of the bylaw and funding challenges due to recent asset management review
- Legislative Service Review Process if the Board does not allow Telkwa to remove itself from the service
- Future options for the Village of Telkwa to rejoin the service
- Amending the bylaw to include electoral areas in the service
- Financial support of the service moving forward and requisition in existing bylaw
  - o Indication of support from Electoral Areas B, C, D and F

### **REGIONAL TRANSIT (CONT'D)**

- Transit Service provides a safe means to travel
- Supporting a regional service and working with other agencies involved in transit services in the region
- March 2025 deadline for the Province to administer a new agreement
- Bylaw process to raise taxation, include interested Electoral Areas and remove Telkwa
- Electoral Areas providing Canada Community Works Fund (Gas Tax) and/or Grant in Aid rather than being included in the Bylaw
  - o Potentially including Electoral Area E and G through grant funding
- Staff will bring forward a report.

### **ADMINISTRATION REPORTS**

Bulkley-Nechako Joint

Moved by Director McGuire

Accessibility Advisory

Seconded by Director Greenaway

Committee Terms of Reference

Update

2024-13-10

"That the Board approve the updated Terms of Reference for the Bulkley-Nechako Joint Accessibility Advisory Committee as amended."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding Membership and amending it to include in Section 3. Membership ... The Chair of the Committee shall be RDBN staff appointed by the RDBN Chief Administrative Officer, in consultation with the RDBN Board Chair, prior to each meeting. Staff will continue to provide updates to the Board.

Procurement Request for Proposal

Moved by Director McGuire

Seconded by Director Riis-Christianson

2024-13-11

"That the Regional District proceed with the Request for Proposals for one Semi-Truck Tractor, one full size excavator, and one landfill compactor."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

The following was discussed:

- Request for Proposal (RFP) Process
- Repairing equipment vs. purchasing new equipment
  - Down time to have equipment repaired
  - Cost efficiencies
  - Staff to review
- Allocating funds prior to adopting 2025 budget
  - Future planning
- Procurement Policy and Asset Management Policy
- Optional equipment for compacting.

**Lunch Break at 12:06 p.m.**

**Reconvened at 12:55 p.m.**

Community Works Fund  
Grants for Non-government  
Assets

Moved by Director Riis-Christianson  
 Seconded by Director Dekens

2024-13-12

"That the Board receive the Chief Financial Officer's Community Works Fund & Grant in Aid memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Northern Capital and Planning  
Grant

Moved by Director Stoltenberg  
 Seconded by Director Elphee

2024-13-13

"That the Board receive the Chief Financial Officer's Northern Capital and Planning Grant memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Water Tender Procurement

Moved by Director Moon  
 Seconded by Director Stoltenberg

2024-13-14

1) "That the Board direct award the purchase of two water tenders to Fort Garry Fire Trucks due to urgent need and asset availability.

2) That the Board authorize contributing \$217,838 in Resource Benefits Alliance funding to the purchase of two water tenders.

3) That the Board authorize contributing \$302,162 in Growing Communities funding to the purchase of two water tenders.

**ADMINISTRATION REPORTS (CONT'D)**

4) That the Board authorize contributing up to \$520,000 in Canada Community Building Fund BC monies (\$260,000 each from Areas E and F) to a Fire Hall Infrastructure project and further,

(participants/weighted/majority)

5) That the Board authorize the withdrawal of up to \$520,000 from the Federal Gas Tax Reserve Fund.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Discussion took place regarding the certification of fire apparatus for Volunteer Fire Departments and advocacy regarding insurance company requirements for certification and recertification of fire apparatus.

Underground Water Storage

Moved by Director Riis-Christianson  
Seconded by Director Stoltenberg

2024-13-15

1) “That the Board approve contributing \$239,000 from the Northern Capital and Planning Grant Reserve allocated for Protective Services to underground water storage projects.

2) That the Board authorize contributing up to \$286,000 in Canada Community Building Fund BC monies (\$80,000 from Area A, \$91,000 from Area B, and \$115,000 from Area C) to Resilience Infrastructure projects and further,

(participants/weighted/majority)

3) That the Board authorize the withdrawal of up to \$286,000 from the Federal Gas Tax Reserve Fund.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Town of Smithers - Housing Accelerator Fund Letter of Support

Moved by Director Stoltenberg  
Seconded by Director Dekens

2024-13-16

“That the Board provide a letter to the Town of Smithers to support its application to the Canadian Mortgage and Housing Corporation’s Housing Accelerator Fund.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

### **ADMINISTRATION REPORTS (CONT'D)**

BC Crop and Livestock  
Reporter Program

Moved by Director Lambert  
Seconded by Director Moon

2024-13-17

"That the Board receive the Regional Agriculture  
Coordinator's BC Crop and Livestock Reporter Program  
memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

UBCM Seeks Member  
Feedback on Protocol with  
First Nations Leadership  
Council

Moved by Director Dekens  
Seconded by Director Lambert

2024-13-18

"That the Board receive the First Nations Liaison's UBCM  
Seeks Member Feedback on Protocol with First Nations  
Leadership Council memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **NEW BUSINESS**

Agriculture Sector – Shavings  
Shortage

Director Moon noted that she attended a meeting with the  
District of Vanderhoof and the Honourable Andrew Mercier,  
Minister of State for Sustainable Forestry Innovation and  
discussed the issue of wood shavings supply due to the  
recent closure announcement of Canfor's Plateau Sawmill in  
Vanderhoof. Minister Mercier suggested the Regional District  
provide a letter bringing forward its concerns regarding the  
availability of wood shavings for the agriculture sector with  
the sawmill closure.

Letter to the Minister of  
Agriculture – Shavings  
Shortage

Moved by Director Moon  
Seconded by Director Moutray

2024-13-19

"That the Board write a letter to the Province regarding the  
shortage of wood shavings supply and the immediate need  
due to the recent closure announcement of Canfor's Plateau  
Sawmill in Vanderhoof."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Impact of Sawmill  
Closure and Support  
Local Business

Director Moon spoke of the impacts of sawmill closures to  
communities within the Regional District and the importance  
of everyone shopping locally to support and help stabilize  
communities.

**IN-CAMERA MOTION**

Moved by Director Stoltenberg  
Seconded by Director Newell

2024-13-20

"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
- MOU."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Newell  
Seconded by Director Greenaway

2024-13-21

"That the meeting be adjourned at 1:27 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

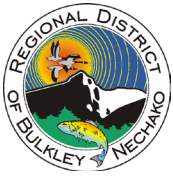
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Mark Parker, Chair

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Wendy Wainwright, Deputy Director of Corporate Services





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Maria Sandberg, Planning and Parks Coordinator  
**Date:** September 26, 2024  
**Subject:** Fort St. James Rural Official Community Plan Bylaw No. 2054, 2024  
for first and second reading

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

1. That the Board further consider the consultation options identified on the consultation checklist for "Fort St. James Rural Official Community Plan Bylaw No. 2054, 2024" and confirm that the consultation undertaken is adequate.
  2. That the Board consider "Fort St. James Rural Official Community Plan Bylaw No. 2054, 2024" in conjunction with the RDBN's financial plan and waste management plan.
  3. That "Fort St. James Rural Official Community Plan Bylaw No. 2054, 2024" be given first and second reading and proceed to Public Hearing once the OCP Bylaw has been referred to the Agricultural Land Commission.
  4. And, that the Public Hearing on "Fort St. James Rural Official Community Plan Bylaw No. 2054, 2024" be delegated to the Director or Alternate Director for Electoral Area C.
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### EXECUTIVE SUMMARY

Over the past three years the Planning Department has worked on the review of the Fort St. James Rural Official Community Plan (OCP), as directed by the Regional District Board in November 2021. The new OCP is intended to replace the current Fort St. James Rural OCP which was adopted in 2011. The process was undertaken in conjunction with the review of the District of Fort St. James Official Community Plan on a cost recovery basis.

The review has included consultation with the District of Fort St. James, First Nations, community groups, government agencies and the public. This consultation also included the establishment of a working group consisting of community members and agency representatives, as well as open houses in Fort St. James to solicit public input. OCP review

information has been available to the public on the Regional District website for the duration of the review process.

Staff are now presenting the Bylaw to the Board for consideration of first and second reading.

### **OVERVIEW OF THE OCP REVIEW PROCESS**

In November 2021, the Regional District of Bulkley-Nechako Board of Directors directed staff to proceed with the review process for the Fort St. James Rural Official Community Plan and approved a work plan and consultation strategy.

A preliminary consultation meeting with the Advisory Planning Commission (APC) for Electoral Area C was held in March 2022. Letters with information about the review process and requests for preliminary comments were sent to the organizations identified in the consultation strategy - First Nations, community groups, the District of Fort St. James, School District 91 (Nechako Lakes), adjacent Regional Districts and various provincial ministries.

The OCP review process was first introduced to Nak'azdli during a virtual meeting between District of Fort St. James, Regional District, and Nak'azdli Whut'en staff in January 2022. At this meeting, advice was solicited on how to best engage with the First Nation community. In April 2022, RDBN and District staff presented to Nak'azdli Whut'en Chief and Council. At this meeting the purpose of the OCP was outlined, and the OCP review process and several land use issues impacting both communities were discussed.

Two open houses, one in-person and one virtual, was held in April 2022 in Fort St. James. The purpose of the open houses was to introduce the review process to the public and to solicit participation in a working group to assist in the process and the drafting of a new Plan. At the open houses, the Regional District



introduced a project website with OCP review information and a survey to obtain public input regarding the issues that require attention in the plan.

The Ministry of Transportation and Infrastructure, Northern Health, District of Fort St. James, Nak'azdli Whut'en, Tl'azt'en First Nation, Yekooche First Nation, Binche Whut'en,

Takla Lake First Nation, Stuart Lake Seniors Association, Community Futures Stuart-Nechako and the Fort St. James Chamber of Commerce were asked to provide a representative to participate on the working group.

A single working group was formed for both the municipal and rural OCP. Working group meetings were held on May 31, June 7, June 23 and July 13, 2022. The focus of these meetings was to review the OCP development process, identify and discuss key issues, help to define the community visions and goals for the plan areas, and to develop the policies contained in the plans. The working group meeting notes are available from staff on request.

In May 2023, RDBN staff had a meeting with the Manager of Yinka Huwunline and a Nak'azdli Whut'en Councilor, and discussed the rural and municipal OCP review, the Nak'azdli Land Stewardship process and the alignment of plans.

During 2023, a preliminary draft of the OCP was created based on the input from the working group, the public, First Nations and stakeholders.

The OCP review contract between the Regional District and the District of Fort St. James ended in December 2023 and the rural and municipal OCP reviews moved forward separately from that point.

In February 2024 the OCP draft was sent to the working group for their review and the APC reviewed and provided comments on the draft plan. Consultation letters with an invitation to provide comments were sent to the consultation list in April 2024.

The draft was further revised based on the comments received from the referral agencies, working group members, and the APC. The plan draft was presented to the public on the project webpage and at an open house on July 31, 2024, in Fort St. James.

### Legislated Consultation

Section 475 of the *Local Government Act* states the following.



Electoral Area C (Fort St. James Rural)

## Official Community Plan Review

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The Regional District of Bulkley-Nechako has developed a draft of the new Official Community Plan (OCP) for rural Fort St. James.  
Get involved in the process to guide your community's future!






**Open House**  
**Wednesday, July 31, 2024 at 4 pm - 7 pm**  
 Fort St. James Community Centre (190 Stuart Drive East)  
 You can also send written comments to [planning@rdbn.bc.ca](mailto:planning@rdbn.bc.ca)

Attend the open house to learn more, share your thoughts, and ask questions.

Grab a bag of popcorn while you're there!



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Visit our website and see the draft plan and maps today at:  
[www.rdbn.bc.ca](http://www.rdbn.bc.ca)

WWW.RDBN.BC.CA | 1-250-692-3195  
 INFO@RDBN.BC.CA | 1-800-320-3339  
 37 3RD AVE, PO BOX 820 BURNS LAKE, BC V0J1E0

- (1) *During the development of an official community plan, or the repeal or amendment of an official community plan, the proposing local government must provide one or more opportunities it considers appropriate for consultations with persons, organizations, and authorities it considers will be affected.*
- (2) *For the purposes of subsection (1), the local government must:*
  - (a) *consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing; and*
  - (b) *specifically consider whether consultation is required with*
    - (i) *the board of a regional district in which the area covered by the plan is located, in the case of a municipal official community plan;*
    - (ii) *the board of any regional district that is adjacent to the area covered by the plan;*
    - (iii) *the council of any municipality that is adjacent to the area covered by the plan;*
    - (iv) *first nations;*
    - (v) *school district boards, greater boards and improvement district boards; and*
    - (iv) *the Provincial and Federal governments and their agencies.*
- (3) *Consultation under this section is in addition to the public hearing required under section 477 (3)(c).*
- (4) *If the development of an official community plan, or the repeal or amendment of an official community plan, might affect agricultural land, the proposing local government must consult with the Agricultural Land Commission.*

As previously noted, the Board considered and approved the consultation options identified on the attached consultation checklist at the beginning of the OCP review process in November 2021. It is recommended that the Board re-consider the checklist and determine if further consultation is necessary. If the Board considers additional consultation necessary, this should occur prior to first and second reading.

The entire Plan area is located within School District 91 (SD91). Section 476 of the *Local Government Act*, requires the Regional District to consult with boards of education with regards to the following:

- (a) *the actual and anticipated needs for school facilities and support services in the school districts;*

- (b) *the size, number and location of the sites anticipated to be required for the school facilities referred to in paragraph (a);*
- (c) *the type of school anticipated to be required on the sites referred to in paragraph (b);*
- (d) *when the school facilities and support services referred to in paragraph (a) are anticipated to be required;*
- (e) *how the existing and proposed school facilities relate to existing or proposed community facilities in the area.*

All responses from the 2022 and 2024 referrals as well as the changes made to the OCP, if any, based on the input received, have been summarized in a table attached to this report. Responses were received from the Agricultural Land Commission, the Ministry of Agriculture and Food, Ministry of Jobs, Economic Development and Innovation, Ministry of Municipal Affairs and Housing, Ministry of Transportation and Infrastructure, Northern Health, Peace River Regional District and SD91.

## **OVERVIEW OF THE OCP ADOPTION PROCESS**

Should the Board support the recommendations in this report, the OCP adoption process would proceed as follows:

- First and second reading of OCP Bylaw No.2054, 2024
- Public Hearing for the OCP Bylaw
- Board consideration of third reading
- Adoption of the OCP Bylaw

Since the proposed OCP applies to agricultural land, the *Local Government Act* requires the OCP Bylaw to be referred to the Agricultural Land Commission (ALC) for comment after the first and second reading.

Following first and second reading and the referral to the ALC, a Public Hearing on the Bylaw will be scheduled in consultation with the Electoral Area C Director. Following the Public Hearing, the OCP will again be presented to the Board along with the summary of the proceedings of the Public Hearing.

Should the Board wish to amend the Bylaw based upon Public Hearing input, the amended Bylaw could be re-approved at second reading. Depending upon the nature of the amendments a second Public Hearing may be required prior to third reading of the amended Bylaw.

## DISCUSSION

The draft OCP includes new sections on housing, outdoor recreation and parkland dedication. Also new to the OCP is a Recreation Values Map, created with data gathered from the public during the OCP planning process, the RDBN recreation inventory and provincial data.

The draft Fort St. James Rural OCP has undergone a notable public consultation process, and in staff's opinion the Plan reflects an appropriately balanced expression of the community's interest and vision for the future of the area. The focus of the process was to update the existing plan and not undertake an extensive review process.

Staff note that the "Fort St. James Rural Official Community Plan Bylaw No. 2054, 2024" has been considered by staff in conjunction with the Regional District's financial plan and solid waste management plan, and there are no apparent conflicts or issues between the plans.

The Board may approve the "Fort St. James Rural Official Community Plan Bylaw No. 2054, 2024" as attached, amend the Bylaw and then approve the amended Bylaw, or refer the Bylaw back to staff with direction to make further amendments.

Should the Bylaw be acceptable to the Board, staff recommend that "Fort St. James Rural Official Community Plan Bylaw No. 2054, 2024" be given first and second readings and that the Bylaw proceed to a Public Hearing. It is also recommended that the Public Hearing for "Fort St. James Rural Official Community Plan Bylaw No. 2054, 2024" be delegated to Director Greenaway or their alternate.

## ATTACHMENTS:

- OCP Bylaw 2054, 2024
- Appendix A OCP Consultation Checklist
- [Schedule A \(OCP text document\) \(link\)](#)
- [Schedule B – Land Use Designation Map 1 of 2 \(link\)](#)
- [Schedule B – Land Use Designation Map 2 of 2 \(link\)](#)
- [Schedule C – Ecological and Wildlife Values Map \(link\)](#)
- [Schedule D – Recreation Values Map \(link\)](#)
- [Referral Agency Comment Summary \(link\)](#)
- [Fort St. James Rural OCP Proposed Map Changes \(link\)](#)
- [Fort St. James OCP Review Survey Results \(link\)](#)



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 2054**

A Bylaw to Adopt an Official Community Plan for Electoral Area C within the Regional District of Bulkley- Nechako

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WHEREAS under section 472 of the *Local Government Act* the Board may adopt a community plan by bylaw;

AND WHEREAS the Board of the Regional District has deemed it advisable to replace “Fort St James Rural Official Community Plan Bylaw No. 1578, 2010” and adopt a new Official Community Plan for Electoral Area C as provided for in the *Local Government Act*;

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

1. Title

This Bylaw may be cited as “Fort St. James Rural Official Community Plan Bylaw No. 1954, 2024”.

2. Application

This Bylaw is applicable to Electoral Area “C” as outlined in Map No. 1 of Schedule “A” of this Bylaw.

3. Official Community Plan

Schedules “A,” “B,” “C” and “D”, which are attached to and form an integral part of the Bylaw are the Official Community Plan for the area to which this Bylaw applies.

4. Severability

If any schedule, section, subsection, sentence, clause, phrase, or map of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.

5. Repeal

“Fort St. James Rural Official Community Plan Bylaw No. 1517, 2009” and all amendments thereto are repealed.

6. Readings and Adoption

This bylaw may be cited as “Fort St. James Rural Official Community Plan Bylaw No. 2045, 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 "Fort St. James Rural OCP Bylaw No. 2054, 2024".

DATED AT BURNS LAKE this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Chairperson

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



## Appendix A

### Fort St James Rural Official Community Plan Consultation Strategy Checklist

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

At the beginning of the OCP review process, during the stakeholder review phase and during the public review and referral phase, consideration has been given to consultation with the following organizations.

#### Local Governments

- Cariboo Regional District
- Regional District of Fraser Fort George
- Regional District of Kitimat-Stikine
- Peace River Regional District
- District of Vanderhoof
- District of Fort St James
- Village of Fraser Lake
- Village of Burns Lake
- District of Houston
- Village of Telkwa
- Village of Granisle
- Town of Smithers

#### Government Agencies

- Ministry of Transportation and Infrastructure
- Ministry of Agriculture, Foods and Fisheries
- Ministry of Environment and Climate Change Strategy
- Ministry of Jobs, Economic Recovery and Innovation
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development
- Ministry of Municipal Affairs
- Ministry of Energy, Mines and Low Carbon Innovation
- Northern Health
- Department of Fisheries and Oceans
- Agricultural Land Commission

#### First Nations

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Binche Whut'en        | <input type="checkbox"/> Cheslatta Carrier Nation              |
| <input type="checkbox"/> Ts'il Kaz Koh (Burns Lake Band)  | <input checked="" type="checkbox"/> Doig River First Nation    |
| <input type="checkbox"/> Carrier Sekani Tribal Council    | <input checked="" type="checkbox"/> Halfway River First Nation |
| <input type="checkbox"/> Carrier Chilcotin Tribal Council | <input type="checkbox"/> Heiltsuk Nation                       |

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

### **Community Groups/Associations**

- Community Futures – Stuart Nechako
- Fort St James Chamber of Commerce
- Fort St James Snowmobile Club
- Fort Trap and Handgun Club
- Murray Ridge Ski Area
- Metis Nation New Caledonia Society
- Fort St James Nordic Ski Club
- Music on the Mountain Society
- Stuart Lake Sailing Club
- Fort St James Search and Rescue

### **School Districts**

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

### **Public**

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



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Danielle Patterson, Senior Planner  
**Date:** September 26, 2024  
**Subject:** **Agricultural Land Commission Annual Report 2023 – 2024**

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

Receive.

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### BACKGROUND

The Agricultural Land Commission (ALC) requested circulation of their Annual Report 2023 – 2024 to the Board (see [link](#) for Attachment). Topics in the Annual Report include:

- ALC purpose, legislative framework, and governance summary;
- the number and types of applications/statutory right of way (RoW) notifications;
- application decisions for notice of intent for soil or fill use (NOI);
- policy, planning and engagement activities;
- the ALC's compliance and enforcement program;
- the ALC's financial report; and
- ALR inclusions/exclusions in 2023/2024 and cumulative changes.

### HIGHLIGHTS

A selection of highlights from the Annual Report are as follows.

- The Regional District of Bulkley-Nechako ranked fifth amongst all local government for the number of ALC applications.
- The ALC has six compliance and enforcement (C&E) officers with 928 active files. For the first time, the ALC has a C&E Officer based in the Northern Administrative Region (Prince George) on a temporary basis, covering a parental leave.
- The Northern Administrative Region ranked second for total number of applications received (70), including 31 non-farm use applications, 19 subdivision applications, and 12 soil and fill applications. Only the south coast region saw more applications for these three categories.

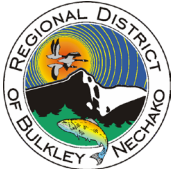
- The volume of NOI submissions increased 52 per cent from 2022/2023 (203 NOIs) to 308 in 2023/2024 (308 NOIs). Of that, 42 per cent were for residential and accessory residential structures. The Annual Report notes the increase is likely associated with the December 31, 2021 ALR Use Regulation amendments.

The Annual Report states the ALC has not been able to keep pace with processing decisions for the number of NOIs submitted. Planning staff note the ALC requires NOIs for Additional Dwellings, accessory residential structures (such as free-standing garages), and removal of soil or placement of fill greater than 1,000 m<sup>2</sup> for a) Principal Dwellings or b) per farm structure.

- The Annual Report states 2019 data determined that 11 per cent of the ALR is not regulated by local government zoning bylaws and 47 per cent is not regulated by building inspection. Additionally, it states the *“ALC plans to undertake additional work to determine the impact of this finding on the ALR”*. Planning staff believe this may allude to the ALC’s significant reliance on local government’s regulatory powers to ensure development in the ALC complies with the *ALC Act* and associated ALC regulations and policies.

**ATTACHMENT:**

- [ALC Annual Report 2023 – 2024 \(link\)](#)



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Steve Davis, Building Inspector  
**Date:** September 26, 2024  
**Subject:** Section 57 Notice on Title, 2900 Kelway Road, Electoral Area 'B'

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

1. That the Board receive any input provided by the property owner.
2. That the Corporate Officer be directed to file a Notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* relating to land legally described as Lot 12, District Lot 4170, Range 5, Coast District, Plan PRP10529 (2900 Kelway Road)

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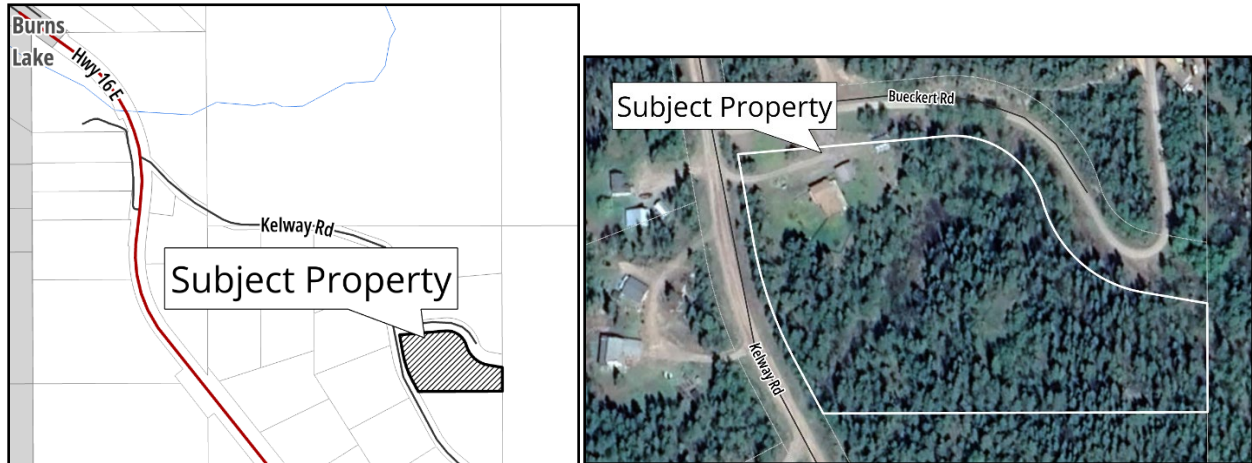
**EXECUTIVE SUMMARY**

A storage building at 2900 Kelway Road was built without a building permit or inspections required pursuant to "RDBN Building Bylaw No. 1634, 2012".

The Building Inspector recommends that a notice be placed on title of the subject property in accordance with Section 57 of the *Community Charter*. This notice serves to advise interested parties, including potential buyers, of the situation.

## BACKGROUND

The property owner has constructed a storage building without a building permit. An incomplete building permit application was received, but the location of the building does not meet the required setbacks.



## HISTORY

The following is a chronology of events leading to the recommendation for a Section 57 notice on title. Copies of emails, letters and other correspondence related to the referral below are available upon request from the Planning Department.

### August 9, 2022

The Building Inspector received an email containing plans for a proposed storage building from the property owner's contractor. The Building Inspector informed the contractor that the Planning Department would have to review the proposal.

### August 15, 2022

After receiving an updated site plan, the Building Inspector confirmed with the contractor that a variance would be required as the proposed building location did not meet the required setbacks.

### November 9, 2022

The Building Inspector noticed that work had been started on the storage building despite no building permit being issued. A Stop Work Notice was posted on



the building and a letter was sent by registered mail to the property owner at the address listed on the Certificate of Title. The letter outlined the requirement for a building permit. A copy of the letter was also hand delivered to the property.

The Building Inspector also sent an email to the contractor asking about the building started without a building permit. The contractor replied that they were no longer involved with the project.

### **November 17, 2022**

The new contractor associated with the project submitted an incomplete building permit application. A list of the outstanding items was requested by email.

### **November 18, 2022**

The contractor emailed that he would address the outstanding items to complete the application.

### **December 1, 2022**

After discussions with the Planning Department about the setbacks and the need for a variance, the property owner submitted an incomplete Development Variance Permit (DVP) application. The Planning Department spoke with the property owner to discuss the outstanding items and the fact that the building stood within the Ministry of Transportation and Infrastructure (MOTI) setback and would need a setback permit application to be submitted to MOTI. A certificate of location was recommended to check the exact location of the building.

### **January 3, 2023**



The Building Inspector visited the property to review the construction progress. The contractor was just finishing the interior of the building. He had moved the Stop Work Notice to a different building and was continuing with the building, under the direction of the property owner. It was recommended that finishing the interior was unwise as the engineer might require framing or structural changes.

**January 4, 2023**

The Building Inspector spoke with the property owner on the phone and requested that she complete her building permit application and communicate with the Planning Department regarding the MOTI setback application.

**January 27, 2023**

The Planning Department recommended to the property owner that a certificate of location be obtained to ensure the requested setback variance would be adequate.

**March 24, 2023**

The property owner emailed to ask for the application to be put on hold until she could afford to get a certificate of location from a surveyor.

**August 19, 2024**

The property owner did not respond to multiple emails asking about the promised certificate of location for the DVP. The property owner was informed that staff would be recommending that the Board place a Section 57 notice on the property title.

**August 27, 2024**

Notice was sent to the property owners informing them that the Board would be considering the Building Inspector's recommendation for a notice on title, and that they or a representative may provide representations to the RDBN Board in person, in writing or electronically at the Regional District Board meeting concerning the matter. This notice was sent by registered mail to the address provided in the DVP.

**SECTION 57 REQUIREMENTS**

Section 57 of the *Community Charter* authorizes the RDBN to file a notice on title of a property when the Building Inspector discovers bylaw contraventions that relate to the building or safety of a structure. To place a notice on title the following must occur:

- The Building Inspector must provide a recommendation in writing to the Corporate Officer that the Regional District Board consider a resolution directing the Corporate Officer to file a notice in the land title office stating that a resolution relating to the non-compliance of the property to the BC Building Code and the Regional District's Building Bylaw has been made, and further information about it may be inspected at the Regional District offices. This report serves as the written recommendation from the Building Inspector to the Corporate Officer.
- The Corporate Officer must give notice to the registered owner of the land to which the recommendation relates that the Board will be considering a recommendation



that notice be placed on title pursuant to Section 57 of the *Community Charter*, and subsequently place the matter before the Regional District Board for consideration. This notice has been given to the property owner by the Planning Department on behalf of the Corporate Officer.

- Once the Regional District Board has provided the Building Inspector and the owner with an opportunity to be heard, the Board may confirm the recommendations of the Building Inspector by the recommended resolution directing the Corporate Officer to file a notice in the land title office.
- The RDBN must then ensure that public records relating to the resolution and the reason for the resolution are available for public view.

If the property owner completes the building permit process, or removes the unpermitted building from the property, the notice on title can be removed from title.

#### **FURTHER ENFORCEMENT ACTION**

The Regional District Board may direct staff to undertake additional enforcement action, including the initiation of action to have the building removed.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Steve Davis, Building Inspector  
**Date:** September 26, 2024  
**Subject:** Section 57 Notice on Title, 4990 Jackpine Road, Electoral Area "A"

---

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

1. That the Board receive any input provided by the property owner.
2. That the Corporate Officer be directed to file a Notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* relating to land legally described as Lot B, District Lot 408, Range 5, Coast District, Plan EPP1736 (4990 Jackpine Rd).

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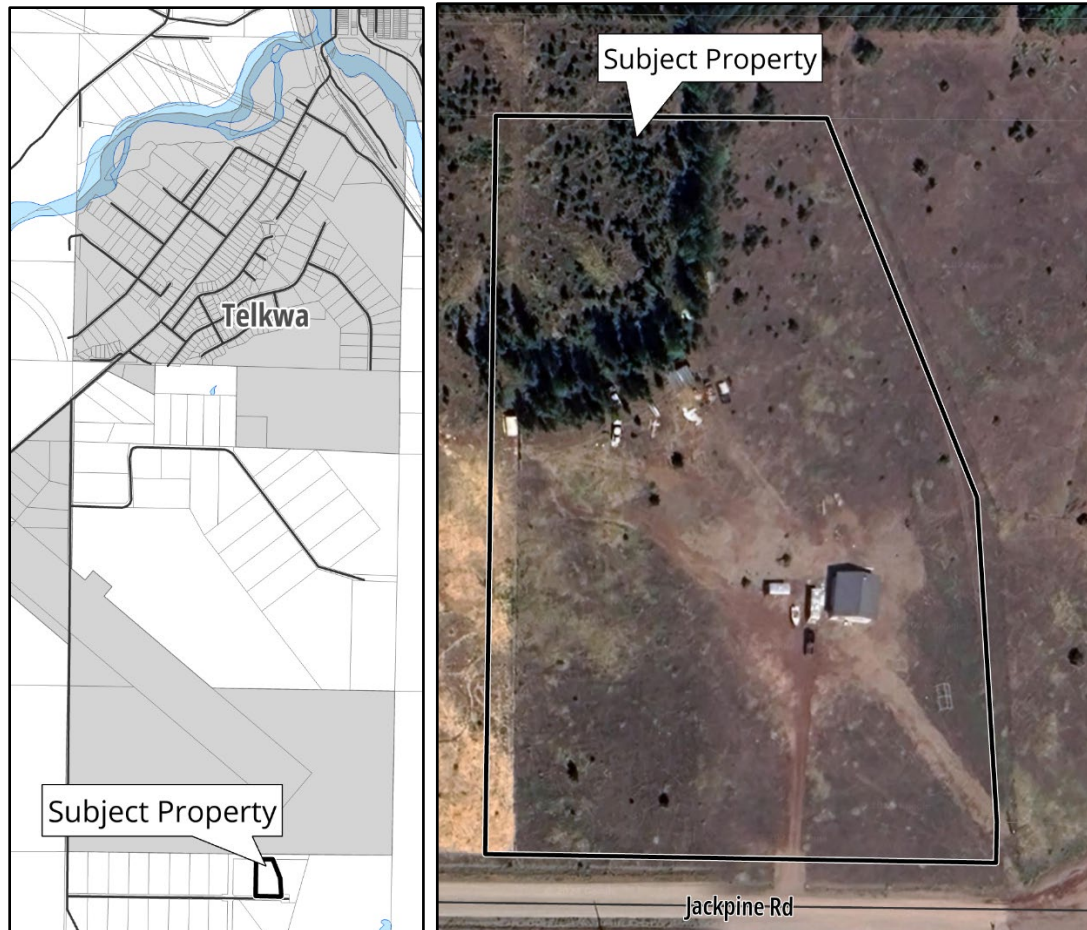
**EXECUTIVE SUMMARY**

A dwelling at 4990 Jackpine Road was built without a building permit or inspections required pursuant to "RDBN Building Bylaw No. 1634, 2012".

The Building Inspector recommends that a notice be placed on title of the subject property in accordance with Section 57 of the *Community Charter*. This notice serves to advise interested parties, including potential buyers, of the situation.

## BACKGROUND

The property owner has built a new dwelling without the required building permit and inspections.



## HISTORY

The following is a chronology of events leading to the recommendation for a Section 57 notice on title. Copies of emails, letters and other correspondence related to the referral below are available upon request from the Planning Department.

### May 19, 2023

The Building Inspector noticed that a new dwelling was under construction without a building permit. The building inspector left a business card in the door of the building asking that the property owner contact the inspector regarding a building permit.

### **November 14, 2023**

The building inspector posted a Stop Work Notice on the building and sent a registered letter with a Stop Work notice to the property owner requesting a building permit application for the unpermitted building. A copy of the letter was sent by registered mail to the address listed on BC Assessment.



### **June 19, 2024**

A letter was sent by registered mail to the property owner requesting immediate action to prevent further enforcement action. The letter was returned undelivered, so a copy of the letter was hand delivered to the house.

### **August 27, 2024**

Notice was sent to the property owners informing them that the Board would be considering the Building Inspector's recommendation for a notice on title, and that they or a representative may provide representations to the RDBN Board in writing, in person, or electronically at the Regional District Board meeting concerning the matter. This notice was sent by registered mail, and a copy was attached to the building.

## **SECTION 57 REQUIREMENTS**

Section 57 of the *Community Charter* authorizes the RDBN to file a notice on title of a property when the Building Inspector discovers bylaw contraventions that relate to the building or safety of a structure. To place a notice on title the following must occur:

- The Building Inspector must provide a recommendation in writing to the Corporate Officer that the Regional District Board consider a resolution directing the Corporate Officer to file a notice in the land title office stating that a resolution relating to the non-compliance of the property to the BC Building Code and the Regional District's Building Bylaw has been made, and further information about it may be inspected at the Regional District offices. This report serves as the written recommendation from the Building Inspector to the Corporate Officer.
- The Corporate Officer must give notice to the registered owner of the land to which the recommendation relates that the Board will be considering a recommendation that notice be placed on title pursuant to Section 57 of the *Community Charter*, and

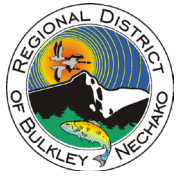
subsequently place the matter before the Regional District Board for consideration. This notice has been given to the property owner by the Planning Department on behalf of the Corporate Officer.

- Once the Regional District Board has provided the Building Inspector and the owner with an opportunity to be heard, the Board may confirm the recommendations of the Building Inspector by the recommended resolution directing the Corporate Officer to file a notice in the land title office.
- The RDBN must then ensure that public records relating to the resolution and the reason for the resolution are available for public view.

If the property owner completes the building permit process, or removes the unpermitted building from the property, the notice on title can be removed from title.

#### **FURTHER ENFORCEMENT ACTION**

The Regional District Board may direct staff to undertake additional enforcement action, including the initiation of action to have the building removed.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Steve Davis, Building Inspector  
**Date:** September 26, 2024  
**Subject:** Section 57 Notice on Title, 4882 Jackpine Road, Electoral Area "A"

---

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

1. That the Board receive any input provided by the property owner.
2. That the Corporate Officer be directed to file a Notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* relating to land legally described as Lot A, District Lot 408, Range 5, Coast District, Plan EPP1736 (4882 Jackpine Rd).

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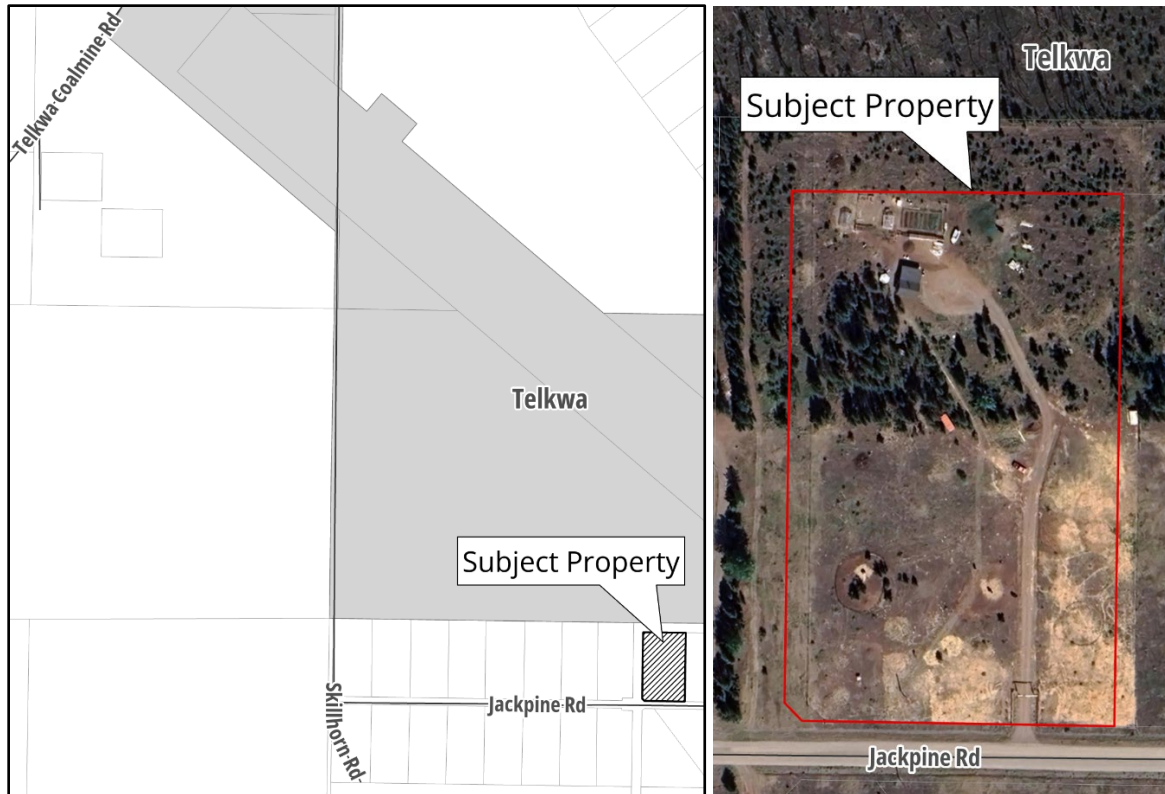
**EXECUTIVE SUMMARY**

A dwelling at 4882 Jackpine Road was built without a building permit or inspections required pursuant to "RDBN Building Bylaw No. 1634, 2012".

The Building Inspector recommends that a notice be placed on title of the subject property in accordance with Section 57 of the *Community Charter*. This notice serves to advise interested parties, including potential buyers, of the situation.

## BACKGROUND

The property owner has built a new dwelling without the required building permit and inspections.



## HISTORY

The following is a chronology of events leading to the recommendation for a Section 57 notice on title. Copies of emails, letters and other correspondence related to the referral below are available upon request from the Planning Department.

### November 13, 2023

The Building Inspector noticed that a new dwelling was under construction without a building permit while on a site visit to the neighbouring



property. The Building Inspector spoke with someone who said that she did not own the property, but she confirmed the mailing address of the property owner. She was requested to ask the property owner to submit a building permit application.

### **November 14, 2023**

The building inspector sent a registered letter with a Stop Work notice to the property owner requesting a building permit application for the unpermitted building. A copy of the notice could not be attached to the house as the gate to the property was locked, so it was attached to the gate.

### **June 19, 2024**

A letter was sent by registered mail to the property owner requesting immediate action to prevent further enforcement action. The letter was received back undelivered. The letter was then hand delivered to the property and attached to the gate.

### **August 27, 2024**

Notice was sent to the property owners informing them that the Board would be considering the Building Inspector's recommendation for a notice on title, and that they or a representative may provide representations to the RDBN Board in writing, in person, or electronically at the Regional District Board meeting concerning the matter. This notice was sent by registered mail, and a copy was attached to the gate of the property.

## **SECTION 57 REQUIREMENTS**

Section 57 of the *Community Charter* authorizes the RDBN to file a notice on title of a property when the Building Inspector discovers bylaw contraventions that relate to the building or safety of a structure. To place a notice on title the following must occur:

- The Building Inspector must provide a recommendation in writing to the Corporate Officer that the Regional District Board consider a resolution directing the Corporate Officer to file a notice in the land title office stating that a resolution relating to the non-compliance of the property to the BC Building Code and the Regional District's Building Bylaw has been made, and further information about it may be inspected at the Regional District offices. This report serves as the written recommendation from the Building Inspector to the Corporate Officer.
- The Corporate Officer must give notice to the registered owner of the land to which the recommendation relates that the Board will be considering a recommendation that notice be placed on title pursuant to Section 57 of the *Community Charter*, and subsequently place the matter before the Regional District Board for consideration. This notice has been given to the property owner by the Planning Department on behalf of the Corporate Officer.



- Once the Regional District Board has provided the Building Inspector and the owner with an opportunity to be heard, the Board may confirm the recommendations of the Building Inspector by the recommended resolution directing the Corporate Officer to file a notice in the land title office.
- The RDBN must then ensure that public records relating to the resolution and the reason for the resolution are available for public view.

If the property owner completes the building permit process, or removes the unpermitted building from the property, the notice on title can be removed from title.

#### **FURTHER ENFORCEMENT ACTION**

The Regional District Board may direct staff to undertake additional enforcement action, including the initiation of action to have the building removed.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Maria Sandberg, Planning and Parks Coordinator  
**Date:** September 26, 2024  
**Subject:** Highway 35 Multi-use Trail Conceptual Design Report

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### RECOMMENDATION:

(all/directors/majority)

That the Board receive the attached "Highway 35 Multi-use Path Conceptual Design Report".

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### BACKGROUND

This report presents the "Highway 35 Multi-use Path Conceptual Design Report" to the Board for consideration. The design report outlines trail alignment options and construction cost estimates for a 13 km long multi-use trail on the highway right of way, connecting the Village of Burns Lake and Tchesinkut Lake.

This project is supported by the Electoral Areas B and E Parks and Trails Master Plan which identifies supporting active transportation and a connected community as a priority. The proposed trail will provide a safe and functional transportation option for residents and a recreation and tourism asset that will benefit visitors who support local businesses. The long-term vision is to connect the Village of Burns Lake to the Francois Lake Ferry Terminal with a multi-use trail.



The project started in April 2023 when WSP Canada Ltd. was awarded the conceptual design study contract. A \$50,000 grant from Infrastructure Canada's Active Transportation Fund was received to fund the project and the remainder of the cost (\$40,000) was covered by the Northern Capital Planning Grant. The project came in on budget.

## DISCUSSION

The project report includes a set of conceptual drawings, a Class D cost estimate for construction, a stakeholder engagement report and a design summary discussing notable design elements, property acquisition, alternative alignment options, and project phasing.

The report identifies the preferred route to run on the southbound side of the highway from the bridge at Gerow Island to Frame Rd, where it would cross Highway 35 and run on the northbound side to Tchesinkut East Road.

The proposed design divides the trail into three segments:

Segment 1: Gerow Island to Osatuik Rd;

Segment 2: Frame Rd to Omineca Ski Club Rd; and,

Segment 3: Omineca Ski Club Rd to Tchesinkut East Rd.

Two alignment options have been identified for segment 1, which contains challenging topography with cut slopes, a creek crossing, a narrow highway right of way and many driveway crossings.

Notable design elements included in the conceptual design include concrete roadside barriers, retaining walls, buried storm infrastructure, constrained trail width, a highway crossing and two creek crossings.

The project engagement included invitations to the public, community organizations, First Nations, utilities, the Village of Burns Lake, government agencies and other stakeholders. Engagement opportunities included an open house, one-on-one meetings and an on-line survey. In addition, notification letters to property owners along the route were sent twice during the project. The report's Appendix C: "First Nation and Stakeholder Engagement Report" outlines the engagement strategy and details the input received.



The report notes that further feasibility and design details of the project would be determined during the detailed design in the future.

### Active Transportation Capital Fund

On June 18, 2024, the Province announced \$85 million in funding for active transportation projects on Ministry owned right of ways through the Active Transportation Capital Fund.

The Cycle 16 and Highway 35 trails are two of eleven selected active transportation projects in the province.

In the announcement the Province noted that the first phase of the project will be completing design for the Highway 35 multi-use pathway. Staff has been unable to obtain further details about the Ministry of Transportation's plan for the trail and as far as staff are aware no project manager has been appointed to date. When more information is available, staff will report back to the Board.

**ATTACHMENT:**

[Highway 35 Multi-Use Path Conceptual Design Report - link](#)



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning  
**Date:** September 26, 2024  
**Subject:** **Transit Service Amendment Bylaw**

---

**RECOMMENDATION:** **(all/participants/ 2/3majority)**

That "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2055, 2024" be given 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Readings.

---

### **BACKGROUND**

In 2023 the Board gave first and second readings to "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaws No. 2011, 2012, 2013, 2015, and 2016, 2023" to include Electoral Areas B, C, D, F, and G in the transit service area and increase the maximum requisition amount from \$90,000 to \$200,000. Electoral Areas A and E were not interested in participating in the service.

At the October 26, 2023 Board Meeting the Board amended Bylaw No. 2017, 2023 to decrease the maximum requisition amount from \$200,000 to \$115,000 and subsequently gave third reading to Bylaws No. 2011, 2012, 2013, 2015, and 2017 (as amended) to include Electoral Areas B, C, D, and F in the service area. Electoral Area G no longer wished to participate. Bylaws No. 2011, 2012, 2013, 2015, and 2017, 2023 were subsequently sent to the municipalities participating in the service for authorization.

The Council's for the Town of Smithers, the Village of Burns Lake, the Village of Fraser Lake, the Village of Granisle, and the District of Vanderhoof authorized the bylaws; however, the Councils for the Village of Telkwa and the District of Fort St. James declined to give approval. Given the refusal of Fort St. James and Telkwa Councils to authorize the bylaws the bylaws cannot proceed; therefore, the District of Houston Council did not take a final position on authorization.

The Village of Telkwa requested to be removed from "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016" as they no longer wish to participate in the service. At the September 12<sup>th</sup> Board meeting the Board discussed the request from the Village of Telkwa and directed

staff to prepare this bylaw removing the Village of Telkwa from the service for its consideration.

Discussion was also held regarding the support for Electoral Areas to join the service. The Electoral Areas have withdrawn their support to join the service at this time, but wish to consider other options to provide funding while we await the financial certainty from the other funding partners. Based on these discussions and Board direction staff are presenting Bylaw 2055, 2024 to the Board for consideration. This bylaw excludes the Village of Telkwa from the service and increases the maximum taxation requisition from \$90,000 to \$115,000.

## DISCUSSION

The table below shows the financial implications to the remaining participants in the service should the District of Fort St. James and Village of Telkwa be removed (using 2024 taxation as an example).

Taxation Area	2024 Taxation with Telkwa	2024 Taxation without Telkwa
Town of Smithers	\$27,210	\$29,757
District of Vanderhoof	\$21,989	\$24,047
District of Houston	\$15,443	\$16,888
Village of Burns Lake	\$8,394	\$9,180
Village of Telkwa	\$7,458	\$0
Village of Fraser Lake	\$4,882	\$5,340
District of Fort St. James	\$1,402	\$1,534
Village of Granisle	\$341	\$373
TOTAL	\$87,119	\$87,119

Taxation Area	Taxation at Proposed \$115,000 Maximum Without Telkwa
Town of Smithers	\$39,282
District of Vanderhoof	\$31,744
District of Houston	\$22,292
Village of Burns Lake	\$12,117
Village of Fraser Lake	\$7,048
District of Fort St. James	\$2,025
Village of Granisle	\$492
TOTAL	\$115,000

As noted in previous reports to the Board the taxation limit under the existing bylaw is \$90,000. Based on this taxation limit moving forward the service can continue to operate for approximately 3 years using reserve funds (intended for bus and other capital purchases) based on the latest BC Transit Budget projections. In 2027 reserve funds will be depleted and the service may not be funded without additional funding sources.

### **PROCESS TO FOLLOW**

Should the Board approve the proposed amendments (in Bylaw 2055) to Service Establishment Bylaw No. 1790 the following timeline for consideration of adoption of the amendment bylaws is as follows:

Step 1 – 3<sup>rd</sup> reading of amendment bylaws (September 26, 2024?)

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

Step 3 - Submission of amendment bylaws to the Province (December, 2023)

Step 4 - Provincial approval of amendment bylaws 60 day estimate (March, 2023)

Step 5 - Board adoption of amendment bylaws (April, 2023)

### **ATTACHMENTS:**

Village of Telkwa December 12, 2023, resolution

Bylaw 2055, 2024



Village of Telkwa, PO Box 220, Telkwa, BC V0J 2X0  
(250) 846-5212 ◦ info@telkwa.ca ◦ www.telkwa.ca  
*WHERE RIVERS MEET AND FRIENDS GATHER*

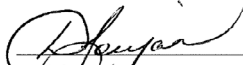
February 27, 2024

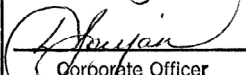
**RE: RDBN Regional Public Transit & Para-Transit (Hwy 16) Service Establishment Amendment Bylaws Nos. 2011, 2012, 2013, 2015, & 2017**

At the December 12, 2023 Regular Meeting of Council, the following resolution was passed:

**THAT** *Ltr 0275 from the Regional District of Bulkley-Nechako regarding RDBN Regional Transit and Para-Transit (Highway 16) Service Establishment Bylaw Nos. 2011, 2012, 2013, 2015, and 2017, and proposed Amendment Bylaw, be received; **AND THAT** Council withdraw the Village of Telkwa's participation in said Bylaw and Service.* **CARRIED**

I, Debbie Joujan, Chief Administrative Officer/Corporate Officer, CMC, for the Corporation of the Village of Telkwa, hereby confirm that the above is a certified true copy of said resolution of the Village of Telkwa Council.

  
Debbie Joujan  
Chief Administrative Officer/  
Corporate Officer, CMC

Certified a true copy of the  
Village of Telkwa  
Resolution No. 23-12-188  
Dated this 27<sup>th</sup> day of  
February, 2024  
  
Corporate Officer  
Village of Telkwa



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 2055, 2024**

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

---

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

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

AND WHEREAS participating area approval has been obtained in accordance with the *Local Government Act*;

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

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

1. Section 3 is amended to remove the Village of Telkwa from the boundaries of the Service Area.
2. Section 4 is amended to remove the Village of Telkwa as a Participating Area.
3. Section 6 is amended to increase the maximum requisition amount from \$90,000 (Ninety Thousand Dollars) to \$115,000 (One Hundred Fifteen Thousand Dollars).

This bylaw may be cited as "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2055, 2024."

READ A FIRST TIME this    day of    ,

READ A SECOND TIME this    day of    ,

READ A THIRD TIME this    day of    ,

I hereby certify that this is a true and correct copy of Bylaw No. 2055.

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

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this    day of    ,

ADOPTED this    day of    ,

\_\_\_\_\_  
Chairperson

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



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Alex Eriksen, Director of Environmental Services  
**Date:** September 26, 2024  
**Subject:** **Vanderhoof Transfer Station Floor Resurfacing – Contract Award**

---

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

That the Resurfacing Contract for the Vanderhoof Transfer Station Tip Floor be awarded to Vector Restorations Ltd. for \$295, 900 plus applicable taxes.

---

### **BACKGROUND**

The Vanderhoof Transfer Station was constructed in 2005. The concrete floor has been worn down several centimetres and other concrete structures have deteriorated.

The 2024 budget included \$300,000 for the re-surfacing of the tip floor and other repairs. In March 2024, staff issued a Request For Quotes (RFQ) on BCBid and two Concrete Restoration Companies submitted quotes.

Appendix C (scope of work), Appendix D (floorplan and measurements) and Appendix E (photos) from the issued RFQ are attached for reference.

### **EVALUATION**

Submissions were evaluated and scored by Environmental Services Staff. Both proponents had adequate qualifications and experience, proposed similar work plans and quoted similar priced just under the allotted budget amount.

Vector Restorations Ltd. scored 99.72%  
Metro Testing and Engineering Ltd. scored 97.00%

Staff recommend awarding the contract to Vector Restorations.

### **ATTACHMENTS**

1. Appendix C, D and E of RFQ ENV-24-07

### Appendix C – Scope of Work

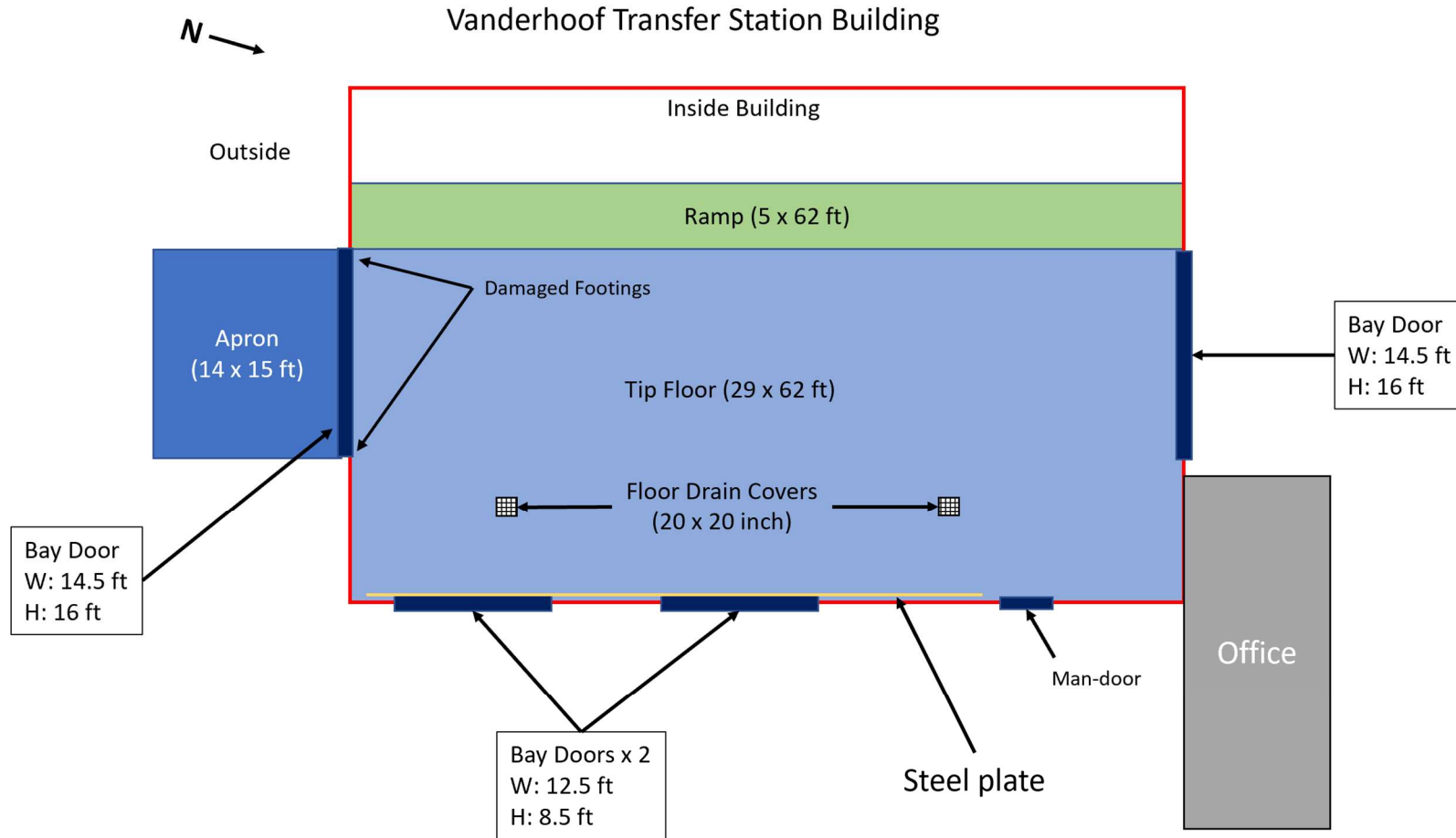
Clean and prepare tip floor area. Approximately 2100 square feet (including ramp).

- Repair and armor damaged building footings.
- Repair or replace concrete apron (210 square feet).
- Replace or preserve existing drain covers.

Resurface (smooth finish) and level entire tip floor (including ramp).

- 1-3 inches of concrete. Note some areas are worn to rebar while some areas are in original condition.
- Smooth ramp transition.
- Propose high durability product suitable for high equipment use (steel cutting edge).
- Include wear indicator system.
- Repair and armor the damaged building footings with steel.

### Appendix D - Vanderhoof Transfer Station Building - Floor Plan Approximate Measurements



## Appendix E - Photos



Figure 1 - Transfer Station building facing west. 650 Dump Road, Vanderhoof.



*Figure 2 - Apron Facing South*



Figure 3 - Tip floor facing south



Figure 4 - Tip floor facing north. Note: Lock block wall at north end will be removed for resurfacing.





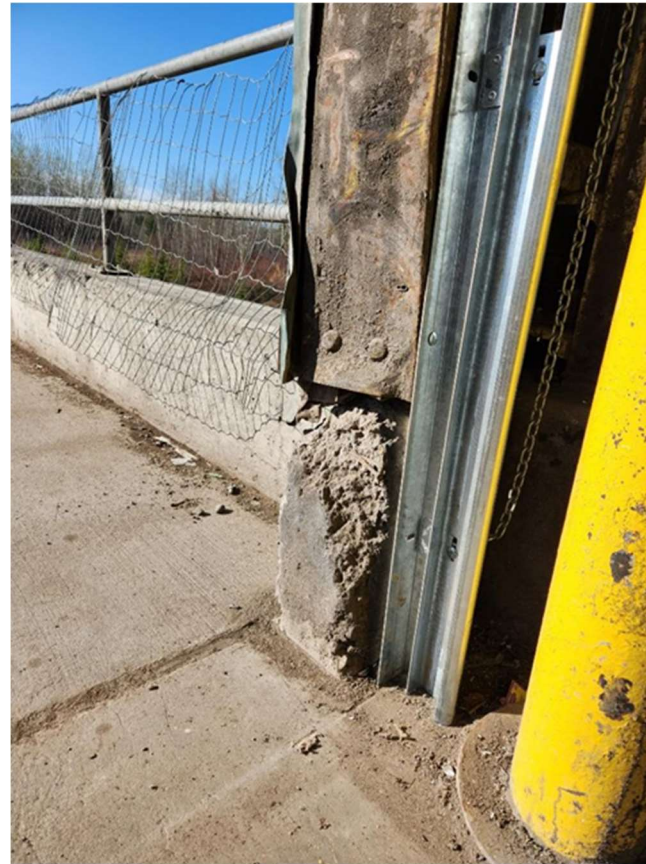
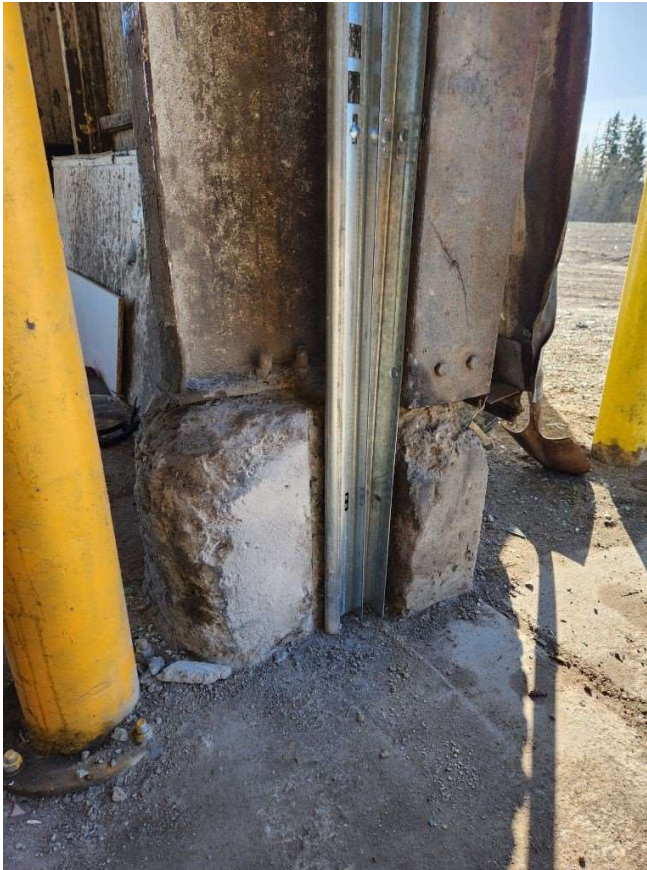
*Figure 5 - Ramp facing north. Notice wear at transition*



*Figure 6 - 20" x 20" Floor drain covers plate (can be replaced or re-used)*



*Figure 7 - Steel plate along public drop*



*Figure 8 - Damaged footings at commercial bay door*



## Regional District of Bulkley-Nechako Board Meeting

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** September 26, 2024  
**Subject:** **Bylaw 2062 Fort St. James Library**

---

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

That the Electoral Area "C" Public Library Contribution Service Area Establishment Amendment Bylaw No. 2062, 2024 be given first, second and third reading this 26<sup>th</sup> day of September, 2024.

---

**BACKGROUND**

The Librarian from the Fort St. James Library requested that the Board consider increasing the limit of Bylaw No. 1191, being a bylaw to support the Fort St. James public library from taxation of Electoral Area "C", by 25%.

Every five years the Regional District Board may consider increasing a bylaw's taxation limit by 25% of the taxation limit five years previous. For Bylaw 1191, this would result in increasing the limit to \$21,483 from \$17,187. The last time Bylaw 1191 was increased in this fashion was on April 4, 2019.

The library currently receives the maximum amount available under the current bylaw as an annual grant. This proposal to increase the taxation limit under Bylaw 2062 only provides the board with the ability to increase the grant amount up to the new maximum amount - it does not set the grant amount in future budget years. Any actual increase in the annual grant to the Fort St. James library would be decided in the 2025 budget process.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****BYLAW NO. 2062****A bylaw to amend the tax limit of the Electoral Area "C" Public Library Contribution Service from \$17,187 per annum to \$21,483 per annum**

---

**WHEREAS** the Regional District of Bulkley-Nechako has established by Bylaw No. 1191, a service for contribution to the Fort St. James Public Library;

**AND WHEREAS** the Regional Board wishes to increase the tax limit for the service from SEVENTEEN THOUSAND ONE HUNDRED EIGHTY-SEVEN (\$17,187) per annum to TWENTY-ONE THOUSAND FOUR HUNDRED EIGHTY-THREE (\$21,483) per annum;

**AND WHEREAS** under Section 349 (1)(b) of the *Local Government Act*, the sole participant has consented to the adoption of this Bylaw.

**AND WHEREAS** under Regulation 113/2007, the approval of the Inspector is not required because the increase in the tax limit is not greater than 25% of the baseline amount five years previous;

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

1. Section 4 of Bylaw No. 1191 is hereby repealed and the following substituted therefore:
  6. The maximum amount of taxation that may be requisitioned for the cost of this service shall be TWENTY-ONE THOUSAND FOUR HUNDRED EIGHTY-THREE (\$21,483).
2. This bylaw may be cited as "Electoral Area "C" Public Library Contribution Service Area Establishment Amendment Bylaw No. 2062, 2024."
3. This bylaw comes into effect upon adoption.

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_, 2024

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_, 2024

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_, 2024

CONSENT OF ELECTORAL AREA "C" DIRECTOR RECEIVED this \_\_\_\_ day of \_\_\_\_, 2024

ADOPTED this \_\_\_\_ day of \_\_\_\_, 2024

\_\_\_\_\_  
Chairperson

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

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 2062 as adopted.

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



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board

**From:** Nellie Davis, Manager of Regional Economic Development  
John Illes, Chief Financial Officer

**Date:** September 26, 2024

**Subject:** **Regional Grant in Aid – Increased 2024 allocation**

---

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

- 1) That the Board authorize spending \$150,000 of Electoral Area B (Burns Lake Rural) Northern Capital and Planning Grant in the Environmental Services capital budget in 2024.
- 2) That the Board authorize allocating \$80,000 in Area A (Smithers/Telkwa Rural) and \$35,000 in Area F (Vanderhoof Rural) Community Works Funds to Solid Waste Infrastructure projects in the 2024 Environmental Services capital budget.
- 3) That the Board authorize amending \$265,000 from special projects in the administration budget to Regional Grant in Aid in the 2024 Budget.

**(participants/weighted/majority)**

- 4) That the Board authorize the withdrawal of up to \$115,000 from the Federal Gas Tax Reserve Fund.

---

**BACKGROUND**

Directors are interested in maximizing the remaining balance of Regional Grant in Aid for projects in 2024. All funds exchanged through this process should be spent in 2024 to ensure the 2025 budget is eligible to maximize the Regional Grant in Aid allocation.

Director Riis-Christianson is interested in making \$150,000 available to Societies in 2024 through Regional Grant in Aid. Should the full balance not be spent in 2024, the remaining funds will be allocated to the RDBN's operational reserve.

Directors Stoltenberg and Moon have specific projects they wish to support that will be submitted to the Board for approval through the regular Grant in Aid approval process.

These exchanges will be reflected in the next budget amendment.





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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:** September 26, 2024  
**Subject:** **Regional Grant in Aid - Driftwood School Restoration Committee**

---

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

That the Board approve allocating \$80,000 in Regional Grant in Aid monies to the Driftwood School Restoration Committee for a foundation and roof repair project.

---

### **BACKGROUND**

Please see the attached application for further detail.

Subject to the budget amendment proposed on this agenda (Regional Grant in Aid balance being amended to include an additional \$80,000 from Area A), Director Stoltenberg is supportive of the application in the amount of \$80,000.

### **ATTACHMENTS:**

- 1) Grant in Aid Application Form

---

**From:** website@rdbn.bc.ca  
**Sent:** Friday, September 13, 2024 2:43 PM  
**To:**  
**Subject:** Website Form Submission – Online Grant in Aid Application Form

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

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

Organization Legal Name:  
Driftwood School Restoration Committee

Contact Email Address:  
aflorsa@gmail.com

Contact Phone Number:  
2506430972

Organization Mailing Address:  
PO Box 1024 Smithers BC V0J 2N0

Project or purpose for which you require assistance:

The Driftwood Schoolhouse was built in 1944 and has been preserved as a community space since 1989 by the Driftwood School Restoration Committee (DSRC), which is a sub-committee of the Glenwood Hall Committee Association. While modest upgrades have been completed over the past 35 years the schoolhouse is in need of a number of fundamental repairs. The scope of this project is dependent on funding; however, phase I will see repairs to the exterior of the building.

Amount of Grant Requested:  
80000

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

Yes

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

The Driftwood Schoolhouse has served as a beloved community space for 35 years. Events range from the Annual Songwriters Night hosted by Mark Perry, yoga classes, weddings, birthday parties, crafting nights, Backcountry Horsemen poker rides and the Babine Marathon to name a few. The schoolhouse serves as an affordable facility with a beautiful setting that is open to both public and private events.

There are a few other community halls and smaller venues, but the schoolhouse is certainly a niche venue.

Is your organization voluntary and non-profit?:

Yes

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

The DSRC does not have any employees and no compensation in any form is paid / given to volunteers or members.

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

When including the Glenwood Hall Committee Association we have approximately 40 members, which includes 10 board / committee members.

The DSRC was formed in 1989 (35 years).

Assistance is being requested for::  
Capital project and/or equipment

Other Purpose:

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

Phase I of the project will see repairs to the exterior of the schoolhouse. While extensive repairs are required, the priorities are to repair the foundation, repair the decks, repair the roof, and paint the exterior. \*Note that wheelchair accessibility had previously been included in this project and it is still a goal for the DSRC; however, due to community concerns regarding changing the historical integrity of the building we are now looking at a lift rather than a ramp and need to complete further assessment before committing. The second phase of the project should funding allow would be to begin repairs on the interior including lighting, flooring, kitchen upgrades, painting and a historical story board. The focus of this grant application will be phase I and the exterior upgrades. An engineering report has already been completed for the foundation. By building proper footings with new support posts this will reverse the settling that has occurred, which has caused the interior floor to warp. The decks need to be repaired to replace rotten areas and brought up to code. The existing roof is made from cedar shakes that are well past replacement age and beginning to fail. The roofing will be replaced with either new shakes or a more fire safe shingle if the change does not significantly impact the look of the building. Finally, the exterior of the schoolhouse and outbuildings have not been repainted for over 25 years and it is well past time for a new application. The project will be considered a success when the integrity of the building is repaired and access to the building can be done safely for patrons with all accessibility needs. It should be noted that the DSRC was successful in raising \$250,000 for a new washroom facility with any remaining funds to be used on schoolhouse upgrades.

Describe how this proposal will benefit the community.:

The schoolhouse is a fixture in the Driftwood community and is located at the road access to the Babine Mountains Park and Driftwood Fossil Beds. The schoolhouse provides a public space that has a children's play-set, a basketball court, a picnic table and a public outhouse. These repairs will restore the schoolhouse to a condition that the community can be proud of and more importantly, allow more community and private events to be hosted when taken into consideration with the new washroom.

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

Yes - please provide information below

Name of Grant or Funding Agency:  
Wetzin'kwa Community Forest

Amount applied for:

15000

Status of application:  
Approved

Name of Grant or Funding Agency:

Amount applied for:

Status of application:

Name of Grant or Funding Agency:

Amount applied for:

Status of application:

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

Yes

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

May 18, 2021

\$2500

Assistance for purchasing of a new playset. Completed.

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

Contact Name:

Andrew L'Orsa

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

8425

Contact Name:

Contact Phone Number:

Contact Email Address:

## Schoolhouse Construction Budget

### Items with quotes

Company	Description	Quote	Budget	Notes
Cliff Oud Painting	Schoolhouse and 3 outbuildings	Prep and painting	\$ 7,035.00	
Hat 4 Houses				
	Roof for schoolhouse	Full replacement	\$ 16,189.46	Quote for asphalt shingles. Shakes would be approximately 50% more.
	Spark Arrestor		\$125	
Markus Kolnberger Contracting				
	Foundation Repair		\$ 30,030.00	Updated quote requested
	Repair Decks		\$ 20,000.00	
	Install wheelchair accessibility		\$ 15,000.00	*Postpone to consider vertical lifts
Bulkley Valley Engineering				
	Schoolhouse Foundation Repairs		\$ 5,500.00	
	Initial Inspection and Report		\$ 2,551.50	Paid
Total Quoted Amount			\$ 96,430.96	

### Items without quotes \*includes Phase II items

Electrical upgrades	\$10,000	Priority with washroom upgrade
Kitchen Repairs	\$5,000	Priority to allow for water use
Replace damaged doors	\$4,000	Wood front, steel back
Painting	\$3,000	
Flooring	\$5,000	
Lighting and Sound Upgrades	\$7,500	PA System and improve existing lighting
Historical Storyboard	\$1,000	
Contingency for windows	\$5,000	Potential for broken windows during leveling of building
Stage replacement	\$5,000	Make space more flexible for shows

New chairs / storage rack		\$10,000
---------------------------	--	----------

Total Estimated Amount		\$55,500
------------------------	--	----------

**Funding Received**

Wetzin'kwa Community Forest

\$15,000

Applied for \$20,000

RBDN

\$80,000

Pending

NDIT - Community Places

Applied for \$30,000 was unsuccessful

**DSRC Contribution**

Engineering Report

\$ 2,551.50

Paid



August 19, 2024

File: 10280-60 (93L/16, 93M/2, 93M/3,  
93M/6, 93M/7, 93M/11, 93M/12,)

Chair and Directors  
Bulkley-Nechako Regional District  
37 - 3rd Avenue, Burns Lake, BC, V0J 1E0  
Sent by email to: [info@rdbn.bc.ca](mailto:info@rdbn.bc.ca)

Dear Chair and Directors:

The BC Geographical Names Office has received a request from Dr. M. Jane Smith (Xsiwis) from the Gitksan Nation, with support from the Gitksan Huwilp Government and the Regional District of Kitimat-Stikine, to change the official name of several geographical features located in the Bulkley-Nechako and Kitimat-Stikine Regional Districts. At this time, we are inviting comments on three proposed names as detailed in Appendix A and shown on the attached map.

In accordance with the BC Geographical Naming Policy and Procedures, before any naming decisions are made, it is important to ascertain a) if there are other known traditional names for these features, and b) that the proposed names reflect the heritage values in the area. Requesting input from governments, communities and relevant organizations potentially impacted by a feature's official name is a vital step in the geographical naming. Please note that if there are any official name changes, online name records will continue to include the history of all previous official names.

As an identified government, we are requesting any comments you have on behalf of your communities on the proposed place name changes.

Official adoption of these names would not prejudice legitimate claims to the land.

Please redirect this request to the appropriate contact in your government as needed or let me know if it should be sent elsewhere. Feel free to contact me directly if you have any questions. Thank you in advance for your comments; your response before October 25, 2024, would be appreciated.

Kind regards,

A handwritten signature in black ink that reads "Trent Thomas".

Trent Thomas  
Provincial Toponymist  
BC Geographical Names Office

Enclosure

cc: Distribution

## Appendix A: Proposed Names

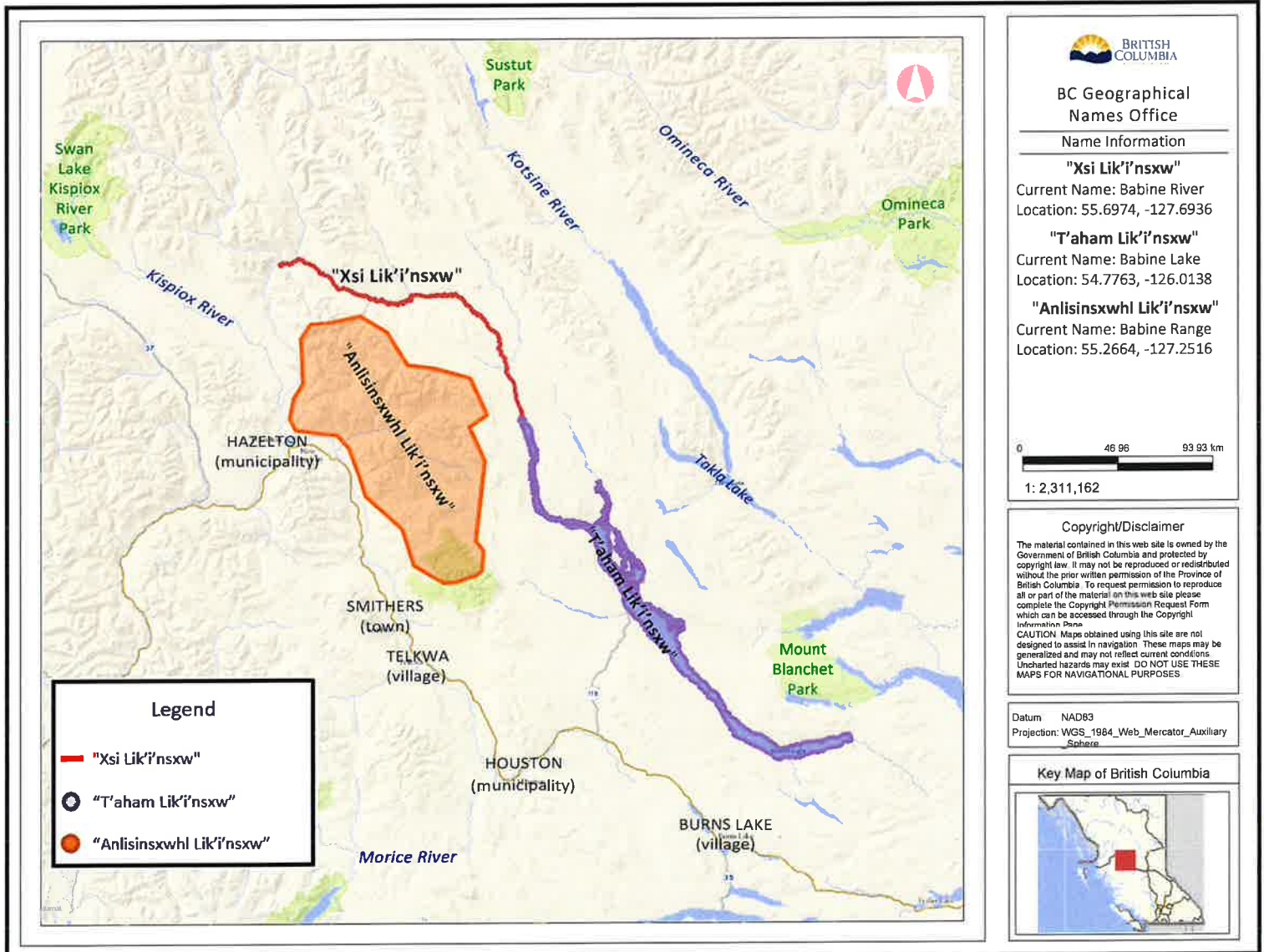
1. Change the official name of **Babine River** to “**Xsi Lik’i’nsxw**” for the river that flows west into Skeena River, north of Hazelton, Bulkley-Nechako Regional District.
  - “**Xsi Lik’i’nsxw**” is a Gitxsanimx name for this river and means "river of grizzly bear" (information provided by Dr. M. Jane Smith (Xsiwis) from the Gitxsan Nation, 2024).
  - The mouth of this river is located at: 55.6974, -127.6936.
  - “**Xsi Lik’i’nsxw**” name record: <https://apps.gov.bc.ca/pub/bcgnws/names/76319.html>
  - **Babine River** name record: <https://apps.gov.bc.ca/pub/bcgnws/names/10395.html>
  
2. Change the official name of **Babine Lake** to “**T’aham Lik’i’nsxw**” for the lake west of Stuart Lake, Bulkley-Nechako Regional District.
  - “**T’aham Lik’i’nsxw**” is a Gitxsanimx name for this lake and means "lake of grizzly bear" (information provided by Dr. M. Jane Smith (Xsiwis) from the Gitxsan Nation, 2024).
  - The centre of this lake is located at: 54.7763, -126.0138.
  - “**T’aham Lik’i’nsxw**” name record: <https://apps.gov.bc.ca/pub/bcgnws/names/76299.html>
  - **Babine Lake** name record: <https://apps.gov.bc.ca/pub/bcgnws/names/11034.html>
  
3. Change the official name of **Babine Range** to “**Anlisinsxwhl Lik’i’nsxw**” for the range between Babine Lake and River and Bulkley and Skeena Rivers, Kitimat-Stikine Regional Districts.
  - “**Anlisinsxwhl Lik’i’nsxw**” is a Gitxsanimx name for this mountain range and means "grizzly bear mountain range" (information provided by Dr. M. Jane Smith (Xsiwis) from the Gitxsan Nation, 2024).
  - The center of this mountain range is located at: 55.2664, -127.2516.
  - “**Anlisinsxwhl Lik’i’nsxw**” name record: <https://apps.gov.bc.ca/pub/bcgnws/names/76339.html>
  - **Babine Range** name record: <https://apps.gov.bc.ca/pub/bcgnws/names/10396.html>

**Audio of the name being spoken is available on the name records linked above.**

### Distribution List:

Alpine Club of Canada	Recreation Sites and Trials BC
Association of Canadian Mountain Guides	Skeena Wild Conservation Trust
Avalanche Canada	Stellat'en First Nation
BC Parks	Tl'azt'en Nation
Binche Whut'en	Town of Smithers
British Columbia Mountaineering Club	Ts'il Kaz Koh First Nation
Bulkley-Nechako Regional District	Village of Granisle
District of New Hazelton	Village of Hazelton
Federation of Mountain Clubs of BC	Water Authorization
Office of the Wet'suwet'en Hereditary Chiefs	Yekooche First Nation





 BRITISH COLUMBIA

**BC Geographical Names Office**

**Name Information**

**"Xsi Lik'í'nsxw"**  
 Current Name: Babine River  
 Location: 55.6974, -127.6936

**"T'aham Lik'í'nsxw"**  
 Current Name: Babine Lake  
 Location: 54.7763, -126.0138

**"Anlisisxwhl Lik'í'nsxw"**  
 Current Name: Babine Range  
 Location: 55.2664, -127.2516

0 46 96 93 93 km  
 1: 2,311,162

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Datum: NAD83  
 Projection: WGS\_1984\_Web\_Mercator\_Auxiliary Sphere

**Key Map of British Columbia**



**Legend**

- "Xsi Lik'í'nsxw"
- "T'aham Lik'í'nsxw"
- "Anlisisxwhl Lik'í'nsxw"