

# AGENDA

MEETING NO. 17

November 21, 2024

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**VISION**

“A World of Opportunities  
Within Our Region”

**MISSION**

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



# REGIONAL DISTRICT OF BULKLEY-NECHAKO

## AGENDA

Thursday, November 21, 2024

### First Nations Acknowledgement

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
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### ELECTION OF THE CHAIRPERSON

### ELECTION OF THE VICE-CHAIRPERSON

	<u>AGENDA – November 21, 2024</u>	Approve
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	<u>SUPPLEMENTARY AGENDA</u>	Receive
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### MINUTES

8-20	Board Meeting Minutes – October 24, 2024	Approve
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21-29	Committee of the Whole Meeting Minutes -November 7, 2024	Receive
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30-32	Connectivity Committee Meeting Minutes -November 7, 2024	Receive
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33-37	Rural/Agriculture Committee Meeting Minutes -November 7, 2024	Receive
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### DELEGATIONS

#### COASTAL GASLINK – TC ENERGY

Tanner Moulton, Community Relations Project Advisor, External Relations, British Columbia

Sian Weaver, Manager, Socio-Economics

Nicole Stuckert, Manager, Land

Re: Socio-economic Effects Management Plan (SEEMP)

<u>PAGE NO.</u>	<u>DELEGATIONS</u>	<u>ACTION</u>
	<p><b><u>CO2 LOCK CORP.</u></b>  <b>Scott Larson, CEO</b>  <b>Nader Mosavat, Chief Technology Officer</b>  <b>David Molinski, Director &amp; VP Regulatory and External Relations</b>  <b>Re: CO2 Storage &amp; Pilot Program</b></p>	
	<p><b><u>ELECTORAL AREA PLANNING</u></b></p> <p><b><u>Bylaw for 3<sup>rd</sup> Reading</u></b></p>	
38-65	<p><b>Jason Llewellyn, Director of Planning</b>  <b>OCP Amendment &amp; Rezoning Application</b>  <b>RDBN-01-24 - 3<sup>rd</sup> Reading Report</b>  <b>Bylaws 2040 and 2043-2048</b></p>	<b>Recommendation</b>
	<p><b><u>Bylaw for 3<sup>rd</sup> Reading and Adoption</u></b></p>	
66-77	<p><b>Maria Sandberg, Planning and Parks Coordinator- Fort St James Rural OCP</b>  <b>3<sup>rd</sup> Reading and Adoption Report</b>  <b>Bylaw 2054</b></p>	<b>Recommendation</b>
	<p><b><u>Bylaw for Adoption</u></b></p>	
78-86	<p><b>Cameron Kral, Planner</b>  <b>Rezoning Application A-02-24</b>  <b>Adoption Report Bylaw No. 2061</b>  <b>Electoral Area A (Smithers/Telkwa Rural)</b></p>	<b>Recommendation</b>
	<p><b><u>DEVELOPMENT SERVICES</u></b></p> <p><b><u>Land Referral</u></b></p>	
87-89	<p><b>Rowan Nagel, GIS/Planning Technician</b>  <b>Crown Land Application Referral No. 6402665</b>  <b>Electoral Area E (Francois/Ootsa Lake Rural)</b></p>	<b>Recommendation</b>

<b><u>PAGE NO.</u></b>	<b><u>DEVELOPMENT SERVICES (CONT'D)</u></b>	<b><u>ACTION</u></b>
	<b><u>Mine Referral</u></b>	
90-92	Cameron Kral, Planner Notice of Work Referral No. 1650735 Electoral Area E (Francois/Ootsa Lake Rural)	Recommendation
	<b><u>Pipeline Referral</u></b>	
93-96	Danielle Patterson, Senior Planner CGL Integrated Vegetation Management Plan Letter	Recommendation
	<b><u>Other</u></b>	
97-99	Jason Llewellyn, Director of Planning Village of Burns Lake Boundary Redefinition	Recommendation
100-102	Jason Llewellyn, Director of Planning Illegal Dumping Mitigation Strategy	Recommendation
	<b><u>BUILDING INSPECTION</u></b>	
	<b>(call for comments from the gallery)</b>	
103-106	Daryn Larson, Building Inspector Section 57 Notice on Title 14599 Stella Road Electoral Area D (Fraser Lake Rural)	Recommendation
107-120	Jason Llewellyn, Director of Planning First Nations Building Inspection Service Agreements	Recommendation
	<b><u>ADMINISTRATION REPORTS</u></b>	
121-122	Wendy Wainwright, Deputy Director of Corporate Services – Committee Meeting Recommendations – November 7, 2024	Recommendation

Meeting No. 17  
November 21, 2024

<b><u>PAGE NO.</u></b>	<b><u>ADMINISTRATION REPORTS (CONT'D)</u></b>	<b><u>ACTION</u></b>
123-135	Cheryl Anderson, Director of Corporate Services – Mail Ballot Voting	Discussion/Receive
136-137	Cheryl Anderson, Director of Corporate Services – RDBN 2025 Meeting Schedule	Recommendation
138-140	John Illes, Chief Financial Officer – Cluculz Lake Rural Fire Protection Bylaw 2056	Recommendation
141-143	John Illes, Chief Financial Officer – Cluculz Lake Somerset Estates Sewer Bylaw 2057	Recommendation
144-145	John Illes, Chief Financial Officer – Reserve Balances as of September 30, 2024	Receive
146-150	Nellie Davis, Manager of Regional Economic Development – Grant in Aid for Area E (Francois/Ootsa Lake Rural) Tchesinkut Lake Watershed Society	Recommendation
151-169	Curtis Helgesen, Chief Administrative Officer –RBA Funding Agreement	Receive
<b><u>ADMINISTRATION CORRESPONDENCE</u></b>		
170-171	Fraser Valley Regional District – Letter to Trish Mandewo, President, UBCM – Requesting UBCM initiate a Comprehensive Governance Review	Receive
172-174	Ministry of Post-Secondary Education and Future Skills – 2024 UBCM Meeting Follow-Up	Receive
175-176	Ministry of Post-Secondary Education and Future Skills – 2024 UBCM Joint Meeting Follow-Up	Receive
<b><u>SUPPLEMENTARY AGENDA</u></b>		

**VERBAL REPORTS AND COMMITTEE CHAIR REPORTS**

**RECEIPT OF VERBAL REPORTS**

**NEW BUSINESS**

**IN-CAMERA MOTION**

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

- Labour Relations
- First Nations MOU
- A matter under the *Freedom of Information and Protection of Privacy Act*

**ADJOURNMENT**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**MEETING NO. 16**

**Thursday, October 24, 2024**

- PRESENT:**
- Chair                    Mark Parker
  - Directors               Gladys Atrill – via Zoom  
                               Shane Brienen  
                               Leroy Dekens  
                               Martin Elphee  
                               Judy Greenaway  
                               Clint Lambert – arrived at 10:55 a.m.  
                               Linda McGuire  
                               Shirley Moon  
                               Kevin Moutray  
                               Chris Newell  
                               Michael Riis-Christianson  
                               Stoney Stoltenberg  
                               Sarrah Storey  
                               Henry Wiebe
  - Staff                     Curtis Helgesen, Chief Administrative Officer  
                               Cheryl Anderson, Director of Corporate Services – via Zoom –  
                               left at 12:08, returned at 12:59 p.m.  
                               Jason Blackwell, Regional Fire Chief – arrived at 11:41 a.m.,  
                               left at 11:45 a.m.  
                               John Illes, Chief Financial Officer  
                               Cameron Kral, Planner – left at 10:23 a.m.  
                               Danielle Patterson, Senior Planner – left at 10:23 a.m.  
                               Wendy Wainwright, Deputy Director of Corporate Services

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

**FIRST NATIONS ACKNOWLEDGEMENT**

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

2024-16-1                                "That the Board Meeting Agenda of October 24, 2024 be approved; and further, that the Supplementary Agenda be dealt with at this meeting."

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



## **MINUTES**

Board Meeting Minutes  
-October 10, 2024

Moved by Director Dekens  
 Seconded by Director Moon

2024-16-2

"That the Board Meeting Minutes of October 10, 2024 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Rural/Agriculture  
Committee Meeting Minutes  
-October 10, 2024

Moved by Director Moon  
 Seconded by Director Newell

2024-16-3

"That the Rural/Agriculture Committee Meeting Minutes of October 10, 2024 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **ELECTORAL AREA PLANNING**

### **Bylaws for 3<sup>rd</sup> Reading**

Rezoning Application  
RZ A-02-24 – 3rd Reading  
for Rezoning Bylaw No. 2061  
-Electoral Area A (Smithers/  
Telkwa Rural)

Moved by Director Stoltenberg  
 Seconded by Director Elphee

2024-16-4

1. "That the Board receive the Report of the Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 2061, 2024.

2. That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2061, 2024 be given third reading this 24<sup>th</sup> day of October, 2024."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **Development Variance Permit**

Development Variance Permit Moved by Director Storey  
Application No. A-03-24 Seconded by Director Greenaway

2024-16-5

1. "That the Board receive the written and referral comments on the Supplementary Agenda.

2. That the Board approve Development Variance Permit (DVP) A-03-24 for the subject properties located on Old Babine Lake Road, to vary Section 16.0.3.1 of Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 by reducing the minimum Parcel area that may be created by subdivision from 16 ha to 8 ha for Proposed Lot 1 to permit the proposed boundary adjustment."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **Other**

Advisory Planning Moved by Director Stoltenberg  
Commission - Minutes Seconded by Director Atrill  
October 7, 2024 - Electoral  
Area A (Smithers/Telkwa Rural)

2024-16-6

"That the Electoral Area A (Smithers/Telkwa Rural) Advisory Planning Commission Meeting Minutes of October 7, 2024 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **ADMINISTRATION REPORTS**

Responsible Conduct Framework for Local Government Elected Officials

The following was discussed:

- Joint initiative of UBCM and LGMA
- Ministry of Municipal Affairs participated in the working group
- Opportunity to provide comments
- Education is key to a good code of conduct and better outcomes
  - o Education and resources for elected officials are needed
- Importance of having a code of conduct in place prior to an incident occurring
- Enforcement process for breach of conduct
- Model II: Provincial Requirements for Centralized Administration and Enforcement
  - o Concerns regarding provincial oversight and timely action

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

### Responsible Conduct Framework for Local Government Elected Officials (Cont'd)

- Mandatory/standardized Codes of Conduct
  - o Provide guidelines for local government representatives
  - o Local governments to have the ability to develop Codes of Conduct that are unique to themselves and can be amended when required
  - o Review on a yearly basis
  - o Ensuring the ability for free speech and freedom of expression in a respectful manner
- RDBN Code of Conduct
  - o Well written
  - o Potentially include
    - A formal resolution for complaints
    - Reporting on findings and recommendations
    - Findings on sanctions if imposed
- Enforcement/Accountability
  - o Ministry of Municipal Affairs can be a resource if there are unresolvable issues
  - o Ability to enforce code of conducts
  - o Importance of having a process in place
  - o Enforceable issues occurring more
  - o Legal process for unlawful behaviour
- Enforcement is not included in the Responsible Conduct Framework for Local Government Elected Officials Models I, II and III
- Challenges when there is an inability to address bad behaviour
  - o Impacts on community, staff and the local government
- Providing clear guidelines concerning acceptable behaviour
- Local government officials elected by the people
- RDBN feedback and comments
  - o Local governments mandated to have code of conduct
  - o Standard guidelines with the assurance that all local governments have the ability to develop a Code of Conduct that works best for them
  - o The need for a process/procedure to be in place over and above the code of conduct
  - o Reviewing options for strategies to address issues that occur beyond a Code of Conduct
  - o Ability for local governments to access experts to develop policies and be a resource.

**ADMINISTRATION REPORTS (CONT'D)**

Climate Change Adaptation and Resilience in the Nechako Watershed Workshop  
 -November 29, 2024 – Prince George, B.C.  
 Moved by Director Riis-Christianson  
 Seconded by Director Lambert

2024-16-7

“That the Board authorize attendance of Rural Directors wishing to attend the Climate Change Adaptation and Resilience in the Nechako Watershed Workshop on November 29, 2024 in Prince George, B.C.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Future Fuels Forum  
 -January 13-14, 2025  
 -Prince George, BC  
 Moved by Director Lambert  
 Seconded by Director Storey

2024-16-8

“That the Board authorize attendance of Rural Directors at the Future Fuels Forum – January 13-14, 2025 in Prince George, B.C.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

BC Natural Resources Forum  
 -January 14-16, 2025  
 -Prince George, BC  
 Moved by Director Storey  
 Seconded by Director Greenaway

2024-16-9

“That the Board authorize attendance of Rural Directors at the BC Natural Resources Forum, January 14-16, 2025 in Prince George, B.C.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Departmental Quarterly Reports – 3<sup>rd</sup> Quarter  
 Moved by Director Storey  
 Seconded by Director Dekens

2024-16-10

“That the Board receive the Director of Corporate Services’ Departmental Quarterly Reports – 3<sup>rd</sup> Quarter memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

Items to be brought forward to the public agenda from Special (In-Camera) Meeting Moved by Director McGuire  
 Seconded by Director Stoltenberg

2024-16-11 "That the Board receive the Deputy Director of Corporate Services' Items to be brought forward to the public agenda from Special (In-Camera) Meeting memorandum."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Ministry of Citizens' Services Application to the CRTC Moved by Director Riis-Christianson  
 Seconded by Director Storey

2024-16-12 "That the Board receive the Manager of Regional Economic Development's Ministry of Citizens' Services Application to the CRTC (Canadian Radio-Television and Telecommunications Commission) memorandum."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Letter of Support of CRTC Application 8000-P114-202404929 Moved by Director Riis-Christianson  
 Seconded by Director Storey

2024-16-13

1. "That the Regional District of Bulkley-Nechako write a letter in support of Canadian Radio-Television & Telecommunications Commission Application 8000-P114-202404929 and submit it to the CRTC;
2. And that individual RDBN directors are encouraged to support the application and file a response to the application;
3. And that the Regional District of Bulkley-Nechako send a copy of CRTC Application 8000-P114-202404929 and the regional district's response to all RDBN municipalities and NCLGA members encouraging them to support the application."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Fire Safety Act Moved by Director Storey  
 Seconded by Director Stoltenberg

2024-16-14 "That the Board receive the Regional Fire Chief's *Fire Safety Act* memorandum."

(All/Directors/Majority) CARRIED UNANIMOUSLY

## **ADMINISTRATION CORRESPONDENCE**

Bulkley Valley Cross Country Ski Club Moved by Director Stoltenberg  
 Seconded by Director Lambert

2024-16-15 "That the Board receive the thank you letter from the Bulkley Valley Cross Country Ski Club regarding the establishment of the Recreation Contribution Grant Program."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Ministry of Agriculture and Food Moved by Director Lambert  
 Seconded by Director Storey

2024-16-16 "That the Board receive the correspondence from the Ministry of Agriculture and Food in response to the RDBN letter regarding the impact of the closure of the Canfor Plateau Sawmill in Vanderhoof."

(All/Directors/Majority) CARRIED UNANIMOUSLY

The Board discussed the following:

- Continued advocacy with the Province
- Shavings will no longer be available from Canfor's Plateau Sawmill at the end of November, 2024
- District of Vanderhoof in discussions regarding Community Forest fibre for shavings
- Grant funding for grinding infrastructure for shavings
- RDBN role and Nechako Valley Cattlemen's Association's role
- Discussions with the BC Livestock Producers Co-op, Vanderhoof
  - An individual in Vanderhoof operates a wood shaving machine
- Potential to work with Community Forests conducting wildfire mitigation work throughout the region
  - Creates potential grazing lands
  - Potential to work with Cattleman's Associations
  - Use wildfire mitigation work and transition funding to develop a shavings project
- Possible opportunities to review the Pellet Plant certification requirements process for fibre
- Opportunity for small business
- Chair Parker and Director Moon will schedule a meeting with the BC Livestock Producers Co-op, Nechako Valley Cattlemen's Association and District of Vanderhoof to discuss the lack of shavings for agriculture bedding.

**ADMINISTRATION CORRESPONDENCE (CONT'D)**

Ministry of Housing

Moved by Director Storey  
 Seconded by Director Dekens

2024-16-17

"That the Board receive the correspondence from the Ministry of Housing in response to meeting at the 2024 UBCM Convention."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Ministry of Water, Land and Resource Stewardship

Moved by Director Stoltenberg  
 Seconded by Director Lambert

2024-16-18

"That the Board receive the correspondence from the Ministry of Water, Land and Resource Stewardship in response to meeting at the 2024 UBCM Convention."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**SUPPLEMENTARY AGENDA**

**ADMINISTRATION REPORT**

Committee Meeting Recommendation -October 10, 2024

Moved by Director Stoltenberg  
 Seconded by Director Greenaway

2024-16-19

"That the Board approve the following Committee Meeting recommendation as written:

**Rural/Agriculture Committee – October 10, 2024**

**Recommendation 1:**

**Re: Community Works Funds and Regional Grant in Aid**

That the Board approve in principle allocating up to a maximum \$724,000 annually from the RDBN's Community Works Fund allocation to the Environmental Services Capital Budget, and an equivalent amount in Regional Grant in Aid in the administration budget in the 2025-2029 draft financial plans.

And that the Board direct staff to develop an amended Grant in Aid Policy and new Community Works Fund Allocation Policy that reflects the changes to the program and recommends alternative actions if the full Grant in Aid balance is not spent annually."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**SUPPLEMENTARY AGENDA (CONT'D)**

**ADMINISTRATION REPORT (CONT'D)**

Mental Health and Addictions Accord – Mental Health and Addictions Symposium -November 13-14, 2024, Prince George Moved by Director Storey  
 Seconded by Director Wiebe

2024-16-20

“That the Board endorse the Mental Health and Addictions Accord; and

That the Board appoint Director Greenaway as the representative available to participate in the signing ceremony at the Mental Health and Addictions Symposium on November 13 and 14, 2024, in Prince George, BC.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Recessed for Lunch at 12:08 p.m.**

**Reconvened at 12:52 p.m.**

**VERBAL REPORTS AND COMMITTEE CHAIR REPORTS**

District of Houston – Update Director Brienien attended the Nation2Nation Forum October 8-10, 2024 in Terrace, B.C. He noted that the event was very good and encouraged the Board to consider attending in 2025.

Electoral Area C (Fort St. James Rural) – Update Director Greenaway noted that the cold weather shelter in Fort St. James will be opened November 1, 2024 to March 31, 2025.

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

- Currently attending the Wildfire Risk Reduction Community to Community Forum at Ts'il Kaz Koh's Gathering Place – October 23-25
- Richmond Loop Paving project nearing completion
- Foundry Building is moving forward
- Burns Lake Fire Rescue is having an open house of their new building on November 9<sup>th</sup>.



## **VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)**

### Electoral Area G (Houston/ Telkwa Rural) – Update

Director Newell noted that with the closure of sawmills concerns have been raised regarding the maintenance of Forest Service Roads and the access to the backcountry for outdoor recreational purposes. He spoke about the implications to small businesses. Director Lambert commented that the Burns Lake Snowmobile Club has similar concerns as well.

### District of Vanderhoof -Update

Director Moutray spoke of the efforts to support the community with Canfor's Plateau Sawmill Closure Announcement. He commented that the fibre supply leaving the community and going to other communities for milling is a concern.

### Electoral Area A (Smithers/ Telkwa Rural) – Update

Director Stoltenberg attended the Lake Kathlyn Protection Society AGM and discussed the recent storms diverting needed fresh water to the lake.

### Village of Granisle – Update

Director McGuire provided the following update:

- Connectivity fibre to the home project will be pausing due to the oncoming winter weather and is planned to be completed in the Spring of 2025
- Senior's housing project is moving forward
- Village of Granisle Municipal Office is moving to its new location in the renovated former health centre the beginning of December, 2024
- Attended Lakes District Maintenance's partners meeting
  - Discussed the heavy traffic for the project creating deterioration of the road detour and bridge
- House sales continue to see sellers receiving full asking price
- Raised concerns regarding the provincial tax sale process and supporting the City of Merritt in its advocacy at the provincial level to amend the *Community Chart* Tax Sale process.

### Village of Fraser Lake–Update

Director Storey noted the following:

- The closure of the Fraser Lake and Plateau sawmills has had a significant impact on Fraser Lake and area
- Attended a portion of the Northern BC Tourism conference in Prince George
- Attended the 2025 NCLGA AGM and Conference Planning Meetings
- Encouraged the Board to attend the Mental Health Symposium co-hosted by the NCLGA in Prince George November 13-14, 2024.

### **VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)**

Electoral Area B (Burns Lake Rural)-Update Director Riis-Christianson brought forward connectivity issues in Rural Burns Lake. He commented that residents on Goodwin, Hope and Willowbrook Road were promised fibre to the home in 2023 and it has not occurred. This area is considered served. Telus has indicated that there are issues with accessing the poles. Director Riis-Christianson emphasized the issues surrounding Internet Service Providers being held accountable to ensure that homes have adequate internet service.

Village of Telkwa – Update Director Dekens attended the Road Maintenance stakeholders meeting and they discussed utilizing brine on the highways prior to snow fall.

Electoral Area F (Vanderhoof Rural) – Update Director Moon noted that cattle sales at the auction are good. She indicated that with the past years cull of cattle due to lack of feed the future is uncertain.

District of Fort St. James -Update Director Elphee provided the following update:

- First phase of FireSmart works is complete behind the hospital
- Stones Bay Road waterline expansion is now complete.
- Phase I of the Airport Expansion is complete and Phase II is moving forward.

Electoral Area E (Francois/Ootsa Lake Rural) Director Lambert is also attending the Wildfire Resiliency Community to Community Forum at the T'sil Kaz Koh (Burns Lake Band). Director Lambert noted that he reached out to the First Nations communities on the Southside of Francois Lake to ensure they were included in the invitation. Director Lambert met with Nee Tahi Buhn Band recently regarding three nations water project and with Cheslatta Carrier Nation, Skin Tyee Nation and Nee Tahi Buhn Band regarding a helipad at the Southside Health and Wellness Centre.

Chair Parker, Electoral Area D (Fraser Lake Rural) – Update - Chair Parker provided the following update:

- Attended the Northern Credit Union Annual Fall Northern Peers Meeting October 18, 2024 in Smithers, B.C.
  - Thank you to staff for providing a PowerPoint presentation
  - Great opportunity to create awareness
  - Will provide the PowerPoint presentation to the Board

## **VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)**

- Participated in Rotman School of Management, University of Toronto's Governance Course for two days
  - Focused on boardroom governance
  - Very good training opportunity
- Yellowhead Road and Bridge Road Maintenance will host their stakeholder meeting November 7<sup>th</sup>
- Working with the Village of Fraser Lake community transition concerning sawmill closures in the region.

### Receipt of Verbal Reports

Moved by Director Stoltenberg  
 Seconded by Director Brienens

### 2024-16-18

"That the Board receive the various Directors verbal reports."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **NEW BUSINESS**

### Highway 16 Transit Bus

Director Moon spoke of the importance of promoting the Highway 16 Transit Bus to ensure awareness of the service.

### Log Decks in the Region

Director Lambert brought forward concerns regarding log decks being left on the ground in the Colleymount area. The following was discussed:

- BC Timber Sales responsible for the decked wood
- Needs to be processed prior to the 2025 wildfire season
- Questions were raised how to move and process the wood
- After the 2018 wildfire season decked wood was left on the ground and burnt by Forestry
- Opportunity for Pellet mills to bid on the wood
- Permit process for sawmills can be onerous
  - What is the permit process?
- Limited shelf life if spruce sits
- If the wood has black fungus the mills will not process
- Importance of forest health
  - Decked spruce is prone to spruce beetle which impacts forest health
- Wood salvaged from wildfires needs to be processed
- How much decked wood is throughout the region?
- Invite BC Timber Sales to attend a future meeting
- BC Wildfire Service (BCWS) clean up of burnt timber in the Germansen Landing/Manson Creek area in partnership with community group
  - Enquire with BCTS if this project would be considered in other areas.

**IN-CAMERA MOTION**

Moved by Director Stoltenberg  
Seconded by Director Dekens

2024-16-19

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

- Labour Relations
- Strategic Plan
- First Nations MOU."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director McGuire  
Seconded by Director Greenaway

2024-16-20

"That the meeting be adjourned at 1:26 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****COMMITTEE OF THE WHOLE MEETING****Thursday, November 7, 2024**

**PRESENT:** Chair Mark Parker

Directors Gladys Atrill  
Shane Brienen  
Martin Elphee  
Judy Greenaway  
Clint Lambert – returned from lunch at 12:50 p.m.  
Linda McGuire  
Shirley Moon  
Kevin Moutray  
Chris Newell - arrived at 10:05 a.m.  
Michael Riis-Christianson  
Stoney Stoltenberg  
Sarrah Storey – via Zoom –left at 10:41 a.m.  
Henry Wiebe

Director Absent Leroy Dekens, Village of Telkwa

Alternate Director Annette Morgan, Village of Telkwa – via Zoom

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Director of Corporate Services  
Janette Derksen, Waste Diversion Supervisor – left at 1:48 p.m.  
Alex Eriksen, Director of Environmental Services – arrived at 10:20 a.m.  
Sarah Brand, Regional Recycling Coordinator – left at 1:48 p.m.  
Nellie Davis, Manager of Regional Economic Development – via Zoom – arrived in-person at 10:15 a.m.  
John Illes, Chief Financial Officer  
Jason Llewellyn, Director of Planning – left at 10:30 a.m.  
Cole Minger, Environmental Services Operations Supervisor – arrived at 10:20 a.m. – left at 1:48 p.m.  
Wendy Wainwright, Deputy Director of Corporate Services – via Zoom  
Scott Zayac, Manager of Protective Services – arrived at 10:12 a.m., left at 11:15 a.m., returned at 1:45 p.m.

**CALL TO ORDER** Chair Parker called the meeting to order at 10:00 a.m.

**FIRST NATIONS ACKNOWLEDGEMENT**

**AGENDA &  
SUPPLEMENTARY AGENDA**

Moved by Director Stoltenberg  
Seconded by Director Lambert

C.W.2024-3-1

"That the Agenda of the Committee of the Whole meeting of November 7, 2024 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**MINUTES**

Committee of the Whole  
Minutes – February 8, 2024

Moved by Director Lambert  
Seconded by Director McGuire

C.W.2024-3-2

"That the Committee of the Whole Meeting Minutes of February 8, 2024 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**STAFF INTRODUCTION**

Janette Derksen, Waste Diversion Supervisor introduced Sara Brand, Regional Recycling Coordinator.

**DEVELOPMENT SERVICES**

LNG Project Status Update

Moved by Director Stoltenberg  
Seconded by Director Lambert

C.W.2024-3-3

"That the Board receive the Director of Planning's LNG Project Status update memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS**

Partner Financial Statements

Moved by Director Stoltenberg  
Seconded by Director Greenaway

C.W.2024-3-4

"That the Committee receive the Chief Financial Officer's Partner Financial Statements memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Growing Opportunities  
Newsletter – Issue 22

Moved by Director McGurie  
Seconded by Director Moutray

C.W.2024-3-5

"That the Committee receive the Regional Agriculture Coordinator's Growing Opportunities Newsletter – Issue 22 memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **ADMINISTRATIVE CORRESPONDENCE**

Federation of Canadian Municipalities – Nechako View Senior Citizens Housing Society Studying Net Zero design for 18 Units of Affordable Housing in Bulkley-Nechako, BC Moved by Director Stoltenberg  
 Seconded by Director Brien

C.W.2024-3-6

“That the Committee receive the correspondence from the Federation of Canadian Municipalities regarding Nechako View Senior Citizens Housing Society Studying Net Zero design for 18 Units of Affordable Housing in Bulkley-Nechako, BC.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Ministry of Agriculture and Food – 2024 UBCM Follow-up Moved by Director Lambert  
 Seconded by Director Stoltenberg

C.W.2024-3-7

“That the Committee receive the correspondence from the Ministry of Agriculture and Food regarding 2024 UBCM Follow-up.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Ministry of Environment and Climate Change Strategy – 2024 UBCM Follow-up Moved by Director Brien  
 Seconded by Director Elphee

C.W.2024-3-8

“That the Committee receive the correspondence from the Ministry of Environment and Climate Change Strategy regarding 2024 UBCM Follow-up.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Ministry of Emergency Management and Climate Readiness– 2024 UBCM Follow-up Moved by Director Riis-Christianson  
 Seconded by Director Brien

C.W.2024-3-9

“That the Committee receive the correspondence from the Ministry of Emergency Management and Climate Readiness regarding 2024 UBCM Follow-up.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **ADMINISTRATIVE CORRESPONDENCE (CONT'D)**

Ministry of Emergency  
 Management and Climate  
 Readiness- 2024 UBCM Joint  
 Meeting Follow-up

Moved by Director Moutray  
 Seconded by Director Greenaway

C.W.2024-3-10

“That the Committee receive the correspondence from the Ministry of Emergency Management and Climate Readiness regarding 2024 UBCM Joint Meeting Follow-up.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Wildfire mitigation
  - Minimal funding provided by the Province for rural areas
  - Crown land designations and First Nations interest in rural areas
  - Utilizing other grant funding opportunities
  - Potential funding through the Forest Enhancement Society of B.C.
- Disaster Risk Reduction Funding Programs Information - Volunteer and Composite Fire Departments Equipment and Training
- Advocating for additional funding for the RDBN to conduct wildfire mitigation works
- Advocating for funding for region-wide thinning and spacing wildfire mitigation programs through the Ministry of Forests
  - Village of Fraser Lake’s Thinning and Spacing Project
  - Stellat’en First Nations trained individuals that can conduct works
  - Other synergies
    - Shavings for the agriculture sector
    - Job creation to offset job loss from mill closures
- Consultants are working on an RDBN Wildfire Mitigation Plan
  - Staff will reach out to inquire about:
    - Ministry of Forests funding for wildfire thinning and spacing projects
    - Wildfire mitigation in rural areas in relation to crown land
- Inviting the Minister of Forests to attend a meeting once the newly elected provincial government is appointed.



### **SUPPLEMENTARY AGENDA**

Northern Development Initiative Trust – Business Façade Improvement Program Application      Moved by Director Stoltenberg  
Seconded by Director Elphee

C.W.2024-3-11

“That the Committee recommend that the Board supports the application to Northern Development Initiative Trust (NDIT) for a grant of up to \$10,000 for the Business Façade Improvement Program from the Prince George and Northwest Regional Accounts.

That the Board agrees to enter into a contract with NDIT, should the funding be approved, and provide overall grant management for the project.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **PRESENTATION**

**Curtis Helgesen, Chief Administrative Officer/Alex Eriksen, Director of Environmental Services/John Illes, Chief Financial Officer – Environmental Services Department Operations Review (Timeline)**

CAO Helgesen provided a brief overview of the Environmental Services Department Operations Review.

Staff provided a PowerPoint Presentation.

#### **Environmental Services Department Operations Review (Timeline)**

- Solid Waste Facility Operations
- Recycling and Diversion
- Hauling and Transport
- Management and Environmental and Safety Compliance
- Facility Update
  - Area A includes Smithers/Telkwa and Area (Smithers/Telkwa Rural) Transfer Station and Recycling Depot
  - Area B includes Burns Lake and Area B (Burns Lake Rural) Transfer Station and Recycling Depot
  - Area C includes Fort St James and Area C (Fort St. James Rural) Transfer Station and Recycling Depot
  - Area D includes Fraser Lake and Area D (Fraser Lake Rural) Transfer Station and Recycling Depot
  - Area E includes Southside and Area E (Francois/Ootsa Lake Rural) Transfer Station and Recycling Depot
  - Area F includes Vanderhoof and Area F (Vanderhoof Rural) Transfer Station and Recycling Depot
  - Area G includes both Houston as well as Granisle and Area G (Houston/Granisle Rural) Transfer Stations and Recycling Depots

## **PRESENTATION (CONT'D)**

- Decision Making Factors
  - Federal, Provincial and Local
    - Legislation, Regulations, and Policies that impact Solid Waste Management (SWMP)
  - Triggers for changes to operations
  - Facility Timeline
- Service Level and Taxation Review
- Personnel
  - Conditions Leading to FTE Increases
- Capital Expenses
- Compliance Components
- Service Costs
- Coming Up Next.

Discussion took place regarding:

- Changes to regulations and guidelines are becoming more stringent
- Safety standards have transitioned over time
- Metric Tonnes of garbage collected in relation to recycling
  - Staff will summarize information and present it to the Board in the future
  - Metric Tonnes from industrial and construction sectors
- Granisle Transfer Station recycling expansion
  - Will be a priority of the newly hired Regional Recycling Coordinator
- Triggers for changes to operations
- Hours of operations and maintaining reasonable service levels with costs
  - Standardized hours of operations across all RDBN facilities
  - Major service change is at the direction of the Board
  - Public engagement/surveys if changes are considered
  - Unforeseen results of service level changes
    - Illegal dumping
  - Service level analysis of activity at facilities
- Introducing and using Artificial Intelligence (AI) in Environmental Services
- Siting a new landfill under current legislation and regulations
  - Reopening old landfills
  - Landfills are monitored in perpetuity
- In the past landfills were manned by contractors
  - Staffing and costs to move toward in-house hauling and landfill operation
  - Operational efficiencies and ensuring ministerial regulations are being followed
- Environmental Services full-time, part-time and casual employees
- Capital Expenses
  - Investments in equipment to facilitate in-house delivery of services
  - Need for more built-in redundancy
  - Field Assistants conduct minor maintenance/repairs and larger repairs are completed by external parties
- Asset management moving forward

### **PRESENTATION (CONT'D)**

- Landfill and Transfer Station Closure Liability
- Pipeline taxation and Northwest B.C. Resource Benefits Alliance (RBA) agreement provides the ability to plan for the future
- Grinding Wood Project
  - o Environmental Services conducted a trial to grind wood waste
    - Cost prohibitive
    - Nechako Lumber can take brush piles for Cogeneration Plant
- Wood Burning Program
  - o Unable to open burn due to Ministry of Environment and Climate Change Strategy Operational Certificate
  - o Utilize Air Curtain Burner
  - o Regulation allowance for the public to open burn vs. the Regional District
    - Board advocacy regarding the inconsistency regarding the authorization to burn brush piles at RDBN Solid Waste Facilities vs. the public's ability to burn brush piles
- Landfill Cover
- Leachate Management
  - o Knockholt Landfill
  - o Clearview Landfill
    - Natural attenuation site
    - Permeability of the soil is a challenge
    - Designing a leachate and aeration system utilizing grant funding.

**Break for lunch at 11:57 a.m.**

**Reconvened at 12:40 p.m.**

### **PRESENTATION (CONT'D)**

- Service Costs
  - o 2024 Budget Summary
    - Revenue, Expenses and Taxes
    - Current grant funding vs. 2007
    - Grants and transfers
    - Administration expenses
      - Internal staffing, vehicle, etc.
    - Overhead expenses
  - o Past Environmental Services Budget
    - Borrowing and reserve withdrawal

## **PRESENTATION (CONT'D)**

- Taxes
  - 2024 Taxes
  - Household taxation for Environmental Services
  - Taxation scenarios
    - Vanderhoof, Fraser Lake and Smithers Municipal Taxation
    - Taxation scenarios for rural areas
      - Province doesn't release average house values for rural areas
      - Staff will bring forward scenarios for rural areas utilizing municipal house prices
    - Equitable taxation for service
    - Taxation in other jurisdictions
  - Industrial taxation and affect throughout the entire region
  - Complexity of raising revenue
    - Municipal services support municipal and rural residents
    - Rural areas supporting municipal residents
    - Achieving a good standard of living for everyone in the region
    - Loss of industry taxation considerations
    - Indian Reserves and taxation
      - Municipal agreements with First Nation communities for garbage pickup
- Future discussion regarding user pay
- Comparing the RDBN to other jurisdictions regarding cost per tonne for contractors to conduct works
  - Staff to potentially conduct a jurisdictional review
- 2025 Budget
  - Future budget discussions
  - Budget discussions at the November 21<sup>st</sup> discussions
  - Additional time to be scheduled if required.

## **NEW BUSINESS**

### Air Quality in the Region

Director Riis-Christianson brought forward the inconsistencies regarding burning permits and allowances for brush pile burning and the impacts to air quality. He spoke of inviting involved agencies and organizations in early 2025 to discuss the topic.

### **INCAMERA**

Moved by Director Stoltenberg  
 Seconded by Director Lambert

### C.W.2024.3-12

"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.

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Moved by Director Brien  
Seconded by Director Greenaway

C.W.2024-3-13

"That the meeting be adjourned at 1:50 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****CONNECTIVITY COMMITTEE MEETING****Thursday November 7, 2024**

<b>PRESENT:</b>	Chair	Michael Riis-Christianson
	Directors	Judy Greenaway Clint Lambert Shirley Moon Chris Newell Mark Parker Stoney Stoltenberg
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services Nellie Davis, Manager of Regional Economic Development John Illes, Chief Financial Officer Wendy Wainwright, Deputy Director of Corporate Services – via Zoom
	Others	Linda McGuire, Village of Granisle Kevin Moutray, District of Vanderhoof Martin Elphee, District of Fort St. James

**CALL TO ORDER**

Chair Riis-Christianson called the meeting to order at 2:32 p.m.

**AGENDA**Moved by Director Greenaway  
Seconded by Director ParkerC.C.2024-1-1

"That the Connectivity Committee Agenda for November 7, 2024 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES**Connectivity Committee  
Meeting Minutes  
-November 9, 2023Moved by Director Greenaway  
Seconded by Director ParkerC.C. 2023-3-2

"That the Connectivity Committee Meeting Minutes of November 9, 2023 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Greenaway mentioned that CityWest had indicated they would connect with the District of Fort St. James and herself once the Fort St. James project was publicly released and they continue awaiting follow-up from CityWest.

## **ADMINISTRATION CORRESPONDENCE**

RDBN Letter - CRTC  
-8000-P114-202404929  
-Application to Disclose  
Certain Annual Facilities  
Survey Data

Moved by Director Stoltenberg  
 Seconded by Director Newell

C.C.2024-1-3 "That the Committee receive the RDBN Letter to the Canadian Radio-television and Telecommunications Commission -8000-P114-202404929-Application to Disclose Certain Annual Facilities Survey Data."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Director Greenaway mentioned that the North Central Local Government Association also provided a letter of support regarding the application.

## **NEW BUSINESS**

Canada's Rural & Remote Broadband Conference (CRRBC) – November 3-5, 2024 - Kelowna B.C.

Chair Riis-Christianson attended the CRRBC and provided a brief update:

- Participated in a panel regarding Amplifying Connectivity Benefits Through Relationships, Creativity and Growth
  - o Discussed lessons learned about relationships
    - Not assuming that telecommunications companies want to have a relationship with you to improve connectivity in a region
    - Encouraged discussions with telecommunication companies in attendance
    - Spoke of the relationship with CityWest
- Speed of technological change
  - o Space a low-cost provider of data
    - Optical transfer between satellite to satellite and satellite to base station
    - Pantera byte speeds rather than gigabyte speeds
    - "Fibre in the sky"
    - Significantly faster
    - Dollars per megabyte are decreasing
    - Requires clear line of sight
    - Impacted by weather
      - o Researching ways to work around weather
      - o Also have high altitude platforms – balloon or plane flying above the weather
- Low Earth Orbit (LEO) satellite constellations
  - o Federal and provincial governments are helping to fund a Canadian provider to have a constellation to serve Canada – sovereignty
- Chair Riis-Christianson will provide a report in the future.

**IN-CAMERA MOTION**

Moved by Director Newell  
Seconded by Director Greenaway

C.C.2024-1-4

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

- Connectivity Projects.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Greenaway  
Seconded by Director Lambert

C.C.2024-1-5

“That the meeting be adjourned at 2:45 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Michael Riis-Christianson, Chair

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Wendy Wainwright, Deputy Director  
of Corporate Services



**REGIONAL DISTRICT OF BULKLEY-NECHAKO****RURAL/AGRICULTURE COMMITTEE MEETING****Thursday, November 7, 2024**

**PRESENT:** Chair Clint Lambert

Directors Judy Greenaway  
Shirley Moon  
Chris Newell  
Mark Parker  
Stoney Stoltenberg  
Michael Riis-Christianson

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Director of Corporate Services  
Nellie Davis, Manager of Regional Economic Development  
John Illes, Chief Financial Officer  
Wendy Wainwright, Deputy Director of Corporate Services – via Zoom  
– arrived in-person at 3:24 p.m.  
Jason Llewellyn, Director of Planning – left at 3:26 p.m.

Others Linda McGuire, Village of Granisle – left at 3:21 p.m.  
Kevin Moutray, District of Vanderhoof – left at 3:21 p.m.  
Martin Elphee, District of Fort St. James

**CALL TO ORDER**

Chair Lambert called the meeting to order at 3:14 p.m.

**AGENDA &  
SUPPLEMENTARY AGENDA**Moved by Director Moon  
Seconded by Director StoltenbergRDC.2024-7-1

"That the Rural/Agriculture Committee Agenda for November 7, 2024 be approved.

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES**Rural/Agriculture Committee  
Meeting Minutes  
-October 10, 2024Moved by Director Stoltenberg  
Seconded by Director GreenawayRDC.2024-7-2

"That the minutes of the Rural/Agriculture Committee meeting of October 10, 2024 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **DEVELOPMENT SERVICES**

### **Land Referrals**

Crown Land Application  
Referral No. 7410343  
Electoral Area D (Fraser Lake  
Rural)

Moved by Director Parker  
 Seconded by Director Greenaway

RDC.2024-7-3

"That the comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 7410343 as amended to include: that the Licence of Occupation be contingent upon continued public access to all referenced roads and trails."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Crown Land Application  
Referral No. 7410328  
Electoral Area F (Vanderhoof  
Rural)

Moved by Director Moon  
 Seconded by Director Stoltenberg

RDC.2024-7-4

"That the comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 7410328."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **Pipeline Referral**

Prince Rupert Gas  
Transmission Project Permit  
Extension Notification  
No. 240904 – Electoral  
Areas G (Houston/Granisle  
Rural) and C (Fort St. James Rural)

Moved by Director Newell  
 Seconded by Director Greenaway

RDC.2024-7-5

1. "That staff be directed to inform Roy Northern Land Services Ltd. that the Board's October 14, 2014 letter remains valid and contains the RDBN's comments in regard to the Prince Rupert Gas Transmission Project Permit Extension application notifications.
2. Further, that staff be directed to respond to any future extension application notifications for Sections 2, 2a, 3, and 4, and Middle River Compressor Site by informing PRGT's land representative that the Board's October 14, 2014 letter remains valid and contains the RDBN's comments in regard to these notifications."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **Road Closure Referral**

MoTI Road Closure Referral  
No. 2024-00832-Electoral  
Area D (Fraser Lake Rural)

Moved by Director Parker  
Seconded by Director Greenaway

R.D.C.2024-7-6

"That the comment sheet be provided to the Ministry of Transportation and Infrastructure as the Regional District's comments on Road Closure Referral No. 2024-00832."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **AGRICULTURE REPORT**

Food and Agriculture Plan  
-Implementation Update

Moved by Director Stoltenberg  
Seconded by Director Moon

R.D.C.2024-7-7

"That the Committee receive the Regional Agriculture Coordinator's Food and Agriculture Plan – Implementation Update memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **RURAL REPORTS**

2023 Electoral Area Grant in  
Aid

Moved by Director Newell  
Seconded by Director Stoltenberg

RDC.2024-7-8

"That the Committee recommend that the Board approve moving Electoral Area Grant in Aid balances remaining at the end of 2024 to the corresponding 2025 Electoral Area Economic Development Service or other electoral area services that are solely taxed by that electoral area director."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following was discussed:

- Grant in Aid contributions not requiring Board approval can be made to the end of 2024
- Grant in Aid requiring Board approval must be submitted to the Regional District by December 3<sup>rd</sup>
- Definition of Economic Development projects
- RDBN Economic Development Service projects, or other organization projects must be approved by the Board via resolution
- Staff will draft an Economic Development Service Policy for Board review prior to the end of 2024
- Moving Electoral Area Grant in Aid balances to other electoral area services solely funded by that electoral area director
- Economic Development Service taxation.

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

Regional Grant in Aid from  
 Electoral Area B (Burns Lake  
 Rural)

Moved by Director Riis-Christianson  
 Seconded by Director Stoltenberg

RDC.2024-7-9

"That the Committee recommend that the Board approve the following applications for Regional Grant in Aid from Electoral Area B (Burns Lake Rural)

- Eagle Creek Recreation Commission – Mechanical Groomer for Arena - \$3,495
- Lakes District Fair Association – Super Dogs Performance in 2025 - \$14,825
- Burns Lake Basketball Association – Jr. NBA Program (bursaries) - \$3,000."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Electoral Area D Economic  
 Development Service Grant

Moved by Director Parker  
 Seconded by Director Stoltenberg

RDC.2024-7-10

"That the Committee recommend that the Board approve an Electoral Area D (Fraser Lake Rural) Economic Development Services Grant of up to \$10,000 to the Village of Fraser Lake for a White Swan Development Potential Study."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **SUPPLEMENTARY AGENDA**

#### **RURAL REPORT**

Electoral Area D Economic  
 Development Service Grant  
 -Eco Co-op

Moved by Director Parker  
 Seconded by Director Stoltenberg

RDC.2024-7-11

"That the Committee recommend that the Board approve an Electoral Area D (Fraser Lake Rural) Economic Development Services Grant of up to \$1,000 to the Fraser Lake Eco Cooperative for the Eco Co-op Roundtable Conference."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Newell  
Seconded by Director Greenaway

RDC.2024-7-12

"That the meeting be adjourned at 3:47 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Clint Lambert, 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:** Jason Llewellyn, Director of Planning

**DATE:** November 21, 2024

**SUBJECT:** OCP Amendment and Rezoning Application RDBN 01-24  
Third Reading for Bylaws No. 2040, 2043, 2044, 2045, 2046, 2047, and 2048

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### RECOMMENDATION

(all/directors/majority)

1. That the Report of the Public Hearing for Bylaws No. 2043, 2044, 2045, 2046, 2047, 2048 and 2040 be received.
  2. That the following bylaws be given third reading:
    - a. Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 2043, 2024;
    - b. Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Amendment Bylaw No. 2044, 2024;
    - c. Fort St. James Rural Official Community Plan Amendment Bylaw No. 2045, 2024;
    - d. Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Amendment Bylaw No. 2046, 2024;
    - e. Vanderhoof Rural Official Community Plan Amendment Bylaw No. 2047, 2024;
    - f. Houston, Topley, Granisle Rural Official Community Plan Amendment Bylaw No. 2048, 2024; and
    - g. Regional District of Bulkley-Nechako Rezoning Bylaw No. 2040, 2024.
- 

### BACKGROUND:

In the fall of 2023, the Province introduced changes to the *Local Government Act (LGA)* requiring local government zoning to allow by June 30, 2024 “at least one additional housing unit (Secondary Suite) within a detached dwelling that would otherwise be a single-family dwelling” or “at least one additional housing unit within another building on the same parcel or parcels of land on which a detached single-family dwelling is located.” To comply with this requirement several minor amendments were made to the Zoning Bylaw

by “Regional District of Bulkley Nechako Rezoning Bylaw No. 2039, 2024,” which was adopted by the Board at the May 2024 meeting.

Staff are now proposing further Zoning Bylaw amendments to increase residential flexibility and align regulations across all zones. The proposed amendments contained in “Regional District of Bulkley Nechako Rezoning Bylaw No. 2040, 2024” are designed to do three things:

1. Amend the definition of Secondary Suite to increase flexibility in design.
2. Amend the H1, H1A, H1B, H2, Ag1, and RR1 zones to regulate the total number of Dwelling Units permitted instead of specifically regulating the form of the housing.
3. And, remove non-density regulations from the “Density” sections of Zones to the “Limitations on Use” sections. This increases bylaw consistency and indicates that these regulations may be varied.

The RDBN's Official Community Plans are also proposed to be amended to ensure that policies are aligned with the new approach to housing. All of the proposed OCP policy changes relate to the number of dwellings on a parcel. These OCP amendments must be adopted prior to adoption of Bylaw No. 2040.

This initiative supports the goal of the RDBN's 2022-2026 Strategic Plan “to ensure there is an adequate supply and variety of housing options for our citizens.”

## **CONSULTATION**

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

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

Additionally, the *LGA* requires that local governments consult with the local School Districts regarding any amendment to an OCP, and consider the proposed official community plan in conjunction with its financial plan, and waste management plan. Staff initiated consultation with member municipalities, First Nations, Electoral Area Advisory Planning

Commissions, Northern Health, Ministry of Agriculture and Food, and the Ministry of Transportation and Infrastructure regarding proposed amendments to the Zoning Bylaw. The input received to date is discussed below.

**Ministry of Transportation and Infrastructure** – No Concerns. [See referral response \(link\)](#).

**Ministry of Agriculture and Food** – Objections raised relating to land in the ALR being zoned something other than Agriculture, and zoning allowing Two-Family Dwellings. [See referral response \(link\)](#). RDBN staff recommend the bylaws be approved despite the Ministry concern.

**Northern Health** – No response citing lack of capacity.

**Town of Smithers** – No comment or concern.

**Village of Burns Lake** – No comment or concerns.

**Village of Granisle** – Support for proposed bylaw.

**Advisory Planning Commissions** – A joint meeting of all APCs was held on June 5<sup>th</sup>, 2024. The comments received from APC members are summarized as follows [\(see minutes \(link\)\)](#):

- Small parcels zoned R1 to R6 may be too small to accommodate two single family dwellings (SFDs) given environmental and community character impacts.
- Some lakes are overdeveloped and allowing two dwellings will have negative environmental and community character impacts.
- Increased regulation such as building height restrictions, increased setbacks, parcel coverage, reduced Total Floor Area restrictions may assist in addressing impacts.

**Electoral Area F APC** – Concerns raised. [See APC Minutes \(link\)](#).

Based on the input provided by APC members staff are not recommending changes to the residential zones. Bylaw No. 2040 applies only to the H1, H1A, H1B, H2, Ag1, and RR1 zones.

**School Districts** – No comment

### **H1A Property Owners**

There are 25 Parcels zoned H1A in the RDBN. Twenty of these parcels are in Electoral Area A, three are in Electoral Area B, one is in Electoral Area F, and one is in Electoral Area C. Staff sent letters advising the owners of land zoned H1A asking for their input on the idea of allowing a 2<sup>nd</sup> Single Family Dwelling in the H1 Zone and changing their zoning from H1A to H1. Staff received input objecting to this as the zoning change would remove the ability to have two Single Family Dwellings with Secondary Suites.

Based on this input staff amended Bylaw No. 2040 to retain the H1A Zone.

## **SECONDARY SUITES AND TWO FAMILY DWELLINGS**



The *BC Building Code* previously defined a Secondary Suite as “a dwelling unit:

- having a total floor space of not more than 90 m<sup>2</sup> in area,
- having a floor space less than 40 per cent of the habitable space of the building,
- located within a building of residential occupancy containing only one other dwelling unit, and
- located in and part of a building which is a single real estate entity.”

To remove barriers to the creation of more affordable rental housing the Province amended the *BC Building Code* in 2019 to remove the size restrictions for secondary suites. The existing definition of a secondary suite in the *BC Building Code* is:

*“Secondary suite means a self-contained dwelling unit located within a building or portion of a building completely separated from other parts of the building by a vertical fire separation that has a fire-resistance rating of not less than 1 hour and extends from the ground or lowermost assembly continuously through or adjacent to all storeys and spaces including service spaces of the separated portions, of only residential occupancy that contains only one other dwelling unit and common spaces, and where both dwelling units constitute a single real estate entity.”*

The *BC Building Code* does not require the building owner to occupy either of the units, but the two units must not be sold separately, which increases the likelihood that at least one of the units is rented. The *BC Building Code* standard for secondary suites includes reduced requirement for fire separation and sound transmission compared to the standard for a Two Family Dwelling. Two Family Dwelling units may be sold separately. It is noted that in the rural area the opportunity to sell Dwelling Units in a Two Family Dwelling separately is limited.

Bylaw No. 2040 proposes to remove the size restriction on a Secondary Suite from the Zoning Bylaw resulting in the primary difference between a Secondary Suite and a Two Family Dwelling being the standard to which the dwellings are built and a limitation on the units being under separate ownership. When an application for a building permit is submitted, the applicant will have to identify if they are proposing to build a Single Family Dwelling with a Secondary Suite or a Two Family Dwelling. It is noted that in the ALR

The proposed new definition of Secondary Suite is as follows:

*“SECONDARY SUITE means the use of a portion of a Single Family Dwelling as a separate second Dwelling Unit, subject to the regulations contained in a specific zone.”*

## **ZONE CHANGES EXPLAINED**

In staff's opinion there is little land use justification in a rural area to prohibit the building of two Single Family Dwellings on larger rural parcels where on the same parcel a Single Family Dwelling (with a Secondary Suite) or a Two Family Dwelling are permitted. Therefore, the following changes to zoning are proposed:

The H1 and H1B Zones (under 4 ha) be amended to allow a maximum of two Dwelling Units on a Parcel. It is up to the property owner to determine the form of those Dwelling Units. The property owner can therefore choose to build one of the following:

- one Single Family Dwelling (with or without a Secondary Suite),
- one Two Family Dwelling, or
- two Single Family Dwellings (without Secondary Suites).

The H1 and H1B Zones (4 ha and over) and the H2 Zone be amended to allow up to three Dwelling Units on a Parcel. For example, a property owner can choose to build the following:

- two Single Family Dwellings with or without a Secondary Suite in one of them or
- one Single Family Dwelling without a Secondary Suite and one Two Family Dwelling,

It is noted that currently the zoning bylaw allows two Single Family Dwellings with both having a Secondary Suite (subject to the existing limit on the size of a secondary suite).

The Ag1 Zone be amended to allow two Single Family Dwellings. This brings the zone into closer compliance with the ALC's regulations. The RR1 Zone be amended to allow a maximum of four Dwelling Units or Cabins in any combination.

In addition to the above noted density regulations a maximum combined Total Floor Area requirement has been established for the H1, H1B, and H2 Zones. It is noted that no size limit has been set for dwellings in the Ag1 and RR1 Zones.

Zone	H1, H1B	H2
Total Floor Area	600 m <sup>2</sup> (6458 ft <sup>2</sup> )	800 m <sup>2</sup> (8611 ft <sup>2</sup> )

These proposed Zoning changes are shown in [Appendix A: Proposed Zoning Amendments Comparison Table. \(link\)](#)

### **THE OFFICIAL COMMUNITY PLAN AMENDMENTS (OCP) EXPLAINED**

The RDBN's OCPs have wording designed to limit or outright prohibit consideration of 2<sup>nd</sup> Single Family Dwellings on parcels under 5 acres or on waterfront parcels. The wording in the OCPs is proposed to be amended to support the proposed amendments to the Zoning

Bylaw and provide direction for consideration of rezoning applications to allow a Second Single Family Dwelling on a property in a Residential Zone (R1 to R11).

These proposed OCP changes are shown in [Appendix B: Proposed OCP Amendments Comparison Table. \(link\)](#)

## **THE POTENTIAL IMPLICATIONS**

**Rental Housing Supply** – The changes noted above are expected to result in increased rental accommodation in the rural area. Currently, many property owners do not take advantage of the opportunity to develop a Secondary Suite or Two Family Dwelling because they do not want a tenant in a dwelling attached to their home.

This is expected to have a positive impact on the amount and diversity of rental housing supply in the region. However, it is noted that rental accommodation in the rural area may not be suitable for all renters, given the distance from an urban environment.

**Illegal Second Single-Family Dwellings and Enforcement** – One of the most common contraventions of the Zoning Bylaw is the building of illegal second Single Family Dwellings. These dwellings are frequently located in accessory buildings such as a garage or shop. Enforcement in these situations can be challenging as compliance can be achieved by removing appliances and apparent removal of the tenant; however, the dwelling use can be easily re-established in the future. Allowing second dwellings as proposed would allow for these dwellings to be legalized and would facilitate their development in accordance with applicable safety and health related regulations.

**Rural Population Growth** – According to RDBN Building Permit data over the last 10 years approximately half of the new housing starts in the region are in the rural area. A growth pattern where the rural population is growing as fast as its municipalities is not sustainable. Therefore, allowing a density in the rural area beyond that recommended in this report is not advised. It is anticipated that increased zoning flexibility for housing in municipalities, required pursuant to Bill 44 will mitigate this impact.

**Community Character** – Increased rural density can negatively impact the character of rural residential neighbourhoods, and lead to increased demand for regulation (sewage system monitoring, animal control, etc.). As discussed previously in this report it is anticipated that the limits placed on Total Floor Area will help mitigate community character impacts.

**Environmental Impact** - Increased rural density near or adjacent to lakes and watercourses may increase the impact of development on riparian areas and water quality.

The impact on water quality associated with increased demand for on-site sewage disposal may be of particular concern. However, this concern is limited given the large size of parcels zoned H1, H2, Ag1, and RR1. It is anticipated that the limits placed on Total Floor Area will mitigate potential environmental impacts.

### **SUMMARIZED BYLAW 2040 CHANGES**

The specific changes proposed to the definition of Secondary Suite and to each zone, are summarized below.

1. The following new definition of Secondary Suite replaces the existing definition: "SECONDARY SUITE means the use of a portion of a Single Family Dwelling as a separate second Dwelling Unit, subject to the regulations contained in a specific zone."
2. Hudson Bay Mountain Recreational Residential Zone (R8)
  - moving the maximum combined Total Floor Area restriction for a Cabin from the Density section to a Limitations on Use Section. The Total Floor Area restrictions are not density or land use regulations and may be varied by the Board.
3. Small Holdings Zone (H1)
  - establish a maximum of two Dwelling Units on a Parcel less than 4 ha.
  - establish a maximum of 3 Dwelling Units on a Parcel 4 ha. or larger
  - establish a maximum of two SFD on a Parcel 4 ha. or larger.
  - establish a maximum combined Total Floor Area of 600 sq. m (6458 sq. ft).
4. Small Holdings – Additional Dwelling Zone (H1A)
  - moving the maximum Gross Floor Area related restrictions from the Density section to a Limitations on Use Section. The Gross Floor Area restrictions are not density regulations and may be varied by the Board.
5. Small Holdings – Industrial Shop Zone (H1B)
  - establish a maximum of two Dwelling Units on a Parcel less than 4 ha.
  - establish a maximum of 3 Dwelling Units on a Parcel 4 ha. or larger
  - establish a maximum of two Single Family Dwelling on a parcel 4 ha. or larger.
  - establish a maximum combined Total Floor Area of 600 sq. m (6458 sq. ft).
6. Large Holdings Zone (H2)
  - establish a maximum of 3 Dwelling Units on a Parcel.
  - establish a maximum of two Single Family Dwellings on a parcel.
  - establish a maximum combined Total Floor Area of 800 sq. m (8611 sq. ft).
  - change the order of the Density and Limitations on Use sections to match the rest of the bylaw.

7. Agricultural Zone (Ag1)
  - establish a maximum of two Single Family Dwellings on a Parcel unless additional dwellings are permitted pursuant to the *Agricultural Land Commission Act*.
8. Rural Resource Zone (RR1)
  - establish a limit of 4 Dwelling Units on a Parcel.

## **PUBLIC HEARING**

The public hearing for Bylaws No. 2043, 2044, 2045, 2046, 2047, 2048 and 2040 was held on October 10, 2024. The Report of the Public Hearing is attached for the Board's consideration.

It is noted that the newspaper notice for the public hearing was placed in the October 2<sup>nd</sup> edition of the Houston Today and Lakes District News newspapers, and the October 3<sup>rd</sup> edition of the Interior News newspaper. Unfortunately, the notices for the public hearing were not run in the Caledonia Courier or the Omineca Express newspapers.

The RDBN places public hearing notices in newspapers as a matter of policy. Newspaper notification under the RDBN's Public Notice Policy is intended to only supplement legislated requirements. Notification under this policy is not mandated and can be waived at the discretion of the Regional District. Therefore, the Board may at its discretion proceed with consideration of the bylaws for third reading.

It is noted that the newspapers have agreed to run all 5 of the public hearing notices free of charge should the Board wish to hold a second public hearing based on notice provided in all newspapers.

## **ATTACHMENT**

- [Appendix A and B \(link\)](#)
- 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
- Consultation Checklist
- [Ministry of Transportation and Infrastructure referral response \(link\)](#).
- [Ministry of Agriculture referral response \(link\)](#).
- [Advisory Planning Commissions June 4th, 2024 Joint Meeting Minutes \(link\)](#).
- [Electoral Area F APC June 11th, 2024 Meeting Minutes \(link\)](#).
- Report of the Public Hearing
- Public Notice Policy



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 2043**

A Bylaw to Amend "Smithers Telkwa Rural  
OCP Bylaw No. 1704, 2014"

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

That "Smithers Telkwa Rural OCP Bylaw No. 1704, 2014" be amended such that Section 3.4.2 (7) of Schedule "A" is deleted and replaced with the following:

"Rezoning applications to allow a 2<sup>nd</sup> single family dwelling on a parcel in a Residential Zone may only be considered under the following circumstances.

- (a) It has been demonstrated that any existing on-site sewage disposal system is authorized by Northern Health and is in good working order.
- (b) It has been demonstrated that the parcel can accommodate an on-site sewage disposal system for two dwellings.
- (c) The development is compatible with adjacent land uses and maintains the rural character of the area.
- (d) And, the parcel is not located within a floodplain or on other hazard lands."

This bylaw may be cited as "Smithers Telkwa Rural OCP Amendment Bylaw No. 2043, 2024".

READ A FIRST TIME this 12 day of September, 2024.

READ A SECOND TIME this 12 day of September, 2024.

PUBLIC HEARING HELD this 10 day of October, 2024.

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

I hereby certify that the foregoing is a true and correct copy of "Smithers Telkwa Rural OCP Amendment Bylaw No. 2043, 2024".

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

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

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

\_\_\_\_\_  
Chairperson

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



## **REGIONAL DISTRICT OF BULKLEY-NECHAKO**

### **BYLAW NO. 2044**

A Bylaw to Amend "Burns Lake Rural and  
Francois Lake (North Shore)  
OCP Bylaw No. 1785, 2017"

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

That "Burns Lake Rural and Francois Lake (North Shore) OCP Bylaw No. 1785, 2017" be amended such that:

1. Section 3.4.2 (7) of Schedule "A" is deleted and replaced with the following:  
"Rezoning applications to allow a 2nd single family dwelling on a parcel in a Residential Zone may only be considered under the following circumstances.
  - (a) It has been demonstrated that any existing on-site sewage disposal system is authorized by Northern Health and is in good working order.
  - (b) It has been demonstrated that the parcel can accommodate an on-site sewage disposal system for two dwellings.
  - (c) The development is compatible with adjacent land uses and maintains the rural character of the area.
  - (d) And, the parcel is not located within a floodplain or on other hazard lands."
  
2. Section 3.5.2 (7) of Schedule "A" is deleted and replaced with the following:  
"Rezoning applications to allow a 2nd single family dwelling on a parcel in a Residential Zone may only be considered under the following circumstances.
  - (a) It has been demonstrated that any existing on-site sewage disposal system is authorized by Northern Health and is in good working order.
  - (b) It has been demonstrated that the parcel can accommodate an on-site sewage disposal system for two dwellings.
  - (c) The development is compatible with adjacent land uses and maintains the rural character of the area.
  - (d) And, the parcel is not located within a floodplain or on other hazard lands."

This bylaw may be cited as "Burns Lake Rural and Francois Lake (North Shore) OCP Amendment Bylaw No. 2044, 2024".

READ A FIRST TIME this 12 day of September, 2024.

READ A SECOND TIME this 12 day of September, 2024.

PUBLIC HEARING HELD this 10 day of October, 2024.

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

I hereby certify that the foregoing is a true and correct copy of "Burns Lake Rural and Francois Lake (North Shore) OCP Amendment Bylaw No. 2044, 2024".

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

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

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

\_\_\_\_\_  
Chairperson

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





## **REGIONAL DISTRICT OF BULKLEY-NECHAKO**

### **BYLAW NO. 2045**

A Bylaw to Amend "Fort St. James Rural  
OCP Bylaw No. 1578, 2010"

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

That "Fort St. James Rural OCP Bylaw No. 1578, 2010" be amended such that:

1. Section 3.4.2 (7) of Schedule "A" is deleted and replaced with the following:  
 "Rezoning applications to allow a 2nd single family dwelling on a parcel in a Residential Zone may only be considered under the following circumstances.
  - (a) It has been demonstrated that any existing on-site sewage disposal system is authorized by Northern Health and is in good working order.
  - (b) It has been demonstrated that the parcel can accommodate an on-site sewage disposal system for two dwellings.
  - (c) The development is compatible with adjacent land uses and maintains the rural character of the area.
  - (d) And, the parcel is not located within a floodplain or on other hazard lands."
  
2. Section 3.5.2 (6) of Schedule "A" is deleted and replaced with the following:  
 "Rezoning applications to allow a 2nd single family dwelling on a parcel in a Residential Zone may only be considered under the following circumstances.
  - (a) It has been demonstrated that any existing on-site sewage disposal system is authorized by Northern Health and is in good working order.
  - (b) It has been demonstrated that the parcel can accommodate an on-site sewage disposal system for two dwellings.
  - (c) The development is compatible with adjacent land uses and maintains the rural character of the area.
  - (d) And, the parcel is not located within a floodplain or on other hazard lands."

This bylaw may be cited as "Fort St. James Rural OCP Amendment Bylaw No. 2045, 2024".

READ A FIRST TIME this 12 day of September, 2024.

READ A SECOND TIME this 12 day of September, 2024.

PUBLIC HEARING HELD this 10 day of October, 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 Amendment Bylaw No. 2045, 2024".

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

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

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

\_\_\_\_\_  
Chairperson

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



## **REGIONAL DISTRICT OF BULKLEY-NECHAKO**

### **BYLAW NO. 2046**

A Bylaw to Amend "Endako, Fraser Lake  
and Fort Fraser Rural OCP Bylaw No. 1865, 2019"

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

That "Endako, Fraser Lake and Fort Fraser Rural OCP Bylaw No. 1865, 2019" be amended such that:

1. Section 3.4.2 (9) of Schedule "A" is deleted and replaced with the following:  
"Rezoning applications to allow a 2nd single family dwelling on a parcel in a Residential Zone may only be considered under the following circumstances.
  - (a) It has been demonstrated that any existing on-site sewage disposal system is authorized by Northern Health and is in good working order.
  - (b) It has been demonstrated that the parcel can accommodate an on-site sewage disposal system for two dwellings.
  - (c) The development is compatible with adjacent land uses and maintains the rural character of the area.
  - (d) And, the parcel is not located within a floodplain or on other hazard lands."
  
2. Section 3.6.2 (8) of Schedule "A" is deleted and replaced with the following:  
"Rezoning applications to allow a 2nd single family dwelling on a parcel in a Residential Zone may only be considered under the following circumstances.
  - (a) It has been demonstrated that any existing on-site sewage disposal system is authorized by Northern Health and is in good working order.
  - (b) It has been demonstrated that the parcel can accommodate an on-site sewage disposal system for two dwellings.
  - (c) The development is compatible with adjacent land uses and maintains the rural character of the area.
  - (d) And, the parcel is not located within a floodplain or on other hazard lands."

This bylaw may be cited as "Endako, Fraser Lake and Fort Fraser Rural OCP Amendment Bylaw No. 2046, 2024".

READ A FIRST TIME this 12 day of September, 2024.

READ A SECOND TIME this 12 day of September, 2024.

PUBLIC HEARING HELD this 10 day of October, 2024.

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

I hereby certify that the foregoing is a true and correct copy of "Endako, Fraser Lake and Fort Fraser Rural OCP Amendment Bylaw No. 2046, 2024".

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

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

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

\_\_\_\_\_  
Chairperson

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



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 2047**

A Bylaw to Amend "Vanderhoof Rural  
OCP Bylaw No. 1963, 2021"

---

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

That "Vanderhoof Rural OCP Bylaw No. 1963, 2021" be amended such that:

1. Section 3.4.2 (9) of Schedule "A" is deleted and replaced with the following:  
 "Rezoning applications to allow a 2nd single family dwelling on a parcel in a Residential Zone may only be considered under the following circumstances.
  - (a) It has been demonstrated that any existing on-site sewage disposal system is authorized by Northern Health and is in good working order.
  - (b) It has been demonstrated that the parcel can accommodate an on-site sewage disposal system for two dwellings.
  - (c) The development is compatible with adjacent land uses and maintains the rural character of the area.
  - (d) And, the parcel is not located within a floodplain or on other hazard lands."

This bylaw may be cited as "Vanderhoof Rural OCP Amendment Bylaw No. 2047, 2024".

READ A FIRST TIME this 12 day of September, 2024.

READ A SECOND TIME this 12 day of September, 2024.

PUBLIC HEARING HELD this 10 day of October, 2024.

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

I hereby certify that the foregoing is a true and correct copy of "Vanderhoof Rural OCP Amendment Bylaw No. 2047, 2024".

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

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

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

\_\_\_\_\_  
Chairperson

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



## **REGIONAL DISTRICT OF BULKLEY-NECHAKO**

### **BYLAW NO. 2048**

A Bylaw to Amend "Houston, Topley,  
Granisle Rural OCP Bylaw No. 1622, 2011"

---

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

That "Houston, Topley, Granisle Rural OCP Bylaw No. 1622, 2011" be amended as follows:

1. Section 3.4.2 (7) of Schedule "A" is deleted and replaced with the following:  
 "Rezoning applications to allow a 2nd single family dwelling on a parcel in a Residential Zone may only be considered under the following circumstances.
  - (a) It has been demonstrated that any existing on-site sewage disposal system is authorized by Northern Health and is in good working order.
  - (b) It has been demonstrated that the parcel can accommodate an on-site sewage disposal system for two dwellings.
  - (c) The development is compatible with adjacent land uses and maintains the rural character of the area.
  - (d) And, the parcel is not located within a floodplain or on other hazard lands."
  
2. Section 3.5.2 (7) of Schedule "A" is deleted and replaced with the following:  
 "Rezoning applications to allow a 2nd single family dwelling on a parcel in a Residential Zone may only be considered under the following circumstances.
  - (a) It has been demonstrated that any existing on-site sewage disposal system is authorized by Northern Health and is in good working order.
  - (b) It has been demonstrated that the parcel can accommodate an on-site sewage disposal system for two dwellings.
  - (c) The development is compatible with adjacent land uses and maintains the rural character of the area.
  - (d) And, the parcel is not located within a floodplain or on other hazard lands."

This bylaw may be cited as "Houston, Topley, Granisle Rural OCP Amendment Bylaw No. 2048, 2024".

READ A FIRST TIME this 12 day of September, 2024.

READ A SECOND TIME this 12 day of September, 2024.

PUBLIC HEARING HELD this 10 day of October, 2024.

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

I hereby certify that the foregoing is a true and correct copy of "Houston, Topley, Granisle Rural OCP Amendment Bylaw No. 2048, 2024".

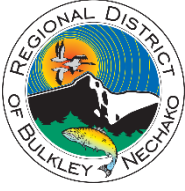
DATED AT BURNS LAKE this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

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

\_\_\_\_\_  
Chairperson

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



## **REGIONAL DISTRICT OF BULKLEY-NECHAKO**

### **BYLAW NO. 2040**

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

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

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

1) Interpretation and Definitions

The definition of "Secondary Suite" in Section 1.0.2 Definitions is deleted and replaced with the following:

**"SECONDARY SUITE** means the use of a portion of a Single Family Dwelling as a separate second Dwelling Unit, subject to the regulations contained in a specific zone."

2) Hudson Bay Mountain Recreational Residential Zone (R8)

a) Sections 12.0.2.2 and 12.0.2.3 are deleted.

b) Section 12.0.3 Limitations on Use is amended by adding the following:

"3. The maximum Total Floor Area permitted for a Cabin is 167.23 square metres (1,800 square feet).

4. The maximum Total Floor Area permitted for an Accessory Building is 14 square metres (150 square feet)."

3) Hudson Bay Mountain Single Family Residential Zone (R9)

a) Section 12.1.2.2 is deleted.

b) Section 12.1.3 Limitations on Use is amended by adding the following:

"4. The maximum combined Total Floor Area permitted for all Dwellings on a Parcel is 465 square metres (5,005 square feet)."

4) Hudson Bay Mountain Multiple Family Residential Zone (R10)

a) Sections 12.2.2.4, 12.2.2.5, and 12.2.2.6 are deleted.

b) Section 12.2.3 Limitations on Use is amended by adding the following:

"4. The maximum Floor Space Ratio permitted is 0.40.



5. The minimum Gross Floor Area permitted for a Dwelling Unit is 50 square metres (538.21 square feet).
6. The maximum Gross Floor Area permitted for an Accessory Building for indoor recreational use is 235 square metres (2,529.60 square feet)."

5) Bare Land Strata Residential (R11)

- a) Sections 13.0.2.4 is deleted.
- b) Section 13.0.3 Limitations on Use is amended by adding the following:
  - "2. The maximum Gross Floor Area permitted for all structures located on Common Property shall not exceed a total Gross Floor Area of 300 square metres (3,229 square feet)."

6) Small Holdings Zone (H1)

- a) Section 14.0.2 Density is deleted and replaced with the following:
 

"Density

  1. Not more than two Dwelling Units shall be located on a Parcel which is less than 4 hectares (9.88 acres) in area.
  2. Not more than three Dwelling Units shall be located on a Parcel which is 4 hectares (9.88 acres) in area or greater.
  3. Not more than two Single Family Dwellings shall be located on a Parcel which is 4 hectares (9.88 acres) in area or greater."
- b) The following new Section is added to the Small Holdings Zone (H1) following Section 14.0.2 Density, and the Sections renumbered as necessary.
 

"14.0.3 Limitations on Use

  1. The maximum combined Total Floor Area permitted for all Dwelling Units on a Parcel is 600 square metres (6,458 square feet)."

7) Small Holdings – Additional Dwelling Zone (H1A)

- a) Sections 14.1.2.2, 14.1.2.3, and 14.1.2.4 are deleted.
- b) The following new Section is added to the Small Holdings - Additional Dwelling Zone (H1A) following Section 14.1.2 Density, and the Sections renumbered as necessary.
 

"14.1.3 Limitations on Use

1. Only one Single Family Dwelling per Parcel is permitted a Gross Floor Area which exceeds 120 square metres (1,290 square feet).
  2. Notwithstanding Section 14.1.2 (2) only one Single Family Dwelling on the Parcel legally described as Lot 21, Section 22, Township 1A, Range 5, Coast District, Plan 9692 may exceed a Gross Floor Area of 185 square metres (1,991 square feet).
  3. Notwithstanding Section 14.1.2 (2) only one Single Family Dwelling on the Parcel legally described as Lot 4, Section 2, Township 1A, Range 5, Coast District, Plan 7267 may exceed a Gross Floor Area of 140 square metres (1,500 square feet)."
- 8) Small Holdings – Industrial Shop Zone (H1B)
- a) Section 14.2.2 Density is deleted and replaced with the following:
    - "1 Not more than two Dwelling Units shall be located on a Parcel which is less than 4 hectares (9.88 acres) in area.
    2. Not more than three Dwelling Units shall be located on a Parcel which is 4 hectares (9.88 acres) in area or greater.
    3. Not more than two Single Family Dwellings shall be located on a Parcel which is 4 hectares (9.88 acres) in area or greater."
  - b) Section 14.2.3 Limitations on Use is amended by adding the following:
    - "2. The maximum combined Total Floor Area permitted for all Dwelling Units on a Parcel is 600 square metres (6,458 square feet)."
- 9) Large Holdings Zone (H2)
- a) Section 15.0.3. Density is deleted and replaced with the following:
    - "1. Not more than three Dwelling Units shall be located on a Parcel.
    2. Not more than two Single Family Dwellings shall be located on a Parcel."
  - b) Section 15.0.2 Limitations on Use is amended by adding the following:
    - "2. The maximum combined Total Floor Area permitted for all Dwelling Units on a Parcel is 800 square metres (8,611 square feet)."
  - c) Section 15.0.2 and Section 15.0.3 are switched in order and renumbered.

10) Agricultural Zone (Ag1)

a) Section 16.0.2.1. is deleted and replaced with the following:

“Not more than two Single Family Dwellings shall be located on a Parcel unless additional dwellings are permitted pursuant to the *Agricultural Land Commission Act.*”

11) Rural Resource Zone (RR1)

a) Section 17.0.2.1. is deleted and replaced by the following:

“The combined maximum number of Dwelling Units and Cabins on a Parcel in any combination, that are not part of a Rural Retreat, is 4.”

This bylaw may be cited as “Regional District of Bulkley-Nechako Rezoning Bylaw No. 2040, 2024”.

READ A FIRST TIME this 12 day of September, 2024.

READ A SECOND TIME this 12 day of September, 2024.

PUBLIC HEARING held this 10 day of October, 2024.

READ A THIRD TIME this \_\_\_ day of \_\_\_\_\_.

I hereby certify that the foregoing is a true and correct copy of “Regional District of Bulkley-Nechako Rezoning Bylaw No. 2040, 2024”.

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

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

Approved pursuant to section 52(3)(a) of the *Transportation Act*  
this \_\_\_ day of \_\_\_\_\_, 2024  
  
\_\_\_\_\_  
for Minister of Transportation & Infrastructure

ADOPTED this \_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Chairperson

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

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
REPORT OF THE PUBLIC HEARING FOR BYLAWS NO.  
2040, 2043, 2044, 2045, 2046, 2047 and 2048**

Report of the Public Hearing held at 7:00 pm, Thursday, October 10, 2024 by Zoom video/conference call regarding the following Bylaws:

- a. Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 2043, 2024;
- b. Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Amendment Bylaw No. 2044, 2024;
- c. Fort St. James Rural Official Community Plan Amendment Bylaw No. 2045, 2024;
- d. Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Amendment Bylaw No. 2046, 2024;
- e. Vanderhoof Rural Official Community Plan Amendment Bylaw No. 2047, 2024;
- f. Houston, Topley, Granisle Rural Official Community Plan Amendment Bylaw No. 2048, 2024; and
- g. Regional District of Bulkley-Nechako Rezoning Bylaw No. 2040, 2024. "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2040, 2024".

ATTENDANCE:

**Members of the Public:**

Len Vanderstar, 1761 Kidd Road

**Public Hearing Chair:**

Mark Parker, Chair, Regional District Board

**RDBN Staff:**

Jason Llewellyn, Director of Planning (Recording Secretary)

CORRESPONDENCE: The written submission received is attached to this report as Schedule A.

CALL TO ORDER: The meeting was called to order by Chair Parker at 7:05 pm.

BUSINESS:

Chair Parker Chair Parker provided an overview of the bylaws and the Public Hearing process.

Chair Parker Asked Mr. Vanderstar if they had any comments on the bylaws.

- Len Vanderstar Read their written submission to the public hearing and added that they do not agree with the Provincial Government's approach which forces local governments to comply with a mandated Provincial standard for housing in the rural area. The Province should set goals and benchmarks, and local governments should be free to determine how to best achieve those goals based on their understanding of local conditions.
- Jason Llewellyn Confirmed that the RDBN had already met the mandated Provincial requirements for small scale multi-unit housing in a separate bylaw adopted in June, and that the bylaws which are the subject of the public hearing were not mandated.
- Len Vanderstar Asked if the bylaws would result in increased rural subdivision.
- Jason Llewellyn Explained that the bylaws do not increase opportunity for subdivision in the rural area.
- Len Vanderstar Said that they have noted increased traffic in the rural area and that increased opportunity for residential development will have sustainability and quality of life implications.
- Len Vanderstar Asked if the proposed rezoning would increase the taxes on property and increase revenue for the RDBN.
- Jason Llewellyn Said that the assessed value of a property may increase on parcels where additional dwellings are build and that taxation on a parcel by parcel basis may change, but the overall amount of taxes received would not be increased as a result of the bylaws.
- Len Vanderstar Said that the comments in his submission stand. The Province should not dictate to local governments, and increased housing in the rural area has sustainability implications.
- Chair Parker Asked My Vanderstar if he had any further comments.
- Len Vanderstar Said that he had no additional comments
- Chair Parker Adjourned the Public Hearing at 7:25 PM

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Mark Parker, Chairperson

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Jason Llewellyn, Recording Secretary

**Appendix "A"**  
**Report of the Public Hearing for Bylaws No.**  
**2040, 2043, 2044, 2045, 2046, 2047 and 2048**  
**Written Submissions**

**Submitted by**

**Address**

Len Vanderstar

1761 Kidd Road

**From:** [Len Vanderstar](#)  
**To:** [RDBN Planning](#)  
**Subject:** Re: Input into proposed bylaw 2040  
**Date:** October 9, 2024 9:46:53 PM

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It is unfortunate that the provincial government has mandated that Regional Districts must accommodate one or more additional housing units within a given residential property. Such a direction lacks sufficient insight and thought to address the “housing shortage”. At best, it seems like an attempt to address the symptoms of the problem and not the root issue. Since I arrived in B.C. in 1989, the human population has nearly doubled and the province is on track to do it again from 5.5 million to 7.9 million by 2046, with Canada projected to be 78 million by 2050. Perhaps, it is best not to focus on an ill-fated economic model on a finite planet of unsustainable growth and consumption, but to focus on quality of life attributes, which means setting limits of acceptable change.

I bought my property and where I live for the very reason of quality of life, with friendly neighbours spaced sufficiently enough to have the space that we desire. What is being proposed here is simply amplifying urban sprawl leading to further habitat degradation, loss of arable lands, shorelines that support nesting waterfowl (Tyhee Lk has lost half its nesting loon population because of unauthorized foreshore development), and is basically a slap in the face to people who bought semi-rural & rural property for the very reason of avoiding densification. There is a place for housing densification in the form of tight lot development, townhouses and condos, which are far more effective in addressing the housing shortage; this is what municipalities are focusing on. Given that the Regional District has insufficient by-laws (noise/barking dogs for example), or monitoring & enforcement of by-laws, bringing forward multiple housing across all residential lots as proposed is a cart before the horse scenario.

Why not the Regional District do what the municipalities are doing and focus on parcels of land whereby densification can be permitted, but not wide spread across the settlement areas. What the province should have done is establish the objective for the Regional Districts to implement, not dictate how the objective is to be implemented: *In the fall of 2023, the Province introduced changes to the Local Government Act (LGA) requiring local government zoning to allow by June 30, 2024 “at least one additional housing unit (Secondary Suite) within a detached dwelling that would otherwise be a single-family dwelling” or “at least one additional housing unit within another building on the same parcel or parcels of*

*land on which a detached single-family dwelling is located.*” Surely the province would be happy if their objective is met and not dictate to the Regional District how the objective is to be met/implemented ... this is where the discussion needs to go, especially with a new provincial government coming on stream that hopefully will see the logic in the argument.

Sincerely,

Len Vanderstar







## Regional District of Bulkley-Nechako Board Policy

SUBJECT: Public Notice Policy

CATEGORY: Public Notification

APPROVED: March 21, 2024

### 1. PURPOSE

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

### 2. BACKGROUND

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

### 3. POLICY STATEMENT

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

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

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



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning  
**Date:** November 21, 2024  
**Subject:** Fort St. James Rural Official Community Plan Bylaw No. 2054, 2024  
for third reading and adoption

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

1. That the Board receive the Report of the Public Hearing held on October 15, 2024, for "Fort St. James Rural Official Community Plan Bylaw No. 2054, 2024".
  2. That "Fort St. James Rural Official Community Plan Bylaw No. 2054, 2024" be given third reading and adoption.
- 

### 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.

The Bylaw received first and second reading on September 26, 2024, and the public hearing was held on October 15, 2024. The report of the Public Hearing is attached to this report. Staff are now presenting the Bylaw to the Board for consideration of third reading and adoption.

## 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 (OCP) 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 Whut'en 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, were 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 and the APC for their review. Consultation letters with an invitation to provide comments were also sent to the consultation list in April 2024.

The draft plan 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.

The OCP Bylaw received first and second reading on September 26, 2024, and the public hearing was held on October 15, 2024.

## DISCUSSION

The 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.



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 V0J 1E0

The Fort St. James Rural OCP has undergone a notable public consultation process, and in staff's opinion the Plan has been updated to reflect an appropriately balanced expression of the community's interest and vision for the future of the area.

Staff note that "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.

As required by the *Local Government Act*, the Bylaw has been referred to the Agricultural Land Commission after first and second reading. The ALC have confirmed that they have no further comments.

The Board may approve "Fort St. James Rural Official Community Plan Bylaw No. 2054 2024" at third reading and adoption, or alternatively (1) amend the Bylaw and then approve the amended Bylaw at second reading or (2) refer the Bylaw back to staff with directions to make further amendments prior to the Boards further consideration. Should the Bylaw be amended, another Public Hearing may be required depending on the nature of the changes.

Should the Bylaw be acceptable to the Board, staff recommend that "Fort St. James Rural Official Community Plan Bylaw No. 2054, 2024" be given third reading and adoption.

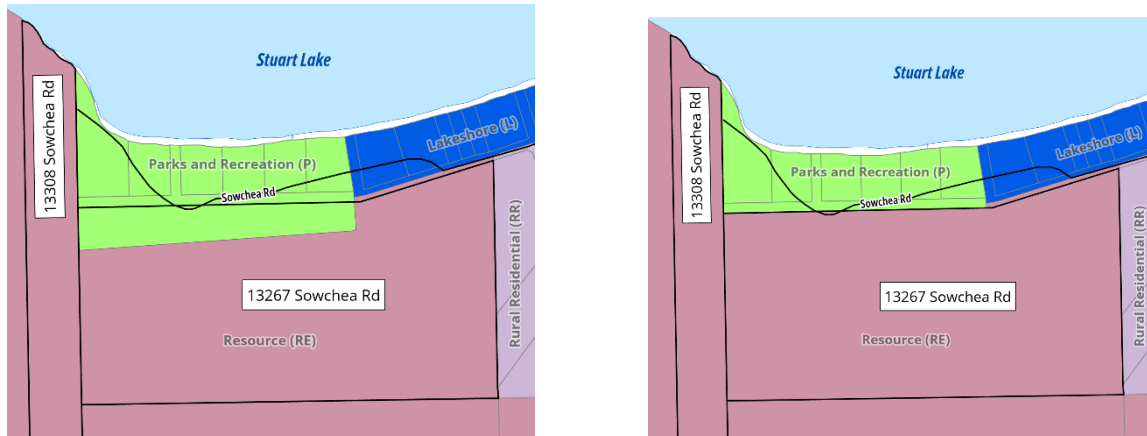
### **The Public Hearing Report**

The public hearing for the OCP was held on October 15 2024. The report of the public hearing is attached for the Board's consideration. This report contains a written submission from a property owner at 13267 Sowchea Road objecting to the land use designation change proposed for their property. There was also a verbal submission to the public hearing containing a similar objection to the land use designation change from an adjacent property owner at 13308 Sowchea Road.

After the close of the public hearing Planning Department staff received an email (attached) from the 13308 Sowchea Road property owner. As this email was not received at the public hearing it is not part of the Public Hearing Report. However, because the email contains information similar to that presented verbally at the public hearing by the 13308 Sowchea Road property owner staff are sharing the email with the Board. In staff's opinion the Board's receipt of the email does not trigger the need for an additional public hearing.

These submissions were provided by the applicants for an ongoing OCP amendment and rezoning application for 13308 and 13267 Sowchea Road. This application (RZ C-01-24) has been put on hold by the applicants while they considers changes to their application in response to staff concerns with their proposal.

The existing and proposed OCP designation for 13267 Sowchea Road is shown on the maps below. The Parks and Recreation (P) designation extends south of the Sowchea Provincial Park onto 13267 Sowchea Road. Staff believe that the application of the P designation beyond the park boundary onto private land was a mapping error. The proposed new OCP corrects this apparent error.



In staff's opinion the appropriate land use designation for the private property at 13267 Sowchea Road is Resource (RE) and not the Parks and Recreation (P) designation. Staff recommend that "Fort St. James Rural Official Community Plan Bylaw No. 2054, 2024" be given third reading and adoption as proposed.

#### **ATTACHMENTS:**

- OCP Bylaw 2054, 2024
- [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 \(link\)](#)
- [First and second reading report for Fort St. James Rural Official Community Plan Bylaw No. 2054, 2024 dated September 26, 2024 \(link\)](#)
- Public Hearing Report for OCP Bylaw No. 2054, 2024
- Email submission from 13308 Sowchea Road property owner



## **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. 2054, 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. 2054, 2024”.

READ A FIRST TIME this 26<sup>th</sup> day of September 2024.

READ A SECOND TIME this 26<sup>th</sup> day of September 2024.

PUBLIC HEARING HELD this 15<sup>th</sup> day of October 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



**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
REPORT OF THE PUBLIC HEARING  
FOR BYLAW NO. 2054, 2024**

Report of the Public Hearing held at 7:00 pm, Tuesday, October 15, 2024 by Zoom video/conference call regarding "Fort St. James Rural Official Community Plan Bylaw No. 2054, 2024".

ATTENDANCE:

**Members of the Public:**

Andrew Contumelias, 13308 Sowchea Road

**Public Hearing Chair:**

Judy Greenaway, Director, Electoral Area C

**RDBN Staff:**

Jason Llewellyn, Director of Planning (Recording Secretary)

CORRESPONDENCE: The written submission received is attached to this report as Schedule A.

CALL TO ORDER: The meeting was called to order by Chair Greenaway at 7:00 pm.

BUSINESS:

Chair Greenaway Chair Greenaway introduced herself and staff and called the public hearing to order.

Chair Greenaway Chair Greenaway asked Jason Llewellyn to read the opening statement and moderate the public hearing.

Jason Llewellyn Read a statement discussing the purpose of the public hearing and explaining the public hearing process.

Jason Llewellyn Asked Mr. Contumelias if he had any comments regarding Bylaw No. 2054, 2024.

Mr. Contumelias Asked that the Regional District not proceed with adoption of Bylaw 2054 because the Schedule B map changes a portion of 13267 Sowchea Road from the Parks and Recreation designation to the Resource designation. He does not want the designation changed by Bylaw 2054 while their ongoing rezoning application remains under discussion.

Jason Llewellyn Asked Mr. Contumelias if he had any further comments regarding Bylaw No. 2054, 2024.

Mr. Contumelias                      Said he did not have further comments.

Mr. Llewellyn                      Asked if there was anyone else present who would like to comment and advised Mr. Contumelias that this was the last opportunity to speak.

No further comments were received.

Chair Greenaway                      Adjourned the Public Hearing at 7:05 PM

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Judy Greenaway, Chairperson

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Jason Llewellyn, Recording Secretary

**Appendix "A"**  
**Report of the Public Hearing**  
**for Bylaw No. 2054, 2024**

**Submitted by**

**Address**

Jim Heaton

13267 Sowchea Road

**From:** DownHomeBC [REDACTED]  
**Sent:** October 10, 2024 2:27 PM  
**To:** Jason Llewellyn <jason.llewellyn@rdbn.bc.ca>  
**Cc:** Andrew Contumelias [REDACTED]  
**Subject:** Zoning & OCP

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

From: Jim Heaton 13267 Sowchea Rd. [REDACTED]

First in regards to the property rezoning, neither Andrew nor I want to see any large developments take place on either property. In light of the proposed re zoning possibly being rejected, we hope that we can find common ground where the Districts concerns are satisfied, and the deal between Andrew and myself would be able to proceed.

As per the changes to the OCP regarding my property, I would prefer that no changes take place at this time while Andrew and I are in negotiations. Your consideration on this matter is greatly

appreciated. Thankyou Jim Heaton

Sent with [Proton Mail](#) secure email.

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**From:** Danielle Contumelias [REDACTED]  
**Sent:** October 15, 2024 2:29 PM  
**To:** Info <info@rdbn.bc.ca>  
**Subject:** Public Hearing Oct 15'24

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

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To whom it may concern,

I understand that tonight's public hearing will discuss the removal of zoning designation Recreation (P2) and OCP designation Parks and Recreation (P) from my neighbours property at 13267 Sowchea Road. Since my family's property borders 13267 Sowchea Road, I would like to note that I do not agree with the removal of either of these designations. The property owner would have to initiate the process of changing his designation, and since he did not do that, I don't think it is right for either the Recreation (P2) or Parks and Recreation (P) to be removed on his behalf. He has also expressed his disapproval of this plan. Please consider also that as property owners we have the right to express our concerns with future OCP being revised without property owners consent or support.

Thank you for your consideration of these issues,

Danielle Contumelias  
13308 Sowchea Road



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cameron Kral, Planner  
**Date:** November 21, 2024  
**Subject:** **Rezoning Application RZ A-02-24**  
**Adoption for Rezoning Bylaw No. 2061, 2024**

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

That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2061, 2024" be adopted.

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**EXECUTIVE SUMMARY**

This application proposes to amend the Agricultural Zone (Ag1) in Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 by adding an Abattoir as a permitted use on the subject property. The purpose of the proposal is to allow the development of a poultry processing facility that can process more than 25,000 lbs (25 AUs) of live weight annually. The proposal aligns with Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014 and the applicant has received conditional Agricultural Land Commission (ALC) Non-Farm Use approval to have a poultry processing facility within a 1.8 ha area of the subject property. The facility must meet provincial and/or federal slaughter licensing requirements.

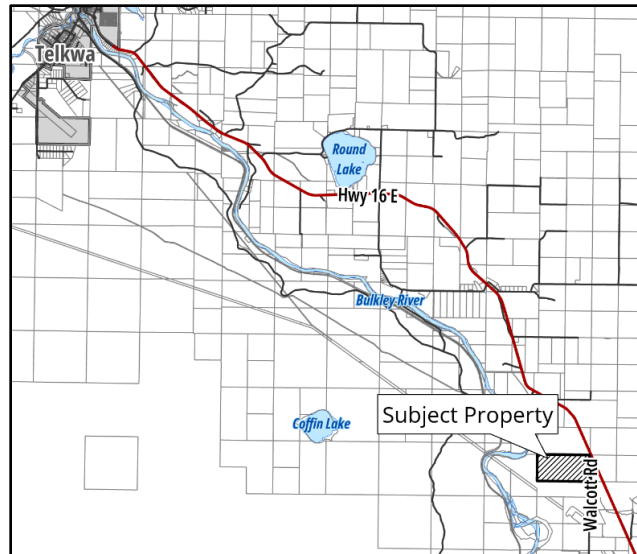
The Board gave Rezoning Bylaw No. 2061, 2024 third reading at the October 24, 2024 Board meeting. Adoption was withheld until the Bylaw received approval from the Ministry of Transportation and Infrastructure (MoTI). The Bylaw has now been approved by MoTI and Planning Department staff recommend that Bylaw No. 2061, 2024 be adopted.

**APPLICATION SUMMARY**

<b>Name of Agent/Owner:</b>	Paul Murphy
<b>Electoral Area:</b>	Area A (Smithers/Telkwa Rural)
<b>Subject property:</b>	21641 Walcott Road, legally described as District Lot 1147, Coast District, except Plan 8572 (PID 006-491-251)
<b>Property size:</b>	128.6 ha (318.0 ac)
<b>OCP Designation:</b>	Agriculture (AG) in "Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014" (the OCP)
<b>Zoning:</b>	Agricultural (Ag1) in "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw)
<b>Building Inspection:</b>	Within the Building Inspection area
<b>Fire Protection:</b>	Not within a Fire Protection area
<b>Existing Land Use:</b>	Residential, Agriculture and Restaurant
<b>Location:</b>	Walcott Road, off Highway 16, approximately 17 km south of the Village of Telkwa (see Location Map below)

**Location Map:****PROPOSAL**

The applicant is proposing to amend the Agricultural Zone (Ag1) in the Zoning Bylaw by adding an Abattoir as a permitted use on the subject property. The purpose of the proposal is to allow the development of a poultry processing facility that can process more than 25 AUs of live weight annually. It is noted the proposed zoning amendment would not limit slaughtering on the property to only poultry.



The applicant anticipates the poultry processing facility will consist of two 12.2 m (40 ft) shipping containers for processing, one 6.1 m (20 ft) shipping container for freezing processed poultry, a building containing staff washrooms and a lunchroom, and an enclosed structure for composting feathers and eviscerated non-edible materials using aspen wood chips. Liquid waste from the processing facility is proposed to be treated in an on-site septic system (see Site Map on next page).

The poultry processing facility is expected to operate under a provincial FarmGate Plus license which would allow the slaughtering of up to 25 AUs of live weight annually.



However, the applicant has indicated they may pursue a provincial Abattoir licence which does not impose a limit on the amount of slaughtering (see Slaughter Licensing on page 5). The applicant also intends to locate a farm retail store on the property which they indicate would be a permitted farm use in the ALR.

**Property Map**



**Site Map**





## DISCUSSION

### Official Community Plan (OCP) and Zoning

The subject property is designated **Agriculture (AG)** under the OCP which has the following objectives:

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

Section 3.1.2. under the AG designation lists the following policy relevant to the application:

- (1) Agriculture and other compatible uses of land may be permitted.*

In staff's opinion, the proposed rezoning is consistent with the AG designation and an OCP amendment is not required.

The subject property is zoned **Agricultural (Ag1)** pursuant to the Zoning Bylaw. On September 12, 2024 the Board adopted Bylaw No. 2037 which amended the Intensive Agriculture definition in the Zoning Bylaw to permit parcels 2.0 ha (4.94) ac or larger to slaughter up to 25 AUs annually to align with provincial licensing. However, the proposed rezoning is still required to slaughter more than 25 Animal Units under a provincial Abattoir License.

### ALC Non-Farm Use Approval

The applicant has received conditional ALC Non-Farm Use (NFU) approval for a poultry processing facility to process poultry beyond the ALC's 50 per cent threshold for processing poultry not raised on the subject property, a kitchen to prepare food products slaughtered on the property for sale, and gravel parking for three to four vehicles. These uses are limited to a 1.8 ha area, the property must retain farm status, and a portion of the animals processed in the slaughter facility must be raised on the subject property (see attached ALC Decision).

### Slaughter Licensing

Slaughter establishments in B.C are either federally licensed by the Canadian Food Inspection Agency under the Safe Food for Canadians Regulations and/or provincially licensed. Provincially licensed slaughter establishments are only permitted to sell their product within B.C.

Provincial licensing for slaughter establishments is done under the Meat Inspection Regulation of the *BC Food Safety Act* and must comply with The Code of Practice for Licensed Abattoirs. Waste disposal for slaughter establishments is regulated under the Environmental Waste Discharge Regulation of the *Environmental Health Act* and must comply with the Code of Practice for the Slaughter and Poultry Processing Industries.

Table 1. Provincial licensing for slaughter establishments

B.C License Type	Permitted Activities	Annual Processing Amount	RDBN Zoning Bylaw
<b>Farmgate License</b>	Slaughter (own animals only)	1 – 5 AUs	<ul style="list-style-type: none"> <li>• <b>Agriculture</b> use (must be reared on same parcel)</li> <li>• <b>Intensive Agriculture</b> use</li> </ul>
<b>Farmgate Plus License</b>	Slaughter (own animals and custom slaughter for other producers)	1 – 25 AUs	<ul style="list-style-type: none"> <li>• <b>Agriculture</b> use (must be reared on same parcel, up to 10 AUs)</li> <li>• <b>Intensive Agriculture</b> use</li> </ul>
<b>Abattoir License</b>	Slaughter (own animals and custom slaughter for other producers)	Unlimited	<ul style="list-style-type: none"> <li>• <b>Abattoir</b> use</li> </ul>

### Staff Comments

Staff's primary concern is smell from onsite composting. The closest dwelling is across Walcott Road approximately 250 m from the proposed site. Three other dwellings are within 500 m, and one other is within 1 km. A community mailbox is located on Walcott Road approximately 100 m from the proposed slaughterhouse facility.

There is a notable amount of equipment and materials storage on the subject property located southwest of the proposed slaughter facility that the applicant indicates are for farm, personal, and home occupation use. Staff note the applicant also operates a mobile food truck as a restaurant to provide food and beverage service, and as a mobile kitchen to process meat and prepare food products for retail sale. The applicant indicated the food truck has not been operating on the property prior to summer 2024 and they intend to replace it with their future farm retail store.

The ALC stated they have no concern with the use of the food truck to process meat from animals slaughtered on the property; and retail sales are a farm use if either all products are produced on the farm, or the retail sales area does not exceed 300 m<sup>2</sup> and 50 per cent of that area is exclusively for farm products produced on the property. However, the use of the food truck as a restaurant does not comply with the RDBN Zoning Bylaw or ALR Use Regulation and the ALC has stated they are not amenable to permitting any type of food service through the applicant's ALC NFU application (see attached ALC Decision).

## REFERRAL RESPONSES

The **Electoral Area A Advisory Planning Commission** unanimously supported the application at their August 6, 2024 meeting.

Regarding the applicant's ALC NFU application, the **RDBN Agricultural Coordinator** stated *"my only comment is that the proposed non-farm use outlined in the application could potentially help to maintain and grow agriculture production within the regional district"*.

The **MoTI** approved the proposed Bylaw after third reading.

The **Ministry of Environment and Climate Change** provided the attached response regarding provincial authorization requirements for poultry processing facilities in BC.

The **Ministry of Agriculture and Food** provided the attached letter supportive of the proposal.

**Northern Health** stated they do not have the capacity to review and respond to referral requests of this nature. If the applicant intends to open a store or do cut and wrap services, they must apply for a food operating permit per Section 8 of the *Food Premises Regulation*.

**Wet'suwet'en First Nation** provided the attached letter stating *"With respect to the above project, although our review has been constrained by time and insufficient technical resources, the Wet'suwet'en First Nation has not identified any unacceptable impacts that the development as presented would have on our Indigenous rights and title"*.

No response was received by the **Village of Telkwa**, the **District of Houston**, **Witset First Nation**, and the **Office of Wet'suwet'en**. The referral letters stated if no response was received, it would be assumed their interests were unaffected.

## PUBLIC HEARING

The Public Hearing for proposed Bylaw No. 2061, 2024 was held on Thursday, October 3, 2024. The report of the Public Hearing was provided at the October 24, 2024 Board meeting.

## ATTACHMENTS

- Bylaw No. 2061, 2024
- Reason for Application
- [Site Visit Photos \(Link\)](#)
- [Referral Responses \(Link\)](#)
- [Reasons for Decision – ALC Application 100666, August 21, 2024 \(Link\)](#)



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**BYLAW NO. 2061, 2024**

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

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

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended such that the following be added to the list of Permitted Uses for the Agricultural Zone (Ag1) in Section 16.0.1(1) Principal Uses:

"Abattoir only on the parcel legally described as District Lot 1147, Range 5, Coast District, Except Plan 8572."

This bylaw may be cited as "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2061, 2024".

READ A FIRST TIME this 12<sup>th</sup> day of September 2024.

READ A SECOND TIME this 12<sup>th</sup> day of September 2024.


PUBLIC HEARING HELD this 3<sup>rd</sup> day of October 2024.

READ A THIRD TIME this 24<sup>th</sup> day of October 2024.

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2061, 2024".

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

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

Approved pursuant to section 52(3)(a) of the *Transportation Act*  
this 4th day of November, 2024  
  
  
\_\_\_\_\_  
for Minister of Transportation & Infrastructure

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

\_\_\_\_\_

Chairperson

\_\_\_\_\_

Corporate Administrator

**4. REQUESTED AMENDMENT**

Proposed Amendment to Zoning Bylaw: ESTABLISH A POULTRY PROCESSING FACILITY ON OUR A61 D/L 1147 PROPERTY WHICH REQUIRES A ZONING CHANGE TO HAARON

Proposed Amendment to OCP: \_\_\_\_\_

**Reason for Application:**

(Describe the reason for the application. If the application is to allow a proposed new land use or development, describe that use and / or development. Also discuss why you consider the proposed use and / or development to be appropriate for the land under application. Attach separate pages to the application, or a letter as necessary.

WE ARE SUBMITTING THIS APPLICATION TO BE ABLE TO OPERATE A POULTRY SLAUGHTER FACILITY ON OUR FARM PROPERTY. AS THIS IS CURRENTLY CONSIDERED A 'NON FARM USE', WE WILL REQUIRE PERMISSION FROM THE ALC AS WELL AS RE-ZONING FROM THE A61. THE TELKWA RED MEAT AND POULTRY SLAUGHTER-HOUSE RECENTLY CLOSED PUTTING EXTREME PRESSURE ON US AND OTHER PRODUCERS. WHILE THE OLD PLANT IS RUMORBA TO BE RE-OPENING, IT IS UNLIKELY THAT THE POULTRY PORTION WILL RE-START WITHOUT MAJOR INVESTMENT. THE OLD PLANT WAS CLEARLY NOT MEETING LOCAL AND REGIONAL DEMAND FOR POULTRY PROCESSING EVIDENCED BY THE NECESSITY TO BOOK OVER SIX MONTHS IN ADVANCE, SHORT NOTICE CANCELLATIONS OR DATE CHANGES. WE ALSO WANT TO OBTAIN ORGANIC CERTIFICATION FOR THE FACILITY SO WE CAN FINALLY MARKET OUR BIRDS AS 'ORGANIC' RATHER THAN 'ORGANICALLY RAISED'. THIS FACILITY WILL PROVIDE POULTRY PRODUCERS WITH A NEW, EFFICIENT, AND COST EFFECTIVE OPTION FOR THEIR POULTRY PROCESSING NEEDS.

**5. APPLICATION FEES**

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

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

- Cheques should be made to the Regional District of Bulkley-Nechako and delivered to the attention of the Planning Department by mail to Box 820, Burns Lake, BC, V0J 1E0; or at the RDBN office, 37-3rd Ave, Burns Lake, BC.
- Interact debit card or cash payments can be made at the RDBN office, 37 3<sup>rd</sup> Avenue, Burns Lake, BC.

The following fees are required: Check the box that applies to your application

- Official Community Plan (OCP) Amendment \$1,000
- Zoning Bylaw Amendment \$1,000 + 100
- Combined OCP and Zoning Bylaw Amendment \$1,500

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



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Rowan Nagel, GIS/Planning Technician  
**Date:** November 21, 2024  
**Subject:** **Crown Land Application Referral No. 6402665**

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

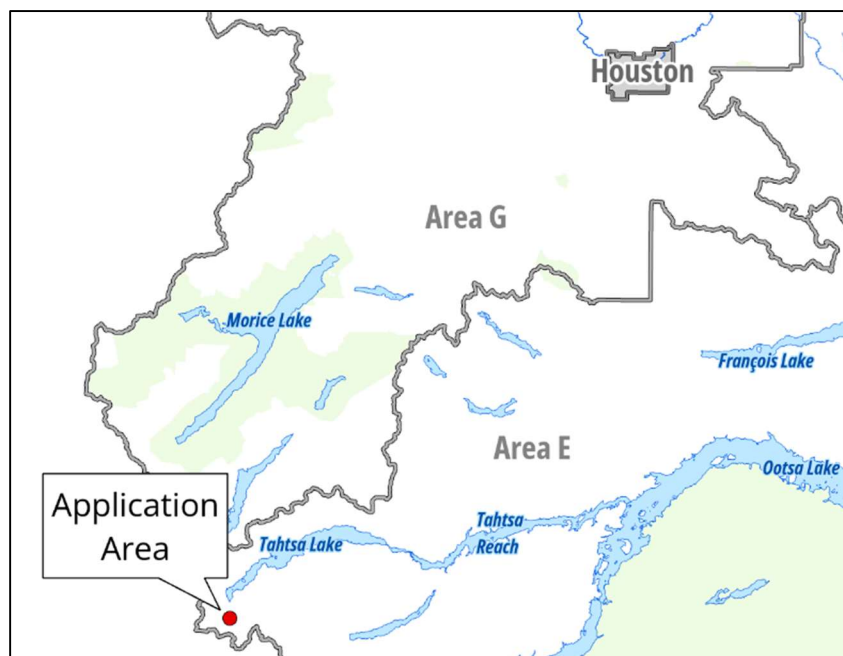
That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application Referral No. 6402665.

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### BACKGROUND

The RDBN has received a request for comments on a Crown Land Tenure Application by Ann Nielsen, representing the Sandifer Lake Cabin Society. The Society serves to maintain and upgrade a public cabin on Sandifer Lake, near the old Kemano townsite. The tenure application is for a period of more than thirty-years, for the purpose of Community Outdoor Recreation. The Society held a crown land lease

agreement for the cabin and surrounding areas until it expired in 2015 (CL#6402665). The Society has now applied for tenure to perform maintenance and ensure it remains usable by the public. The new tenure application has approximately the same dimensions (4.2 hectares) as the original, but slightly reduced in size to more accurately reflect cabin location. Staff note that the access trail visible on satellite imagery and the access panhandle in provincial mapping are not properly aligned.



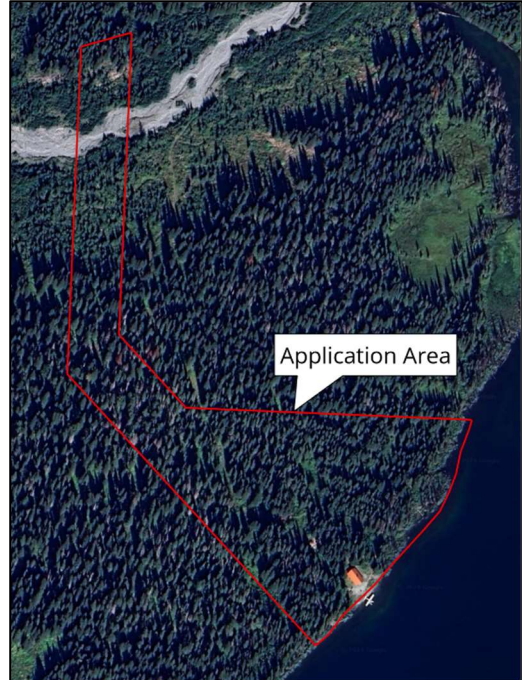


The cabin was constructed in 1991 and has been maintained by volunteers since then. The site consists of the cabin itself, a small metal storage shed, and an outhouse. There is no road access to the site, with most visitors coming by boat across Tahtsa Lake, or by air. The cabin sees the most use in the summer months but remains open all year to travelers seeking shelter. The cabin has no sewer or water system. Historically, the cabin has been used by a wide variety of public groups, including hunters, hikers, and snowmobilers.

Local First Nations including the Haisla and Cheslatta bands have been consulted on their interest in the cabin, and express support for its continued maintenance.

**ATTACHMENTS:**

- Comment Sheet





Comment Sheet on Crown Land Referral 6402665

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<b>Electoral Area:</b>	Electoral Area E (Francois/Ootsa Lake Rural)
<b>Applicant:</b>	Ann Nielsen (Sandifer Lake Cabin Society)
<b>Existing Land Use:</b>	Community Outdoor Recreation
<b>Zoning:</b>	Not Zoned
<b>OCP Designation:</b>	Not Designated
<b>Proposed Use Comply with Zoning:</b>	N/A
<b>Agricultural Land Reserve:</b>	No
<b>Access:</b>	Water/Air Access Only
<b>Building Inspection:</b>	No
<b>Fire Protection:</b>	No
<b>Other comments:</b>	The panhandle included in provincial mapping of the application does not accurately reflect the location of the access trail running south from Sandifer Creek.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cameron Kral, Planner  
**Date:** November 21, 2024  
**Subject:** Notice of Work Referral No. 1650735

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

That the attached comment sheet be provided to the Province as the Regional District's comments for Notice of Work Referral No. 1650735.

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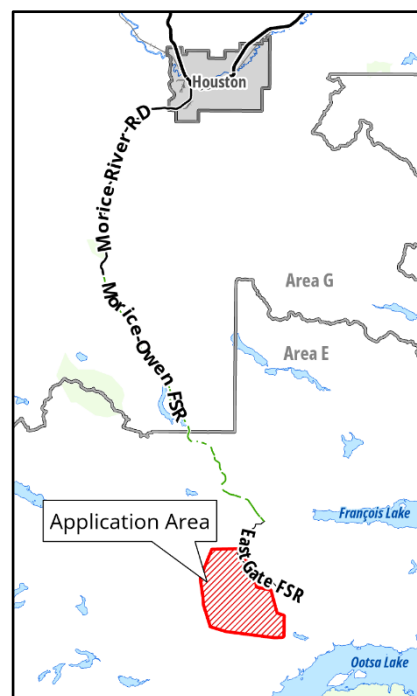
**BACKGROUND**

This application by Rokmaster Resources Corporation is for a three-year Notice of Work (NoW) under the *Mines Act* for surface exploration of copper, molybdenum and gold deposits. The application area covers approximately 5,859 ha (14,477 ac) of Crown land near Shelford Hills, approximately 50 km south of the District of Houston. Access is from East Gate FSR, off Morice Owen FSR.

The application proposes a 0.1 ha (0.25 ac) disturbance area and 15 m<sup>3</sup> of timber removal for 12 drill sites, 12 settling ponds, six helicopter pad sites, and 40 km of lines for electronic survey equipment. The application states the disturbance and tree cutting is minimal because the area has been previously disturbed by historic mineral exploration, logging and wildfire.

Water is proposed to be pumped from nearby lakes and streams for drilling purposes. Between six to eight workers will travel to the area daily by pickup truck and fuel will be brought in daily by helicopter.

Progressive reclamation is proposed, including the removal of equipment, material and refuse; bucking and leveling of fallen timber; and de-compaction of disturbed ground.



The proposed works are within a sensitive area for Mountain Caribou. The application states helicopter flight plans will be developed to minimize flight time and Caribou sightings will be recorded so flight plans and work plans can be adjusted to maintain a minimum 2km distance.

The subject lands are not zoned and do not have an Official Community Plan designation. No known structures or recreation sites or trails are within the application area. The nearest building is approximately 8 km from the application area.

**ATTACHMENTS**

- Comment Sheet
- [Applicant Maps \(link\)](#)



<b>Electoral Area:</b>	E (Francois/Ootsa Rural)
<b>Applicant:</b>	Rokmaster Resources Corp.
<b>Existing Land Use:</b>	Vacant
<b>Zoning:</b>	Not zoned
<b>OCP Designation:</b>	No OCP designation
<b>Proposed Use Comply with Zoning:</b>	N/A
<b>Agricultural Land Reserve:</b>	No
<b>Access:</b>	Morice Owen FSR
<b>Building Inspection:</b>	No
<b>Fire Protection:</b>	No
<b>Other comments:</b>	None



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Danielle Patterson  
**Date:** November 21, 2024  
**Subject:** **Coastal GasLink Integrated Vegetation Management Plan (IVMP) Letter**

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

That the Board direct staff to send a letter to Coastal GasLink requesting that their Integrated Vegetation Management Plan include a long term commitment to provide funding to the Northwest Invasive Plant Council.

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### **BACKGROUND**

On October 28, 2024 the Regional District received a letter from Coastal GasLink (CGL) stating CGL is developing an Integrated Vegetation Management Plan (IVMP) for the CGL natural gas pipeline system as required under the *British Columbia Integrated Pest Management Act* and *Integrated Pest Management Regulation* (see Attachments).

On October 30, 2024 the Regional District received a handout from CGL about the Development of their Pest Management Plan (see Attachments). The handout states the IVMP will serve as CGL's Integrated Pest Management Plan (IPMP) and included a webpage link to CGL's IVMP ([see link](#)).

### **Request for CGL Funding for the Northwest Invasive Plant Council (NWIPC)**

During the Environmental Assessment Certificate review process and subsequent referrals from the Oil and Gas Commission dating back to 2014 the Regional District has consistently requested that the pipeline commit to annual funding for the NWIPC. The initial letters making this request are attached (letters dated April 17, 2014, July 21, 2014; and October 26, 2015; [see link](#)). The Board restated this request to CGL staff during a presentation to the Board on September 21, 2017. The response to the request is contained in the letter from TransCanada letter dated December 15, 2017 ([link](#)).

The RDBN's position is based on the expectation that the CGL Pipeline Right of Way is expected to facilitate the spread of invasive plants regardless of their management efforts. This is the situation with all such corridors. Outbreaks from the RoW are expected and it is reasonable for CGL to commit to annual funding for the NWIPC to support their weed control efforts within the Regional District. It is noted that other RoW holders in the region,

including the Ministry of Transportation and Infrastructure and BC Hydro, contribute funding to the NWIPC.

Given the significance of the environmental and agricultural impacts of invasive plants it is important that all RoW holders maintain a cooperative approach to the issue. Therefore, staff recommend that the Board direct staff to send a letter to CGL requesting that their Integrated Vegetation Management Plan include a long term commitment to NWIPC funding.

**ATTACHMENTS:**

- Coastal GasLink IVMP letter to the RDBN dated 28 October 2024
- Coastal GasLink Development of a Pest Management Plan handout
- [IVMP for Coastal GasLink: 2025 to 2030 \(link\)](#)
- [RDBN letters to CGL regarding NWIPC dated April 17, 2014; July 21, 2014; and October 26, 2015 \(link\)](#)
- [TransCanada letter dated December 15, 2017 \(link\)](#)



450 – 1<sup>st</sup> Street S.W.  
Calgary, AB, Canada T2P 5H1  
**Tel:** 1-855-633-2011  
**Email:** [coastalgaslink@tcenergy.com](mailto:coastalgaslink@tcenergy.com)  
**Web:** <https://www.coastalgaslink.com/>

October 28, 2024

Dear Land Stakeholder

**Re: Coastal GasLink Integrated Vegetation Management Plan (IVMP)**

Please be informed that under the British Columbia Integrated Pest Management Act and Integrated Pest Management Regulation, Coastal GasLink Pipeline Ltd. (Coastal GasLink or CGL) is developing an Integrated Vegetation Management Plan (IVMP or the Plan) for the CGL natural gas pipeline system. This document will be filed with the BC Ministry of Environment and Climate Change Strategy as part of a pesticide use notice (PUN) application.

The purpose of the IVMP is to provide a framework for managing the growth and spread of noxious weeds, other invasive plants, and undesirable trees and brush for reasons of access, safety, wildfire control, and to ensure pipeline and facility site security. The plan outlines methods of control and a process for the selection of treatment that most effectively targets specific problem vegetation, while minimizing impacts to the environment. The IVMP covers a 5-year period and would be in effect from 2025 to 2030, and after this time an additional update will occur. This Plan applies to all Coastal GasLink pipelines and facilities including access roads within or in proximity to pipelines, meter stations, and facilities.

For your convenience, the draft IVMP is available on our website at the following link:

[CoastalGaslink.com/IVMP](https://CoastalGaslink.com/IVMP)

If you have any questions, please reach out to us at: [coastalgaslink@tcenergy.com](mailto:coastalgaslink@tcenergy.com) or field land agent liaison, Chad Ball @ (403) 422-2325.

Sincerely,

A handwritten signature in blue ink that reads "Nicole Stuckert".

Nicole Stuckert  
Land Representative  
Coastal GasLink

# DEVELOPMENT OF A PEST MANAGEMENT PLAN

Integrated Vegetation Management Plan Reference Number: TCE - CGL 2025/30

Applicant: **Coastal GasLink Pipeline Ltd.**  
**450 – 1st Street S.W., Calgary, Alberta,**  
**T2P 5H1**  
 Toll-free: **1-855-633-2011**  
 Email: **coastalgaslink@tcenergy.com**

The Coastal GasLink Pipeline has developed a draft Integrated Vegetation Management Plan (IVMP), which serves as a Pest Management Plan, as per the Integrated Pest Management Regulation of British Columbia. The purpose of this IVMP is to provide a framework to manage the growth and spread of noxious weeds and invasive plants and to remove undesirable trees and brush for reasons of safety and fire control, as well as to ensure pipeline or facility site security.

The geographical areas covered by this proposed IVMP include locations near the communities of Dawson Creek, Fort St. John, Groundbirch, Chetwynd, Prince George, Vanderhoof, Fraser Lake, Burns Lake, Houston, Smithers, Kitimat and Terrace. The IVMP will apply to all components of the Coastal GasLink Pipeline including the pipeline right-of-way, compressor, valves, and meter station sites, access roads and ancillary sites. The IVMP will be active from 2025 to 2030.

Herbicide applications are intended within the areas to which the Integrated Vegetation Management Plan applies to control invasive and noxious weeds and undesirable vegetation. The herbicides that may be used under this Integrated Vegetation Management Plan can be found in the table to the right.

Proposed methods of pesticide application may include cut surface, basal bark, or foliar applications (backpack or ATV/truck mounted application).

The proposed Integrated Vegetation Management Plan and maps of the encompassing area can be found at the following web address: [CoastalGaslink.com/IVMP](https://www.coastalgaslink.com/IVMP)

A person wishing to contribute information about a proposed treatment area, relevant to the development of the pest management plan, may send copies of the information to the applicant at the address above or email address above within 30 days of the publication of this notice.

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*Trade Name(s)	Active Ingredient
2,4-D Amine 600 (Ester 700)	2,4-D
Arsenal Powerline	Imazapyr
Banvel VM	Dicamba
Clearview	Aminopyralid / Metsulfuron methyl
Esplanade SC	Indaziflam
Garlon XRT	Triclopyr
Gateway Adjuvant	Paraffinic Oil / Alkoxylated Alcohol
Hasten NT Ultra	Methyl and ethyl oleate (esterified vegetable oil)
Lontrel 360	Clopyralid
MCPA Ester 600 (Amine 600)	MCPA
Milestone (Milestone NXT)	Aminopyralid (Florpyrauxifen)
Navius VM	Aminocyclopyrachlor Metsulfuron methyl
OcTtain XL	Fluroxypyr / 2,4D
Overdrive	Diflufenzopyr (present as sodium salt) - 20% a.e. and Dicamba (present as sodium salt) - 50% a.e.
Payload	Flumioxazin 51.1%
Roundup	Glyphosate
Roundup Transorb HC	Glyphosate
Sightline	Aminopyralid / Metsulfuron-Methyl-Fluroxypyr
Simplicity	Pyroxsulam
Sylgard 309	Siloxyated Polyether 806%
Tordon 101	Picloram and 2,4-D
Tordon 22K	Picloram
Truvist	Clorosulfuron / aminocyclopyraclor
Xiameter OFX-0309 Fluid	Siloxyated Polyether

\*Note: alternative products containing any of the Active Ingredients above or combinations thereof may be substituted for the products mentioned on this list.





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning  
**Date:** November 21, 2024  
**Subject:** Village of Burns Lake Boundary Redefinition

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

That the Board direct staff to provide a letter to the Village of Burns Lake supporting their boundary redefinition to include the property at 1675 Gowan Road.

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### BACKGROUND

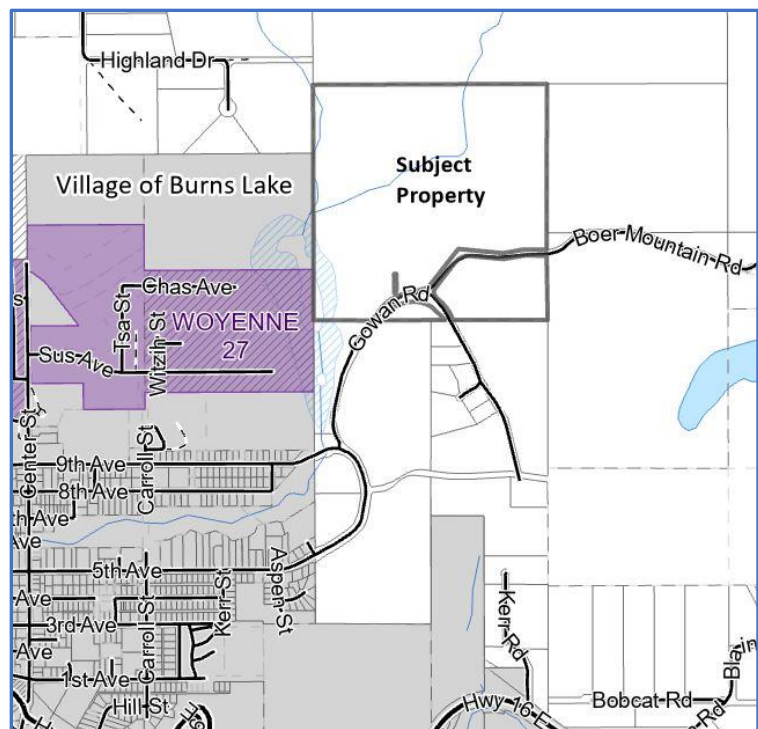
As discussed in the attached letter, the Village is requesting the Board's support for a boundary redefinition process to incorporate 1675 Gowan Road (District Lot 2503, Range 5, CD, Except Plans 3750 PRP41383 and PRP42499) in the municipal boundaries. Inclusion of the property into the municipality will allow for municipal services to be extended to the property.

The municipality purchased this property in July of 2023 for the purpose of tourism, recreation and economic development purposes and currently operates a short-term rental on the property under a temporary use permit from the RDBN.

Should the Village Boundary be extended to include the property the RDBN Zoning will continue to apply until such time as the Village amends their zoning bylaw to include the property.

### ATTACHMENTS:

Letter from the Village of Burns Lake dated October 31, 2024





October 31, 2024

Regional District Bulkley Nechako  
37 3<sup>rd</sup> Avenue, PO Box 820  
Burns Lake, BC V0J 1E0

**RECEIVED**  
NOV 04 2024  
REGIONAL DISTRICT OF  
BULKLEY-NECHAKO

**Attention: Curtis Helgesen, CAO**

The Village of Burns Lake is undertaking a boundary redefinition process to incorporate 1675 Gowan Road DISTRICT LOT 2503 RANGE 5 COAST DISTRICT EXCEPT PLANS 3750 PRP41383 AND PRP42499 (PID 008-395-772), a property within Regional District Bulkley Nechako Area B, into the municipal boundaries.

The municipality purchased this property in July of 2023 for the purpose of tourism and recreation economic development (see map). In January of 2024, the Village received a Temporary Use Permit for the purpose of operating a short-term rental while strategic planning for the development was underway. Community and stakeholder engagement for the property is complete and a conceptual design is now in progress. To facilitate ease in the servicing and development of this property, Council has directed staff to apply for the inclusion of the property into the municipal boundary.

The Ministry of Municipal Affairs recommended that the Village pursue a boundary redefinition versus a boundary expansion as per LGA Section 16 (g), as the land is adjacent to the Village boundary and is owned by the municipality. Therefore, this process does not require public consultation or an Alternative Approval Process.

The Village requests a **letter of support** from the Regional District Bulkley Nechako for the inclusion of 1675 Gowan into the municipal boundaries.

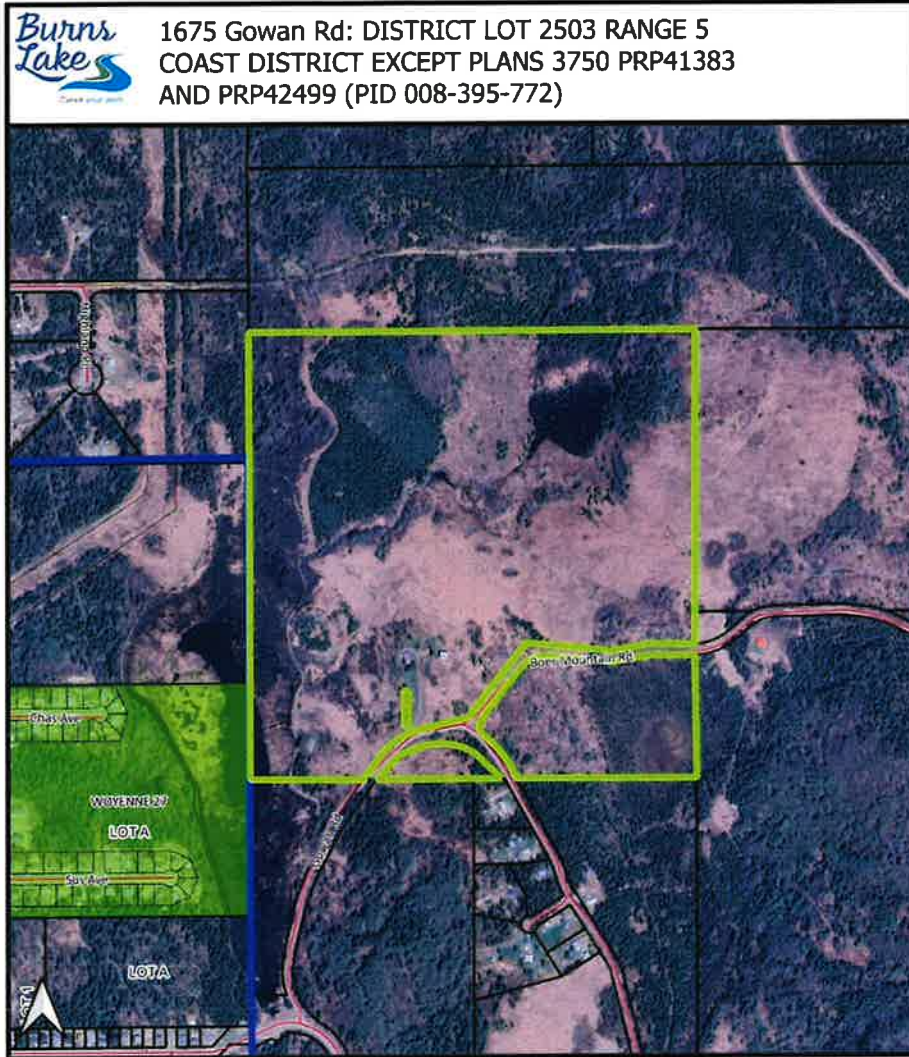
If you have any questions, please feel free to reach out to Dolores Funk, Consultant, at 250-692-9932.

Thank you for your continued support and commitment to the communities within the RDBN boundary. We look forward to collaborating with you on this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Sheryl Worthing".

Sheryl Worthing  
Chief Administrative Officer



Legend

- Subject Property
- Transportation**
- Roads
  - collector
  - local
  - strata
- Municipal Boundary
- Reserves**
- First\_Nations\_Cadastre\_2012-01-13

- First Nations Reserves**
- WOYENNE NO 27
- Cadastre**
- PMBC\_PF\_O\_polygon
- Cadastre\_2024
- Google Sattelite

0 100 200 m





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning  
**Date:** November 21, 2024  
**Subject:** Illegal Dumping Mitigation Strategy

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

That the Board direct staff to implement actions 1, 2, and 3 as outlined in the November 21, 2024 staff report on illegal dumping.

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**BACKGROUND**

Unfortunately, illegal dumping of solid waste is a significant problem across the Province. Experience suggests that illegal dumping temporarily increases with new or increased fees at transfer stations, and that the frequency typically returns to previous levels over time.

The dumping of waste in a public place is an offence under the *Environmental Management Act* and enforcement is the responsibility of the local Conservation Officer Service. The Province's RAPP hotline and online form (<https://forms.gov.bc.ca/environment/rapp/>) is the formal manner in which illegal dumping is reported to the Province. Once reported a Conservation Officer is dispatched to inspect the reported location and document their findings, and enforcement is pursued where appropriate. The Province does not appear to have any ongoing program or notable budget for the clean-up of illegal dumping sites on Crown Land.

**RAPP****Report All Poachers and Polluters**

Conservation Officer 24-Hr Hotline:

**1-877-952-RAPP (7277)****rapp.bc.ca**



## DISCUSSION

### Illegal Dumping Clean-up

Throughout the RDBN, there are a number of illegal dumping sites which typically occur on remote roads in relative proximity to transfer stations.



The Province has periodically cleaned up dump sites, as have community groups, in the RDBN. In these situations, the RDBN has waived tipping fees associated with appliances containing ozone depleting substances. Unfortunately, these actions are very infrequent.

The clean-up of illegal dumping sites can be relatively time-consuming work as metal and wood and plastic items need to be sorted and bagged for delivery to a transfer station. Also, asbestos containing materials need to be identified and handled appropriately. The large items like RV's and auto wrecks need to have their tires, batteries and refrigerant units removed. Tires and creosote treated wood are not accepted at transfer stations.

### What Role Can the RDBN's Play?

The RDBN has no authority to enforce the *Environmental Management Act*, or require the Province to clean up waste from Crown Land. Enforcement of the RDBN's Unsightly Premises Bylaw on the Province is not practical, and cost recovery for the work through taxes is not an option on Crown Land.

There are a number of actions the RDBN can take to reduce the impact of illegal dumping in the RDBN. These actions are outlined below and organized based on the taxation implications. The first action has the least taxation impact, the last has the greatest impact.

#### 1. Advocate for Provincial Clean-up of Illegal Dumping Sites

The Board could strongly advocate for the Province to budget funds for the clean-up of illegal dumping sites. The RDBN has had success convincing the Province to demolish derelict buildings and clean up properties which have reverted to the Crown

because of unpaid taxes. It is noted that this approach may take some time and an extended effort from the RDBN.

## 2. Anti Dumping Signage

The RDBN could erect signage at known illegal dumping sites and other strategic locations encouraging the public to report illegal dumping to the RAPP hotline. Staff would also work with the Conservation Officer Service to have them update the RDBN regarding the location of illegal dumping sites so that the RDBN can maintain a list of problem areas, and awareness of the problem.



## 3. Community Clean-up Program

The RDBN could establish a community clean up program to encourage and support community groups in the clean up of illegal dumping sites. The program could include the following:

- Funding (\$500 - \$1,000?)
- Materials supply (garbage bags, gloves, etc.)
- A formalized tipping fee waiver process
- A “how to” brochure with info on garbage sorting and safe cleanup practices

## 4. Direct RDBN Clean-up

The RDBN could budget for the hiring of contractors to clean up illegal dumping sites at the RDBN’s cost, perhaps with some cost sharing with the Province. Clean up of known illegal dumping sites may discourage further illegal dumping.

## 5. Illegal Dumping Bylaw

The RDBN could develop an illegal dumping bylaw so that it is not reliant on the Conservation Officer Service for enforcement.



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Daryn Larson, Building Inspector  
**Date:** November 21, 2024  
**Subject:** Section 57 Notice on Title, 14599 Stella Road, Electoral Area 'D'

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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 3 District Lot 1174 Range 5 Coast District Plan PRP41901 (14599 Stella Road).

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**EXECUTIVE SUMMARY**

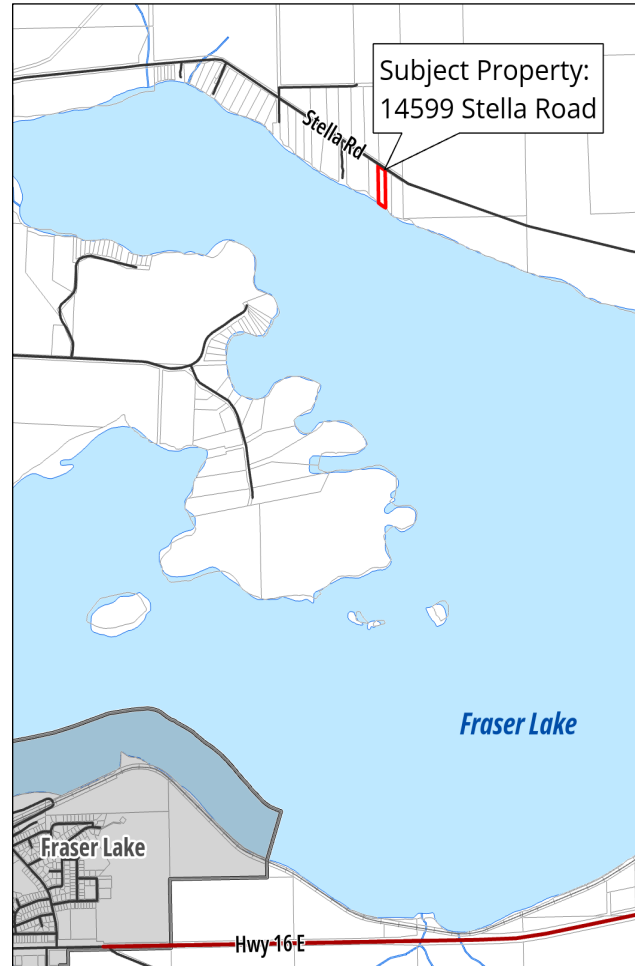
A storage building at 14599 Stella Road was built without a building permit or inspections required pursuant to "RDBN Building Bylaw No. 1634, 2012".

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.



## HISTORY

The following is a chronology of events leading to the recommendation for a Section 57 Notice on Title. Copies of emails and letters are available upon request.

### September 14, 2023

The Building Inspector noticed a storage building being constructed without a permit. The contractor on site was told they needed a building permit and an engineer for the project.





The contractor told the Building Inspector that a building permit application would be submitted.

### **November 27, 2023**

A second site visit was made when the Building Inspector noticed that work on the unpermitted building had continued. The property owner was asked to stop work until a building permit was approved.



### **November 30, 2023**

A Stop Work Order was placed on the structure and a letter explaining the notice was left on site.

### **December 1, 2023**

Registered Letters were sent to all of the property owners regarding the Stop Work Notice and asking for a completed building permit application.

### **December 5, 2023**

One of the property owners sent an email asking what needed to be done to correct the Stop Work Notice. The Building Inspector replied with information on the building permit application process.

### **March 14, 2024**

The Building Inspector sent another email stating that a completed building permit application had not been received. The property owner was asked to submit a building permit application to avoid further enforcement actions.

### **September 5, 2024**

Registered letters were sent to all the property owners requesting immediate action to prevent further enforcement actions.

### **November 4, 2024**

Notice was sent to the property owners informing them the Board would be considering the Building Inspector's recommendation for a Notice on Title, and they may provide representation at the RDBN Board meeting in writing, in person, or electronically. This notice was sent by registered mail.

## **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:** Jason Llewellyn, Director of Planning  
**Date:** November 21, 2024  
**Subject:** First Nations Building Inspection Service Agreements

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

That the Board direct staff to provide local First Nations with the draft Building Inspection Services Agreement template and inform the First Nations that the Regional District may be available to provide Building Inspection Services for residential building projects.

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**DISCUSSION**

The purpose of this report is to update the Board on the development of the Building Inspection Service Agreement Template regarding the provision of service by the Regional District of Bulkley-Nechako (RDBN) to First Nations regarding residential buildings on Reserve.

Over the years the RDBN has received requests from First Nations to provide building inspection service on Reserve. The RDBN Board has previously agreed to consider providing the service subject to entering onto a service agreement with the First Nation. Unfortunately, the timelines associated with drafting the agreement and determining the details of the service to be provided do not align with the First Nation's construction schedule.

The attached agreement has been drafted with the intent that First Nations be made aware of the opportunity for the RDBN to provide building inspection service on Reserve and identify the terms by which the service can be provided. The service is not intended for long-term building inspection agreements or for building inspection in relation to renovations, alterations, or additions to existing structures. The demand for inspection service appears to be centered around the construction of new dwellings.

The recommendation is that staff provide local First Nations with the draft Building Inspection Services Agreement template and inform the First Nation that the Regional District may be available to provide Building Inspection Services for residential building projects. This will allow the First Nations interested in receiving service the opportunity to prepare for entering into an agreement with the RDBN. These tasks include the adoption

of a First Nations Building Bylaw, and establishing procedures regarding administration of the building process that align with the RDBN service.

If the recommendation is supported staff will send a letter, with the template agreement attached to each of the First Nations with populated Reserves within the RDBN. The letter will invite those interested in the service to engage with the RDBN to explore the opportunity further.

Staff note that any proposed agreements with First Nations will be brought to the Board for consideration and direction. Any proposed changes to the template agreement will be highlighted for the Board's information.

This initiative supports the following goals of the RDBN's 2022-2026 Strategic Plan.

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

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

#### **ATTACHMENT**

- Draft Building Inspection Services Agreement Template



**BUILDING INSPECTION  
SERVICE AGREEMENT**

**BETWEEN**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**AND**

\_\_\_\_\_ **FIRST NATION**

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**BUILDING INSPECTION SERVICE AGREEMENT**

THIS AGREEMENT made this        day of        202 ,

BETWEEN:

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

Box 820  
37, 3<sup>rd</sup> Avenue  
Burns Lake, BC, V0J 1E0

(hereinafter called the "**RDBN**")

OF THE FIRST PART

AND:

\_\_\_\_\_ **FIRST NATION**

Address Line 1  
Address Line 2  
City, Province, Postal Code

(hereinafter called the "**First Nation**")

OF THE SECOND PART

**WHEREAS** the RDBN is a regional district incorporated under the *Local Government Act*;

**AND WHEREAS** the First Nation is a public authority within the meaning of the *Local Government Act*,

**AND WHEREAS** under Section 263 (1) (b) of *Local Government Act*, the RDBN may enter into an agreement to provide services within the powers of the RDBN to the First Nation;

**AND WHEREAS** the RDBN and First Nation wish to enter into an agreement for the RDBN to provide Building Inspection Service within the boundaries of \_\_\_\_\_ IR\_\_;

**NOW THEREFORE** the parties hereto in consideration of the performance of the covenants hereinafter contained and for other valuable consideration, the sufficiency and receipt of which is hereby acknowledged, covenant and agree as follows:

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Term:

1. This Agreement is for a term of \_\_\_ year/s commencing on \_\_\_\_\_ and terminating on \_\_\_\_\_ .

Intent:

2. The intent of this Agreement is to outline the manner and terms by which the RDBN shall provide Building Inspection Service to the First Nation for the construction of dwellings on (Nation and IR#)\_\_. The parties, as independent jurisdictions, agree that it is in the public interest that the RDBN provide the Building Inspection Service to the First Nation.
3. Both parties agree that Building Inspection Service shall be delivered in accordance with this Agreement.
4. This Agreement forms a contract between the RDBN and the First Nation for the RDBN's provision of the Building Inspection Service, with the RDBN being an independent contractor for the First Nation. The Building Inspectors for the RDBN shall at all times remain employees of the RDBN only and shall carry out and perform the Building Inspection Service under the direction and control of the RDBN. The First Nation shall provide the Building Inspectors for the RDBN with all authorizations that are required for the effective provision of the Building Inspection Service under this Agreement, including the authority to enter onto any land, building, or structure on \_(Nation and IR#)\_\_\_ for that purpose as referred to in section \* of this Agreement, and the authority to act as building inspectors pursuant to the First Nation's building bylaw.
5. The Building Inspection Service is for the sole purpose of providing a limited and interim spot-checking function for the construction of new residential dwellings on \_\_\_\_(Nation and IR#)\_\_\_ for reasons of health, safety and the protection of persons and property and to make those involved in the construction process aware that it is in their interest to comply with the BC Building Code. It is not contemplated nor intended, nor does the purpose of this agreement extend:
  - a. to the protection or indemnification of the First Nation, First Nation member, owners, owner/builders, contractors or other persons from economic loss;
  - b. to the assumption by the Regional District of any responsibility for ensuring the compliance by the First Nation or any First Nation member, owner, an owner's representative, or any employees, contractors, or design professionals retained by the owner, with the BC Building Code, the requirements of this agreement, or any other applicable, bylaws, codes, standards and enactments;
  - c. to providing any person a warranty of design or workmanship with respect to any building or structure for which a building permit is issued under this bylaw; and
  - d. to providing a warranty or assurance that construction undertaken pursuant to this agreement is free from defect.
6. For certainty, the Building Inspection Service is provided only in relation to the construction of new residential dwellings. The Building Inspection Service does not

include the permitting or inspection of any work relating to renovations or additions to existing buildings of any kind, or the construction of non-residential buildings.

#### Termination

7. Either party may terminate this Agreement by delivering to the other party written notice, a minimum of six (6) months in advance of the termination date.

#### Waiver

8. This Agreement is binding upon the parties hereto and their successors and assignees. The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

#### Definitions and Interpretation:

9. In this Agreement:

“Building Permit Requirements” means the building permit application and inspection requirements outlined in Schedule A to this agreement.

“Building Inspection Service” means the administration of the Building Permit Requirements under this Agreement, including the following:

- a. Receiving and reviewing applications for permits for new dwellings.
- b. Issuing permits for new dwellings.
- c. Carrying out building inspections for dwellings which have been issued a permit.
- d. Issuing stop work orders and correction notices as necessary.
- e. Reporting unresolved BC Building Code violations to the First Nation.

“Building Inspector” means a duly qualified building inspector appointed and authorized by the RDBN to provide the Building Inspection Service.

10. Terms and expressions used in this Agreement shall have the meaning ascribed to them in the *Local Government Act* and the *Community Charter*.

#### Provision of Building Inspection Service:

11. The RDBN shall be responsible for the following.
  - a. Providing the Building Inspection Service within the area known as \_\_\_(Nation and IR#)\_\_\_.
  - b. Providing the Building Inspection Service in accordance with accepted procedures established by the Director of Planning, Chief Administrative Officer, or other designate of the RDBN.



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- c. Maintaining all building inspection files in accordance with the RDBN's record keeping practices and ensuring that those files open for review by the First Nation during ordinary business hours.
  - d. Designating the Director of Planning, Building Inspector, and Chief Administrative Officer for the RDBN as the sole contacts with First Nation staff with respect to the provision of Building Inspection Service.
  - e. Providing a monthly report on building inspection activity within \_\_\_(Nation and IR#)\_\_\_.
  - f. Informing the First Nations contact, identified pursuant to Section 12.a of this agreement, of any infractions to the BC Building Code or the Building Permit Requirements, the issuance of a stop work order or correction notice, or the revocation of a building permit.
12. The First Nation shall be responsible for the following.
- a. Designating the person to act as the First Nation's contact with RDBN staff with respect to the provision of the Building Inspection Service and informing the RDBN if any changes to the designated First Nation's representative occurs.
  - b. Adopting a First Nation Building Bylaw applicable to \_\_\_(Nation and IR#)\_\_\_ that establishes the regulations and requirements necessary for the RDBN to provide the Building Inspection Service, including the Building Permit Requirements attached as Schedule A. This includes the establishment of the BC Building Code as the applicable building standard. The RDBN is not obliged to perform any Building Inspection Services unless and until the First Nation Building Bylaw is adopted, and the RDBN is satisfied that the First Nation Building Bylaw is consistent with the terms and conditions of the Agreement.
  - c. Providing the Building Inspector with written confirmation that a residential dwelling proposed in a building permit application is authorized by the First Nation and that its proposed location is acceptable to the First Nation.
  - d. Interpretation and administration of the First Nation's bylaws, regulations and requirements associated with the construction of dwellings in respect of which the Building Inspection Service is provided. This does not include responsibility for interpretation and administration of the BC Building Code, which shall remain the exclusive responsibility of the Building Inspector.
  - e. Requiring that a dwelling proposed in a building permit application is appropriately connected to an acceptable sewer and water system, and any other services, prior to occupancy, to the satisfaction of the First Nation.
  - f. Undertaking any enforcement or other action necessary, beyond the issuing of stop work orders and correction notices by the Building Inspector, to gain compliance with the BC Building Code and other applicable regulations and requirements.
  - g. Calculating and collecting any fees associated with a Building Permit application.
  - h. Authorizing the RDBN Building Inspectors to enter any land, building, or structure at any reasonable time as required to provide the Building Inspection Service.

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13. The RDBN will provide the Building Inspection Service in accordance with RDBN procedures that are applied elsewhere in the Regional District in comparable circumstances unless a specific request for an alternative procedure is made by the First Nation in writing and agreed to by the RDBN.
  14. Where a stop work order or correction notice has been issued and action to correct any non-compliance to the Building Permit Regulations or the BC Building Code is not undertaken in a timely manner the RDBN may cease provision of any Building Inspection Service in relation to the building or construction in question and shall transfer the applicable files to the First Nation.
  15. The RDBN and the First Nation shall communicate annually, or more frequently as they determine to be necessary or advisable, to exchange information pertaining to outstanding permit files. The RDBN and First Nation shall jointly establish goals and procedures for closing outstanding files.
  16. The RDBN, in its sole discretion, may by notice to the First Nation suspend providing services if the RDBN has insufficient personnel or other resources to provide the service. The RDBN shall make all reasonable efforts to ensure that required staffing levels are maintained.
  17. No First Nation elected official or representatives, other than the First Nation's contact identified pursuant to Section 12.a of this agreement, or contractors undertaking the building or construction, shall contact the RDBN Building Inspectors directly regarding Building Inspection Services.
  18. The RDBN shall not be responsible for the following.
    - a. Approving the location of a dwelling.
    - b. Reviewing or approving any aspect of a water supply or sewage disposal system serving a dwelling, including the connection of the dwelling to any such system.
    - c. The enforcement of the BC Building Code or other applicable regulations and requirements other than through the issuance of a stop work order or correction notice as contemplated under this Agreement.

Service Delivery Cost Recovery:

19. In consideration for providing the Building Inspection Service under this Agreement:
  - a. The First Nation will pay to the RDBN the current \_\_\_\_ rate for the Senior Building Inspector (wage plus benefits) which is \$\_\_\_\_ per hour, and the current \_\_\_\_ rate for the Building Inspector (wage plus benefits) which is \$\_\_\_\_ per hour for time spent providing Building Inspection Services, plus overtime costs. This includes costs preparing evidence or attending in court to give evidence relating to the Building Inspection Service, on behalf of the First Nation. These rates are subject to an annual CPI increase as per RDBN Board Policy. The new rates for future years

will be provided to the First Nation prior to delivery of the service in subsequent years.

- b. The First Nation will pay to the RDBN costs associated with the Building Inspector's mileage at the current Canada Revenue Mileage rate as published annually.
- c. The RDBN shall submit its invoices to the First Nation on a monthly basis for the Services performed during the immediate preceding month. The First Nation shall pay the full amount invoiced to the RDBN within 30 days of receipt of the invoice.
- d. If any invoice submitted by the RDBN remains unpaid by the First Nation sixty (60) days or more from the date the invoice was submitted the RDBN may give seven (&) days written notice to the First Nation that the RDBN will suspend Services. The First Nation shall not have any claim whatsoever against the RDBN for any loss, cost, damage, or expense incurred or anticipated to be incurred by the First Nation as a result of the suspended Services.

#### Cost of Claims:

20. The First Nation shall reimburse the RDBN for any deductible amount, payable by the RDBN under the RDBN's liability insurance with the Municipal Insurance Association of British Columbia, that the RDBN is obliged to pay in relation to any claim, action, cause of action, or demand arising from or connected with the Building Inspection Services provided pursuant to this Agreement, and that is covered by the RDBN's liability insurance with the Municipal Insurance Association of British Columbia.
21. The First Nation shall indemnify and save harmless the RDBN from any damages, penalties, expenses, legal costs and expenses, or costs award, or portion thereof, that RDBN is obliged to pay in relation to any claim, action, cause of action, or demand arising from or connected with the Building Inspection Services provided pursuant to this Agreement, and for which the RDBN does not receive indemnification under the RDBN's liability insurance with the Municipal Insurance Association of British Columbia.
22. The First Nation shall reimburse the RDBN for any RDBN staff costs incurred by the RDBN in dealing with a claim arising from the Building Inspection Service provided under this Agreement, whether or not that claim is covered by the RDBN's liability insurance with the Municipal Insurance Association of British Columbia.

#### Binding Effect:

23. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

#### Dispute Resolution:

24. In the event of any dispute or disagreement arising from the interpretation or application of this Agreement, or in the event of any breach or alleged breach by either party written notice may be provided by either party to the other party describing the

nature of the breach or alleged breach, or the disagreement or dispute. If such notice is given, the parties shall:

- a. immediately proceed to negotiate in good faith to resolve the matter to the mutual satisfaction of both parties; and
- b. if a resolution satisfactory to both parties is not achieved within 60 (sixty) days of the first written notice being delivered to either party, then either party may serve a second written notice upon the other party that the matter is to be referred to binding arbitration; and
- c. a single arbitrator shall be appointed by Agreement of the parties within 90 (ninety) days of the second written notice being delivered, and failing such Agreement, the arbitrator shall be appointed pursuant to the *Arbitration Act* (British Columbia) to hear both parties to the dispute and the decision of that arbitrator shall be final, conclusive and binding on both parties, with costs payable in respect of the arbitration to be determined by the arbitrator.

Law Applicable:

25. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia and Canada. Nothing in this Agreement shall negate or fetter the legal authority of either party.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their seals on the day and year first above written.

The Corporate Seal of the  
RDBN was affixed hereto in the  
presence of:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
First Nation

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\_\_\_\_\_Chief\_\_\_\_\_

SCHEDULE A  
BUILDING PERMIT REQUIREMENTS

**Building Permit Applications**

1. An application for a building permit for a residential dwelling shall:
  - a. be made in the form provided by the First Nation, and must be signed by the appointed representative of the First Nation and person having tenure over the right to possess the land on which the dwelling is constructed;
  - b. include a location plan showing the bearing and dimensions of the building site, the civic address of the new dwelling, the siting of the proposed dwelling and existing buildings or structures on the building site, the setbacks to the natural boundary of any lake, swamp, pond or watercourse; the location, dimension and gradient of parking and driveway access;
  - c. include floor plans showing:
    - i. the dimensions and uses of all areas;
    - ii. the dimensions and height of crawl and roof spaces;
    - iii. the location, size and swing of doors;
    - iv. the location, size and opening of windows;
    - v. floor, wall, and ceiling finishes;
    - vi. plumbing fixtures; structural elements; and stair dimensions;
  - d. include two sets of drawings showing:
    - i. a cross section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;
    - ii. elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, and finished grade;
    - iii. cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the Building Code;
  - e. include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits and Ministry of Health approval;
  - f. include a foundation design prepared by a registered professional in accordance with section 4.2 of Part 4 of the BC Building Code, accompanied by letters of

assurance in the form of Schedule B as referred to in Division C- Part 2 of the BC Building Code, signed by the registered professional, unless the First Nation waives this requirement in writing, and exempts the RDBN from liability, thereby taking responsibility for the design and construction of the foundation and supporting soils;

- g. any other information required by the Building Inspector or the BC Building Code to establish substantial compliance with the BC Building Code and other bylaws and enactments relating to the building or structure.

### **Building Permit Issuance, Expiration, and Revocation**

- 2. A Building Inspector may issue a building permit where:
  - a. a completed and accurate application for a building permit has been submitted with all required supporting documentation, including the necessary First Nations authorizations;
  - b. the proposed work set out in the application substantially conforms with the BC Building Code and the Building Permit Requirements;
- 3. A Building Inspector may issue a building permit for a portion of a building or structure before the design, plans and specifications for the entire building or structure have been accepted, provided sufficient information has been provided to the Regional District to demonstrate to the building inspector that the portion authorized to be constructed substantially complies with this and other applicable bylaws. The issuance of the building permit notwithstanding, the requirements of the BC Building Code and the Building Permit Requirements apply to the remainder of the building or structure as if the building permit for the portion of the building or structure had not been issued.
- 4. Every building permit is issued upon the condition that:
  - a. the building permit expires and the authorization provided through the issuance of the permit terminate if:
    - i. the work authorized by the building permit is not commenced within 6 months from the date of issuance of the building permit; or
    - ii. work is discontinued for a period of 1 year; or
    - iii. work is not completed within 2 years of building permit issuance.
  - b. A Building Inspector may extend the period set out under sections 4.a. upon request from the First Nation.
  - c. The Building Inspector may revoke a building permit where:
    - i. there is a violation of any condition under which the building permit was issued; or
    - ii. there is a violation of any provision of the Building Code; or
    - iii. the building permit was issued based on incorrect information in the application.

5. A Building Inspector may establish whether any method of construction or type of construction material used in the construction of any building or structure substantially conforms with the requirements of the BC Building Code and may revoke or refuse to issue a building permit where he or she identifies non-compliance with such requirements of the BC Building Code.

### **Building Inspections**

6. Following the issuance of a Building Permit the applicant must:
  - a. give at least one week's notice to the **building Inspector** of an intention to start **work** on the **building site**;
  - b. give a least seventy-two (72) hours notice to the **building Inspector** to obtain an inspection and acceptance of the **work** as substantially conforming with the **Building Code** at each of the following stages:
    - i. after excavation and the forms for footings and foundations are complete, including the placement of required reinforcing, but prior to placement of any concrete therein;
    - ii. after removal of formwork from a concrete foundation and installation of perimeter drain tiles and damp-proofing but prior to backfilling against the foundation; for preserved wood foundations, when all framing and sheathing of the foundation is complete, including the construction of floors and completion of drainage systems and damp-proofing, but prior to backfilling;
    - iii. below slab soil gas control prior to placing concrete floor slab;
    - iv. when framing and sheathing of the **building** or **structure** are complete, including fire stopping, bracing, chimney, duct work, plumbing, gas venting and wiring, but before any insulation, lath or other interior or exterior finish is applied which would conceal such **work**;
    - v. when the chimney is complete but before the fireplace facing is applied;
    - vi. when the insulation and vapor barrier are completed; and
    - vii. after the **building, structure** or part thereof is substantially complete and ready for **occupancy**, but before **occupancy** takes place of the whole or a portion of the **building, structure** or part thereof.

### **Stop Work and Correction Notices**

7. A Building Inspector:
  - a. may request the correction of any **work** which is being or has been done in contravention of the BC Building Code through the issuance of a Correction Notice;
  - b. may request the immediate cessation of work that is proceeding in contravention of the BC Building Code or the Building Permit Requirements by posting a Stop

Work notice at the site of construction;

- c. The **building Inspector** shall not remove a Stop Work or Correction Notice until all applicable provisions of the BC Building Code and this bylaw have been substantially complied with.

### **Construction Completion Certificate**

8. A building Inspector may issue a construction completion certificate when all aspects of the work requiring inspection and acceptance pursuant to section 6 of these Building Permit Requirements have been both inspected and accepted, and all work under the building permit is substantially complete.





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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Wendy Wainwright, Deputy Director of Corporate Services  
**Date:** November 21, 2024  
**Subject:** **Committee Meeting Recommendations – November 7, 2024**

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

Recommendations 1 to 5 as written.

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### **BACKGROUND**

The following are the recommendations from the November 7, 2024 Committee Meetings for the Board's consideration and approval.

#### **Committee of the Whole Meeting – November 7, 2024**

##### **Recommendation 1:**

**Re: Northern Development Initiative Trust – Business Façade Improvement Program Application**

“That the Board supports the application to Northern Development Initiative Trust (NDIT) for a grant of up to \$10,000 for the Business Façade Improvement Program from the Prince George and Northwest Regional Accounts.

That the Board agrees to enter into a contract with NDIT, should the funding be approved, and provide overall grant management for the project.”

#### **Rural/Agriculture Committee – November 7, 2024**

##### **Recommendation 2:**

**Re: 2023 Electoral Area Grant in Aid**

“That the Board approve moving Electoral Area Grant in Aid balances remaining at the end of 2024 to the corresponding 2025 Electoral Area Economic Development Service or other electoral area services that are solely taxed by that electoral area director.”

**Rural/Agriculture Committee – November 7, 2024 (Cont'd)****Recommendation 3:****Re: Regional Grant in Aid from Electoral Area B (Burns Lake Rural)**

“That the Board approve the following applications for Regional Grant in Aid from Electoral Area B (Burns Lake Rural):

- Eagle Creek Recreation Commission – Mechanical Groomer for Arena - \$3,495
- Lakes District Fair Association – Super Dogs Performance in 2025 - \$14,825
- Burns Lake Basketball Association – Jr. NBA Program (bursaries) - \$3,000.”

**Recommendation 4:****Re: Electoral Area D Economic Development Service Grant**

“That the Board approve an Electoral Area D (Fraser Lake Rural) Economic Development Services Grant of up to \$10,000 to the Village of Fraser Lake for a White Swan Development Potential Study.”

**Recommendation 5:****Re: Electoral Area D Economic Development Service Grant – Eco Co-op**

“That the Board approve an Electoral Area D (Fraser Lake Rural) Economic Development Services Grant of up to \$1,000 to the Fraser Lake Eco Cooperative for the Eco Co-op Roundtable Conference.”

**ATTACHMENTS:** None



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** November 21, 2024  
**Subject:** **Mail Ballot Voting**

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

Discussion/Receive.

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### BACKGROUND

Section 110 of the *Local Government Act* states that a local government may, by bylaw, permit voting to be done by mail ballot.

In June 2011, upon the request of several seasonal dwellers in Electoral Area F, the Board resolved to allow for mail ballot voting for assent voting only (not elections) within the boundaries of the Cluculz Lake Fire Protection area.

“That the Regional District of Bulkley-Nechako Board of Directors recommend that the Regional District of Bulkley-Nechako Election Procedure Bylaw be amended to allow for mail ballot voting for referenda only in the Cluculz Lake Area.”

The motion passed with 10 Directors in favour and five opposed.

In February 2013, the Vanderhoof Swimming Pool referendum was held, and mail ballot voting was utilized. Approximately 180 mail ballots were requested and 146 valid ballots were returned and counted.

In November 2014, Local Government elections were held, and mail ballot voting was not offered as the bylaw allowed for mail ballot voting for assent voting only. Electors that had previously voted by mail ballot expressed their dissatisfaction that it was not an option for elections. The primary reason for this decision is the tight timeline associated with elections allowing an approximate 2 week period to mail out the ballots and receive them back.

In July 2017, the Board revisited the option of mail ballot voting. Discussion took place regarding the staff time required to examine and verify mail ballot applications, the complexity of accepting mail ballots on general voting day in a large region, and the additional costs of implementing mail ballot voting region wide. At the August 17, 2017 Board meeting, the Board passed the following motion:

“That the Regional District of Bulkley-Nechako Board of Directors rescind “Regional District of Bulkley-Nechako Mail Ballot Authorization and Procedure Bylaw No. 1617, 2011.”

### **Key Considerations**

Currently, the options for electors to vote include attending polling stations for advance opportunities or general voting day, or, if permitted, by mail ballot.

#### **1. Logistics**

The logistics for mail ballot voting are somewhat challenging. Mail ballots would be accepted at the RDBN office until closing the day prior to general voting day.

Processing mail ballots is a time-consuming process that includes issuing ballots, verifying voter identity, and securely collecting and counting ballots. The Chief Election Officer (or designate) must accept mail ballots up until the close of voting on general voting day.

#### **2. Timelines**

Advertising for mail ballot voting can be done well in advance of general voting day. For assent voting (referenda), ballots can also be prepared in advance, providing a longer window of opportunity for mail ballot packages to be sent to electors and for electors to return the ballots prior to the close of voting. For elections, the ballots are finalized and ordered after the deadline for candidates to withdraw from the election. Ballots are printed 2-3 weeks prior to general voting day.

There is a risk that ballots may not reach voters and be returned in time, however, the onus is on the elector to return the ballots prior to the close of voting on general voting day. Given the vast geography of the region, and the potential for mail ballots to be sent out of the Province or out of the country, postal delays are a possibility.

Processing and verification of mail ballots is cumbersome. Mail ballots must be verified and steps must be taken to ensure that they are valid and that the voter has not voted in person. The process may extend the counting time at the polling stations.

Any mail ballots returned after the close of voting are not counted.

### 3. Cost Implications

There are increased costs associated with mail ballot voting including printing, advertising, postage, and additional staffing.

Additional staffing would be required and each election/assent voting event will be different. As an example, if elections were required in each electoral area, and if mail ballot voting is permitted, the following staff would be required, in addition to typical staffing:

- 1 Full-time assistant to receive and process mail ballot packages for a 3 week period (\$3,000)
- 10 additional election officials to process mail ballots on general voting day (Cluculz Lake, Vanderhoof, Fort St. James, Fraser Lake, Burns Lake, Southbank, Topley, Houston, Telkwa, Smithers) (\$4,000 – includes training, mileage, and meals)
- 2 additional election officials to count mail ballots at the RDBN following the close of voting on general voting day (\$200)

Costs will be incurred for mailing out the packages. It is recommended that the mail ballot bylaw would indicate that mail ballot packages will be sent out by the most cost-effective method through Canada Post and that costs for expedited packages be at the expense of the requestor.

The current costs to send out a large envelope are as follows:

Canada Post:

Lettermail - \$3.60

Expresspost - \$25.78

Purolator:

Express Envelope - \$54.63

The number of requests for mail ballots that will be received is unknown, however, it is important to note that, for a small portion of Electoral Area F, where we previously accepted mail ballots for a referendum, we received 180 requests. The below table provides a snapshot of potential costs for mailing mail ballot packages assuming they are being delivered to a location in Canada:

Number of Mail Ballots	Cost per mail ballot package	Total Cost
100	\$3.60	\$180
150	\$3.60	\$360
200	\$3.60	\$540
250	\$3.60	\$720
300	\$3.60	\$900
350	\$3.60	\$1,080
400	\$3.60	\$1,260

### **Benefits**

Mail ballot voting can improve voter turnout by giving electors another option to vote, especially for people who are not able to attend a polling station during advance polling or on general voting day, those with mobility challenges, and non-resident property electors.

### **Comments from other Regional Districts**

In conducting research for mail ballot voting, the following comments were received from other Regional Districts:

- Although mail ballots can be a time-consuming task, we find value in offering voters as many opportunities to vote as we reasonably can, and we've used it as a defence when folks complain that we don't offer a polling station in every small community.
- We have some areas who use mail ballots for every assent and election we have, and they love it!. As noted, it helps to counter citizens concerns about not having a polling station in every remote corner of the region, and helps to address Accessibility concerns. I generally assign the management of mail ballot processing to only one or two staff member or contract person and then I review each one before they go out – time consuming but well worth it, as it means so many more people are actually voting!!
- We have not used mail ballot voting in the past. We haven't had an overwhelming request for it, if at all.
- We don't actually have a voting location at our head office, and to be honest since we enabled mail ballot voting, we haven't had anyone drop off their ballot at our office on election day. If we received one on general voting day, we would have to have it driven to the voting location and added to the mail ballot box to be counted that evening. Alternatively, we would call that voting team and have them pack up their ballot boxes and supplies and conduct the count at our head office. It's all a bit tricky! But so far that scenario hasn't happened.

- Mail ballots consume a significant amount of staff time. The process for returning is complicated and many electors make mistakes, resulting in their votes not being counted. Electors are appreciative of the opportunity to be able to vote by mail. We have considerable interest in mail ballot voting for one of our regions, likely due to a island community, which is primarily has non-resident property electors.
- We are currently running two referendums in a remote community. We are using mail ballots and this has been helpful as we have a lot of non-resident voters. ~ 40 mail ballots though, so a manageable number. We will not deliver the mail ballots to the voting locations. We will count the mail ballots at our office. We will also accept mail ballots at the in-person voting locations. One interesting complication during this referendum is the possibility of a Canada Post Strike. So far they haven't gone on strike, but as of October 28<sup>th</sup>, we sent all mail ballot packages to electors via courier and encouraged them to send their ballot back by courier. We engaged with the Ministry who encouraged us to contact each elector who had a mail ballot in their possession. We were able to do this given the small number but would be a bigger job for you. Something to keep in mind.
- Mail ballot voting is a significant concern for us, particularly because some of our Electoral Areas are located two hours away by car, but I believe it is a requirement that the Chief Election Officer must accept a mail ballot up until 8:00 p.m. on General Voting Day. Luckily we haven't run into any issues as we don't get many mail ballot voters.

**ATTACHMENTS:**

July 12, 2017 Mail Ballot Voting Memorandum



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**MEMORANDUM**

**TO: Chair Benedict and Rural Directors Committee**

**FROM: Cheryl Anderson  
Manager of Administrative Services**

**DATE: July 12, 2017**

**SUBJECT: Mail Ballot Voting**

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The RDBN has received several requests from Electoral Area "F" (Vanderhoof Rural) residents to consider reviewing its Mail Ballot Voting Bylaw to offer mail ballot voting throughout the region for both elections and referenda. Currently, the bylaw allows mail ballot voting in the Cluculz Lake Fire Protection area for referenda only (see attached bylaw). The bylaw was adopted as a "pilot" in 2011 and included the specified area as a result of numerous requests from "seasonal dwellers."

The sequence of events following up to and after the adoption of the mail ballot bylaw is as follows:

- November 6, 2010 – Referendum was conducted for Cluculz Lake Rural Fire Protection Service Establishment Bylaw No. 1565, 2010.
  - Referendum Failed – area "F" residents conveyed that the process was unfair as many seasonal dwellers were not provided adequate opportunity to vote (ie lack of mail ballot voting).
- May 24, 2011 – staff prepared report for RDBN Board regarding Mail Ballot Voting. (Schedule "A")
- June 23, 2011 – RDBN Board passed a resolution to amend the Election Procedure Bylaw to allow for mail ballot voting for referenda only in the Cluculz Lake Area (boundaries of Cluculz Lake Fire Protection Area). The decision was not unanimous. (Schedule "B")
- February 16, 2013 – Referendum was conducted for Electoral Area "F" (Vanderhoof Rural) Vanderhoof Swimming Pool Contribution Service Establishment Bylaw No. 1644
  - First Opportunity for Mail Ballot Voting – 181 ballots requested – 162 were returned in time.
  - Referendum *passed* - residents expressed concern that mail ballot voting was not allowed for all Area "F" residents (only residents in Cluculz Lake Fire Protection Area as per bylaw 1617).
- November 2014 – Elections were conducted.



**NEW BUSINESS****FCM Update - Director Miller**

Director Miller mentioned that he attended the Federation of Canadian Municipalities (FCM) Convention in Ottawa, Ontario June 1-4, 2017. While at FCM he attended the Rural Broadband Forum. There were four panelists, three telecommunications companies and a financial analyst that has completed business case research for the major equity banks. They discussed the need for backbone as various technologies improve rapidly. The \$500 million of federal funding will be utilized very quickly and more funding will be required in order to provide adequate service to rural communities. The majority of the panelists also expressed the need for the funding to be competitively neutral with no competitive advantage for one carrier over another.

Director Newell noted that the backbone in the region runs along Highway 16 only. He also spoke of his download and upload speeds utilizing Explornet and that the cost may not be prohibitive for all users.

**ADJOURNMENT**

Moved by Director Newell  
Seconded by Director Parker

**RDC.2017-6-11**

"That the meeting be adjourned 1:21 p.m."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

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Eileen Benedict, Chair

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Wendy Wainwright, Executive Assistant

- Received feedback from residents of Area "F" that mail ballot voting should be allowed for both elections and referenda .
- October 6, 2015 – Request from Reta Herrick, resident of Cluculz Lake, to appear as delegation re: Mail Ballot Voting (petition was presented to allow mail ballot voting region wide for elections and referenda). (Schedule "C")
- October 22, 2015 – Reta Herrick, Randy Holubosh, and Percy Wright appeared as a delegation to the RDBN Board of Directors (presented petition with 438 signatures). (Schedule "D")
- RDBN Board of Directors requested staff to prepare a cost analysis report regarding mail ballot voting. The costs are an estimate only as it is difficult to predict the demand for each area. Postage costs have increased since the cost analysis was prepared.(Schedule "D")
- March 8, 2016 – Staff emailed Reta Herrick and advised that the report would be included in the March 10, 2016 Committee of the Whole Agenda (Schedule "E")
- March 10, 2016 – Staff report presented to Committee of the Whole
  - Board requested information regarding the UBCM decision regarding Internet Voting. (Schedule "F")
- June 28, 2016 – Reta Herrick emailed staff indicating that she could not locate any action that was taken in regard to Bylaw No. 1617. (Schedule "G")
- Staff responded to Reta Herrick and advised that the report was received and that no further action was taken. The meeting minutes were attached for her reference. (Schedule "H")
- November 7, 2016 – Reta Herrick emailed the RDBN requesting an update. (Schedule "I")
- At that time, staff discussed the issue with Chair Miller and Director Petersen. Direction was given to staff to compile the chain of events for discussion at a future date.
- May 20, 2017 – Reta Herrick emailed the RDBN requesting an update. (Schedule "J")

Staff have researched the UBCM resolution database in regard to online voting. Only 2 resolutions were found – one was not admitted for debate and the other was removed from consideration. (Schedule "K")

In 2003, the City of Coquitlam submitted a resolution to UBCM to broaden the use of mail-in voting for Local General Elections. The resolution was endorsed at the convention. The Ministry of Community, Aboriginal and Women's Services responded that they had previously sent out a questionnaire to local government election officers to gather information regarding mail-in ballot voting. At that time twenty local governments supported mail ballot voting while 53 did not. Sufficient concerns were expressed about the additional administrative burden imposed on smaller local governments. (Schedule "L")

Following an Elections BC report titled "*Discussion Paper: Internet Voting*" an Independent Panel on Internet Voting was tasked with reviewing the

opportunities and challenges related to the potential implementation of Internet-based voting for provincial or local government elections in British Columbia. (Schedule "M") (Under Separate Cover)

The following recommendations arose out of a report from the Independent Panel on Internet Voting to the Legislative Assembly of B.C.: (Schedule "N") (Under Separate Cover)

1. Do not implement universal Internet voting for either local government or provincial government elections at this time. However if internet voting is implemented, it should be limited to those with specific accessibility challenges. If Internet voting is implemented on a limited basis, jurisdictions need to recognize that the risks to the accuracy of the voting results remain substantial.
2. Take a province-wide coordinated approach to Internet voting.
3. Establish an independent technical committee to evaluate Internet voting systems and support jurisdictions that wish to implement approved systems.
4. Evaluate any Internet voting system against the principles established by the panel.

It does not appear that the province intends to implement on-line voting in the near future.

It is important to note that under the *Local Government Act*, offering mail ballot voting is not a requirement of Local Government - it is at the discretion of the local government. Section 110 of the *Local Government Act* outlining the provisions for mail ballot voting is attached. (Schedule "O")

Each year, the RDBN contributes money toward its election reserve. This is a rural government expense. Referenda are initially included under Feasibility Studies – this is a general government expense. If the referendum is successful, the cost of the referendum is applied to the service established. If the referendum fails, it is a general government expense paid for by all taxpayers in the region.

In summary, the RDBN currently offers mail ballot voting for referenda only for a portion of Electoral Area "F" known as the Cluculz Lake Fire Protection Area. Some Electoral Area "F" residents have requested that consideration be given to amending "Regional District of Bulkley-Nechako Mail Ballot Authorization and Procedure Bylaw No. 1617, 2011." As outlined in Schedule "D", mail ballot voting requires additional resources and an increase in the budget.

Outlined below are a number of options to be considered in regard to mail ballot voting in the RDBN. **At this time, staff is seeking Board Direction by way of a resolution.**

**Option 1**

**That the "Regional District of Bulkley-Nechako Mail Ballot Authorization and Procedure Bylaw No. 1617, 2011" remain status quo.**

**Option 2**

**That Bylaw No. 1617 be amended to allow mail ballot voting for all of Electoral Area "F" for referenda only.**

**Option 3**

**That Bylaw No. 1617 be amended to allow mail ballot voting for all of Electoral Area "F" for both referenda and elections.**

**Option 4**

**That a new mail ballot authorization bylaw be drafted that includes mail ballot voting for the entire region for referenda only.**

**Option 5**

**That a new mail ballot authorization bylaw be drafted that includes mail ballot voting for the entire region for both referenda and elections.**

**Option 6**

**That Bylaw No. 1617 be rescinded.**

**RECOMMENDATION:**

**(All/Directors/Majority)**

**Direction.**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEMORANDUM**

**TO:** Chair Hamblin and Board of Directors

**FROM:** Cheryl Anderson  
Manager of Administrative Services/Chief Election Officer

**DATE:** May 24, 2011

**SUBJECT:** Mail Ballot Voting

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Staff have currently been researching mail ballot voting and have contacted other Regional Districts to determine if they conduct mail ballot voting. Out of 28 Regional Districts, 13 conduct mail ballot voting. Following are some comments received from Regional Districts:

- The Alberni Clayoquot Regional District introduced mail ballot voting in 2008 and are reconsidering for 2011 due to the amount of work involved.
- The Fraser Fort George Regional District conducts mail ballot voting for elections only. For the last election, they sent out 7 mail ballot packages and received 1 back.
- The Cariboo Regional District has indicated that the timeframe is too short to conduct mail ballot voting for elections, however, it works well for referenda.
- The Central Coast Regional District limits mail ballot voting to 2 electoral areas only.
- The Cowichan Valley Regional District has received less than 10 requests from electors for mail ballots over the last 5 general local elections/referenda.
- The Strathcona Regional District has indicated that it is a lot of work for the number of ballots actually received.
- The Sunshine Coast limits mail ballot voting to Passage and Bowyer Island residents only.

The typical process for conducting mail ballot voting is as follows:

1. Advertisement is placed indicating mail balloting information.
2. A time period is established for accepting applications for mail ballot packages.
3. Upon receipt of a valid application for a mail ballot, the Chief Election Officer sends to the applicant a mail ballot package together with an application for registration as an elector.

4. The Chief Election Officer records the name and address of the person to whom the mail ballot package has been sent.
5. Upon receipt of a mail ballot package, the Chief Election Officer shall record the date of such receipt and remove and examine the certification envelope and the completed elector registration application and mark the certification envelope as "ACCEPTED" or "REJECTED."
6. Certification envelopes remain unopened until such time as determined by the Chief Election Officer.

I have attached Section 100 of the *Local Government Act* pertaining to mail ballot voting.

Advertising costs would increase as 2 additional newspaper ads would be required for each election/referendum. The information would also be posted on the RD website for property owners that may not see the newspapers.

One of the challenges with mail ballot voting is the tight timeline that exists, especially for elections. For an election, ballots cannot be ordered until after 4:00 p.m. on Friday, October 28<sup>th</sup> which is the deadline for withdrawal of candidates. Typically it takes the printer a minimum of 1 week to have the ballots printed. If the ballots were printed by November 7<sup>th</sup>, there would be approximately 2 weeks for the Regional District to send the mail ballot package out and get it back prior to the close of voting on general voting day.

To date, the biggest demand for mail ballot voting was during the "Cluculz Lake Rural Fire Protection" referendum. Many "seasonal" dwellers were not able to vote at either the advance poll or on general voting day.

The *Local Government Act* states that there is an obligation of the elector to ensure the delivery of the mail ballot to the Chief Election Officer before the close of voting on general voting day. Should mail ballot voting be established in this area, a polling station would also be required at the Regional District of Bulkley-Nechako office to accommodate any mail ballots that may be delivered on general voting day.

Taking into consideration the comments from other Regional Districts, staff is recommending that the RDBN Election Procedure Bylaw be amended to allow for mail ballot voting for referenda only in the Cluculz Lake Area. This would give staff the opportunity to become familiar with mail ballot voting and to weigh the pros and cons of implementing mail ballot voting region-wide in the future.

**RECOMMENDATION:**

**(All/Directors/Majority)**

**Direction.**

**ADMINISTRATION REPORTS (CONT'D)**

Process for Electing  
Representatives to the  
NCLGA Board

Moved by Director Roy  
Seconded by Director Stoltenberg

2011-8-6

"That the Regional District of Bulkley-Nechako Board of Directors recommend that the NCLGA Board representative be a Regional District of Bulkley-Nechako Board member. Further, should the Regional representative position become vacant during the term, the Regional District of Bulkley-Nechako will then proceed to appoint a representative for the remainder of the current NCLGA term of office."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mail Ballot Voting

Moved by Director Miller  
Seconded by Director Stoltenberg

2011-8-7

"That the Regional District of Bulkley-Nechako Board of Directors recommend that the Regional District of Bulkley-Nechako Election Procedure Bylaw be amended to allow for mail ballot voting for referenda only in the Cluculz Lake Area."

Opposed: Director Clarke  
Director Harwood  
Director Lindstrom  
Alternate Director Northrup  
Director Thiessen

(All/Directors/Majority)

CARRIED

Canadian Cancer Society  
BC & Yukon Division-Request  
for Grant in Aid

Moved by Director Stoltenberg  
Seconded by Director Holmberg

2011-8-8

"That the Regional District of Bulkley-Nechako Board of Directors defer the Manager of Administrative Services June 13, 2011 memorandum titled "Canadian Cancer Society BC & Yukon Division – Request for Grant in Aid." Further, that clarification be requested on whether funding for capital costs for building the Kordyban Lodge in Prince George is still required, and further, whether the requested funding includes municipalities and/or rural areas."

Opposed: Director Roy

CARRIED

(All/Directors/Majority)



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** November 21, 2024  
**Subject:** **RDBN 2025 Meeting Schedule**

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

That the Board approve the 2025 RDBN meeting schedule.

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### **BACKGROUND**

The RDBN Procedure Bylaw states that, at the Inaugural Meeting each year, the Board shall set the time, place, and dates of the regular meetings of the Board and its Committees for the coming year. A 2025 RDBN Board/Committee meeting schedule is attached for the Board's consideration. Following past practice, only one meeting has been scheduled for the months of July, August, and December. The schedule also includes a Board/Staff event on August 21, 2025 where the RDBN Office and all sites will be closed to the public.

At the time of preparing this memo, dates for the Minerals North Conference were not available.

### **ATTACHMENTS:**

RDBN 2025 Meeting Schedule



# Calendar for Year 2025 (Canada)



## January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## March

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## April

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		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## May

S	M	T	W	T	F	S
				1	2	3
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

## June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## July

S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## November

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- |  |  |   |
|--|--|---|
| <p><b>Jan 1</b> ● New Year's Day</p> <p><b>Jan 9</b> ● Board/Committee Meetings</p> <p><b>Jan 13</b> ● Future Fuels Forum</p> <p><b>Jan 14</b> ● Future Fuels/BC Natural Res</p> <p><b>Jan 15</b> ● BC Natural Resources Forum</p> <p><b>Jan 16</b> ● BC Natural Resources Forum</p> <p><b>Jan 20</b> ● Minerals Roundup</p> <p><b>Jan 21</b> ● Minerals Roundup</p> <p><b>Jan 22</b> ● Minerals Roundup</p> <p><b>Jan 23</b> ● Board/Committee Meetings</p> <p><b>Jan 23</b> ● Minerals Roundup</p> <p><b>Feb 13</b> ● Board/Committee Meetings</p> <p><b>Feb 17</b> ● Family Day</p> <p><b>Feb 27</b> ● Board/Committee Meetings</p> <p><b>Mar 13</b> ● Board/Committee Meetings</p> <p><b>Mar 27</b> ● Board/Committee Meetings</p> <p><b>Apr 2</b> ● Council of Forest Industries (COFI)</p> <p><b>Apr 3</b> ● Council of Forest Industries (COFI)</p> <p><b>Apr 4</b> ● Council of Forest Industries (COFI)</p> <p><b>Apr 10</b> ● Board/Committee Meetings</p> <p><b>Apr 18</b> ● Good Friday</p> <p><b>Apr 21</b> ● Easter Monday</p> <p><b>Apr 22</b> ● Chair/CAO Forum</p> <p><b>Apr 23</b> ● Chair/CAO Forum/MFA</p> | <p><b>Apr 24</b> ● Board/Committee Meetings</p> <p><b>Apr 24</b> ● MFA</p> <p><b>May 8</b> ● Board/Committee Meetings</p> <p><b>May 12</b> ● NCLGA Convention</p> <p><b>May 13</b> ● NCLGA Convention</p> <p><b>May 14</b> ● NCLGA Convention</p> <p><b>May 15</b> ● NCLGA Convention</p> <p><b>May 19</b> ● Victoria Day</p> <p><b>May 22</b> ● Board/Committee Meetings</p> <p><b>May 29</b> ● FCM Conference</p> <p><b>May 30</b> ● FCM Conference</p> <p><b>May 31</b> ● FCM Conference</p> <p><b>Jun 1</b> ● FCM Conference</p> <p><b>Jun 5</b> ● Board/Committee Meetings</p> <p><b>Jun 10</b> ● Keeping it Rural Conference</p> <p><b>Jun 11</b> ● Keeping it Rural Conference</p> <p><b>Jun 12</b> ● Keeping it Rural Conference</p> <p><b>Jun 19</b> ● Board/Committee Meetings</p> <p><b>Jul 1</b> ● Canada Day</p> <p><b>Jul 10</b> ● Board/Committee Meetings</p> <p><b>Jul 14</b> ● BC Day</p> <p><b>Aug 14</b> ● Board/Committee Meetings</p> <p><b>Aug 21</b> ● Staff Appreciation</p> <p><b>Sep 1</b> ● Labour Day</p> | <p><b>Sep 4</b> ● Board/Committee Meetings</p> <p><b>Sep 18</b> ● Board/Committee Meetings</p> <p><b>Sep 21</b> ● UBCM Conference</p> <p><b>Sep 22</b> ● UBCM Conference</p> <p><b>Sep 23</b> ● UBCM Conference</p> <p><b>Sep 24</b> ● UBCM Conference</p> <p><b>Sep 25</b> ● UBCM Conference</p> <p><b>Sep 26</b> ● UBCM Conference</p> <p><b>Sep 30</b> ● National Day for Truth and Reconciliation</p> <p><b>Oct 9</b> ● Board/Committee Meetings</p> <p><b>Oct 13</b> ● Thanksgiving</p> <p><b>Oct 23</b> ● Board/Committee Meetings</p> <p><b>Nov 6</b> ● Board/Committee Meetings</p> <p><b>Nov 11</b> ● Remembrance Day</p> <p><b>Nov 20</b> ● Board/Committee Meetings</p> <p><b>Dec 11</b> ● Board/Committee Meetings</p> <p><b>Dec 25</b> ● Christmas Day</p> <p><b>Dec 26</b> ● Boxing Day</p> <p><b>Dec 29</b> ● Winter Break Closure</p> <p><b>Dec 30</b> ● Winter Break Closure</p> <p><b>Dec 31</b> ● Winter Break Closure</p> |
|--|--|---|



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## Regional District of Bulkley-Nechako Board Meeting

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** November 21, 2024  
**Subject:** **Bylaw 2056 Cluculz Lake Rural Fire Protection**

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**RECOMMENDATION:**

**(all/directors/majority)**

That the Cluculz Lake Rural Fire Protection Service Amendment Bylaw No. 2056, 2024 be given first, second and third reading 21<sup>st</sup> day of November, 2024.

---

**BACKGROUND**

Staff recommends, in consultation with the Cluculz Lake Rural Fire Department, that the Board consider increasing the limit of Bylaw No. 1127, being a bylaw to support the Cluculz Lake Rural Fire Department, 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 1127, this would result in increasing the limit from \$23,437 to \$29,296. The last time Bylaw 1127 was increased in this fashion was on June 20, 2019.

The service currently receives the maximum amount available under the current bylaw. This proposal to increase the taxation limit under Bylaw 2056 only provides the Board with the ability to increase the taxation amount up to the new maximum amount - it does not set the taxation amount in future budget years. Any actual increase in taxation would be decided in the 2025 budget process.

**Attachment: Bylaw 2056**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****BYLAW NO. 2056****A bylaw to amend the tax limit of the Cluculz Lake Rural Fire Protection Service from \$23,437 per annum to \$29,296 per annum**

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**WHEREAS** the Regional District of Bulkley-Nechako has established by Bylaw No. 1127, a service for contribution to the Cluculz Lake Volunteer Fire Department, formerly known as Cluculz Lake Rural Fire Protection Service, for its fire response services;

**AND WHEREAS** the Regional Board wishes to increase the tax limit for the service from TWENTY-THREE THOUSAND FOUR HUNDRED THIRTY-SEVEN (\$23,437) per annum to TWENTY-NINE THOUSAND TWO HUNDRED NINETY-SIX (\$29,296) 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 5 of Bylaw No. 1127 is hereby repealed and replaced with the following:
  5. The maximum amount of taxation that may be requisitioned annually for this service under Section 806.1(1)(a) of the *Local Government Act* is TWENTY-NINE THOUSAND TWO HUNDRED NINETY-SIX (\$29,296).
2. This bylaw may be cited as the "Cluculz Lake Rural Fire Protection Service Local Amendment Bylaw No. 2056, 2024."

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

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

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

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

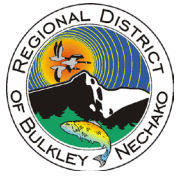
ADOPTED this \_\_\_\_ day of \_\_\_\_, 2024

\_\_\_\_\_  
Chairperson

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

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 2056 as adopted.

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



## Regional District of Bulkley-Nechako Board Meeting

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** November 21, 2024  
**Subject:** **Bylaw 2057 Cluculz Lake – Somerset Estates Sewer**

---

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

That the Cluculz Lake – Somerset Estates Sewer Amendment Bylaw No. 2056, 2024 be given first, second and third reading this 21<sup>st</sup> day of November, 2024.

---

**BACKGROUND**

Staff recommends that the Board consider increasing the limit of Bylaw No. 829, being a bylaw to support the Cluculz Lake – Somerset Estates Sewer, by 25%. This increase is necessary to cover the current operating costs of the system and to begin contributing to reserves for major capital repairs and maintenance.

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 829, this would result in increasing the limit from \$11,250 to \$14,063. The last time Bylaw 829 was increased in this fashion was on March 21, 2019.

The service currently taxes the maximum amount available under the current bylaw. This proposal to increase the taxation limit under Bylaw 2057 only provides the Board with the ability to increase the taxation amount up to the new maximum amount - it does not set the taxation amount in future budget years. Any actual increase in taxation would be decided in the 2025 budget process.

**Attachment: Bylaw 2057**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****BYLAW NO. 2057****A bylaw to amend the tax limit for Cluculz Lake – Somerset Estates Sewer Local Service Establishment Bylaw 829, 1995 from \$11,250 to \$14,063 per annum**

---

**WHEREAS** the Regional District of Bulkley-Nechako has established by Bylaw No. 829, a service for the collection, conveyance, treatment and disposal of sewage in the Somerset Estates subdivision on Cluculz Lake;

**AND WHEREAS** the Regional Board wishes to increase the tax limit for the service from ELEVEN THOUSAND TWO HUNDRED FIFTY DOLLARS (\$11,250) per annum to FOURTEEN THOUSAND SIXTY-THREE (\$14,063) 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. 829 is hereby repealed and the following substituted therefore:

The maximum amount of taxation that may be requisitioned for the cost of this service shall be FOURTEEN THOUSAND SIXTY-THREE (\$14,063) per annum;

2. This bylaw may be cited as “Cluculz Lake – Somerset Estates Sewer Local Service Establishment Amendment Bylaw No. 2057, 2024.”

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

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

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

CONSENT OF ELECTORAL AREA "F" 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. 2057 as adopted.

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



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## Regional District of Bulkley-Nechako Board Meeting

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** November 21, 2024  
**Subject:** **Reserve Balances as of September 30, 2024**

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

Receipt.

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### BACKGROUND

The current reserve balances are shown on the attachment to this memo. The value of the reserve balances is an important factor feeding into the budget process and into the asset management plan.

For reference, the *Rural Fire Department reserves* can be compared to the current cost of one of the tanker trucks recently purchased for approximately \$500,000.

The reserve balances for the Growing Community Fund and the Northern Capital and Planning Grant Fund are expected to be closed (reach zero) within the next three to five years. The reserve balance for the Community Works Fund (Gas Tax) is mostly made up of 'under the old agreement' funding, and this funding needs to be expended within 5 years, and the new agreement has conditions around ensuring that the funding is spent in a timely manner.

The insurance reserve has reached its target goal of \$250,000 or five times the current insurance deductible.

**Attachment: Reserve Balances**



**Regional District of Bulkley-Nechako Reserve Fund Balance  
as of September 30, 2024**

	<b>Balance</b>
Northern Capital and Planning Grant	\$ 1,663,472.37
Community Works Fund (Gas Tax)	6,888,406.52
Glacier Gulch Repair Reserve	14,173.18
Cluculz Lake Somerset Estates Sewer	95,489.63
Topley Fire Department	43,780.78
Luck Bary Fire Department	63,105.60
Smithers Rural Fire Department	116,937.79
Telkwa Rural Fire Department	9,544.70
Round Lake Rural Fire Department	6,552.21
911 Emergency Response	699,114.46
Emergency Operations Centre	63,698.73
Lakes District Airport	410,317.79
Bulkley Valley Pool	2,793,208.71
Vanderhoof Pool	108,249.97
Burns Lake TV Rebroadcasting	58,366.89
Office Building Reserve	672,608.72
Administration Vehicle Reserve	101,261.26
Building Inspection Vehicle Reserve	57,182.87
Bylaw Enforcement Vehicle Reserve	31,775.14
Fort Fraser Fire Department	30,378.38
Southside Fire Department	26,278.20
Insurance Reserve	253,794.15
Landfill Closure Reserve	443,282.92
Administration Equipment Reserve	76,701.65
Election Reserve	42,551.12
Operating Reserve	4,522,270.35
Legal Reserve	152,349.54
Climate Change Reserve	343,441.61
Growing Community Reserve	1,053,413.49
Fort Fraser Sewer Capital Reserve	468,383.81
Fort Fraser Water Capital Reserve	441,912.18
	<b>\$ 21,752,004.72</b>



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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:** November 21, 2024  
**Subject:** **Grant in Aid for Area E (Francois/Ootsa Lake Rural)  
Tchesinkut Lake Watershed Society**

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

That the Board approve allocating \$2,723 in Electoral Area E (Francois/Ootsa Lake Rural) Grant in Aid monies to the Tchesinkut Lake Watershed Society for a water sampling project and membership drive.

---

**BACKGROUND**

Please see the attached application for further detail.

The Grant in Aid Balance for Area E is \$16,258.66.

Director Lambert is supportive of the application in the amount of \$2,723.

**ATTACHMENTS:**

- 1) Grant in Aid Application Form
- 2) Project Budget

**Nellie Davis**

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**To:** Nellie Davis  
**Subject:** FW: Website Form Submission – Online Grant in Aid Application Form

Organization Legal Name:  
Tchesinkut Lake Watershed Society

Contact Email Address:  
ronmillerjoan@gmail.com

Contact Phone Number:  
250 692 9432

Organization Mailing Address:  
13007 Tchesinkut Lake BC, V0J 1E2

Project or purpose for which you require assistance:

To continue with annual water sampling of Tchesinkut Lake to review sampling trends and take a proactive approach to downward trends.

We do not require the first two items on our quote, please disregard them as they were provided to us by Burns Lake Comfor. Our equipment for sampling is aging and no longer works well. We sample 3 times per year, in 4 different locations and have all the data we have collected in a file. We send our sampling out to a lab for analysis. All work is done by volunteers.

Amount of Grant Requested:  
2722.48

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?:  
We routinely sample and analyse the water in Tchesinkut Lake and have been doing so since our incorporation as a non profit society in 1996. We also inform the residents of Tchesinkut Lake of our lab results and advocate for lifestyles that won't negatively affect the lake. This information is not available from any other organization or agency.

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.:  
None are paid.

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

Our society has been incorporated as a non profit society since 1996 and currently has 34 members.

Assistance is being requested for::

Capital project and/or equipment

Other purpose - please explain below

Other Purpose:

We need to replace aging equipment, additional solutions and require funding to further expand the membership.

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.:

We have received a grant from Burns Lake Comfor to replace the meter and cable, but require additional funding for calibration solutions and replacement membranes to do the 3 times per year testing that occurs at 4 different places on the lake. We would also like to increase our membership and are requesting funding for a barbecue, letterhead, publishing of pamphlets and for our presence at the trade fair along with prizes for that event.

Describe how this proposal will benefit the community.:

The Tchesinkut Lake community uses the lake for angling, swimming, potable water and boating. Further the Burns Lake area uses the lake recreationally over both the winter and summer months.

The Tchesinkut Lake Watershed Society has noticed a downward trend in water quality over the past couple of years, and is trying to identify the cause. The Society would assist their volunteer time in any remediation required.

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

Yes - please provide information below

Name of Grant or Funding Agency:

Burns Lake Comfor for the meter and wand to take the samples

Amount applied for:

9412.13

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?:

No

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

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

Contact Name:

Ron Miller

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.:

8549,8550

Contact Name:

Mike Comeau

Contact Phone Number:

250 695-6634

Contact Email Address:

tanglewood@telus.net

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

Electoral Area E (Francois/Ootsa Lake Rural)

Tchesinkut Lake Watershed Society  
Proposed Budget for Watersampling and Membership Drive

Hoskins Scientific for calibration solutions and replacement membranes	\$1572.48
As per attached quote – please disregard first two items on quote	
Letterhead, publications	200.00
Barbecue	700.00
Trade Fair – entry and prizes	250.00
 Total Grant Request	 \$2727.48



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Curtis Helgesen, CAO  
**Date:** November 21, 2024  
**Subject:** **RBA Funding Agreement**

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

Receipt.

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### BACKGROUND

The Regional District received \$2,885,233 as our 2024 annual payment under the new Northwest B.C. Regional Funding Agreement (RBA). This five-year agreement will see the RDBN receive four more payments (2025 – 2028) for a total RBA allocation of \$14,426,165.

As outlined on page 1 of the agreement, *'The Northwest B.C. Regional Funding Agreement between the Province and Region for payments to construct new and expanded community infrastructure to service and support the significant industrial activity planned to occur in the region, while ensuring liveable and resilient communities for area residents, new workers and neighbouring First Nations.'*

The 'Whereas' clauses in the preamble further outline the intent of the agreement, and clause 6 further outlines the objectives of the agreement.

The agreement is linked with conditions to ensure that every local government in the Northwest completes an Asset Management Plan that is linked to the long-term financial plan.

Eligible uses of the funds are outlined in Appendix #2 of the agreement, with the caveat in clause 20 of the agreement that states ***'A signatory must not use the Annual Payments to reduce property taxes.'***

Appendix 2 (Eligible Use of the Funds) has three main categories:

1. First Nations Outreach Projects and Initiatives
  - a. FN Liaison Position
  - b. All Costs related to MOUs and Service Agreements
  - c. Other cost shared projects

2. Capital Costs – 16 categories (local government owned assets)
3. Non-Capital Costs
  - a. All costs associated with Asset Management
  - b. Planning costs
  - c. Maintenance costs related to infrastructure
  - d. Operational Costs – limited to 15% of annual payment (\$432,785/year)

In looking at the parameters of the RBA agreement along with the RDBN's Strategic Plan, 2024 Budget and core services, staff will provide a recommendation for consideration by the Board on the allocation of the 2024 payment at the December 12<sup>th</sup> Board meeting. The majority of the 2024 funds received are expected to be placed in reserve(s) for future deliberation during the 2025 and subsequent years annual budget discussions.

The RDBN also recently received our RBA refund for the portion of costs expended over the last 10 years as part of the advocacy on behalf of the RBA partners. This amount is \$414,845.

**Attachments:           The Northwest B.C. Regional Funding Agreement**



**THE NORTHWEST B.C. REGIONAL FUNDING AGREEMENT**

BETWEEN

**HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA represented by  
the Minister of Municipal Affairs**

(the “Province”)

AND

**Regional District of Bulkley-Nechako, and  
Regional District of Kitimat-Stikine, and  
North Coast Regional District, and  
Village of Burns Lake, and  
Village of Daajing Giids, and  
District of Fort St. James, and  
Village of Fraser Lake, and  
Village of Granisle, and  
Village of Hazelton, and  
District of Houston, and  
District of Kitimat, and  
Village of Masset, and  
District of New Hazelton, and  
Village of Port Clements, and  
District of Port Edwards, and  
City of Prince Rupert, and  
Town of Smithers, and  
District of Stewart, and  
Village of Telkwa, and  
City of Terrace, and  
District of Vanderhoof**

(collectively, the “Region” or the “Signatories”)

**The Northwest B.C. Regional Funding Agreement between the Province and Region for payments to construct new and expanded community infrastructure to service and support the significant industrial activity planned to occur in the region, while ensuring liveable and resilient communities for area residents, new workers and neighboring First Nations.**

**PREAMBLE**

**Whereas** the Region consists of 21 local governments, including three Regional Districts (North Coast, Bulkley-Nechako, Kitimat-Stikine) and their 18 member Municipalities.

**Whereas** the Province and the Region recognize Northwest B.C. as key to B.C.'s future industrial development, with the majority of B.C.'s projected industrial development projected to occur in the area over the next decade.

**Whereas** the Province and the Region acknowledge there is a significant need for new local government infrastructure investments in the region.

**Whereas** the Province and the Region intend to work collaboratively to ensure that investments made by the Signatories to this Agreement are strategic, purposeful, and forward looking.

**Whereas** the Province recognizes that Northwest B.C. communities are primarily rural and remote with vast distances between them, and that these communities are challenged by the need to support new industry, often with a large transient workforce, with a small property tax base and low borrowing capacity.

**Whereas** the Province and the Region recognize the importance of providing local services to residents in municipalities and rural electoral areas.

**Whereas** the Province and the Region intend that this Agreement provide the basis for a respectful relationship that builds strong communities, with the capacity to support sustained industrial development in the region.

**Whereas** pursuant to Part 4, Division 5 of the *Local Government Grants Regulations*, B.C. Reg. 221/95, the Province is authorized to make special assistance grants to assist the resolution of municipal or regional district problems that are unusual or unique.

NOW THEREFORE the Province and the Region (the "Parties") agree and undertake that:

## Definitions

### 1. In this Agreement:

- a. "Agreement" means "The Northwest B.C. Regional Funding Agreement", including the appendices attached to it and forming part of it, all as may be amended, restated, replaced, or supplemented from time to time;
- b. "Annual Development Plan" or "ADP" means a document prepared by a Signatory that provides a prospective report on the anticipated policies, operational activities, and capital investments the Signatory expects to undertake during the upcoming calendar year utilizing the upcoming Annual Payment in alignment with the Signatory's Long-Term Development Plan;
- c. "Annual Payment" means the funds paid or payable by the Province to the Signatories as set out in Section 12 of this Agreement;
- d. "Annual Progress Report" or "APR" means a document prepared by a Signatory that provides a review of the policies, operational activities, and capital investments the Signatory had undertaken during the previous calendar year, with alignment to the Annual Development Plan submitted the previous year;
- e. "Commencement Date" means the date specified in section 8 of this Agreement;
- f. "FAA" means the *Financial Administration Act*, R.S.B.C. 1996, c.138;
- g. "Long-Term Development Plan" or "LTDP" means a document prepared by a Signatory that outlines the intended policies, operational activities and capital investments for a five-year period identifying how the Annual Payment will contribute to the Objective set out in Section 6 of this Agreement; and
- h. "Partnership Committee" means the committee established by section 9 of this Agreement.

## CONSIDERATIONS

2. The Parties recognize that sound asset management and long-term financial planning are critical to good decision making on future infrastructure investments.
3. The Parties recognize that there is a need for local government infrastructure investments in the region to meet provincial and federal regulatory requirements, climate resiliency and sustainable service delivery, affordable and attainable housing, and places with multimodal and active transportation networks.

4. The Parties recognize that local governments and neighboring First Nations are partners in providing services to the region.
5. The Parties recognize that the Region's local governments are the service centres to industry and its workers, and that industrial growth will continue to place additional demands on local government infrastructure and services.

#### **OBJECTIVE**

6. The objective of this Agreement is to address issues respecting community infrastructure deficiencies, parity, responsiveness, local autonomy, accountability, certainty, industrial competitiveness, economic development, and regional infrastructure needs while having limited precedent effect with other local governments in B.C. In addition, the Parties have a mutual interest in ensuring that the Signatories to this Agreement have the resources to upgrade, maintain and expand the services and infrastructure necessary to facilitate the industrial expansion of the oil, gas, mining, forestry, and other industries within the region.

#### **REQUIREMENT FOR REGIONAL CONSENSUS**

7. When the Region acts under this Agreement it requires the unanimous consent of all 21 Signatories.

#### **COMMENCEMENT**

8. This Agreement will commence on June 19, 2024.

#### **PARTNERSHIP COMMITTEE**

9. The Province and the Region will establish a Partnership Committee that will convene as required to collaborate on issues of shared interest to the Province and the Region.
10. The Partnership Committee will adjudicate requests from Signatories for reconsideration of decisions made by the Provincial Assistant Deputy Minister of the Local Government Division ("ADM LGD") under sections 34 to 36.
11. Terms of appointment, membership, responsibilities, and decision making for the Partnership Committee are set out in Appendix 1 of this Agreement.

## ANNUAL PAYMENTS

### Amount of Payments

12. The Province will pay to the Region an annual aggregate amount based on the following table:

<b>Calendar Year</b>	<b>Amount</b>
2024	\$50 million
2025	\$50 million
2026	\$50 million
2027	\$50 million
2028	\$50 million

and in accordance with Appendix 3.

### Timing of Payments

13. The Province will provide the 2024 Annual Payment to the Signatories within 60 days of the Commencement Date.

14. The Province will provide the 2025, 2026, 2027, and 2028 Annual Payments to the Signatories no later than May 30<sup>th</sup> of each year, provided the Signatories are eligible to receive the Annual Payment under this Agreement as set out in sections 16 through 33.

## APPROPRIATION

15. Notwithstanding any other provision of this Agreement, the payment of the Annual Payment by the Province to the Signatories pursuant to this Agreement is subject to:

- a. there being sufficient monies available in an appropriation, as defined in the FAA, to enable the Province in any fiscal year or part thereof when any such payment may be required, to make that payment; and
- b. Treasury Board, as defined in the FAA, not having controlled or limited pursuant to the FAA, expenditure under any appropriation referred to in section 15(a).

## ELIGIBILITY

### **2024 Annual Payment**

16. For a Signatory to be eligible to receive the 2024 Annual Payment it must meet the following eligibility criteria as determined by the Province:
- a. It must be in good standing with the Province, having met all annual financial statutory requirements under the *Community Charter* and/or *Local Government Act* (e.g., they have submitted their regulated financial reporting requirements on time and in compliance with the regulation(s)).
  - b. It must through council or board resolution, demonstrate to the Province a commitment to implement sound asset management practices and the development of asset management plans that are linked to long-term financial plans for core assets (Municipalities) or core services (Regional Districts) by 2028.
  - c. It must through council or board resolution, demonstrate to the Province a commitment to using the 2024 Annual Payment for an eligible purpose in Appendix 2 as set out by Section 18.

### **2025-2028 Annual Payments**

17. For a Signatory to remain eligible to receive the 2025, 2026, 2027, or 2028 Annual Payment under this Agreement it must meet the following eligibility criteria as determined by the Province:
- a. For the 2025 Annual Payment, a Signatory must develop a plan for the implementation of asset management plans that are linked to long-term financial plans for core asset (Municipalities) or core services (Regional districts) by 2028.
  - b. For the 2026 and 2027 Annual Payment, a Signatory must provide evidence to the Province of continued progression in the development of complete asset management plans that are linked to long-term financial plans for core asset (Municipalities) or core services (Regional districts) by 2028.
  - c. For the 2028 Annual Payment, a Signatory must provide to the Province completed asset management plans that are linked to long-term financial plans for core asset (Municipalities) or core services (Regional districts).
  - d. For the 2025, 2026, 2027, and 2028 Annual Payments a Signatory must annually demonstrate to the Province:

- i. that they are in good standing with the Province, having met all annual financial statutory requirements under the *Community Charter* and/or *Local Government Act* (e.g. they have submitted their regulated financial reporting requirements on time and in compliance with the regulation(s));
- ii. through the LTDP, that the Signatory is using some funds from the Annual Payment for cost shared First Nations partnership projects or initiatives that advances reconciliation and strengthens their relationship with neighboring First Nations;
- iii. through the APR, that the Annual Payment received from the Province in the prior year have gone towards non-capital or capital costs identified in Appendix 2, is consistent with their LTDP and the past year's ADP when applicable;
- iv. through the ADP, that the Annual Payment to be received from the Province in the coming year will go towards operations or capital identified in Appendix 2 and is consistent with their LTDP; and
- v. that the Annual Payments received under the Agreement is incremental to the Signatories current property taxation.

#### **ELIGIBLE USE OF ANNUAL PAYMENTS**

- 18. Annual Payments are restricted to the purposes set out in Appendix 2.
- 19. Appendix 2 may be amended by written unanimous agreement of the Partnership Committee.
- 20. A Signatory must not use the Annual Payments to reduce property taxes.

#### **TREATMENT OF ANNUAL PAYMENTS**

- 21. A Signatory that is a Municipality:
  - a. must establish a separate reserve fund under s.188 of the *Community Charter* for the purposes of this Agreement (the "Agreement Fund");
  - b. must keep the Agreement Fund separate from other existing reserve funds; and
  - c. must put the Annual Payments into the Agreement Fund.

22. A Signatory that is a Municipality may transfer other money into the Agreement Fund but may not transfer money from the Agreement Fund to other reserve funds or into general surplus.
23. A Signatory that is a Regional District is not required to establish a separate dedicated reserve fund.
24. A Signatory that is a Regional District must put Annual Payments into existing (or new) reserve funds that have been established for each of the services that will be allocated the Annual Payments.

#### **REPORTING, APPLICATION AND APPROVAL PROCESS**

25. By March 30, 2025, the Signatories must submit to the ADM LGD a LTDP that must include:
  - a. a policy statement on the use of funds for projects or initiatives that advance reconciliation and strengthens the Signatory's relationship with neighboring First Nations; and
  - b. for Regional Districts only, a policy statement on how Annual Payments will directly benefit residents of rural electoral areas.
26. A Signatory may amend its LTDP at any time and any amendments must be submitted by the Signatory to the ADM LGD.
27. By April 1<sup>st</sup> of each year from 2025-2028 each Signatory must submit to the ADM LGD an ADP and an APR.
28. The ADM LGD will review the ADP and the APR provided by a Signatory as an application for the Annual Payment for the following year, in consideration of the following criteria:
  - a. the Signatory continues to meet the eligibility criteria established in Sections 16 and 17;
29. No later than April 30<sup>th</sup> of 2025 and each year thereafter, the ADM LGD will confirm for a Signatory whether the Signatory, based on the information provided in its ADP and APR, remains eligible to receive the Annual Payment.
30. If a Signatory does not submit an ADP and APR, then they will not receive the Annual Payment for that year.
31. If the ADM LGD determines that one or more of the criteria in Section 16 or 17 have not been met by a Signatory, they may withhold some or all of the Annual Payment for the



Signatory or may request additional information from the Signatory before providing the Annual Payment. The ADM LGD may not unreasonably withhold payment if the Annual Payment Criteria have been satisfied.

32. If the ADM LGD determines that a Signatory has not used the previous year's Annual Payment for an eligible use in accordance with Section 18, then the ADM LGD may require the Signatory repay to the Province some or all of the previous year's Annual Payment within 60 days of the ADM LGD's decision.
33. Within 30 days of the ADM LGD's decision to:
- a. withhold some or all of the Annual Payment from a Signatory under Section 31; or
  - b. require the Signatory repay some or all of the previous year's Annual Payment under Section 32,

the Signatory may seek reconsideration of the decision of the ADM LGD through the Reconsideration Process set out in Sections 34 to 36 (the "Reconsideration Submission").

#### **RECONSIDERATION PROCESS**

34. The Signatory must provide the Reconsideration Submission in a form suitable to the Partnership Committee.
35. The Partnership Committee will convene and review the Reconsideration Submission along with all necessary supporting documentation and render a decision within 45 days of receipt of the Reconsideration Submission.
36. If the Partnership Committee fails to reach unanimous agreement on the Reconsideration Submission, the Partnership Committee will decide what appropriate course of dispute resolution is to be taken.

#### **AMENDMENTS**

37. Any amendment to this Agreement shall be in writing and signed by the Parties.

#### **AGREEMENT CONCLUSION**

38. The Agreement terminates when the final Annual Payment is provided under this Agreement on May 30, 2028.
39. The final ADP is due from the Signatories on April 1, 2028.

40. The APR reporting requirements survive the termination of the Agreement. Signatories must continue to annually provide an APR to the ADM LGD on the use of funds from the Annual Payments received under this Agreement until the funds are fully expended.

#### **EXECUTION IN COUNTERPART AND ELECTRONIC DELIVERY**

41. This Agreement may be executed in counterparts. Each counterpart, when so executed and delivered to each of the other Parties, will be deemed an original and all such counterparts together will constitute one and the same document.
42. Delivery of a signature page by electronic means (including by facsimile or in PDF format) will be as valid and effective as delivery of an original. A party that delivers a signature page by electronic means agrees to provide an original signed counterpart if requested to do so by the other party.

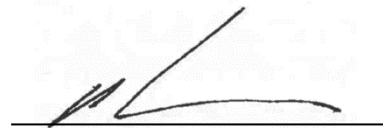
#### **INTERPRETATION**

43. This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia and the federal laws of Canada applicable therein.
44. The headings appearing in this Agreement have been inserted for reference and as a matter of convenience and in no way define, limit, or enlarge the scope of any provision of this Agreement.
45. Any reference to a statute in this Agreement, whether or not that statute has been defined, includes all regulations at any time made under or pursuant to that statute and amendments to that statute.
46. If any provision in this Agreement is determined to be invalid, illegal, or unenforceable, in whole or in part, it will be severable from this Agreement and the remaining provisions will not be affected and will continue in full force and effect to the extent permitted by law.
47. Nothing in this Agreement is to be construed as interfering with, or fettering in any manner, the exercise by the Province of any statutory power or duty.

Original signed by MAK

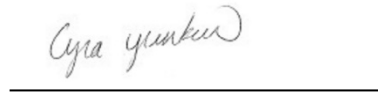
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Honourable Anne Kang  
Minister of Municipal Affairs  
Dated: June 19, 2024



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Mark Parker, Chair  
Regional District of Bulkley-  
Nechako  
Dated: June, 2024



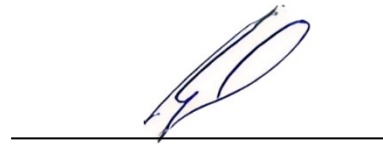
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Cyra Yunkws, Chair  
Regional District of Kitimat-  
Stikine  
Dated: June, 2024



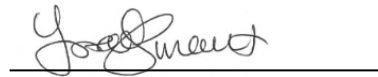
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Barry Pages, Chair  
North Coast Regional District  
Dated: June, 2024



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Henry Wiebe, Mayor  
Village of Burns Lake  
Dated: June, 2024



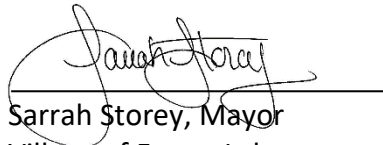
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Lisa Pineault, Mayor  
Village of Daajing Giids  
Dated: June, 2024




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Martin Elphee, Mayor  
District of Fort St. James  
Dated: June, 2024



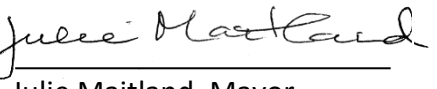
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Sarah Storey, Mayor  
Village of Fraser Lake  
Dated: June, 2024



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Linda McGuire, Mayor  
Village of Granisle  
Dated: June, 2024



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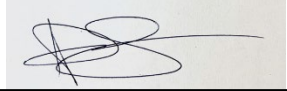
Julie Maitland, Mayor  
Village of Hazelton  
Dated: June, 2024



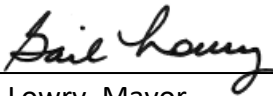
Shane Brienen, Mayor  
District of Houston  
Dated: June, 2024



Philip Germuth, Mayor  
District of Kitimat  
Dated: June, 2024



Sheri Disney, Mayor  
Village of Masset  
Dated: June, 2024



Gail Lowry, Mayor  
District of New Hazelton  
Dated: June, 2024



Scott Cabianca, Mayor  
Village of Port Clements  
Dated: June, 2024



Knut Bjorndal, Mayor  
District of Port Edwards  
Dated: June, 2024



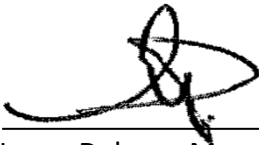
Herb Pond, Mayor  
City of Prince Rupert  
Dated: June, 2024



Gladys Atrill, Mayor  
Town of Smithers  
Dated: June, 2024



Angela Band Danuser, Mayor  
District of Stewart  
Dated: June, 2024



Leroy Dekens, Mayor  
Village of Telkwa  
Dated: June, 2024



Sean Bujtas, Mayor  
City of Terrace  
Dated: June, 2024



Kevin Moutray, Mayor  
District of Vanderhoof  
Dated: June, 2024

## Appendix #1

### Partnership Committee

#### Appointment and Membership

1. The Partnership Committee shall consist of three (3) members appointed by the Province and three (3) members appointed by the Region.
  - a. Members appointed by the Province shall be the Assistant Deputy Minister responsible for Local Government Division (“ADM LGD”) within the Ministry of Municipal Affairs, the Deputy Inspector of Municipalities, and another Assistant Deputy Minister appointed by the Province.
  - b. Members appointed by the Region shall be a Chief Administrative Officer (“CAO”) from each of the Regional Districts, or a CAO from one of its member municipalities.
2. The Partnership Committee will be co-chaired by two (2) members (the “Co-Chairs”), one of which will be the Provincial ADM LGD, and the other appointed by the Region.
3. Upon agreement of the Province and the Region, other members may also be appointed, so long as the composition of the committee consists of equal representation from the Province and the Region.
4. Replacement members may, from time to time, be appointed. The Province and the Region agree to keep each other informed of new appointments in writing.
5. If one of the Co-Chairs is not able to attend a meeting, or is otherwise unable to act, the Co-Chair may designate an alternate in writing, and that alternate shall act as a Co-Chair.
6. If a member is not able to attend a meeting, or is otherwise unable to act, that member may designate an alternate, and that alternate shall act as a member.
7. Upon any Signatory referring an issue to the Partnership Committee, members shall be entitled to present the issue to the Partnership Committee and participate in any discussions related to the issue.

#### Responsibilities

8. The Partnership Committee will have the following responsibilities:
  - a. Adjudicate requests for reconsideration made under section 33;
  - b. Consider matters identified by Signatories or the Province as impediments faced by communities within the region in planning for future growth;

- c. Resolve any issues arising from the implementation of the Agreement; and
  - d. Address other matters as required for the effective operation of the Agreement.
9. The Partnership Committee may agree in writing to undertake any additional duties or responsibilities it deems to be consistent with the spirit of the Agreement.

#### Decisions

10. The Partnership Committee will govern by consensus, examine issue together and, in good faith, reasonably attempt to resolve potential issues.
11. The decisions, approvals and recommendations of the Partnership Committee will be made or given upon agreement by the members. The signature of both Co-Chairs on behalf of the Partnership Committee shall be verification, for the purposes of this Agreement, of any such decision, recommendation, or approval by the Partnership Committee.
12. With respect to a reconsideration of a decision of the ADM LGD pursuant to section 33 of this Agreement, the ADM LGD will remove themselves for the purposes of the reconsideration and a replacement member will be appointed by the Province.
13. For certainty, decisions made by the Partnership Committee cannot amend the Agreement. All amendments to this Agreement must be made in accordance with section 37 of the Agreement.

**Appendix #2****Eligible Use of Annual Funds**

1. The following purposes are eligible uses of Annual Funds:
  - a. First Nations Outreach Projects and Initiatives
    - i. A policy statement must be included as part of LTDP indicating how the Signatories are using the Annual Payment to advance reconciliation with local First Nations.
    - ii. The following costs are included in this eligible purpose:
      - A. costs of providing local government First Nations liaison positions with the local government;
      - B. all costs related to the development of MOUs and servicing agreements with First Nations;
      - C. Local government/First Nations cost-shared projects (capital or operations) both local government and First Nation owned or led; and
      - D. Local government funded projects (capital or operations) that directly benefit neighboring First Nation communities.
  - b. Capital Costs, including:
    - i. Public drinking water supply, treatment facilities and water distribution;
    - ii. Development finance portions of infrastructure costs that support affordable/attainable housing. These may include DCCs (Development Cost Charges) or subdivision servicing charges payable or similar costs.
    - iii. Childcare facilities;
    - iv. Municipal or regional capital projects that service, directly or indirectly, neighboring First Nation communities,
    - v. Wastewater conveyance and treatment facilities;
    - vi. Storm water management;
    - vii. Natural assets (where the asset provides a service);
    - viii. Solid waste management infrastructure;
    - ix. Public safety/emergency management equipment and facilities not funded by senior level government;
    - x. Local road improvements and upgrades;

- xi. Sidewalks, curbing and lighting;
  - xii. Active transportation amenities not funded by senior level government;
  - xiii. Improvements that facilitate transit service;
  - xiv. Natural hazard mitigation;
  - xv. Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
  - xvi. Recreation and cultural related amenities.
- c. Non-Capital Costs, including:
- i. All costs related to asset management planning and development.
  - ii. Planning Costs, including:
    - A. Costs of feasibility studies (including infrastructure capacity assessment);
    - B. Early-stage development work (including climate resilience assessments);
    - C. Costs of designing, tendering, and acquiring land (where it is wholly required for eligible infrastructure projects).
  - iii. Maintenance costs related to existing or new local government infrastructure.
  - iv. Operational costs, which are limited to 15% of total Annual Payments, including:
    - A. facility operating costs;
    - B. protective services and bylaw enforcement costs;
    - C. programs for vulnerable populations;
    - D. environmental cleanup and community beautification initiatives;
    - E. computer and other electronic technology costs; and
    - F. grants to charitable, philanthropic, and not-for-profit organizations providing core community services.
2. If a local government is providing assistance to a business, the business must be providing a local service under a partnering agreement, and that service should be related to one of the eligible costs.



**Appendix #3****Allocation Formula to Determine Individual Annual Payments Under Section 12**

<b>Community</b>	<b>2024 Payment</b>	<b>2025 Payment</b>	<b>2026 Payment</b>	<b>2027 Payment</b>	<b>2028 Payment</b>	<b>Total Payment under Agreement</b>
Burns Lake, Village of	\$1,931,454	\$1,931,454	\$1,931,454	\$1,931,454	\$1,931,454	\$9,657,270
Daajing Giids, Village of	\$1,406,687	\$1,406,687	\$1,406,687	\$1,406,687	\$1,406,687	\$7,033,435
Fort St. James, District of	\$1,837,097	\$1,837,097	\$1,837,097	\$1,837,097	\$1,837,097	\$9,185,485
Fraser Lake, Village of	\$1,344,745	\$1,344,745	\$1,344,745	\$1,344,745	\$1,344,745	\$6,723,727
Granisle, Village of	\$990,261	\$990,261	\$990,261	\$990,261	\$990,261	\$4,951,306
Hazelton, Village of	\$912,573	\$912,573	\$912,573	\$912,573	\$912,573	\$4,562,864
Houston, District of	\$2,793,700	\$2,793,700	\$2,793,700	\$2,793,700	\$2,793,700	\$13,968,501
Kitimat, District of	\$3,910,364	\$3,910,364	\$3,910,364	\$3,910,364	\$3,910,364	\$19,551,818
Masset, Village of	\$1,321,428	\$1,321,428	\$1,321,428	\$1,321,428	\$1,321,428	\$6,607,142
New Hazelton, District of	\$1,176,576	\$1,176,576	\$1,176,576	\$1,176,576	\$1,176,576	\$5,882,881
Port Clements, Village of	\$890,997	\$890,997	\$890,997	\$890,997	\$890,997	\$4,454,983
Port Edward, District of	\$947,906	\$947,906	\$947,906	\$947,906	\$947,906	\$4,739,532
Prince Rupert, City of	\$6,860,171	\$6,860,171	\$6,860,171	\$6,860,171	\$6,860,171	\$34,300,856
Smithers, Town of	\$4,380,215	\$4,380,215	\$4,380,215	\$4,380,215	\$4,380,215	\$21,901,077
Stewart, District of	\$658,576	\$658,576	\$658,576	\$658,576	\$658,576	\$3,292,880
Telkwa, Village of	\$1,825,775	\$1,825,775	\$1,825,775	\$1,825,775	\$1,825,775	\$9,128,874
Terrace, City of	\$6,889,185	\$6,889,185	\$6,889,185	\$6,889,185	\$6,889,185	\$34,445,927
Vanderhoof, District of	\$3,820,561	\$3,820,561	\$3,820,561	\$3,820,561	\$3,820,561	\$19,102,804
Bulkley-Nechako Regional District	\$2,885,233	\$2,885,233	\$2,885,233	\$2,885,233	\$2,885,233	\$14,426,166
Kitimat-Stikine Regional District	\$2,379,790	\$2,379,790	\$2,379,790	\$2,379,790	\$2,379,790	\$11,898,950
North Coast Regional District	\$836,706	\$836,706	\$836,706	\$836,706	\$836,706	\$4,183,528
<b>Total</b>	<b>\$50,000,000</b>	<b>\$50,000,000</b>	<b>\$50,000,000</b>	<b>\$50,000,000</b>	<b>\$50,000,000</b>	<b>\$250,000,000</b>



November 7, 2024

Trish Mandewo, President  
UBCM  
10551 Shellbridge Way  
Richmond, BC V6X 2W8

Dear Trish:

The Fraser Valley Regional District (FVRD) Board is writing to formally request that the Union of British Columbia Municipalities (UBCM) initiate a comprehensive **governance review**. As you know, UBCM has long been a powerful voice for local government and First Nations in British Columbia, advocating for common interests, analyzing economic and social trends, and translating these insights into policies that benefit communities across the province.

Over the past decade, British Columbia has faced numerous significant challenges, including housing affordability, a strained healthcare system, a sluggish economy, labour market shortages, climate disruption, the toxic drug crisis, and growing concerns about food insecurity. These pressing issues require the collective effort of all regions of the province, and as we continue to address them, it is increasingly important that the UBCM Executive reflects the full scope and diversity of all British Columbia's local governments and First Nations.

In this regard, we believe it is an opportune time to revisit UBCM's governance structure. As you may recall, the last review of UBCM's organizational structure was completed in 2010 by a Structure Review Committee, resulting in changes to the Union's bylaws and modifications to the Executive's composition. While these changes were valuable at the time, the context within which we operate has evolved considerably. The growing complexity and variety of issues facing our communities today—particularly the diverse needs of rural and remote regions—underscores the need for an updated governance structure that more effectively represents all areas of the province.

We respectfully request that UBCM consider updating its bylaws and governance framework to ensure more balanced and equitable representation from all regions, bringing both rural and urban perspectives to the table on a regular and sustained basis. A renewed structure would better enable UBCM to advocate effectively for the interests of all British Columbians, ensuring that no region is left behind in policy development and decision-making processes.

The FVRD Board is committed to supporting this important process and would like to have the opportunity to participate in discussions or consultations related to the governance review. As a regional district with diverse rural and urban communities, we feel we could provide invaluable feedback to this process. A comprehensive governance review will strengthen UBCM's role in advancing the well-being of communities throughout British Columbia, and we look forward to working together to achieve this goal.



[www.fvrd.ca](http://www.fvrd.ca) | [info@fvrd.ca](mailto:info@fvrd.ca)

Thank you for considering this request. We appreciate your leadership and the ongoing work of UBCM, and we are hopeful that this review will contribute to the continued success of the Union in representing our diverse province.

Sincerely,



Jason Lum,  
Chair

cc: 26 Regional District Chairs & CAOs



October 30, 2024  
Our Ref. 136423

Mark Parker  
Chair  
Regional District of Bulkley Nechako  
37 3rd Avenue  
Burns Lake, BC V0J 1E0

Email Address: [mark.parker@rdbn.bc.ca](mailto:mark.parker@rdbn.bc.ca)

Dear Mark Parker:

Thank you and your delegation for the opportunity to meet during the 2024 Union of British Columbia Municipalities Convention.

As we are in a caretaker period before a new Cabinet is sworn in, I am pleased to follow up with you on behalf of the Minister of Post-Secondary Education and Future Skills.

The Ministry of Post-Secondary Education and Future Skills has worked with post-secondary institutions to improve healthcare training options and pathways including:

- [The Northern Baccalaureate Nursing Program](#) in Prince George and Fort St. John which allows students with some previous post-secondary education to complete a Registered Nursing degree in less than two years instead of four;
- The newly announced [Kwantlen Polytechnic University Licenced Practical Nurse to Registered Nurse advanced entry pathway](#) which grants eligible Licenced Practical Nurses recognition for their prior learning and experience so they can train to become a Registered Nurse in four consecutive terms; and
- [The 'Fast Track' Respiratory Therapy program at Thompson Rivers University](#) which provides a pathway for a two-year program completion option for students with some prior science pre-requisites alongside a three-year direct entry option and a four-year dual credential stream in which students can receive their Respiratory Therapy Diploma and Bachelor of Health Sciences or Master of Education degree simultaneously.

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- 2 -

Working with Ministry of Health, the Ministry of Post-Secondary Education and Future Skills has engaged with post-secondary institutions in British Columbia to look at more innovative approaches to health education, like the examples above.

I hope you and other members of your delegation enjoyed a successful Convention and I look forward to continuing to work together in the coming months and years.

Sincerely,



Bobbi Plecas  
Deputy Minister

pc: Chris Rathbone, Assistant Deputy Minister  
Ministry of Post-Secondary Education and Future Skills  
[PSFS.ADMPost-SecondaryPolicyandPrgms@gov.bc.ca](mailto:PSFS.ADMPost-SecondaryPolicyandPrgms@gov.bc.ca)

Shane Brienen, Vice Chair  
Regional District of Bulkley Nechako  
[mayor@houston.ca](mailto:mayor@houston.ca)

Martin Elphee, Director  
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Chris Newell, Director  
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Clint Lambert, Director  
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Gladys Atrill, Director  
Regional District of Bulkley Nechako  
[mayor@smithers.ca](mailto:mayor@smithers.ca)

- 3 -

Henry Wiebe, Director  
Regional District of Bulkley Nechako  
[village@burnslake.ca](mailto:village@burnslake.ca)

Judy Greenaway, Director  
Regional District of Bulkley Nechako  
[judy.greenaway@rdbn.bc.ca](mailto:judy.greenaway@rdbn.bc.ca)

Kevin Moutray, Director  
Regional District of Bulkley Nechako  
[info@district.vanderhoof.ca](mailto:info@district.vanderhoof.ca)

Leroy Dekens, Director  
Regional District of Bulkley Nechako  
[mayor@telkwa.ca](mailto:mayor@telkwa.ca)

Linda McGuire, Director  
Regional District of Bulkley Nechako  
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October 30, 2024

Our Ref. 136404

Lara Beckett  
Chairperson  
Regional District of Fraser-Fort George  
155 George Street  
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Email Address:      [lbeckett@rdffg.bc.ca](mailto:lbeckett@rdffg.bc.ca)

Dear Lara Beckett:

Thank you and your delegation for the opportunity to meet during the 2024 Union of British Columbia Municipalities Convention.

As we are in a caretaker period before a new Cabinet is sworn in, I am pleased to follow up with you on behalf of the Minister of Post-Secondary Education and Future Skills.

I appreciated hearing about the Regional District of Fraser-Fort George's collaboration with the University of Northern British Columbia, other regional districts, food producers, clinics and others regarding veterinary medicine in the region. Training and recruitment of veterinarians is a priority for the Province. The Ministry of Post-Secondary Education and Future Skills will continue to work with the Ministry of Agriculture and Food to address the need for veterinarians in BC.

In addition, I am happy the Province was able to provide additional financial support to assist a local student complete their veterinary studies next year.

I hope you and other members of your delegation enjoyed a successful Convention and I look forward to continuing to work together in the coming months and years.

Sincerely,

A handwritten signature in black ink, appearing to read "Bobbi Plecas".

Bobbi Plecas  
Deputy Minister

.../2

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pc: Chris Rathbone, Assistant Deputy Minister  
Ministry of Post-Secondary Education and Future Skills  
[PSFS.ADMPost-SecondaryPolicyandPrgms@gov.bc.ca](mailto:PSFS.ADMPost-SecondaryPolicyandPrgms@gov.bc.ca)

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