

MERRY CHRISTMAS

# AGENDA

**MEETING NO. 18**

**December 12, 2024**

**P.O. BOX 820**

**BURNS LAKE, BC V0J 1E0**

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**[www.rdbn.bc.ca](http://www.rdbn.bc.ca)**



**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, December 12, 2024****First Nations Acknowledgement**

<b><u>PAGE NO.</u></b>	<b><u>CALL TO ORDER</u></b>	<b><u>ACTION</u></b>
	<b><u>AGENDA - December 12, 2024</u></b>	<b>Approve</b>
	<b><u>SUPPLEMENTARY AGENDA</u></b>	<b>Receive</b>
	<b><u>MINUTES</u></b>	
<b>8-26</b>	<b>Board Meeting Minutes - November 21, 2024</b>	<b>Approve</b>
	<b><u>DELEGATIONS</u></b>	
	<b><u>MINISTRY OF FORESTS - BC TIMBER SALES</u></b> <b>Neal Marincak, Resource Manager, Nadina Natural Resource District</b> <b>Mike Watson, Woodlands Manager, BC Timber Sales</b> <b>Re: Processing Decked Wood in the Region</b>	
	<b><u>ELECTORAL AREA PLANNING</u></b>	
	<b><u>Temporary Use Permit</u></b>	
<b>27-39</b>	<b>Danielle Patterson, Senior Planner</b> <b>Temporary Use Permit B-01-24</b> <b>Electoral Area B (Burns Lake Rural)</b>	<b>Recommendation</b>
	<b><u>Other</u></b>	
<b>40</b>	<b>Advisory Planning Commission Meeting</b> <b>Minutes - Electoral Area B (Burns Lake Rural)</b>	<b>Receive</b>

Meeting No. 18  
December 12, 2024

<b><u>PAGE NO.</u></b>	<b><u>DEVELOPMENT SERVICES</u></b>	<b><u>ACTION</u></b>
	<b><u>Municipal Referral</u></b>	
<b>41-43</b>	<b>Danielle Patterson, Senior Planner Village of Telkwa OCP</b>	<b>Recommendation</b>
	<b><u>Pipeline Referral</u></b>	
<b>44-50</b>	<b>Danielle Patterson, Senior Planner PRGT Project Response Letter (Notification No. 240904)</b>	<b>Receive</b>
	<b><u>Other</u></b>	
<b>51-63</b>	<b>Jason Llewellyn, Director of Planning Highway 16 and 27 Intersection Improvements</b>	<b>Recommendation</b>
<b>64-79</b>	<b>Danielle Patterson, Senior Planner Interim Housing Needs Reports</b>	<b>Receive</b>
	<b><u>PARKS AND TRAILS</u></b>	
<b>80-91</b>	<b>Maria Sandberg, Planning and Parks Coordinator - Area G Recreation Contribution Grant Application</b>	<b>Recommendation</b>
	<b><u>ENVIRONMENTAL SERVICES</u></b>	
<b>92-106</b>	<b>Janette Derksen, Waste Diversion Supervisor -Agricultural Plastics Recycling Pilot Program Update</b>	<b>Recommendation</b>
	<b><u>ADMINISTRATION REPORTS</u></b>	
<b>107</b>	<b>Cheryl Anderson, Director of Corporate Services – RDBN Appointments 2025</b>	<b>Ratify</b>



<b><u>PAGE NO.</u></b>	<b><u>ADMINISTRATION REPORTS (CONT'D)</u></b>	<b><u>ACTION</u></b>
108-110	Cheryl Anderson, Director of Corporate Services – RDBN Committee Appointments 2025	Ratify
111	Cheryl Anderson, Director of Corporate Services – Connectivity Committee - Disbandment	Recommendation
112-117	Cheryl Anderson, Director of Corporate Services – Revised Committee of the Whole and Rural Services Committee Terms of Reference	Recommendation
118	Cheryl Anderson, Director of Corporate Services – Electoral Area Directors (EAD) Forum – February 6-7, 2025 in Richmond, BC	Recommendation
	<b><u>Bylaws for First, Second and Third Reading</u></b>	
119-121	John Illes, Chief Financial Officer – Burns Lake and Area Victims' Services Service Establishment Amendment Bylaw No. 2059	Recommendation
122-124	John Illes, Chief Financial Officer – Smithers and Victims' Services Service Establishment Amendment Bylaw 2058	Recommendation
	<b><u>Bylaws for First, Second, Third Reading and Adoption</u></b>	
125-127	John Illes, Chief Financial Officer – Northwest B.C. Regional Funding Agreement Reserve Bylaw 2065	Recommendation
128-134	John Illes, Chief Financial Officer – Regional District of Bulkley-Nechako Five Year Financial Plan Amendment Bylaw No. 2067	Recommendation

<b><u>Page No.</u></b>	<b><u>ADMINISTRATION REPORTS (CONT'D)</u></b>	<b><u>Action</u></b>
	<b><u>Bylaws for Adoption</u></b>	
135-137	<b>Cheryl Anderson, Director of Corporate Services – Electoral Area C Public Library Contribution Service Area Establishment Amendment Bylaw No. 2062</b>	<b>Recommendation</b>
138-140	<b>John Illes, Chief Financial Officer – Cluculz Lake Rural Fire Protection Service Local Amendment Bylaw 2056</b>	<b>Recommendation</b>
141-143	<b>John Illes, Chief Financial Officer – Cluculz Lake -Somerset Estates Sewer Local Service Establishment Amendment Bylaw 2057</b>	<b>Recommendation</b>
	<b><u>ADMINISTRATION REPORTS (CONT'D)</u></b>	
144-145	<b>Nellie Davis, Manager of Regional Economic Development – Regional Grant in Aid from Electoral Area B (Burns Lake Rural)</b>	<b>Recommendation</b>
146	<b>Nellie Davis, Manager of Regional Economic Development – Regional Grant in Aid from Electoral Area F (Vanderhoof Rural)</b>	<b>Recommendation</b>
147-194	<b>Christopher Walker, Emergency Services Manager – RDBN Emergency Support Services Service Agreements</b>	<b>Recommendation</b>
195-196	<b>Curtis Helgesen, Chief Administrative Officer -RBA 2025 Draft Budget Proposal</b>	<b>Receive</b>
197-198	<b>John Illes, Chief Financial Officer – Budget Process 2025</b>	<b>Receive</b>
199-210	<b>Nellie Davis, Manager of Regional Economic Development – Northern BC Supply Chain Forum – Working Group Workshop</b>	<b>Receive</b>

<u>Page No.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>Action</u>
211	Wendy Wainwright, Deputy Director of Corporate Services – Items to be brought Forward to the public agenda from Special (In-Camera) Meeting	Receive

**SUPPLEMENTARY AGENDA**

**VERBAL REPORTS AND COMMITTEE CHAIR REPORTS**

**RECEIPT OF VERBAL REPORTS**

**NEW BUSINESS**

**IN-CAMERA MOTION**

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

- Labour Relations

**ADJOURNMENT**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEETING NO. 17****Thursday, November 21, 2024**

<b>PRESENT:</b>	Chair	Mark Parker
	Directors	Shane Brienen – left at 12:45 p.m. Martin Elphee Judy Greenaway Clint Lambert Linda McGuire – arrived at 10:35 a.m. Shirley Moon Kevin Moutray – via Zoom – left at 2:21 p.m. Chris Newell – left at 10:41 a.m., returned at 10:50 a.m. Michael Riis-Christianson Stoney Stoltenberg Sarrah Storey – via Zoom – arrived at 10:03 p.m., left at 2:02 p.m., returned at 2:07 p.m. Henry Wiebe
	Directors Absent	Gladys Atrill, Town of Smithers Leroy Dekens, Village of Telkwa
	Alternate Director	Frank Wray, Town of Smithers
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services Alex Eriksen, Director of Environmental Services – arrived at 11:40 a.m., left at 12:06 p.m. John Illes, Chief Financial Officer Daryn Larson, Building Inspector – arrived at 11:44 a.m., left at 12:13 p.m. Jason Llewellyn, Director of Planning Wendy Wainwright, Deputy Director of Corporate Services
	Others	Heather Desarmia, Community Relations Advisor, TC Energy – via Zoom – left at 10:41 a.m. Scott Larson, CEO, CO <sub>2</sub> Lock Corp. – via Zoom – arrived at 10:05 a.m., left at 11:24 p.m. David Molinski, Director & VP Regulatory and External Relations, CO <sub>2</sub> Lock Corp. – via Zoom – arrived at 10:13 a.m., left at 11:24 p.m. Nader Mosavat, Chief Technology Officer, CO <sub>2</sub> Lock Corp. – via Zoom – arrived at 10:11 a.m., left at 11:24 a.m. Tanner Moulton, Community Relations Project Advisor, External Relations, British Columbia, TC Energy – left at 10:41 a.m. Nicole Stuckert, Manager, Land, TC Energy – left at 10:41 a.m.

Others (Cont'd) Sian Weaver, Manager, Socio-Economics, TC Energy – left at 10:41 a.m.

**CALL TO ORDER**

Curtis Helgesen, Chief Administrative Officer called the meeting to order at 10:00 a.m.

**ELECTION OF CHAIRPERSON**

Chairperson

CAO Helgesen called for nominations for the position of Chairperson of the Regional District of Bulkley-Nechako for the year 2024/2025.

Moved by Director Brien  
Seconded by Director Riis-Christianson

2024-17-1

“That Director Parker be nominated for the position of Chairperson of the Regional District of Bulkley-Nechako for 2024/2025.

CAO Helgesen called for nominations for Chairperson a second time.

CAO Helgesen called for nominations for Chairperson a third time.

There being no further nominations, CAO Helgesen declared Director Parker Chairperson for the Regional District of Bulkley-Nechako for the year 2024/2025 by acclamation.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ELECTION OF VICE-CHAIRPERSON**

Vice – Chairperson

CAO Helgesen called for nominations for the position of Vice-Chairperson of the Regional District of Bulkley-Nechako for the year 2024/2025.

Moved by Director Stoltenberg  
Seconded by Alternate Director Wray

2027-17-2

“That Director Brien be nominated for the position of Vice-Chairperson of the Regional District of Bulkley-Nechako for 2024/2025.”

CAO Helgesen called for nominations for Vice-Chairperson a second time.

**ELECTION OF VICE-CHAIRPERSON (CONT'D)**

Moved by Director Elphee  
 Seconded by Director Riis-Christianson

2024-17-3

"That Director Moutray be nominated for the position of Vice-Chairperson of the Regional District of Bulkley-Nechako for 2024/2025."

CAO Helgesen called for nominations for Vice-Chairperson a third time.

There being no further nominations CAO Helgesen called for an election.

Directors voted and ballots were collected and counted by Cheryl Anderson, Director of Corporate Services and Wendy Wainwright, Deputy Director of Corporate Services. As a result of counting the ballots for the Election of Vice-Chairperson, Director Brienen was elected Vice-Chairperson for the Regional District of Bulkley-Nechako for the 2024/2025 year.

Moved by Director Stoltenberg  
 Seconded by Director Elphee

2024-17-4

"That the ballots for the election of Chairperson and Vice-Chairperson be destroyed."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chairperson Parker assumed the Chair.

**FIRST NATIONS ACKNOWLEDGEMENT**

**AGENDA &  
 SUPPLEMENTARY AGENDA**

Moved by Director Stoltenberg  
 Seconded by Director Lambert

2024-17-5

"That the Board Meeting Agenda of November 21, 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 24, 2024

Moved by Director Stoltenberg  
 Seconded by Director Brienen

2024-17-6

"That the Board Meeting Minutes of October 24, 2024 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Committee Meeting Minutes  
-November 7, 2024

Moved by Director Greenaway  
 Seconded by Director Moon

2024-17-7

"That the following Committee Meeting Minutes be received:

-Committee of the Whole Meeting Minutes  
 - November 7, 2024

-Connectivity Committee Meeting Minutes  
 - November 7, 2024 as amended

-Rural/Agriculture Committee Meeting Minutes  
 - November 7, 2024."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **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)**

Chair Parker welcomed Tanner Moulton, Community Relations Project Advisor, External Relations, British Columbia, Sian Weaver, Manager, Socio-Economics, Nicole Stuckert, Manager, Coastal GasLink, TC Energy.

A PowerPoint Presentation was provided.

### **Coastal GasLink SEEMP**

- Project Overview
- 2024 Post-Construction Update
- 2024 Operations Update
- In-Kind Material Donations
- Public Awareness Brochures
- Socio-economic Effects Management Plan
  - o Implementation 2024 Highlights
  - o Engagement Meetings within the RDBN
- Phase 2 Update
  - o Potential Additional Compressor Stations
  - o Proposed Compressor Station Locations – RDBN
- Creating a legacy of safety and respect.

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

The following was discussed:

- TC Energy announced its recent partnership with the Northwest Invasive Plant Council
- Road maintenance and management post-pipeline construction of the Morice, Owen and Parrott Forest Service Roads
  - o Continue discussions with Canfor in Houston
  - o Road maintenance to move toward pickup standard
  - o Adjustment of maintenance needs
  - o Ministry of Forests is the jurisdiction holder of the forest service roads
- Access points to address wildfire events and wildfire fighting abilities
  - o CGL working with the BC Wildfire Service regarding minimum requirements for access
  - o Continue working together in collaboration for 2025 seasonal preparedness with key agencies and organizations
- Public consultation for future compressor station locations
  - o Focus for 2024 is the Clear Creek location.

Chair Parker thanked Mr. Moulton and Mses. Weaver and Stuckert for attending the meeting.

## **DELEGATIONS (CONT'D)**

### **CO<sub>2</sub> LOCK CORP. – Scott Larson, CEO, Nader Mosavat, Chief Technology Officer, David Molinski, Director & VP Regulatory and External Relations Re: CO<sub>2</sub> Storage & Pilot Program**

Chair Parker welcomed Scott Larson, CEO, Nader Mosavat, Chief Technology Officer, David Molinski, Director & VP Regulatory and External Relations, CO<sub>2</sub> Lock Corp.

Mr. Larson provided a PowerPoint Presentation.

### **Using the Earth's Minerals to Store Carbon, Permanently**

- Mission
- CO<sub>2</sub> Lock Team
- Who is CO<sub>2</sub>Lock
- How does CO<sub>2</sub> Lock store CO<sub>2</sub>
- CO<sub>2</sub> Lock's In-Situ Process
- Sam Project Location – 50 kms southwest of PG southeast of Vanderhoof
- Sam Project Objective
- Sam Project Status

### **DELEGATIONS (CONT'D)**

#### **CO<sub>2</sub> LOCK CORP. – Scott Larson, CEO, Nader Mosavat, Chief Technology Officer, David Molinski, Director & VP Regulatory and External Relations Re: CO<sub>2</sub> Storage & Pilot Program (Cont'd)**

- 2025 Pilot Program Goals
- Carbon Capture and Storage Permitting.

Discussion took place regarding:

- Future steps moving forward
  - o Discussions with First Nations as part of the application process through the BC Energy Regulator and Environmental Assessment process
  - o Requesting support from local governments
- Geology and geography make the project a success
  - o Will look to acquire CO<sub>2</sub> from various towns and cities
- Infrastructure required for the project
  - o Roads – use of existing roads
  - o Future pipelines to deliver CO<sub>2</sub> to the site as the project expands
  - o Storage containers
  - o Compressors
  - o Drills
- Environmentally friendly
- No other contaminants are created
- Climate technology is a massively growing industry
  - o Internationally and federal and provincial government funding
- One of the only companies in B.C. currently
- Job creation still being determined
- B.C.'s output of CO<sub>2</sub>
- Nominal amount of water used for the process of CO<sub>2</sub> sequestering
- CO<sub>2</sub> sequestering process and use of water as a neutral catalyst to move the CO<sub>2</sub> to react with the brucite is an acceleration of a natural process
- Ph levels of the water throughout the process
- Cost per tonne in comparison to other methods such as using empty oil wells
- Business plan/funding
  - o Carbon credits
- Consultation with land users such as ranchers and recreational users as the project moves forward
- Storing CO<sub>2</sub> and uses for CO<sub>2</sub>
- CO<sub>2</sub> to be stored 400-500 metres below the ground surface with zero seismic activity expected.

Chair Parkers thanked Messrs. Larson, Mosavat and Molinski for attending the meeting.

**ELECTORAL AREA PLANNING**

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

OCP Amendment & Rezoning Application RDBN-01-24 Moved by Director Riis-Christianson  
 Seconded by Director Stoltenberg  
- 3rd Reading Report – Bylaws 2040 and 2043-2048

2024-17-8

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 this 21<sup>st</sup> day of November, 2024.
  - 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.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Bylaw for 3<sup>rd</sup> Reading and Adoption**

Fort St. James Rural OCP 3<sup>rd</sup> Reading and Adoption Report Bylaw 2054 Moved by Director Greenaway  
 Seconded by Director Elphee

2024-17-9

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 this 21<sup>st</sup> day of November, 2024.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **Bylaw for Adoption**

Rezoning Application A-02-24 Moved by Director Stoltenberg  
Adoption Report Bylaw No. Seconded by Alternate Director Wray  
2061 – Electoral Area A  
(Smithers/Telkwa Rural)

2024-17-10 “That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2061, 2024 be adopted this 21<sup>st</sup> day of November, 2024.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **Development Variance Permit**

#### **Land Referral**

Crown Land Application Moved by Director Lambert  
Referral No. 6402665 Seconded by Director Riis-Christianson  
-Electoral Area E (Francois/  
Ootsa Lake Rural)

2024-17-11 “That the comment sheet be provided to the Province as the Regional District’s comments on Crown Land Application Referral No. 6402665.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

#### **Mine Referral**

Notice of Work Referral Moved by Director Lambert  
No. 1650735 – Electoral Area Seconded by Director Stoltenberg  
E (Francois/Ootsa Lake Rural)

2024-17-12 “That the comment sheet be provided to the Province as the Regional District’s comments for Notice of Work Referral No. 1650735.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

#### **Pipeline Referral**

Coastal GasLink Integrated Moved by Director Stoltenberg  
Vegetation Management Plan Seconded by Director McGuire  
(IVMP) Letter

2024-17-13 “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.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Other**

Village of Burns Lake  
 Boundary Redefinition

Moved by Director Greenaway  
 Seconded by Director Stoltenberg

2024-17-14

"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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Illegal Dumping Mitigation  
 Strategy

Moved by Director Stoltenberg  
 Seconded by Director Moon

2024-17-15

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

(All/Directors/Majority)

DEFEATED

The following was discussed:

- Implementing action 4 outlined in the staff report if the RD can procure funding from the Province
- Province conducting clean-up of illegal sites
- Illegal dumping in relation to the future implementation of a user pay system at RDBN Solid Waste Facilities
- Lack of enforcement and clean-up regarding illegal dumping and the Provincial responsibility to enforce littering offences
- BC Conservation Officers Service role
- Liability of community clean-up events
- Importance of the Province funding the clean-up of illegal dump sites
- Tracking/cataloging illegal dump sites in the region
- Action 1, 2 and 3 outlined in the staff report
- Inviting the B.C. Conservation Officers Service to a future meeting
- Public education regarding acceptable products at RDBN Solid Waste Facilities that have no fees
  - Funding education programs
  - RDBN Communications staff developing an education video
- Adjustment of hours of operations incited illegal dumping



**Other (Cont'd)**

Illegal Dumping Mitigation Strategy

Moved by Alternate Director Wray  
Seconded by Director Lambert

2024-17-16

"That the Board direct staff to implement actions 1 and 2 as outlined in the November 21, 2024 Illegal Dumping Mitigation Strategy staff report and further, that staff provide an update to the Board when the BC Conservation Officers Service has had an opportunity to provide information at a future Board meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**BUILDING INSPECTION**

Section 57 Notice on Title 14599 Stella Road. – Electoral Area D (Fraser Lake Rural)

No comments from the gallery.

Moved by Director Storey  
Seconded by Director Stoltenberg

2024-17-17

"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)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

First Nations Building Inspection Service Agreements

Moved by Director Stoltenberg  
Seconded by Director Riis-Christianson

2024-17-18

"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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **ADMINISTRATION REPORTS**

Committee Meeting  
Recommendations  
-November 7, 2024

Moved by Director McGuire  
 Seconded by Alternate Director Wray

2024-17-19

"That the Board approve recommendations 1 through 5 as written:

### **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."

#### **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."

**ADMINISTRATION REPORTS (CONT'D)**

**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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

RBA Funding Agreement

Moved by Director Stoltenberg  
 Seconded by Director Riis-Christianson

2024-17-20

"That the Board receive the Chief Administrative Officer's RBA Funding Agreement memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following was discussed:

- Staff will bring forward recommendations and options to allocate the 2024 payment at the December 12<sup>th</sup> Board meeting
- Funds allocated to reserves for consideration in the 2025 budget
- Clarity regarding definitions
- Staff oversight of reporting requirements
- Funding eligibility
  - Staff to bring forward to Province
  - Parks and recreation eligibility
  - First Nations Liaison Position
  - Other staffing considerations
  - Staff will bring forward options for Board Consideration and an outline of funding eligibility options
- Staff will bring forward a reserve fund bylaw at the December 12<sup>th</sup> Board meeting
- RBA Agreement and Peace River Fair Share Agreement
- Each local government's responsibility to comply with funding requirements.

**ADMINISTRATION REPORTS (CONT'D)**

RDBN 2025 Meeting Schedule Moved by Director Riis-Christianson  
 Seconded by Alternate Director Wray

2024-17-21 "That the Board approve the 2025 RDBN meeting schedule."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Cluculz Lake Rural Fire Protection Bylaw No. 2056 Moved by Director Moon  
 Seconded by Director Moutray

2024-17-22 "That Cluculz Lake Rural Fire Protection Service Local Amendment Bylaw No. 2056, 2024 be given first, second and third reading this 21<sup>st</sup> day of November, 2024."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Cluculz Lake – Somerset Estates Sewer Bylaw 2057 Moved by Director Moon  
 Seconded by Director Stoltenberg

2024-17-23 "That Cluculz Lake – Somerset Estates Sewer Local Service Establishment Amendment Bylaw No. 2057, 2024 be given first, second and third reading this 21<sup>st</sup> day of November, 2024."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Reserve Balances as of September 30, 2024 Moved by Director Riis-Christianson  
 Seconded by Director Stoltenberg

2024-17-24 "That the Board receive the Chief Financial Officer's Reserve Balances as of September 30, 2024 memorandum."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Grant in Aid for Area E (Francois/Ootsa Lake Rural) Tchesinkut Lake Watershed Society Moved by Director Lambert  
 Seconded by Director Riis-Christianson

2024-17-25 "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."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**Break for Lunch at 12:45 p.m.**

**Reconvened at 1:20 p.m.**

Mail Ballot Voting

Moved by Director Stoltenberg  
 Seconded by Director Riis-Christianson

2024-17-26

"That the Board receive the Director of Corporate Services Mail Ballot Voting memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Electronic voting tabulators
  - Cost and storage
  - Staff will research electronic voting machines
- Residents of Electoral Area F (Vanderhoof Rural) have indicated their desire to have mail ballot voting
- Legislative requirements
  - local government mail ballot voting process vs. the Province's mail ballot voting process
  - Election process and restrictive timelines
  - Information required on the ballots
- Mail ballot voting for the elderly, shut-ins and those unable to attend polling stations
- Impacts of mail strikes
- Advance Polling and special voting opportunities
- Responsibility of the electorate
- Potential for voting by telephone in the future
- Mail ballots have to be received by the Election Officer by 8 p.m. on the general election day
- Contracting election services
- Application for elector and non-resident electors and delivery process
- The Board allowing mail ballot voting for assent voting within the boundaries of the Cluculz Lake Fire Protection area in 2011
- Implementing mail ballot voting in specific areas and/or region-wide
- Additional staff required if the decision is made to move forward with mail ballot voting for general elections
- Outside of Area F minimal request for mail ballot voting
- Cost allocations for general elections and referendums
- Staff will provide additional information at a future meeting
  - Electronic voting machines
  - Special voting options
  - Draft bylaw for consideration.

### **ADMINISTRATION CORRESPONDENCE**

Fraser Valley Regional  
 District – Letter to Trish  
 Mandewo, President, UBCM  
 -Requesting UBCM Initiate a  
 Comprehensive Governance  
 Review

Moved by Director Stoltenberg  
 Seconded by Director McGuire

2024-17-27

“That the Board receive the Fraser Valley Regional District Letter to Trish Mandewo, President, UBCM requesting UBCM Initiate a Comprehensive Governance Review.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Ministry of Post-Secondary  
 Education and Future Skills  
 -2024 UBCM Meeting  
 Follow-Up

Moved by Director Greenaway  
 Seconded by Alternate Director Wray

2024-17-28

“That the Board receive the correspondence from the Ministry of Post-Secondary Education and Future Skills regarding the 2024 UBCM Meeting Follow-up.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Ministry of Post-Secondary  
 Education and Future Skills  
 -2024 UBCM Joint Meeting  
 Follow-Up

Moved by Director Lambert  
 Seconded by Director Stoltenberg

2024-17-29

“That the Board receive the correspondence from the Ministry of Post-Secondary Education and Future Skills regarding the 2024 UBCM Joint Meeting Follow-up.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY



## **SUPPLEMENTARY AGENDA**

### **ADMINISTRATION CORRESPONDENCE**

Michael Riis-Christianson, Moved by Director Riis-Christianson  
Electoral Area B (Burns Lake Seconded by Director Lambert  
Rural) – Canada’s Rural and  
Remote Broadband Conference  
(West)

2024-17-30

“That the Board receive Director Riis-Christianson’s Canada’s Rural and Remote Broadband Conference (West) memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **VERBAL REPORTS AND COMMITTEE CHAIR REPORTS**

District of Fort St. James  
-Update

Director Elphee, RDBN Economic Development Staff and Dave Christie, Regional Manager, Regional Economic Operations Branch, Ministry of Jobs, Economic Development and Innovation participated in a Community Business Walk in rural Fort St. James. The businesses identified the challenges impacting their business from Covid and recent business downturn.

Electoral Area E (Francois/  
Ootsa Lake Rural) - Update

Director Lambert spoke of the following

- attending the renewal of the MOU to rehabilitate the Nechako River on November 18, 2024 in Vanderhoof. He recognized the inclusion of Cheslatta Carrier Nation in the renewed MOU
- attending the Southside Health and Wellness Centre AGM
  - Staff are hired independently of Northern Health
  - Discussed the development of a helipad.

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

Director Greenaway provided the following update:

- Attended the Mental Health and Addictions Symposium on November 13 -14, 2024 in Prince George
  - 303 registrants
  - Guest Speaker Corey Hirsch
- Attended a UBCM Working Group to work towards updating the *Local Government Act*
  - Working with Don Lidstone, Lidstone and Company
  - Next meeting February 2025.

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

Village of Burns Lake – Update Director Wiebe noted the following:

- Attended the Mental Health and Addictions Symposium
  - Presentation by Dr. Barb Kane who is heading a petition for a northern BC psychiatric hospital
- Food Cycler Pilot Project nearing completion
- Attended Grand Openings for the Heritage Church and Burns Lake Fire Department Hall.

Electoral Area G (Houston Rural) – Update

Director Newell provided the following update:

- Attended the C2C Forum on Wildfire Risk Reduction on October 23-25, 2024 in Burns Lake
- Resource road maintenance with the completion of the CGL Pipeline and mill closure is a concern
- Seeing the results of the industry downturn.

District of Vanderhoof -Update

Director Moutray spoke of the following:

- Upcoming meeting with the Minister of Forests in Vanderhoof today
- Attended the renewal of the MOU to rehabilitate the Nechako River
  - Thanked RDBN staff for coordinating the event
- Participated in a Rural Voices session regarding healthcare.

Electoral Area A (Smithers/Telkwa Rural) – Update

Director Stoltenberg announced that the Hudson Bay Mountain will be opening December 7, 2024.

Village of Granisle – Update

Director McGuire provided an update regarding:

- Northern Health visit
  - Discussed food sustainability and vulnerable people
- Seniors Housing contractor has provided the community an opportunity to utilize waste wood
- Village of Granisle budget process moving forward
  - RBA funding considerations
    - Requested permission from the province to utilize the funding to remediate the old mall in the community.

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

Chair Parker- Electoral  
 Area D (Fraser Lake Rural)  
 – Update

Chair Parker provided the following update:

- Attended UBCM presentation regarding Emergency Preparedness Funding on November 20, 2024
- Agriculture sector shavings
  - Met with the Regional Cattlemen’s Association, Directors Lambert, Moon and Moutray
    - Discussed eliminating sawmill reliance for shavings
    - Researching acquiring a license to cut coniferous stands
    - Lobby the province to be able to cut aspen
- Attended the renewal of MOU to rehabilitate the Nechako River
  - It was a great event and provided an opportunity to work with the Chiefs, elected officials and staff
  - Thank you to the RDBN Communications Team for the videography of the event.

Receipt of Verbal Reports

Moved by Director Lambert  
 Seconded by Director Wiebe

2024-17-31

“That the Board receive the various Directors verbal reports.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**IN-CAMERA MOTION**

Moved by Director Stoltenberg  
 Seconded by Director Wray

2024-17-32

“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.*”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Newell  
Seconded by Director Wiebe

2024-17-33

"That the meeting be adjourned at 2:29 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Mark Parker, Chair

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Wendy Wainwright, Deputy Director of Corporate  
Services



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Danielle Patterson  
**Date:** December 12, 2024  
**Subject:** **Temporary Use Permit B-01-24**

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

That the Board approve the issuance of Temporary Use Permit B-01-24 to allow the operation of an airsoft park at 400 Highland Drive.

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**EXECUTIVE SUMMARY**

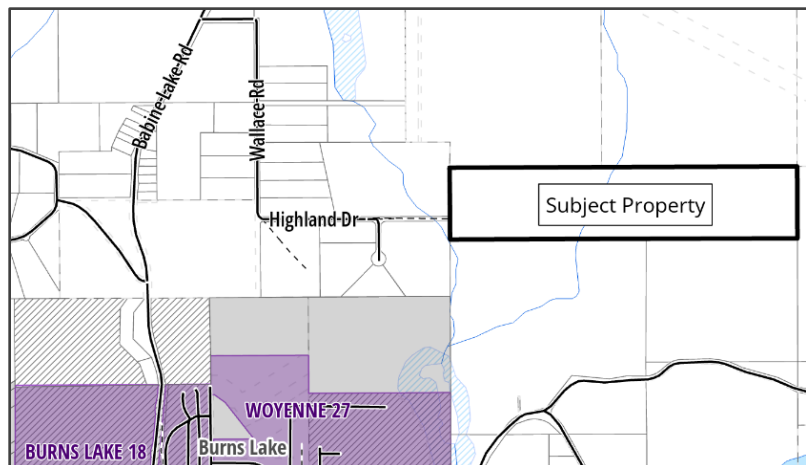
The proposed Temporary Use Permit (TUP) will allow the operation of an airsoft park on a 9.6 ha portion of the 42.27 ha property at 400 Highland Drive for a period of three years in accordance with the terms outlined in the TUP. The property has been informally used for airsoft and paintball for several years. The scale of use has increased to the point where a TUP is required to bring it into compliance with zoning. Comments received in response to the public notice will be presented to the Board in the supplemental agenda for consideration.

Planning staff do not anticipate any negative effects on the environment or negative affects on neighbouring land uses. The use is not anticipated to create high levels of traffic and would expand on recreational opportunities in the rural area. Given this, Planning staff recommend that TUP B-01-24 be approved, as presented.

**APPLICATION SUMMARY**

- Name of Owner/Agent:** Frank Varga, General Manager, Burns Lake Community Forest Ltd. (Comfor)
- Electoral Area:** B (Burns Lake Rural)
- Subject Property:** 400 Highland Drive, legally described as the Fractional South ½ of District Lot 4173, Range 5, Coast District (PID 012-594-202).
- OCP Designation:** Resource (RE) in the Burns Lake Rural and Francois Lake (North Shore) Official Community Plan, Bylaw No. 1785, 2017 (the OCP)
- Zoning:** Large Holdings Zone (H2) and Small Holdings Zone (H1) in the Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 (the Zoning Bylaw).  
*[Proposed TUP area is entirely within the H1 Zone.]*
- ALR Status:** Not located within the ALR
- Existing Land Use:** Recreation / forested / seasonal airsoft gameplay
- Fire Protection Area:** Burns Lake Fire Protection
- Building Inspection:** Within Building Inspection
- Location:** Northeast of the Village of Burns Lake (approximately 250 metres) Woyenne 27 Reserve (approximately 625 metres).  
A recreation trail traverses the subject property, approximately 250 metres east of the proposed TUP area.
- Property Size:** Approximately 42.27 ha (~104.45 ac)
- Temporary Use Area:** ± 9.6 ha (23.7 ac)
- Proposal:**

Comfor is requesting a three-year Temporary Use Permit (TUP) to allow an airsoft park on approximately 9.6 ha of the 42.27 ha subject property, shown below in the TUP Area map (See Attachments for application documents). The TUP application proposes that the airsoft park be operated by the Burns Lake Airsoft



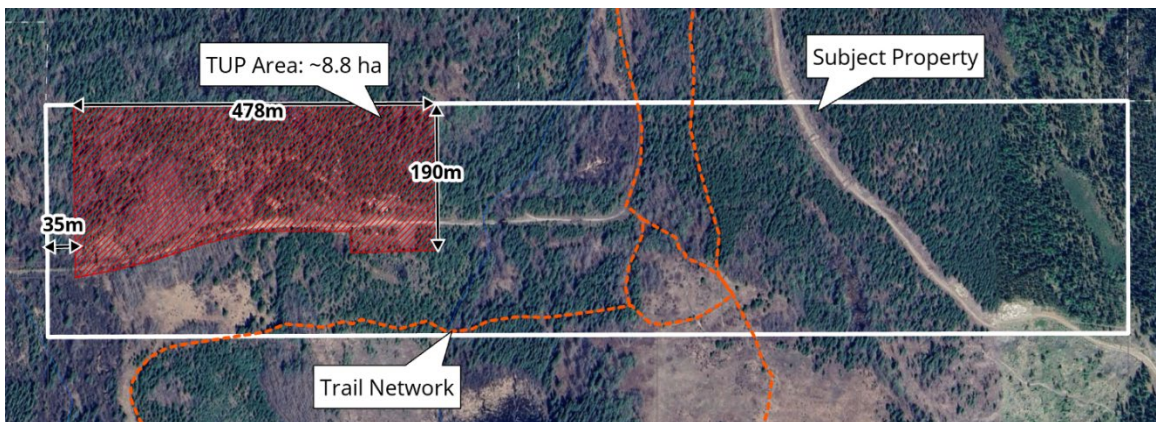
Association (Burns Lake Airsoft), as Burns Lake Airsoft has a Licence of Occupation (LoO) agreement with Comfor.

### Recreation Contribution Grant Program application

During the 2024 Recreation Contribution Grant Program intake, Burns Lake Airsoft requested \$12,850 for play field upgrades and insurance costs. During the grant application review process, it was discovered that the airsoft use of the subject property was not in compliance with the Zoning Bylaw. Given this, on July 18, 2024 the Board passed a resolution that the Burns Lake Airsoft funding agreement not be entered into until the zoning Bylaw compliance issues were resolved to the Board's satisfaction. As Comfor, the property owner, does not wish to change the zone of the property, they have applied for a TUP to bring the airsoft park use into compliance.

The land has been used for airsoft and paintball gameplay since 2018. Planning staff informed the previous users the informal use of the land for paintball was accommodated by existing zoning; however, Burns Lake Airsoft's plans outlined in their Recreation Contribution Grant application include a scale of use and frequency that constitutes a principal use of the subject property. The proposed airsoft park area is zoned Small Holdings Zone (H1), which does not permit the operation of an airsoft park; therefore, a TUP is required.

### **TUP Area**



Burns Lake Airsoft requests the following as part of their airsoft park operations:

- operations between April and November;
- hours of operation from 8:00 am to 10:00 pm, with no more than 20 airsoft gameplay days per year operating later than 7:00 pm;
- a 100-person limit for airsoft gameplay (excluding referees and first aid attendants);
- removal, alteration, or replacement of an existing staging shelter with an Open Air Shelter or 100 m<sup>2</sup>;

- club appreciation days, such as barbeques and firepits as part of special functions (typically two to three per year);
- rental and storage of gameplay equipment; and
- on-site parking (no off-site parking is proposed).

Burns Lake Airsoft has stated they intend to replace their existing staging shelter with an Open Air Shelter that is under 100 m<sup>2</sup>. They may also construct a storage structure under 55 m<sup>2</sup>. Planning staff have discussed these structures with the applicant and Burns Lake Airsoft and are satisfied that they do not constitute significant capital investment as the structures can comply with the Zoning Bylaw and be repurposed by Comfor when the TUP lapses.

## **DISCUSSION**

### **Property details**

The existing airsoft playfield is accessed through an unpaved portion of the Highland Drive Right of Way (RoW). There is an unpaved parking area within the TUP area, which Burns Lake Airsoft states allows the group to meet the airsoft park gameplay and special function/tournament parking needs without the need for overflow parking onto Highland Drive.

A recreation trail traverses the subject property, approximately 250 metres east of the proposed TUP area. Changes in ground elevation between the airsoft park area and the trail act as a natural buffer between the uses.

The property contains a driveway, a parking area, a staging shelter, a backup staging area, an outhouse, and gameplay props (six main structures and various smaller structures – see Attachments for photos). The existing outhouse is not constructed in a sufficient manner to remain in use and requires decommissioning.

The closest residence to the proposed TUP area is approximately 300 metres away. Approximately 75 residences are within one km of the proposed TUP area.

### **Licence of Occupation**

The subject property is owned by Comfor which has a five-year LoC agreement with Burns Lake Airsoft for Burns Lake Airsoft to operate the subject property as an “airsoft park”. Highlights from the LoC terms are as follows.

- A 35-metre buffer is required between the airsoft park and lands to the west of District Lot 4173, which is reflected in the requested TUP area.
- Burns Lake Airsoft may charge airsoft park usage/rental fees to recoup costs.
- Burns Lake Airsoft must maintain \$2,000,000 insurance to the benefit of Comfor and \$1,000,000 wildfire insurance.



- Burns Lake Airsoft must maintain its good standing as an incorporated Society.
- Burns Lake Airsoft must provide Comfor annual statistics on property use.

### **Temporary Use Permits Explained**

A TUP allows a use not permitted by zoning to occur for up to three years, with the option for the applicant to request that the Board consider renewing the TUP for a maximum of three additional years. After the renewed TUP expires, the applicant may submit a new application to allow the use to continue.

The TUP must be in accordance with the policies identified in the OCP which allows for the issuance of a Temporary Use Permit in the following circumstances:

*“(a) the proposed temporary use will not create an amount of traffic that will adversely affect the natural environment, or rural character of the area;*

*(b) the environment would not be negatively affected by the proposed temporary use;*

*(c) the proposed temporary use will not have adverse effects on neighbouring land uses or property owners;*

*(d) the applicant has provided, for consideration as part of the application process, a decommissioning and reclamation plan, if the temporary use requires a significant amount of capital investment in a particular location, or otherwise results in the need for site reclamation.*

*(e) the need for security in the form of an irrevocable letter of credit with an automatic extension clause has been considered to ensure that required decommissioning and reclamation is completed.*

*(f) the proposed temporary use has the support of the Agricultural Land Commission if the land is within the Agricultural Land Reserve (ALR).”*

### **Planning Department Comments**

This application was referred to the RDBN's Senior Building Inspector, who also attended the site visit for the subject property and reviewed the structures on site. The proposed alteration or replacement of the staging shelter requires a building permit. The other structures on the property are considered “props” akin to “props” for mountain biking and similar activities.

Planning staff do not anticipate any negative effects to the environment or adverse effects to neighbouring land uses from the proposed airsoft park if parking is restricted to off-road parking and updated toilet facilities are provided. Further, the level of airsoft gameplay is not anticipated to create high levels of traffic and would expand on recreational opportunities in the rural area. Given this, Planning staff recommend that TUP B-01-24 be approved, as presented.

**REFERRALS**

This application was referred to Lake Babine Nation, the Village of Burns Lake, and the Electoral Area B Advisory Planning Commission (APC). At their November 26, 2024 meeting, the APC passed a unanimous motion recommending the Board approve the TUP. The minutes for the APC meeting were not available as of the writing of this report. No referral responses were received from Lake Babine Nation or the Village of Burns Lake at the time of the writing of this report.

**PUBLIC NOTICE**

Notice of this application was published in the December 4, 2024 edition of the Lakes District News informing the public of the time and location of the Board's consideration of the application, and their ability to provide input to the Board in writing.

Notices were hand delivered to property owners and tenants within 100 metres of the subject property due to the Canada Post strike. As the subject property is accessed via an undeveloped RoW, a sign has been placed at the nearby intersection of Highland Drive and Highland Place, near the beginning of the undeveloped RoW.

Comments received from the public or referral agencies will be presented to the Board for consideration.

**ATTACHMENTS**

- TUP B-01-24 permit
- [Applicant submission \(link\)](#)
- Site visit photos



**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
TEMPORARY USE PERMIT NO. B-01-24**

ISSUED TO: Burns Lake Community Forest Ltd.  
153 Francois Lake Road, PO Box 788  
Burns Lake, BC V0J 1E0

WITH RESPECT TO THE FOLLOWING LANDS:

**400 Highland Drive, legally described as the Fractional South ½ of  
District Lot 4173, Range 5, Coast District; PID 012-594-202.**

1. This Temporary Use Permit authorizes the following temporary use:
  - 1.1. The operation of an airsoft park, which includes rentals of airsoft equipment; ongoing maintenance of the airsoft park; airsoft gameplay; and related airsoft functions such as tournaments and club appreciation days, in the area identified in Schedule A, which forms part of this permit, as the "Airsoft Park TUP Area". For the purposes of this permit, reference to "airsoft gameplay" includes related airsoft functions such as tournaments and club appreciation days.
2. The temporary use identified in Section 1 may occur only in substantial accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedule A.
3. The permit holder shall, as a condition of this permit:
  - a. Not construct any permanent structures on the subject property as part of the temporary use permit other than the following:
    - i. Structures permitted under General Provisions – Uses Permitted in All Zones Sections 3.0.1.1.g) and j) of Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020, and
    - ii. up to two pit privies.
  - b. Ensure all off-street parking is sited within the Airsoft TUP Area identified in Schedule A. No street parking for the airsoft park shall be permitted.
  - c. Operate the airsoft park between the months of April and November.
  - d. Limit the hours of operation of the airsoft park to 8:00 am to 10:00 pm, with no more than 20 airsoft gameplay days per year operating later than 7:00 pm.

- e. The number of persons participating in airsoft gameplay at any given shall not exceed 100 persons (excluding referees and first aid attendants).
  - f. No airsoft gameplay shall occur until toilet facilities are located within the Airsoft Park TUP area as follows:
    - i. One to 50 participants require at least one toilet, which may be a portable toilet or a pit privy that is constructed in accordance with Northern Health guidelines.
    - ii. 51 to 100 participants require at least two toilets, which may be portable toilets and/or pit privies that are constructed in accordance with Northern Health guidelines.
  - g. No airsoft gameplay shall occur until the existing pit privy is decommissioned according to Northern Health's guidelines and documentation is provided to the satisfaction of the Director of Planning or their designate.
  - h. No airsoft gameplay shall occur until the existing Open Air Structure used for a staging area (also known as the "MASH" structure) meets Regional District Building Bylaw No. 1634, 2012 requirements by demolishing, altering, or replacing the Structure.
  - i. The owner or their agent shall confirm with a Regional District Building Inspector that any airsoft gameplay props are exempt from requiring building permits prior to the replacement or installation of additional airsoft gameplay props.
4. This Permit authorizes the temporary use identified in Section 1 of this permit to occur only for a term of three years from the date of issuance of this permit.
- If a term or provision of this permit is contravened or not met, or if the Applicant or property owner suffers or permits any act or thing to be done in contravention of or in violation of any term or provision of this permit, or refuses, omits, or neglects to fulfill, observe, carry out or perform any duty, obligation, matter or thing prescribed or imposed or required by this permit the Applicant and / or property owner are in default of this permit, and the permit shall be void and of no use or effect.
5. As a term of this permit the owner of the land must remove all airsoft gameplay props and the existing camping vehicle from the land upon which the temporary use is occurring or has occurred within two months from the date of the expiration of this permit unless this permit is renewed by the Board.
6. This permit is not a building permit, nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District of Bulkley-

Nechako applicable thereto, except as specifically varied or supplemented by this permit.

AUTHORIZING RESOLUTION passed by the Regional Board on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

PERMIT ISSUED on the \_\_\_ day of \_\_\_\_\_, 2024.

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Corporate Administrator

36

478m

35m

190m

Highland Dr

Airsoft Park TUP Area

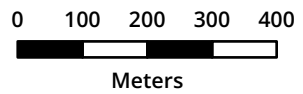
Subject Property Boundary

Burns Lake



TUP B-01-24: Schedule A  
Regional District of Bulkley-Nechako  
Produced: 2024-11-29

Property Area: ≈42.27 ha  
TUP Area: ≈8.8 ha





**Site Visit Photos**

400 Highland Drive proposed Temporary Use Area for TUP B-01-24 (October 24, 2024)

**Photo #1:** MASH structure – built without building permits – front



**Photo #2:** MASH structure – built without building permits – rear





**Photo #3:** Sample of a site prop for playing airsoft – blockade



**Photo #4:** Sample of a site prop for playing airsoft – shaped like a small tank





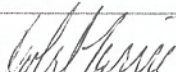
**Photo #5:** View of access road from parking area



**Photo #6:** parking in forefront with parking in the background



## Advisory Planning Commission Meeting Minutes

<b>Electoral Area B</b>	<b>Meeting Date: Nov 26, 2024 7:00 pm</b>	<b>Meeting Location: RDBN Office</b>
<b>Attendance</b>		
<b>APC Members</b> <input checked="" type="checkbox"/> Marvin Strimbold <input checked="" type="checkbox"/> Ed Martens <input checked="" type="checkbox"/> Robert Currie <input checked="" type="checkbox"/> Lynn Synotte <input type="checkbox"/> Valerie Anderson (regrets) <input type="checkbox"/> Corrine George (regrets) <input type="checkbox"/> Bob Saul <input type="checkbox"/> Daniella Oake (regrets)		<u>Electoral Area Director</u> <input type="checkbox"/> <del>Director Michael Riis-Christianson</del> <input checked="" type="checkbox"/> Alternate Director Doug Bysouth  <u>Other Attendees</u> <input checked="" type="checkbox"/> Michael Jacques, Burns Lake Airsoft Association, applicant representative <input checked="" type="checkbox"/> Danielle Patterson, Senior Planner (note-taker)
Chairperson: Lynn Synotte		Acting Secretary: Robert Currie
Call to Order: 7:01 pm		
<b>Agenda items</b> <ul style="list-style-type: none"> <li>- Round of introductions.</li> <li>- Robert Currie volunteered to be Acting Secretary. Danielle Patterson to take notes.</li> <li>- TUP B-01-24 (Comfor) <ul style="list-style-type: none"> <li>o D. Patterson provided a general summary of the applicant's proposal.</li> <li>o APC members discussed proposal and the importance of recreational opportunities in rural Burns Lake. Discussion of TUP versus rezoning, investment in structures for the Burns Lake Airsoft Association, nearby amenities, proximity to mountain biking and walking trails, and outhouse requirements.</li> <li>o Michael Jacques stated they have typically 6-30 players with approximately 40-50 unique users last year. They are exploring options to purchase 1 to 2 portable toilets and have them serviced locally.</li> <li>o Marvin Strimbold motioned to recommend the TUP be approved. Seconded by R. Currie. Unanimous vote in favour.</li> </ul> </li> </ul>		
Meeting Adjourned: 7:31 pm	<b>Secretary Signature</b> 	





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Danielle Patterson, Senior Planner  
**Date:** December 12, 2024  
**Subject:** **Village of Telkwa Official Community Plan Amendment Bylaw No. 778, 2024**

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

That staff be directed to respond to the Village of Telkwa's referral request stating that the Regional District of Bulkley-Nechako has no concerns with the Village's Official Community Plan Amendment Bylaw No. 778, 2024.

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**BACKGROUND**

The Province's *Housing Statutes Amendment Act (Bill 44)* requires municipalities to amend their Official Community Plans (OCPs) and zoning bylaws to ensure they allow the number of dwelling units projected to be needed over the next 20 years in their Interim Housing Needs Reports (Interim HNRs). Given this requirement, the Village of Telkwa is amending their OCP to include housing needs projections for the next 20 years (240 dwelling units).

Bylaw No. 778, 2024 received first reading from the Village Council and the Village has sent a referral request to the Regional District asking the RDBN to "consider the OCP in conjunction with the mandate of RDBN and provide [a] response".

The referral request includes a copy of the Village's November 15, 2024 Report to Council where the first reading of Bylaw No. 778, 2024 and the receipt of Telkwa's Interim HNR were considered.

**ATTACHMENT:**

- Village of Telkwa referral request
- Village of Telkwa Report to Council, Telkwa Interim Housing Needs Report, & OCP Amendment Bylaw No. 778 ([link](#))

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**From:** Scott Beeching <[devservices@telkwa.ca](mailto:devservices@telkwa.ca)>  
**Sent:** November 27, 2024 2:38 PM  
**To:** RDBN Planning <[planning@rdbn.bc.ca](mailto:planning@rdbn.bc.ca)>  
**Subject:** Village of Telkwa OCP Amendment BL 778 Referral

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

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

Hello,

Please find attached the referral package for Village of Telkwa OCP Amendment Bylaw No. 778 including a Council Report and 2024 Housing Needs Assessment Interim Report. The Housing Report and OCP Amendment are in response to Bill 44 Housing Statutes Amendment Act. The purpose of the OCP amendment is to update the population and demographics and housing needs sections of the OCP based on the most current census data and methodology.

The OCP amendment was given first reading at the Village of Telkwa Council Meeting on

November 26, 2024 and we are referring the amendments to agencies that may have an interest including RDBN. Could you please consider the OCP in conjunction with the mandate of RDBN and provide your response to me.

Once all the referrals are received they will be considered by Council at the time of second reading of the bylaw and public hearing.

Thank you

**Scott Beeching**  
**Development Services Coordinator**

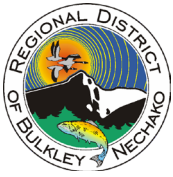


***Where Rivers Meet and Friends Gather***

Phone: 250-846-5212 | Fax: 250-846-9572 | Email: [devservices@telkwa.ca](mailto:devservices@telkwa.ca) | Web: [www.telkwa.ca](http://www.telkwa.ca)

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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Danielle Patterson, Senior Planner  
**Date:** December 12, 2024  
**Subject:** **Prince Rupert Gas Transmission Project Response Letter for Section 2, 2a, 3, and 4, and Middle River Compressor Site (Notification No. 240904)**

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

Receive.

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### BACKGROUND

The Planning Department received the attached response from Roy Northern Land Services Ltd. and Western LNG regarding the RDBN's permit extension referral comments sent to Roy Northern Land Services Ltd. on November 14, 2024.

### ATTACHMENTS:

- Roy Northern Land Services Ltd./Western LNG response letter received November 18, 2024
- RDBN Referral Comments sent November 14, 2024 ([link](#))

c/o Industry Relations Office  
101- 4441 Lakelse Ave, Suite 1A  
Terrace, BC V8G 1P1

November 18, 2024

**Regional District of Bulkley-Nechako**  
**37 – 3<sup>rd</sup> Avenue**  
**Burns Lake, BC V0J 1E3**

**Attention: Danielle Patterson**

**RE: Prince Rupert Gas Transmission Project**  
**Permit Extension Notifications for BCER Pipeline Sections 2, 2a, 3, 4 and Middle River Compressor**

---

Prince Rupert Gas Transmission Ltd. (PRGT) would like to thank you for your interest in the consultation process for the Prince Rupert Gas Transmission Project's Pipeline Sections 2, 2a, 3, 4 and the Middle River Compressor Station. We value your feedback and comments.

As communicated in the attached letter (dated April 25, 2024), TC Energy agreed to sell the PRGT entities to the Nisga'a Nation and Western LNG. We are pleased to confirm that this sale has closed and the transition period with TC Energy has now ended. The contents of the attached letter remain valid, with the following updates:

- Appendix F-4 of the approved Construction Environmental Management Plan has a Chemical and Waste Management Plan that the Project must follow. This document is available on EPIC. Alternatively, we would be happy to provide you with a copy.
- Contacts noted in the April 25 letter are superseded by:
  - Rebecca Scott, Senior Director, Communications & Public Affairs, Western LNG ([rscott@westernlng.com](mailto:rscott@westernlng.com))
  - Rae-Lynne Mills (the undersigned), PRGT Land Project Manager, Western LNG ([rmills@westernlng.com](mailto:rmills@westernlng.com))

Lastly, we would like to let you know as well that your responses and all of our written replies will be documented in our engagement records and included in our consultation packages as required.

PRGT looks forward to advancing discussions and collaborating with the Regional District of Bulkley-Nechako on the points outlined in the October 14, 2014, letter. Should you have any further concerns or questions please do not hesitate to contact me at 403-990-0996 or [rmills@westernlng.com](mailto:rmills@westernlng.com) or Lauralee Schoenenberger at 250-261-2318 or [Lauralee.Schoenenberger@roynorthern.com](mailto:Lauralee.Schoenenberger@roynorthern.com).

c/o Industry Relations Office  
101- 4441 Lakelse Ave, Suite 1A  
Terrace, BC V8G 1P1

Thank you once again for your engagement.

Sincerely,

 (for)

Rae-Lynne Mills  
Prince Rupert Gas Transmission Ltd.  
Land Project Manager  
Mobile: 403-990-0996  
Email: [rmills@westernlng.com](mailto:rmills@westernlng.com)



450 – 1<sup>st</sup> Street S.W.  
Calgary, AB Canada, T2P 5H1  
Tel: 587-435-5783  
prgt@tcenergy.com

April 25, 2024

Danielle Patterson  
**Regional District of Bulkley Nechako**  
37, 3<sup>rd</sup> Ave, PO Box 820  
Burns Lake, B.C. V0J 1E0

Dear Ms. Patterson,

Prince Rupert Gas Transmission Ltd. (PRGT) would like to thank you for your interest in participating in the consultation process for the Prince Rupert Gas Transmission Project (the Project). We value the feedback and comments received in your letter dated March 5, 2024, and we look forward to future conversations with the Regional District of Bulkley Nechako (RDBN) as the Project progresses.

As communicated recently, TC Energy is selling PRGT to the new owners, the Nisga'a Nation and Western LNG. Through this transition period, PRGT is focused on work required to maintain permits to position PRGT to advance once the sale to the new owners is completed. After the sale, the new owners will need to engage in further dialogue to advance the project and our understanding is that the new owners are committed to further engagement over time. To address the issues raised, below we have endeavored to respond to the general topics you identified in your letter. These responses are based on PRGT's plans to date and PRGT's consultation with the new owners. The responses represent PRGT's understanding at this time, noting that after the sale is completed the new owners are free to adjust their plans.

### **Location, Size of Workforce Accommodations and other Pipeline Facilities**

PRGT anticipates the size of a workforce accommodation will initially start with approximately 200-400 people (referred to as a "Pioneer Lodge" for site preparation), then increase to approximately 800-1200 people (for pipeline installation) and then decrease to approximately 200-300 people (for final tie-in, testing, reclamation, commissioning, etc.).

We acknowledge the previous conversations that have taken place on this topic and appreciate the confirmation that the RDBN provided PRGT in 2014 stating that Temporary Use Permits will not be required for any of our ancillary sites, including the workforce accommodations.

## **Traffic Management**

PRGT has a Traffic Management Plan that provides mitigations for hazards and risks associated with traffic related to the Project. The Traffic Management Plan must be followed by everyone associated with the Project. Once PRGT has selected its prime contractors, site-specific plans are typically created for each site during the construction phase.

## **Solid and Liquid Waste Disposal**

The Project understands that the RDBN may have limited capacity to accommodate certain solid and liquid waste at local facilities. PRGT's Environmental Assessment Certificate (EAC) conditions require that engagement occur with affected local governments regarding effects related to community level infrastructure and services including waste management facilities. Once the Project's prime construction contracts are awarded, the prime contractors are expected to review all available waste facilities and investigate capacity for these types of services. Project management plans relating to disposal, including a chemical and waste management plan, may be developed.

## **Invasive Plant Control**

PRGT shares RDBN's commitment to controlling invasive plants. To meet this objective, PRGT has developed an Invasive Plant Species and Vegetation Management Plan (Plan) which is part of the Project's approved Construction Environmental Management Plan (CEMP). This Plan outlines methods and management procedures to identify, prevent, control, and monitor the introduction or spread of undesirable noxious and invasive plants species on areas of Project disturbance during construction and operation. The CEMP and Plan are publicly available on [EPIC](#), or we would be happy to provide you a copy directly.

## **Fire Protection and Emergency Response**

In alignment with the Project's EAC conditions, standard project management plans and contingency plans must be implemented. The approved CEMP includes a Fire Suppression Contingency Plan as well as emergency response management plans, which meet or exceed provincial requirements such as WorkSafe BC practices. The Project has assessed the capacity of emergency services in communities and engaged with emergency service providers to inform them of these plans. These formal and informal engagements will inform these plans as well as contractor specific planning which will commence with the onboarding of contractors.

## **Log and Wood Fiber Utilization**

PRGT's EAC includes a conditioned Timber Salvage Strategy for PRGT, and each ancillary site has an individual Fiber Utilization Plan. These plans have been submitted to the BC Energy Regulator (BCER), previously the BC Oil and Gas Commission (OGC), and will be followed by the

contractors during the construction phase. These plans will be reviewed and updated if/where required.

### **Training and Apprenticeships**

Skills training and education is one of PRGT's highest priorities, and the Project has invested \$2M in this area throughout the Project's early phase. In the past, we have met with northern post-secondary institutions and Indigenous training organizations to discuss and form partnership opportunities.

### **Use of Local Business**

PRGT developed a Social and Economic Effects Management Plan (SEEMP) as part of the EAC conditions that included specific actions to address the approach to designing and communicating programs related to employment and contracting opportunities, skills training and education.

Contractors are expected to have local employment and participation plans, including engagement, addressing obstacles to participation (such as training and apprenticeships), and short and long-term employment and contracting opportunities.

PRGT's prime contractors are required to ensure local and Indigenous businesses understand how to participate and have access to construction opportunities.

PRGT notes that it is in the process of being sold to new owners, as outlined in a separate communication provided alongside this response. The current owners are facilitating the transition, but the new owners will have their own plans regarding the topics covered in this response. The responses provided are associated with items covered within the EAC, the conditions of which will apply to the new owners, but which may be amended if the new owners apply to do so and the Province approves an application, if any.

Please be aware that your responses and our written replies will be included in the consultation package being submitted to the BCER. Should you have any further concerns with the proposed project, you may make a submission to the regulator under section 22(5) of the *Energy Resource Activities Act*. Submissions can be sent by mail or email to:

BC Energy Regulator  
Bag 2  
Fort St. John, BC V1J 2B0

[WrittenSubmissions@bc-er.ca](mailto:WrittenSubmissions@bc-er.ca)

Please feel free to reach out to our team with any further questions or concerns:

- Tanner Moulton, Public Affairs Advisor via email [tanner\\_moulton@tcenergy.com](mailto:tanner_moulton@tcenergy.com) or via phone at 250-596-8071
- Candace Mackenzie, Land Representative via email [candace\\_mackenzie@tcenergy.com](mailto:candace_mackenzie@tcenergy.com) or via phone at 587-435-5783.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Candace', with a long horizontal flourish extending to the right.

Candace Mackenzie  
Land Representative



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning  
**Date:** December 12, 2024  
**Subject:** **Highway 16 and 27 Intersection Improvements**

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

That staff send a letter to the Minister of Transportation and Transit regarding proposed improvements to the Highway 16 and Highway 27 intersection.

---

**DISCUSSION**

The RDBN has become aware that the Agricultural Land Commission (ALC) has approved an application from the Ministry of Transportation and Transit (MoTT) to upgrade the intersection of Highway 16 and Highway 27. The Board has previously expressed concerns regarding the intersection and its need for improvement.

The ALC approval for the project, contained in a letter dated November 21, 2024 (attached), describes the intersection improvements as including, among other things, the installation of traffic signals and east bound and west bound turn lanes from Highway 16. The ALC approval is subject to several conditions, including the requirement for the project to be completed within 5 years.

The project includes the acquisition of private land to be included within the Highway right of way, as shown on Schedule A to the ALC's November 21 letter. Design drawings of the proposed intersection improvements were not part of the application information publicly available.

Staff recommend that the attached letter be sent to the Minister of Transportation and Transit regarding the project.

**ATTACHMENTS:**

- Draft Letter to Minister Farnworth (MoTT)
- ALC Application 101923 approval letter dated November 21, 2024



December 12, 2024

Honourable Mike Farnworth  
Minister of Transportation and Transit  
PO Box 9041 Stn Prov Govt  
Victoria BC V8W 9E1

Sent via Email: [Minister.MOTI@gov.bc.ca](mailto:Minister.MOTI@gov.bc.ca)

Dear Minister Farnworth:

### **Highway 16 and Highway 27 Intersection Improvements**

The Regional District of Bulkley-Nechako Board has become aware that the Agricultural Land Commission has approved improvements planned for the intersection of Highway 16 and Highway 27. These intersection improvements are important to the RDBN Board given the public safety concerns that exist. Therefore, the Board would be interested in viewing the details of the proposed intersection improvement and understanding the anticipated timelines for construction.

The RDBN Board is grateful for the work being done to improve the intersection and is eager to see the work completed as soon as possible. We look forward to the additional information regarding this important project.

Sincerely,

Mark Parker,  
RDBN Board Chair

November 21, 2024

ALC File: 101923

Murray Bird  
Prologic Property Services

### **Delivered Electronically**

Dear Murray Bird:

**Re: Reasons for Decision - ALC Application 101923**

Please find attached the Reasons for Decision for the above noted application (Resolution #743/2024). As the agent, it is your responsibility to notify the applicant accordingly.

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

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

- No previous request by an affected person has been made, and
- The request provides either:
  - Evidence that was not available at the time of the original decision that has become available, and that could not have been available at the time of the original decision had the applicant exercised due diligence, or

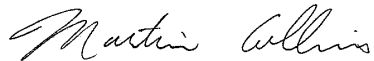
- Evidence that all or part of the original decision was based on evidence that was in error or was false.

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

Please refer to the ALC's Information Bulletin 08 – Request for Reconsideration for more information.

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

Yours truly,



Martin Collins, Regional Planner

Enclosures: Reasons for Decision (Resolution #743/2024)  
Schedule A: Decision Map

cc: Regional District of Bulkley Nechako

101923d1





**Agricultural Land Commission File 101923**

**Reasons for Decision of the Chief Executive Officer**

**A Transportation Application Submitted Under s.22 of the Agricultural Land Reserve General Regulation**

**Property Owner:** Raymond Sayles; Angela Sayles  
Mark Thomson

**Applicant:** Ministry of Transportation and Infrastructure

**Agent:** Murray Bird Prologic Property Services

**Properties:** Property #1  
**PID:** 004-616-375  
**Legal:** SOUTH WEST 1/4 SECTION 11  
TOWNSHIP 12 RANGE 5 COAST DISTRICT  
EXCEPT PLANS 11430 AND BCP39888  
**Size:** 61.4 ha (entirely within the ALR)  
**Owner:** Mark Thomson

Property #2  
**PID:** 011-952-245



**Legal:** THE SOUTH 1/2 OF SECTION 10  
TOWNSHIP 12 RANGE 5 COAST DISTRICT  
EXCEPT: FIRSTLY; THE WEST 1/2 SECONDLY;  
THE WEST 40 FEET THIRDLY; PART ON  
HIGHWAY SRW PLAN 11430 FOURTHLY; PART  
STATUTORY RIGHT OF WAY PLAN BCP28616

**Size:** 59.18 (entirely within the ALR)

**Owner:** Raymond and Angela Sayles

**Chief Executive Officer:**

Kim Grout (the "CEO")

**OVERVIEW**

- [1] The Properties are partially located within the Agricultural Land Reserve (ALR) as defined in s. 1 of the Agricultural Land Commission Act (ALCA).
- [2] Pursuant to s. 22 of the General Use Regulation, the Applicant is applying to the Agricultural Land Commission (the "Commission") to construct road and safety improvements at the intersection of Highway 16 and Highway 27 at the turn off to Ft. St. James impacting 0.509 ha of ALR (the "Proposal"). Specific improvements will include the installation of traffic signals, increasing shoulder widths and improved turning movements onto each highway and the existing CVSE weight scale, improved drainage infrastructure, adding an eastbound turn lane and a westbound right turn/ deceleration lane, traffic islands and additional vehicle stacking room for southbound traffic turning east on Highway 16.
- [3] The Proposal along with related documentation from the Applicant, Agent, and Commission, is collectively referred to as the "Application". All documentation in the Application was available on the ALC Application Portal to the Agent in advance of this decision.
- [4] Under Section 27 of the ALCA the Commission, by resolution, may establish criteria under which the CEO may approve applications for exclusion, subdivision, non-farm use, non-adhering residential use, and soil or fill use applications. By resolution, the Commission as specified that the following applications may be decided by the CEO:



4. *Non-farm use applications made pursuant to section 22 of the ALR General Regulation, except for those relating to recreational trails.*

*Clarification: Applications made under Section 22 of the ALR General Regulation and Section 20(2) of the ALCA are considered to be non-farm use applications. As such, Section 27 (1)(a) of the ALCA which delegates authority to the CEO to consider non-farm use applications is interpreted to encompass applications made under s. 22 of the ALR General Regulation.*

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

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

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

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



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

## **ANALYSIS & FINDINGS**

- [6] The total area of ALR impacted by the Proposal is 0.509 ha, specifically 0.118 ha on PID 011-952-245 and 0.391 ha on PID 004-616-375.
- [7] The Commission has no record of ALC review or approval of the CVSE truck scale area (~1 ha) located adjacent to the southeast corner of PID 011-952-245 but the use may have predate the establishment of the ALR.
- [8] The affected Properties are developed for agriculture and are primarily used for cattle and forage. Each parcel contains a principal dwelling and other farm structures.
- [9] The CLI soil capability ratings for the ALR area under application are Class 5X.
- [10] The owners of PID 011-952-245 have submitted comments suggesting that the Applicant's proposal to utilize 0.118 ha of their property for road improvements would make their quarter section less viable for farming and that the remainder of their property should therefore be removed from the ALR. Given the overall size of the Property and the area proposed for road works, 0.118 ha or 02% of the Property, the



Commission does not find that the Proposal would adversely impact the viability for farming on the remainder. Also given that the application before the Commission is for non-farm use of ALR, not exclusion, the Commission cannot authorize the removal of land from the ALR.

[11] The Ministry of Transportation & Infrastructure (MoTI) submits that they will take the following steps on each project to ensure maximum protection of agricultural land and interests during the construction process:

- i. Replace / relocate any fencing impacted as a result of the project including, if necessary, erecting temporary fencing if required for safety purposes.
- ii. Any affected agricultural accesses are reconstructed in safe locations to highway standards and landowners maintain access to their properties throughout the construction process.
- iii. ensuring that proper drainage is considered and constructed in consultation with qualified professionals.
- iv. requiring highway contractors to engage appropriately qualified environmental professionals regarding topsoil management, invasive plant management, as well as, noxious weed management in accordance with 2016 Standard Specifications 165 for highway



construction as well as federal and provincial environmental legislation.

[12] The CEO finds that the Proposal to improve the intersection at Highway 16 and Highway 27 on 0.509 ha of the Properties will not impact the continuity and integrity of the ALR.

## **DECISION**

[13] After reviewing the Application, I am satisfied the Proposal to widen the intersection at Highway 16 and Highway 27 affecting 0.509 ha of the Properties as shown on Schedule A to be consistent with Criterion #4 and approve the construction works subject to:

- (a) the completion of the project within 5 years of the date of this decision;
- (b) the submission of a surveyed subdivision plan for the dedication of the road right of way to the Commission, within five years of the date of the release of this decision, that is in compliance with Schedule A of this decision;
- (c) All noxious weeds arising from construction activities will be controlled according to the Weed Control Regulation B.C. Reg. 66/85 or as per Section 15 of the Environmental Protection and Management Regulation B.C. Reg. 200/2010 and be monitored by an environmental monitor on site who will ensure the weed mitigation measures below are being met:
  - i. Cleaning (pressure washing) all equipment and trucks before mobilizing on site commencing the work;



- ii. Limiting access to all designated/marked trails. Vehicles will only use designated pull outs and parking areas;
- iii. Minimizing construction footprint; and,
- iv. Re-vegetating all disturbed areas immediately.

[14] When the Commission confirms that all conditions have been met, it will authorize the Registrar of Land Titles to accept registration of the subdivision plan.

[15] Should the above conditions of approval not be completed to the satisfaction of the ALC within the timeframe(s) specified, the approval will expire and a new application may be required.

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

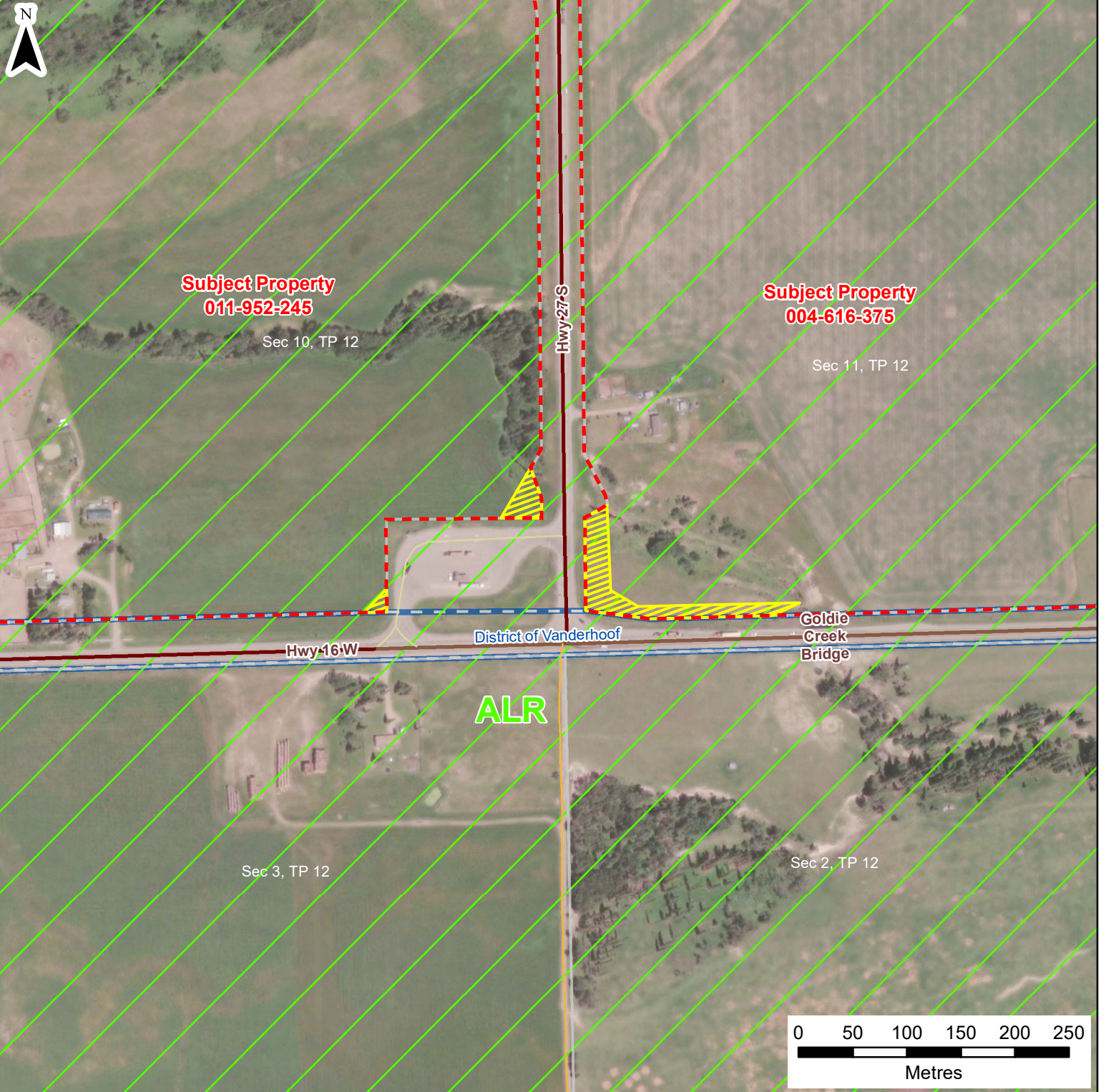
[17] A decision of the CEO is a decision of the Commission pursuant to s. 27(5) of the ALCA.

[18] Resolution #743/2024  
Released on November 21, 2024

A handwritten signature in black ink, appearing to read 'Kim Grout', written in a cursive style.

Kim Grout, Chief Executive Officer





ALC FILE NO: 101923	RESOLUTION NO: #743/2024
MAP PRODUCED: October 18, 2024	
MAP SCALE: 1:5,000	
DATA SOURCES & NOTES: ALC, BCGW and ESRI / Maxar. Contains information licensed under Open Government License - British Columbia.	
Map for reference only. Accuracy not guaranteed.	

-  Conditionally Approved Road Dedication  
(~0.509 ha total)
-  Subject Properties
-  Agricultural Land Reserve
-  Municipal Boundary
-  PMBC Parcel Cadastre





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Danielle Patterson, Senior Planner  
**Date:** December 12, 2024  
**Subject:** **Interim Housing Needs Reports for the RDBN**

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

That the Board receive the following housing needs reports for the Regional District of Bulkley-Nechako:

- a. Regional Summary: Housing Needs Report - 2024 to be attached as Appendix G to the RDBN's 2021 Housing Needs Report.
  - b. Housing Needs Reports for Electoral Areas A, B, C, D, E, F, and G - 2024 to be attached as Appendix B to each Electoral Areas 2021 Housing needs reports.
- 

### **BACKGROUND**

In 2018, the Province made amendments to the *Local Government Act* and created the *Housing Needs Report Regulation* which took effect in 2019, requiring local governments to complete Housing Needs Reports (HNRs) by April 2022, and every five years thereafter. A Regional Housing Summary HNR and HNRs for Electoral Areas A, B, C, D, E, F, and G were produced in late 2021 and received by the Board in January 2022, meeting the provincial HNR requirements.

During the Fall 2023 session, the Province introduced Bill 44, the *Housing Statutes (Residential Development) Amendment Act*, which mandated that all local governments update their HNRs using a standardized methodology over a 20-year time frame. These legislative changes were incorporated into the *Local Government Act* as well as the *Housing Needs Report Regulation*, with changes taking effect on June 18, 2024.

The *Housing Needs Report Regulation* requires regional districts to create Interim HNRs, as an update to their existing HNRs no later than January 1, 2025.

Planning staff recommend that the Board receive the Interim HNRs. Once received by the Board staff will publish the reports on the RDBN's website as required by regulation.

## DISCUSSION

### Housing Need Interim Report Requirements

The Interim HNRs are required to include the following:

1. The number of housing units required to meet current and anticipated housing needs for the next five and 20 years. This is calculated using six components:
  - Extreme core housing need, which refers to the number of households paying more than 50 per cent of their income on housing;
  - Persons experiencing homelessness;
  - Suppressed household formation, which refers to the number of households that were unable to form due to constrained housing options, such as adult children unable to move from the parental home.
  - Anticipated growth, which is based on the regional growth rate rather than Electoral Area specific growth rate as more specific quantitative data is not available.
  - Rental vacancy rate adjustment, which is the number of dwellings needed to maintain a three per cent vacancy rate. It is set at the Provincial vacancy rate for local governments that do not have vacancy rate data.
  - Additional local demand, which is an additional “demand buffer” for municipalities to better account for units required to meet healthy market demand. This figure is set to zero for electoral areas as the Province has exempted regional districts from “Proactive Planning” requirements to direct growth towards municipalities.
2. A description of the actions taken by the Regional District to reduce housing needs since the January 2022 release of the RDBN’s 2021 HNRs.
3. A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.

The Interim HNRs prepared by Planning Department staff are attached and are presented as appendices to the applicable 2021 HNRs (which are also attached).

The Province requires that the Board receive completed Interim HNRs at a meeting that is open to the public and that the Interim HNRs be made “publicly and freely accessible” on an internet site by no later than January 1, 2025.

### Calculating Five and 20 Year Housing Unit Figures

For the Interim HNRs, current and anticipated housing needs must be calculated using a prescribed method. The method can be applied by using the HNR Calculator, developed by



the University of British Columbia's Housing Assessment Resource Tools (HART) program in collaboration with Licker Geospatial Consulting and is fully compliant with the Province's prescribed methods and reducing the number of manual calculations. Alternatively, local governments may manually calculate the six components using formulas provided by the Province. For RDBN's Interim HNRs, planning staff used the HNR Calculator.

### **Housing Needs Reports and Official Community Plans Moving Forward**

The Interim HNRs are an interim solution to allow compliance with regulation by the January 1, 2025 deadline. Moving forward local governments are required to complete their new "regular" HNRs by December 31, 2028, and every five years thereafter.

The Province has exempted regional districts from the requirement to update their OCPs by no later than December 31, 2025 to incorporate the new Interim HNR 20-year housing units calculations given that regional districts typically have multiple OCPs that would be difficult to update given the short timeline.

The RDBN is required to consider its most recent HNRs (including Interim HNRs), and the housing information on which they are based developing an OCPs or amending an OCPs in relation to housing statements, map designations or policies.

### **ATTACHMENTS:**

- Interim Housing Needs Reports – 2024:
  - Regional Summary: Housing Needs Report – 2024 (Appendix G to Report Introduction and Regional Summary – Electoral Area Housing Needs Report – 2021)
  - [Electoral Area A Interim Housing Needs Report – 2024 \(Appendix B to Electoral Area A Housing Needs Report – 2021\) \(link\)](#)
  - [Electoral Area B Interim Housing Needs Report – 2024 \(Appendix B to Electoral Area B Housing Needs Report – 2021\) \(link\)](#)
  - [Electoral Area C Interim Housing Needs Report – 2024 \(Appendix B to Electoral Area C Housing Needs Report – 2021\) \(link\)](#)
  - [Electoral Area D Interim Housing Needs Report – 2024 \(Appendix B to Electoral Area D Housing Needs Report – 2021\) \(link\)](#)
  - [Electoral Area E Interim Housing Needs Report – 2024 \(Appendix B to Electoral Area E Housing Needs Report – 2021\) \(link\)](#)
  - [Electoral Area F Interim Housing Needs Report – 2024 \(Appendix B to Electoral Area F Housing Needs Report – 2021\) \(link\)](#)

- [Electoral Area G Interim Housing Needs Report – 2024 \(Appendix B to Electoral Area G Housing Needs Report – 2021\) \(link\)](#)
- [Previously completed Housing Needs Reports – 2021 \(links\):](#)
  - RDBN Report Introduction and Regional Summary – Electoral Area Housing Needs Report
  - RDBN Electoral Area A – Smithers Rural
  - RDBN Electoral Area B – Burns Lake Rural
  - RDBN Electoral Area C – Fort St. James Rural
  - RDBN Electoral Area D – Fraser Lake Rural
  - RDBN Electoral Area E – Francois/Ootsa Lake Rural
  - RDBN Electoral Area F – Vanderhoof Rural
  - RDBN Electoral Area G – Houston Rural
- [BC Ministry of Housing – Guide to Requirements for Housing Needs Reports \(link\)](#)



## **Regional Summary: Interim Housing Needs Report - 2024**

APPENDIX G to the Report Introduction and Regional Summary: Electoral Area Housing Needs Report produced in 2021

## INTRODUCTION

This appendix is the Regional District of Bulkley-Nechako's regional summary of the Interim Housing Needs Reports (Interim HNRs) prepared for each Electoral Area. The Provincial Government requires local governments, including Regional Districts, to complete Interim HNRs by January 1, 2025. These reports must contain the following:

1. the number of housing units needed over five and 20 years;
2. the actions taken by local government since their last Housing Needs Report (HNR) to reduce housing needs; and
3. a statement about the need for housing close to transportation infrastructure that supports walking, bicycling, public transit, or other alternative forms of transportation.

This Regional Summary is attached as Appendix G as an update to the Regional Summary produced in 2021



## SECTION 1: FIVE-YEAR AND 20-YEAR HOUSING NEED – HNR METHOD

The Province requires local governments to use the provincially established HNR Method to calculate the total number of housing units their communities will need for the next five and 20 year periods for six components: extreme core housing need, persons experiencing homelessness, suppressed household formation, anticipated growth, rental vacancy rate adjustment, and additional local demand. For Regional Districts, the data must be gathered for each Electoral Area.

The HNR Calculator has been made available to assist local governments in calculating the six components of housing need based on publicly available data, that is totalled to calculate the housing units needed in each Electoral Area. The HNR Calculator, developed by the University of British Columbia's Housing Assessment Resource Tools (HART) program in collaboration with Licker Geospatial Consulting was utilized in this Interim HNR (data sourced on November 6, 2024).

The HNR calculator has determined that a total of **325** new dwelling units are needed in the next five years and a total of **890** new dwelling units are needed in the next 20 years to address anticipated housing needs in the Regional District's Electoral Areas. The following tables present this information by Electoral Area.

<b>Electoral Area A (Smithers/Telkwa Rural)</b>		
<b>Component</b>	<b>5-Year Need</b>	<b>20-Year Need</b>
Extreme Core Housing Need	3.30	13.21
Persons Experiencing Homelessness	9.32	18.65
Suppressed Household Formation	35.47	141.89
Anticipated Growth*	41.69	48.22
Rental Vacancy Rate Adjustment*	1.25	5.02
Additional Local Demand*	0.00	0.00
<b>Total New Units - 5 years</b>	<b>91</b>	N/A
<b>Total New Units - 20 years</b>		<b>227</b>

<b>Electoral Area B (Burns Lake Rural)</b>		
<b>Component</b>	<b>5-Year Need</b>	<b>20-Year Need</b>
Extreme Core Housing Need	8.15	32.59
Persons Experiencing Homelessness	2.86	5.71
Suppressed Household Formation	22.90	91.59
Anticipated Growth*	13.83	16.00
Rental Vacancy Rate Adjustment**	0.40	1.59
Additional Local Demand***	0.00	0.00
<b>Total New Units - 5 years</b>	<b>48</b>	N/A
<b>Total New Units - 20 years</b>		<b>147</b>



<b>Electoral Area C (Fort St. James Rural)</b>		
<b>Component</b>	<b>5-Year Need</b>	<b>20-Year Need</b>
Extreme Core Housing Need	0.59	2.35
Persons Experiencing Homelessness	2.18	4.36
Suppressed Household Formation	6.26	25.02
Anticipated Growth <sup>*</sup>	11.20	12.96
Rental Vacancy Rate Adjustment <sup>**</sup>	0.34	1.34
Additional Local Demand <sup>***</sup>	0.00	0.00
<b>Total New Units - 5 years</b>	<b>21</b>	N/A
<b>Total New Units - 20 years</b>		<b>46</b>

<b>Electoral Area D (Fraser Lake Rural)</b>		
<b>Component</b>	<b>5-Year Need</b>	<b>20-Year Need</b>
Extreme Core Housing Need	2.33	9.34
Persons Experiencing Homelessness	2.66	5.33
Suppressed Household Formation	9.76	39.03
Anticipated Growth <sup>*</sup>	13.64	15.77
Rental Vacancy Rate Adjustment <sup>**</sup>	0.44	1.76
Additional Local Demand <sup>***</sup>	0.00	0.00
<b>Total New Units - 5 years</b>	<b>29</b>	N/A
<b>Total New Units - 20 years</b>		<b>71</b>

<b>Electoral Area E (Francois Lake/Ootsa Lake Rural)</b>		
<b>Component</b>	<b>5-Year Need</b>	<b>20-Year Need</b>
Extreme Core Housing Need	1.12	4.50
Persons Experiencing Homelessness	2.50	4.99
Suppressed Household Formation	18.11	72.45
Anticipated Growth <sup>*</sup>	12.08	13.97
Rental Vacancy Rate Adjustment <sup>**</sup>	0.40	1.59
Additional Local Demand <sup>***</sup>	0.00	0.00
<b>Total New Units - 5 years</b>	<b>34</b>	N/A
<b>Total New Units - 20 years</b>		<b>98</b>

<b>Electoral Area F (Vanderhoof Rural)</b>		
<b>Component</b>	<b>5-Year Need</b>	<b>20-Year Need</b>
Extreme Core Housing Need	0.66	2.66
Persons Experiencing Homelessness	5.87	11.75
Suppressed Household Formation	42.56	170.25
Anticipated Growth <sup>*</sup>	26.01	30.08
Rental Vacancy Rate Adjustment <sup>**</sup>	0.71	2.84
Additional Local Demand <sup>***</sup>	0.00	0.00
<b>Total New Units - 5 years</b>	<b>76</b>	N/A
<b>Total New Units - 20 years</b>		<b>218</b>

<b>Electoral Area G (Houston/Granisle Rural)</b>		
<b>Component</b>	<b>5-Year Need</b>	<b>20-Year Need</b>
Extreme Core Housing Need	0.17	0.68
Persons Experiencing Homelessness	1.42	2.85
Suppressed Household Formation	17.72	70.88
Anticipated Growth*	7.01	8.11
Rental Vacancy Rate Adjustment**	0.06	0.25
Additional Local Demand***	0.00	0.00
<b>Total New Units - 5 years</b>	<b>26</b>	<b>N/A</b>
<b>Total New Units - 20 years</b>		<b>83</b>

\* The Anticipated Growth figure for Electoral Areas is based on the regional growth rate rather than an Electoral Area specific growth rate as more specific quantitative data is not available.

\*\*The Rental Vacancy Rate Adjustment figure for Electoral Areas is set at the Provincial vacancy rate as more specific quantitative data is not available.

\*\*\*Additional Local Demand is set at zero for Regional Districts as the Province has not made Regional Districts subject to demand functions.



## New Housing Supply Trends

To meet the five-year new housing demand established by the HNR Method, the RDBN requires an additional **325** dwellings or **65** additional dwellings per year. Since 2022, the Regional District has issued an average of **41** new building permits for dwellings annually (see Table 1 below). A small portion of these new dwellings are replacement dwellings and not additional dwellings. Also, it is noted that new dwellings are being built without building permits that are not accounted for in Table 1.

Table 1 - Issued Occupancy Building Permits					
Year	Electoral Area <sup>+</sup>	Single Family Dwelling	2 Family Dwellings	Secondary Suites	Multi-Family Dwelling
2022	A	22	0	4	0
	B	11	0	0	0
	C	2	0	0	0
	D	3	0	0	0
	F	18	0	0	0
	G	1	0	0	0
	<b>Totals</b>	<b>57</b>	<b>0</b>	<b>4</b>	<b>0</b>
2023	A	15	0	0	0
	B	5	0	0	0
	C	5	0	0	0
	D	5	0	0	0
	F	5	0	0	0
	G	2	0	0	0
	<b>Totals</b>	<b>37</b>	<b>0</b>	<b>0</b>	<b>0</b>
2024 (Jan - Oct only)	A	11	0	0	0
	B	5	0	0	0
	C	3	0	0	1
	D	1	0	0	0
	F	4	0	0	0
	G	0	0	0	0
	<b>Totals</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>3-Year Total</b>		<b>118</b>	<b>0</b>	<b>4</b>	<b>1</b>

*\*Note: building inspection services are not available in Electoral Area E and Electoral Areas A, C, D, F, and G have lands that lie outside of the building inspection service area.*

## SECTION 2: HOUSING ACTIONS TAKEN SINCE 2021 HOUSING NEEDS REPORT

This section outlines the actions taken by the RDBN since the last HNR was released in 2022 to reduce housing needs in the RDBN.

### RDBN Action to Reduce Housing Needs

- The Board's Strategic Plan for the 2022-2026 term identified housing supply as a strategic focus with the goal "to ensure there is an adequate supply and variety of housing options for our citizens". The Plan contained three objectives:
  - provide support to the non-profit sector in their pursuit of affordable housing projects and initiatives;
  - advocate with the Province for appropriate rules and regulations to reduce impediments to housing development and better reflect the needs of northern residents; and
  - investigate opportunities for the Regional District to plan for and/or support the development of workforce housing.
- In 2022 and 2023 the RDBN undertook a review of the manner in which dwellings were regulated in the RDBN. This review process included consultation with member municipalities, Electoral Area Advisory Planning Commissions, the Ministry of Transportation and Infrastructure, and Northern Health. This review included consideration of options to simplify the regulation of housing.
- In 2023 the RDBN Board approved the RDBN's Regional Housing Initiative which included the allocation of approximately \$400,000 over three years to increase market and non-market housing. Key features of the Initiative include:
  - Development of a template agreement for on-reserve building inspection;
  - hiring a Housing Planner;
  - housing sector and community relationship building;
  - housing advocacy with other levels of government; and
  - non-market and market housing initiatives.
- In 2023 a digital building permitting and reporting system was launched to further streamline the building permitting process.
- In 2023 parkland dedication policies were added to the RDBN's Rural Official Community Plans. Clarity around parkland dedication requirements will assist developers in moving through the subdivision process in a more efficient manner.



- In 2024 a Housing Planner was hired as part of the Regional Housing Initiative. Highlights of the Housing Planner’s work in 2024 includes:
  - reviewed housing legislation, programs, and funding opportunities;
  - coordinated meetings with municipalities, First Nations, and housing providers to discuss areas where the RDBN may assist and fill capacity gaps;
  - established communications networks including a housing website; and
  - organized workshops with BC Housing and the BC Builds program.
- In 2024 staff researched and reported to the Board on various Provincial Government initiatives relating to multi-unit housing requirements, short term rentals, HNRs, and Interim HNRs.
- In 2024 the RDBNs Rural Official Community Plans and Zoning Bylaw were amended to streamline regulations and increase housing flexibility in alignment with the mandatory Provincial Small Scale Multi Unit Housing (SSMUH) regulations.
- In 2024 a second round of Zoning Bylaw amendments were proposed to enhance flexibility of housing form. These changes exceeded the Provincially mandated changes and followed up on the RDBN review of housing regulation begun in 2022.
- In 2024 a new Official Community Plan was adopted for Electoral Area C. “Fort St. James Rural Official Community Plan Bylaw No. 1954, 2024” ensured that adequate land is available, and policies are in place to accommodate the region’s housing needs.



The Regional District processed **10** OCP and/or zoning bylaw amendment applications and **five** land use permits that may contribute to the housing supply in the region. These applications are shown in Table 2.

<b>Table 2 – Bylaw and Land Use Permit Applications (Housing-Related)</b>		
<b>Adoption Year</b>	<b>Electoral Area</b>	<b>General Description</b>
<b>2022</b>	C	Rezoned H1 to R4 to allow a 19-lot subdivision.
	G	Rezoning and OCP amendment to allow a 2-lot subdivision.
	G	TUP to allow a temporary work camp for up to 1,000 for workforce housing.
	E	DVP to reduce the minimum parcel area that may be created at subdivision to allow a three-lot subdivision.
<b>2023</b>	A	Rezoned H1 to H1A to allow a second Single Family Dwelling.
	A	Rezoned H1 to H1A to allow a second Single Family Dwelling.
	A	Rezoned H1 to H1A to allow a second Single Family Dwelling.
	A	Rezoned H1 to H1A to allow a second Single Family Dwelling.
	A	Rezoned to streamline the R9 Zone regulations.
	B	Rezoned H1 to H1A to allow a second Single Family Dwelling.
	D	Rezoned and redesignated to allow a 3-lot subdivision.
	B	TUP to reduce the structural setback from a Highway for a SFD
<b>2024</b> (Jan – Oct only)	E	Rezoned and redesignated to allow a 3-lot subdivision.
	A	TUP to reduce the structural setback from a Side Parcel Line for a SFD addition.
	A	TUP to reduce the structural setback from a Front Parcel Line and Highway for a SFD addition

### **Regional District Advocacy Regarding Construction Costs**

Housing issues in northern and rural BC are not the result of excessive property values as they are in other parts of the province. The housing issue in much of northern and rural BC is associated with high construction costs in relation to property values. The resale value of a newly built dwelling may not adequately exceed construction costs, creating no incentive for builders and developers to construct dwellings. Therefore, housing stock is not being adequately replaced and housing form is not being diversified to meet community needs. While the Province is making efforts to address affordability issues in urban centres, northern and rural BC is negatively impacted by initiatives which increase the costs of construction and further discourage new construction.

The Regional District has sent letters to the Province over the last few years noting the negative impact of new housing regulations (BC Step Code, owner builder restrictions, builder licensing) and increased requirements for professional oversight on the housing supply in the north. The Regional District has noted that applying one size fits all solutions designed for a southern urban centre context has caused collateral damage to the housing situation in the north. The RDBN raised this issue at the Union of BC Municipalities Convention during multiple meetings with Provincial staff and Ministers.





### **SECTION 3: NEED FOR HOUSING IN PROXIMITY TO ALTERNATIVE AND ACTIVE TRANSPORTATION**

The Interim HNR must contain a statement regarding the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation. The Regional District recognizes the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation. However, the densification of housing in the rural area in association with transportation infrastructure is not appropriate from a sustainability perspective and is an issue to be addressed within the Regional District's member municipalities.

Given the RDBN's low rural population density, and significant distances between population centres the RDBN focus has been on the following:

- Facilitating multi-use trail development within existing highway corridors where conditions may support active transportation infrastructure for rural area-to-municipality and municipality-to-municipality connections.
- Operating a public transit system providing service between RDBN member municipalities, with connections to adjacent regions.

#### **Active Transportation Initiatives**

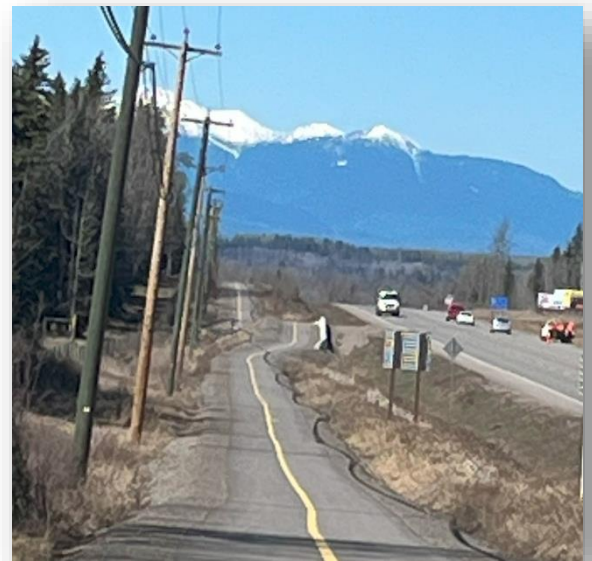
The RDBN continues to encourage the Ministry of Transportation and Transit to play a greater role in funding, building, and operating active transportation infrastructure within their road right-of-ways.

##### Electoral Area A Specific - Cycle 16

The Cycle 16 Trail Society and the Regional District of Bulkley-Nechako have worked together on the development of a multi-use non-motorized trail linking the Town of Smithers and the Village of Telkwa. Construction of phase one of the three phase trail was completed in 2024.

##### Electoral Areas B and E Specific – Highway 35 Trail

In 2023, the RDBN completed a Parks and Trails Master Plan (the Plan) for Electoral Areas B and E which includes the goal to “support active transportation and a connected community”.





From that Plan a long-term vision to connect the Village of Burns Lake to the Francois Lake Ferry Terminal with a multi-use trail on Highway 35 right of way was developed. A conceptual design study for the first phase of trail development was completed in 2024. It evaluated the design options for 13 km of multi-use trail connecting the Village of Burns Lake and Tchesinkut Lake.

### **Public (Alternative) Transportation Initiatives**

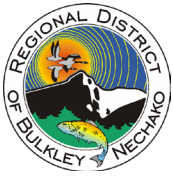
The Regional District is serviced by the Bulkley-Nechako Transit System, BC Bus North, and Via Rail Canada, with additional community-based and First Nations operated local services throughout the region.

The Bulkley-Nechako Transit System provides public bus transportation between most Regional District member municipalities, with connections to adjacent regions along the Highway 16 corridor. It is provided through a partnership between the Province of British Columbia, BC Transit, and the Regional District of Bulkley-Nechako with the assistance of funding partners (City of Prince George, Stelat'en First Nation, and Nadleh Whut'en).

The Regional District has been challenged to secure adequate long-term funding for this service. Part of this challenge is the limited certainty regarding the Province's long-term commitment to the current funding formula and future capital costs. The Regional District also has concerns regarding the efficiency and effectiveness of the existing public transportation services in the RDBN.

The RDBN has asked the Province to work with local governments, First Nations, and stakeholders to rationalize public transportation services in the north and develop a regional transportation service model which better meets the needs of northern BC.





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Maria Sandberg, Planning and Parks Coordinator  
**Date:** Dec 12, 2024  
**Subject:** Recreation Contribution Grant Program Application

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### RECOMMENDATIONS:

(all/directors/majority)

1. That the Board approve the Recreation Contribution Grant Program funding request in the amount of \$5,000 from Houston Snowmobile Club as recommended by the Electoral Area G / District of Houston / Village of Granisle Recreation Contribution Service Advisory Committee.
  2. That the Board authorize staff to enter into a funding agreement for one year with the Houston Snowmobile Club and release the funds in accordance with the agreement.
- 

### DISCUSSION:

The Recreation Contribution Grant Program issued its first call for applications for funding for all four service areas in the spring of 2024 and 18 applications were received. In July, the Board approved the funding requests and staff entered into funding agreements with the successful applicants. Funding has been distributed to all but two applicants, who are anticipated to submit outstanding information before the end of the year.

The next call for recreation grant applications is not anticipated until 2026; however, the Electoral Area G / District of Houston / Village of Granisle Recreation Contribution Service Advisory Committee retained surplus funds for unexpected / emergency maintenance situations at the discretion of the Committees and the Board.

### Houston Snowmobile Club Application

The Electoral Area G / District of Houston / Village of Granisle Service Area has received an application for emergency funding from the Houston Snowmobile Club (HSC) to plow the Grizzly Forest Service Road (FSR) to the Telkwa Mountains snowmobile trail and cabin. The FSR maintenance is usually done by Canfor however, because of the mill shutdown, it is not being done this year. HSC is seeking \$5,000 for the 2024-2025 winter season.

The Electoral Area G / District of Houston / Village of Granisle Service Area distributed \$22,500 out of the \$75,000 available in 2024. This leaves \$52,500 available for emergency funding situations or for carry forward to cover funding commitments in 2025 and 2026.

The Committee met on December 2, 2024, and made the following recommendation:

*“That the Committee recommend that staff reach out to the Houston Snowmobile Club for more information and to confirm that they wish to submit an application for funding. If HSC submits an application as discussed, that the funding request be submitted for the Board’s consideration at the December 12th Board meeting with a recommendation from the Committee that the application be supported to a maximum of \$10,000 for one year.”*

**ATTACHMENTS:**

- Recreation Contribution Grant Program Guide with Board Policy
- Recreation Contribution Service Advisory Committee Minutes Electoral Area G/District of Houston/Village of Granisle
- Houston Snowmobile Club application

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
RECREATION CONTRIBUTION GRANT PROGRAM POLICY**

**PURPOSE**

To provide funding to support the operations of registered non-profit societies that are providing recreation opportunity for residents in one or more of the following service areas:

- a. Electoral Area A and the Town of Smithers;
- b. Electoral Area B, Electoral Area E, and the Village of Burns Lake;
- c. Electoral Area C and the District of Fort St. James;
- d. Electoral Area G, the District of Houston, and the Village of Granisle.

The intent is to provide multi year funding for operational expenses to provide societies with the increased financial certainty necessary for longer term planning for the provision of recreation opportunity to the community. Multi year funding also increases the efficiency of the RDBN's administrative process.

**POLICY APPLICATION**

This policy shall apply to all applications for funding raised pursuant to the following bylaws:

- a. Electoral Area A Recreation Contribution Service Establishment Bylaw No. 1976, 2022;
- b. Electoral Areas B and E Recreation Contribution Service Establishment Bylaw No. 1977, 2022;
- c. Electoral Area C Recreation Contribution Service Establishment Bylaw No. 1978, 2022;
- d. Electoral Area G Recreation Contribution Service Establishment Bylaw No. 1979, 2022.

**FUNDING CRITERIA / ELIGIBILITY REQUIREMENTS**

To qualify for funding through the Recreation Contribution Grant Program the applicant must be a registered non-profit society in good standing under the *BC Societies Act*, and the recreation activity must be available to residents of the applicable service area.

When considering applications for funding through the Recreation Contribution Grant the following factors may be considered:

- a. The level of public participation and ease of public access to the recreation activity.
- b. The amount of annual trail maintenance, grooming, or track setting.
- c. The community need for the recreation activity.
- d. The recreation activity is the responsibility of another level of government.
- e. The positive impact on the well-being of the community.
- f. Joint applications from organizations cooperating on a project, such as hiring a contractor to maintain trails.
- g. The society's record of community service and good financial and administrative management.
- h. The society's financial need.

### **GRANT ALLOCATION PROCEDURE**

Funding availability will be reviewed each year by the Recreation Contribution Service Advisory Committee and the RDBN Board as part of the budgeting process for the applicable service areas. As funding agreements may be for multiple years, applications may not be accepted every year. When grant funding is available for allocation staff, in coordination with the applicable Recreation Contribution Service Advisory Committee, will advertise that applications are being accepted under the Recreation Contribution Grant Program. Applications must be made on the application form provided by staff.

Applications will be evaluated, and funding allocation decisions made in accordance with the following.

- a. Call for Applications. The RDBN will advertise a call for applications under the Recreation Contribution Grant Program. This call for applications will include additional details such as application guidelines, eligibility requirements, funding availability and application deadlines. Unless otherwise stated funding is capped at an annual maximum of \$15,000 per Society.
- b. Application review by RDBN staff. Staff shall review applications for completeness, may request additional information from applicants, and may consult with municipal staff as necessary. The results of staff's review shall be summarized in a report to the Committee.
- c. Application review by the Recreation Contribution Service Advisory Committee. The Committee will evaluate the applications in accordance with this policy and identify the applications selected for funding. The Committee may identify any recommended funding conditions for the Board's consideration.

- d. RDBN Board funding allocation decisions. The RDBN Board will receive the recommendations of the Recreation Contribution Service Advisory Committee and make the funding allocation decisions at a Regular Board meeting. Funding is provided or denied entirely at the discretion of the RDBN Board
- e. Funding Agreement. Upon Board approval of funding under the Recreation Contribution Grant Program the Society must enter into a Funding Agreement to the satisfaction of RDBN staff prior to receiving any funds.

## **FUNDING AGREEMENTS**

If funding under the Recreation Contribution Grant Program is approved, the Society must enter into a Funding Agreement with the RDBN. Staff shall determine the content of the funding agreements and enter funding agreements at their discretion in accordance with Board approval of funding. Funding agreements shall typically include the following:

- a. the term of the Agreement (up to five [5] years);
- b. the annual funding to be provided;
- c. the use of the funds, and the return of unused or misused funds;
- d. the annual reporting requirements;
- e. indemnity, liability, and insurance requirements;
- f. amendment and termination clause.

**Recreational Contribution Committee  
Meeting Minutes**

<b>Electoral Area G, Houston, Granisle</b>	<b>Meeting Date: December 2, 2024</b>	<b>Meeting Location: Virtually via Zoom</b>
<b>Attendance</b>		
<u>RCC Members</u> <input checked="" type="checkbox"/> Shane Brienen <input checked="" type="checkbox"/> Linda McGuire <input checked="" type="checkbox"/> Chris Newell		<u>Staff</u> <input checked="" type="checkbox"/> Lorna Eftodie, CAO Village of Granisle <input type="checkbox"/> Ryan Nitchie, CAO District of Houston <input checked="" type="checkbox"/> Jason Llewellyn, Director of Planning <input checked="" type="checkbox"/> Maria Sandberg, Planning and Parks Coordinator
Chairperson: Shane Brienen		Secretary: Linda McGuire
Call to Order: 6:05 pm		
<p>Minutes</p> <p><b>Houston Snowmobile Club</b></p> <p>The inquiry from Rec Sites and Trails BC, on behalf of the Houston Snowmobile Club (HSC), for funding to plow an access road to the Telkwa Mountains snowmobile trail and cabin for the winter season, due to Canfor's shutdown, was discussed.</p> <p>Moved by Shane Brienen Seconded by Chris Newell</p> <p>"That the Committee recommend that staff reach out to the Houston Snowmobile Club for more information and to confirm that they wish to submit an application for funding. If HSC submits an application as discussed, that the funding request be submitted for the Board's consideration at the December 12<sup>th</sup> Board meeting with a recommendation from the Committee that the application be supported to a maximum of \$10,000 for one year."</p> <p>Carried unanimously.</p>		
Meeting Adjourned: 6:22 pm	Secretary Signature:	



APPLICATION FORM  
RECREATION CONTRIBUTION GRANT PROGRAM

APPLICATION SUBMITTED BY:

Organization Houston Snowmobile Club

Applicant Name and Title Andrea Patricke

Mailing Address: [REDACTED]  
Houston BC  
V0J 1Z0

Phone: (Home) \_\_\_\_\_  
(Cell) [REDACTED]

E-mail: hsc.sledmembership@gmail.com

APPLICATION SUMMARY:

Please briefly describe the proposed use of the funds and the recreation activity supported by the requested grant funding. (please attached additional pages if required)

Snowmobiling is the recreation activity funding would support.  
Road Maintenance: HSC, as of 2024, is responsible for  
maintenance of Grizzly FSR (1-6 km). Grizzly FSR is the access  
road for the parking lot/staging area and Telkwa Mountains  
trailhead. The groomer is stored at the parking lot.

Multi-Year funding request up to 3 years:

Year 1 \$5000-

Year 2 \_\_\_\_\_

Year 3 \_\_\_\_\_

Total Amount of Grant Funding Requested \$5000-



**APPLICANT PROFILE:**

\*Attach Society's Annual Report

Describe the recreation activity that your organization provides to the community which will be supported by the requested funding.

Snowmobiling.  
HSC grooms the trail to the Telkwa Mountains Cabin, located on Grizzly Plateau. We aim to ensure both the pleasure and safety of our members and visitors. Trail maintenance makes Grizzly Plateau accessible to riders of all levels.

Is your organization volunteer based and non-profit?  YES  NO

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

HSC is entirely volunteer based. We have no paid position.

Comment on the number of members/volunteers in your organization, the annual volunteer hours required to support the recreation activity provided, and the number of years your organization has been providing the recreation opportunity to the community.

2023/24 Season:

Memberships 56

Day Passes 177 (fees only collected Saturday/Sunday)

Poker Ride approx. 175 attendees

Estimated riders for all areas 1500

Volunteer hours approx 450

Houston Snowmobile Club was established in 1985

#### Recreation activity supported:

Describe how receipt of the requested grant funding will result in improved recreation opportunities to residents.

Safety of riders is our Club's priority. The requested funding will allow HSC to plow/grade Grizzly FSR to 6km and perform summer maintenance and repairs.

Without funding we will be unable to keep the road open for the winter seasons. There is no other parking available for riders. People will park on Walcott Rd which is not safe for riders or residents. Access will be snowmobile only. Our operator will not have access to the groomer located at 6km. The trail to the Telkwa Mountains cabin will not be groomed/maintained. Without access to the parking lot HSC will not be able to host our annual Poker Ride event - our main fundraiser.



Comment on the level of public participation in the recreation activity to be supported by the requested funding.

HSC maintains the trail to the Telkwa Mountains Cabin entirely for public use. Houston Search and Rescue, Avalanche BC and the Rocky Mountain Rangers use the mountain for training.

Describe the geographic area served by the recreation activity your organization provides.

Grizzly FSR gives riders access to the Grizzly Plateau in the Telkwa Mountains. This area is better known as the Telkwa Range. The Range is located in Electoral Area G, however we have riders from all over. Riders come from Smithers, Burns Lake, Vanderhoof and elsewhere in BC and Alberta.

Discuss the community need for the recreation activity to be supported by the requested funding and how the activity contributes to the well-being of the community.

Snowmobiling has been part of Houston's recreation scene since long before Houston Snowmobile Club was established in 1985. Our Club has worked hard to preserve Grizzly Plateau riding area. We hold both a Partnership Agreement with Recsites and Trails BC and a Stewardship Management Agreement in mountain Caribou habitat with The Ministry of Forests, Lands and Natural Resource Operations. Previous to the closure of Canfor Houston Grizzly FSR was maintained through their operations. Every member of our Board and most of our Club members have been negatively affected by the closure. It has been devastating for the residents of Houston. We want to prevent any more hardship for our riders. For many of us snowmobiling is our favorite activity. HSC hopes, with the help of this funding, to maintain access to The Range for everyone.

**Funding and Financial Information**

Attach supporting financial information, i.e. budget/financial statement. Ensure the following information is clearly itemized:

- a. Grants/funding from other sources.
- b. Funding from fund raising activities.
- c. Funding from membership fees and user fees.
- d. Total expenses for the fiscal year, including operational expenses.
- e. Any monies and/or benefits paid to members or officers.

Have you applied for operations grant/funding from other source(s)?  YES  NO

If yes, complete the following chart.

Name of Grant or Funding Agency	\$ Amount Applied for	Status of Grant Application		
		Approved	Denied	Pending
RSTBL	\$1500 <sup>00</sup>	✓		

Have you received assistance (grant in aid/waiving of fees, etc.), from the Regional District or a municipality in previous years?  YES  NO

If yes, complete the following chart.

Year:	\$ Amount	Purpose for which assistance was used

\*Don't forget to attach the required financial statement.

**Applicable Service Area**

Indicate which Recreation Contribution Service Area you are applying to for funding:


- Electoral Area A and Town of Smithers Service Area
- Electoral Area E, Electoral Area B and the Village of Burns Lake Service Area
- Electoral Area C and District of Fort St James Service Area
- Electoral Area G, District of Houston and Village of Granisle Service Area

Personal information requested on this form is collected under the *Freedom of Information and Protection of Privacy Act* section 26(c) and will be used for the purpose of processing your application. Any information submitted with the application or provided to the RDBN for consideration and in support of the application may be made available for review by any member of the public. If you have any questions about the collection and use of this information, please contact the RDBN Information and Privacy Coordinator at 1-800-320-3339.

\*Please remember to attach the following documents:

- Organization's Annual Report
- Financial information, i.e., budget/financial statement

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

  
\_\_\_\_\_  
(Signature of authorized signatory)

*Vice President*  
\_\_\_\_\_  
(Title)





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board of Directors  
**From:** Janette Derksen, Waste Diversion Supervisor  
**Date:** December 12, 2024  
**Subject:** **Agricultural Plastics Recycling Pilot Program - Update**

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

That the Board allocate \$50,000 in the 2025 budget to fund a 1-year extension of the CleanFarms Agricultural Plastics Recycling Pilot Program.

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### **BACKGROUND**

The Ag Plastics Pilot started in July 2021 and ends December 31, 2024. The RDBN has committed \$96,500 for the 3-year pilot program. There currently is a small budget surplus for the program but is expected to be used up by December 31, 2024. During this period the RDBN was in a 50% cost share partnership.

The pilot program has provided valuable data and understanding for the development of a permanent recycling program. Although the province of BC's 2021 Extended Producer Responsibility's Five-Year Action Plan's commitment; to identify a policy approach to manage Industrial, Commercial and Institutional (ICI) material streams by 2025, it is expected that it will take several more years to implement a permanent program once fully developed.

In March 2024, the Board discussed 3 options for the future of this program (see attached). Option 2 was moved by the Board as follows:

*Rural/Agriculture Committee Meeting – March 7, 2024 "That the Committee recommend that the Board direct staff to explore a one-year renewal of the Agricultural Plastics (3-year) Pilot Project focusing on on-farm collection; and further, that staff bring forward funding options to the Board prior to the end of the current pilot in June 2024."*

*Board Meeting – March 21, 2024 "That the Board approve Committee Meeting recommendation 1 as written."*

## **PROJECT EXTENSION**

CleanFarms (program administrator) has proposed an extension of the pilot. It is important to continue this pilot without interruption to maintain the trust of the users, to maintain and improve markets and to demonstrate the merit of the program to the ministry. Staff are recommending extending the program from January 1 to December 31, 2025.

The other two Regional Districts participating in the current 3-year pilot program, the Peace and Fraser-Fort George, have agreed to a 1-year extension. CleanFarms has also informed staff that there are several other Regional Districts in BC that have shown interest in the Ag Plastics program, and one major District has committed to a 5-year partnership between CleanFarms and the Ministry of Canadian Agriculture. This interest and growth in the agricultural plastics recycling program is encouraging for the sector and a demonstration that the current pilot program (and RDBN contributions) have had a positive impact.

CleanFarms has applied for another 3-year funding grant from Canadian Agricultural Ministry's Strategic Priorities Program (CASPP) under the same conditions as previous (50% cost share). The Ministry's decision is expected in early 2025. Although CleanFarms is confident that the funding will be awarded, there is currently no guarantee, and the payment schedule is unknown.

This means that the RDBN must commit to contributing 100% of the program cost for the 1-year extension while awaiting new funding or if the current funding application is not successful.

Should the CASPP funding be approved for CleanFarms, the RDBN will reduce funding amount to 50%.

Should it not be approved, the RDBN will continue to fund the program until December 31, 2025, and reassess program continuation and funding options at a later date.

## **FINANCIAL IMPACT**

The current pilot program has given CleanFarms a strong understanding of the actual costs associated with the program and has proposed a cost of \$48,118.75, for the 1-year extension. See the November Update on the Q4 Report. Note: the average annual cost of the current pilot is \$64,000.

Staff recommends that the RDBN commits \$50,000 in the 2025 budget for a 1-year extension of the CleanFarms Agricultural Plastics recycling program.

Options for funding the 1-year extension are:

1. Northern Capital Planning Grant
2. Gas tax
3. Taxation

**CLOSURE**

Staff is recommending that the CleanFarms Agricultural Plastics recycling Pilot program be extended for 1-year. There is potential that federal funding will be awarded to cover 50% of the program cost but must commit the entire amount to continue the program. Other Regional Districts are extending the program, and more are showing commitment and/or interest. The RDBN's contribution to this pilot is having an impact on the provincial action towards a permanent program and the ICI sector.

**ATTACHMENTS**

1. MEMO – Agricultural Plastics (3-year) Pilot Program - March 7, 2024
2. CleanFarms -Agricultural Plastics Recycling - Pilot Extension – March 2024
3. CleanFarms – Agricultural Plastics Pilot 2024 Update ReportQ4 November Update – July 2024.





## Regional District of Bulkley-Nechako Rural/Agriculture Committee

**To:** Chair and Committee  
**From:** Janette Derksen, Waste Diversion Supervisor  
**Date:** March 7, 2024  
**Subject:** **Agricultural Plastics (3-year) Pilot Project**

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

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**BACKGROUND**

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

CleanFarms appeared as a delegation to present on the pilot project at the February 22 Board meeting to discuss the options of continuing. Staff is bringing this item forward to the Rural/Ag Committee, seeking direction on whether to consider continuing with the project after June 2024.

**OPTIONS**

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

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

Option 2: Annual Renewal

Option 3: Finalize Current Project (Conclusion)

**SUMMARY**

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

**ATTACHMENTS: ATTACHMENTS**

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



## Agricultural Plastics Recycling – Pilot Extension

Regional District of Bulkley-Nechako, British Columbia

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

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

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

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

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

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

### Option 2 – Annual Renewal (1 year)

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



### Option 3 – Finalize Current Project (Conclusion)

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

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



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

Please contact Shane Hedderson with any questions:

Shane Hedderson  
Director, Western Canada  
Cleanfarms Inc.  
[heddersons@cleanfarms.ca](mailto:heddersons@cleanfarms.ca)



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



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





# Agricultural Plastics Pilot 2024 Update Report

Regional District of Bulkley-Nechako

Quarters covered by this report: Q3 2024

Last update: July 2024



## RDBN Update Report – November 2024

Quarters covered by this report: Q3 2024

The pilot is set to wrap up by December 2024, with an extension being sought for at least an additional year until other fundings sources can be secured. Approximately 38,700 kgs of material has been collected and sent for recycling throughout the pilot, and there is interest in maintaining programming continuity for farmers in RDBN. With an additional quarter remaining, the pilot sits at 85% budget spend. Cleanfarms awaits a decision from the RDBN Board on next steps pending budget extension decisions.

### Tonnage Collected

To date, 25,600 kgs of agricultural plastics has been baled and shipped from the Bulkley-Nechako region for recycling with an additional 25,081 kgs from both RDBN and the Regional District of Fraser-Fort George being prepared for a second shipment. Material collected from each site is listed below (Table 1) based on the number of bags of each material picked up by the drivers. This information remains unchanged since the last update on June 30, 2024. One outstanding invoice from the logistics partner that has yet to be processed may result in some additional material reporting.

Site name	Collections (# of bags)				2024 Q1 and Q2
	Year 1: Jul 2021 - Jun 2022	Year 2: Jul 2022 - Jun 2023	Year 3: Jul 2023 - Jun 2024	Total bags Collected	
Vanderhoof Transfer Site	230	165	149	544	55
Smithers-Telkwa Transfer Site	538	37	110	685	50
Burns Lake Transfer Site	58	58	106	222	
Fraser Lake Transfer Site	113	55	98	266	
Southside Transfer Station	-	-	46	46	
Knockholt Landfill	-	-	68	68	
<b>Total collections YTD</b>	<b>939</b>	<b>315</b>	<b>577</b>	<b>1,831</b>	<b>105</b>

Table 1 - Collections by Transfer Site Since Program Inception



## Financial Report

### Project Standing

Since the last report June 20, 2024, \$4,785.50 in expenses have accrued. This brings the project to 85% budget spend, with one final quarter remaining. Invoicing for Q3 will be sent to the RD shortly.

RDBN program costs for July 2024 – November 2024 include:

- \$1,375 in collection costs
- \$3,140.50 in administrative costs

This brings the total RDBN program costs to \$82,511.76 with 85% spent of the \$96,501 RDBN commitment (50% of costs). We anticipate the one outstanding June 2024 invoice from a logistics partner to be between \$8,000 and \$10,000. This leaves approximately \$20,000 left in the full project budget to wind down the project if need be.

The following tables were included in the previous report and show the year to date invoicing to the RD for program financials to June 30, 2024. Table 2 represents the RDBN contribution to the program (50% funding) and Table 3 represents the total project costs to-date, including those supported by Cleanfarms (cumulative 100%).

<i>Project Total</i>	<i>RDBN program costs – Year 1 (May 2021 - June 2022)</i>	<i>RDBN program costs - Year 2 (July 2022 - June 2023)</i>	<i>RDBN program costs - Year 3 (July 2023 - June 2024)</i>	<i>Total program costs</i>	<i>% Budget Spent</i>	<i>Total Project Budget</i>
<b>Collection Costs</b>	\$20,478.88	\$14,305.00	\$20,880.05			
<b>Communication</b>	\$ 3,616.74	-	-			
<b>Administration</b>	\$ 6,056.08	\$6,136.54	\$6,252.58			
<b>Revenue</b>	-	-	-			
<b>Total</b>	<b>\$30,151.70</b>	<b>\$20,441.54</b>	<b>\$27,132.63</b>	<b>\$77,725.87</b>	<b>81%</b>	<b>\$96,501.50</b>

Table 2 – Total project costs; 50% RDBN contribution.



Project Total	Total program costs – Year 1 (May 2021 - June 2022)	Total program costs - Year 2 (July 2022 - June 2023)	Total program costs - Year 3 (July 2023 - June 2024)	Total program costs	% Budget Spent	Total Project Budget
<b>Collection Sites Costs</b>						
Material Consolidation	\$23,043.26	\$6,355.00	\$22,734.00			
Baling costs	-	-	\$13,738.59			
Transport to end market	-	-	\$5,287.50			
Collection bags	\$17,914.50	-	-			
Equipment Purchases	-	\$22,255.00	-			
<i>Total Collection Costs</i>	<i>\$40,957.76</i>	<i>\$28,610.00</i>	<i>\$41,760.09</i>			
<b>Communication</b>	\$7,233.48	-	-			
<b>Administration</b>	\$12,112.17	\$12,273.09	\$12,505.17			
<b>Revenue</b>	-	-	-			
<b>Total</b>	<b>\$60,303.41</b>	<b>\$40,883.09</b>	<b>\$54,265.26</b>	<b>\$155,451.75</b>	<b>81%</b>	<b>\$193,003.00</b>

Table 3 – YTD June 30, 2024, total project cost

### Project Extension

Cleanfarms previously put forward a one-year option for pilot extension in the amount of \$48,118.75, as well as a three-year option totalling \$161,131.48. The pilot extensions would provide continuity for farmers that have been participating in the region, or allow for a longer wind-up period should the pilot need to be discontinued.



Cleanfarms remains interested in maintaining the partnership with the RDBN and commits to providing supportive funding, if secured from funding partners. We anticipate hearing back from potential funding partners in early 2025.

## Next steps

### Programming Updates

Working with the RD, Cleanfarms will continue to move material from the collection sites to baling and recycling facilities and work within the current budget. One collection will likely be possible before too much impact from weather, with another collection in early Spring anticipated.

Cleanfarms awaits a decision from the RDBN Board regarding a budget extension for the project. This, alongside any funding changes from external funding partners, will determine the focus of the pilot for the next year.

### Administrative update – Cleanfarms

Carly Fraser, Special Projects Coordinator has returned to the project from parental leave. Enzo Casal, an experienced waste/sustainability consultant based in British Columbia, continues to support the project, alongside Shane Hedderson.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** December 12, 2024  
**Subject:** **RDBN Appointments 2025**

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

That the Board ratify the following appointments for 2025:

**Bankers:** Bulkley Valley Credit Union

**Lawyers:** Stewart McDannold Stuart, Victoria, B.C.  
Young Anderson, Vancouver, B.C.  
Carvello Law Corp., Victoria, B.C.

**Election Officers:** Cheryl Anderson, Chief Election Officer  
Wendy Wainwright, Deputy Chief Election Officer

**Signing Authority:** Any two (2) of:  
Chairperson  
Vice-Chairperson  
Director from Electoral Area B (Burns Lake Rural)  
Director from Village of Burns Lake  
Chief Administrative Officer  
Chief Financial Officer  
Director of Corporate Services

**Auditors:** Beswick Hildebrandt Lund CPA

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**BACKGROUND**

As in previous years, recommendations are made with respect to appointments for Regional District bankers, lawyers, election officers, signatories, and auditors for ratification by the Board.

**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:** December 12, 2024  
**Subject:** **RDBN Committee Appointments 2025**

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

That the Board ratify the Committee Appointments for 2025.

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### **BACKGROUND**

Section 218(2) of the *Local Government Act* authorizes the Chair to establish standing committees for matters the Chair considers would be better dealt with by committee and may appoint persons to those committees.

The attached appointments reflect the following changes:

1. The Rural/Agriculture Committee has been renamed the Rural Services Committee. Moving forward, agriculture related items will be included on the Committee of the Whole Agenda.
2. The Connectivity Committee (select committee) has been removed and there is a memo further in the agenda to disband the Committee. Future connectivity related items will be included on the Rural Services Committee Agenda.
3. The RBA Co-Chair appointment has been removed at this time, but future RBA appointments are expected on an as-needed basis.

There are revised Terms of Reference for the Committee of the Whole and the Rural Services Committee further in the agenda.

### **ATTACHMENTS:**

RDBN 2025 Appointments





**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**2025 APPOINTMENTS**

**RDBN BOARD**

Chairperson: Mark Parker  
 Vice-Chairperson: Shane Brienen

**RURAL SERVICES COMMITTEE (Rural Directors)**

Chairperson: Michael Riis-Christianson

**REGIONAL TRANSIT COMMITTEE**

Chairperson: Mark Parker  
 Vice-Chairperson: Shane Brienen

**NORTHWEST BC RESOURCE BENEFITS ALLIANCE**

Gladys Atrill  
 Clint Lambert, Alternate

**NORTHERN BC TOURISM ASSOCIATION**

Michael Riis-Christianson

**MUNICIPAL FINANCE AUTHORITY**

Mark Parker  
 Shane Brienen, Alternate

**MUNICIPAL INSURANCE ASSOCIATION**

Michael Riis-Christianson  
 Judy Greenaway, Alternate

**FRASER BASIN COUNCIL**

Shirley Moon

**NECHAKO WATERSHED ROUNDTABLE**

Shirley Moon

**PRINCE GEORGE TREATY ADVISORY COMMITTEE**

Clint Lambert

**NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION**

Sarrah Storey  
Stoney Stoltenberg, Alternate

**PARCEL TAX ROLL REVIEW PANEL (5)**

Clint Lambert  
Shirley Moon  
Chris Newell  
Mark Parker  
Michael Riis-Christianson

**NORTHERN DEVELOPMENT INITIATIVE**

Prince George RAC:	Mark Parker Judy Greenaway, Alternate
Northwest RAC	Stoney Stoltenberg Clint Lambert, Alternate



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** December 12, 2024  
**Subject:** **Connectivity Committee - Disbandment**

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

That the Board approve the disbandment of the Connectivity Committee.

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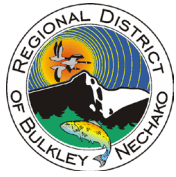
**BACKGROUND**

Under Section 218(1) of the *Local Government Act*, a board may appoint a select committee to consider or inquire into any matter and report its findings and opinion to the Board.

The Connectivity Committee is comprised of Rural Directors only. It is recommended that the Connectivity Committee be disbanded and merged with the Rural Services Committee.

**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:** December 12, 2024  
**Subject:** **Revised Committee of the Whole and Rural Services Committee Terms of Reference**

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

That the Board approve the revised Terms of Reference for the Committee of the Whole and the Rural Services Committee.

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**BACKGROUND**

The attached Terms of Reference (TOR) have been revised to reflect the changes to the Committees as referenced in the 2025 Committee Appointments memo.

Two additions (highlighted) have been made to the Committee of the Whole TOR including the addition of agriculture and other major regional economic sectors.

The Rural Services TOR reflect the committee name change in addition to agriculture being removed and connectivity being added.

**ATTACHMENTS:**

1. Committee of the Whole TOR
2. Rural Services TOR

# Regional District of Bulkley-Nechako

## Committee of the Whole

### Terms of Reference

#### 1. Committee Mandate

The general mandate of the Committee of the Whole is to examine and provide advice to the Board on various matters of regional interest.

#### 2. Scope of Work

The Committee of the Whole shall:

- a) Provide an opportunity for all Board members to discuss and explore matters to much greater depth than can be accomplished in a regularly scheduled meeting of the Board such as, but not limited to:
  1. Budget deliberations;
  2. Policy changes;
  3. Service delivery;
  4. Matters relating to Board governance;
  5. Strategic Planning;
  6. Encouraging and enhancing the sustainability and vitality of agriculture in the region;
  7. Other major regional economic sectors;
  8. Any other matter as determined by a Committee Chair in consultation with the Board Chair that would be better considered at a Committee of the Whole Meeting;
- b) Receive delegations from the public and presentations from staff related to items requiring more in depth explanation and discussion.

#### 3. Authority

The Committee is a Standing Committee of the RDBN established by the Board under section 218 (2) of the *Local Government Act*. Bylaw 1832, Part 19 outlines the requirements for standing committees.

#### 4. Membership

- a) The Committee of the Whole shall be comprised of all RDBN Directors;
- b) The Chair of the RDBN shall be the Chair of the Committee of the Whole.

#### 5. Tenure

This committee is a standing committee and as such will be deemed to be continuous subject to direction from the Chair of the Board.

## 6. Meetings

- a) The Committee shall meet as required in order to adequately address the Scope of Work in a timely manner;
- b) Meetings will be held at the call of the Committee Chair;
- c) All meetings must be open to the public unless strictly allowed to be closed under the ***Local Government Act*** or the ***Community Charter***;
- d) The Committee must follow the RDBN Procedure Bylaw as amended from time to time.

## 7. Quorum

Quorum of the Committee is the majority of all its members – eight (8) voting members.

## 8. Voting

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

## 9. Minutes

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

## 10. Reporting to the Board

- a) Recommendations of the Committee must be approved by the Committee prior to presentation to the Board.

## 11. Representative Authority

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

## 12. Staff Support

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

## 13. Financial Resources

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

**Regional District of Bulkley-Nechako**  
**Rural Services Committee**  
**Terms of Reference**

**1. Committee Vision**

To consider matters relating to activities and RDBN services that effect electoral areas only.

**2. Committee Mandate**

The general mandate of the Rural Services Committee will include:

- a) Providing a forum for discussing topics specific to electoral area topics/issues and service delivery;
- b) Advocating to senior levels of government regarding issues of importance to electoral areas.
- c) Providing advice to the Regional Board on matters relating to or influencing agriculture in the region;

**3. Scope of Work**

The Committee shall:

- a) Discuss/address topics specific to electoral area topics/issues and service delivery;
- b) Advocate to senior levels of government regarding issues of importance to electoral areas;
- c) Oversee the administration of the Emergency Program Service;
- d) Make recommendation to the Board regarding services in the electoral areas including, but not limited to:
  - i. Electoral Area Administration
  - ii. Electoral Area Planning
  - iii. Building inspection
  - iv. Bylaw enforcement
  - v. Connectivity
  - vi. Grants-in-aid
  - vii. Rural Fire protection
  - viii. Emergency preparedness
  - ix. Local economic development
  - x. Gas Tax Funding
  - xi. Street Lighting
  - xii. Invasive Plant Control

**4. Authority**

The Committee is a Standing Committee of the RDBN established by the Board under section 218 (2) of the **Local Government Act**. Bylaw 1832, Part 19 outlines the requirements for standing committees.



## 5. Membership

- a) The Rural Services Committee shall be comprised of the Directors of Electoral Areas "A", "B", "C", "D", "E", "F", and "G";
- b) The Chair of the RDBN shall appoint a Chair of the Committee;
- c) The Chair of the RDBN Board is an ex-officio member of the Committee.

## 6. Tenure

This committee is a standing committee and as such will be deemed to be continuous subject to direction from the Chair of the Board.

## 7. Meetings

- a) The Committee shall meet as required in order to adequately address the Scope of Work in a timely manner;
- b) Meetings will be held at the call of the Committee Chair;
- c) All meetings must be open to the public unless strictly allowed to be closed under the **Local Government Act** or the **Community Charter**;
- d) The Committee must follow the RDBN Procedure Bylaw as amended from time to time.

## 8. Quorum

Quorum of the Committee is the majority of all its members – four (4) voting members.

## 9. Voting

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

## 10. Minutes

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

## 11. Reporting to the Board

- a) The Chair or designate shall report to the Board on behalf of the Committee at a minimum once every three (3) months, and shall provide other reports to the Board, as needed from time to time;
- b) Recommendations of the Committee must be approved by the Committee prior to presentation to the Board.

**12. Representative Authority**

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

**13. Staff Support**

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

**14. Financial Resources**

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



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** December 12, 2024  
**Subject:** **Electoral Area Directors (EAD) Forum – February 6-7, 2025  
in Richmond, BC.**

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

That the Board authorize attendance of Rural Directors wishing to attend the Electoral Area Directors Forum February 6-7, 2025 in Richmond, B.C.

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### **BACKGROUND**

The EAD Forum is taking place in Richmond from February 6-7, 2025. The Forum provides an opportunity to explore challenges common to electoral areas and identify potential solutions. The agenda will include:

- Canada Community-Building Fund
- Transition to Next Generation 911
- Update on Disaster Financial Assistance
- Open microphone session
- Facilitated discussion to explore Electoral Area Directors' perspectives on Regional District Legislative Reform.

### **ATTACHMENTS:**

None.



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## Regional District of Bulkley-Nechako Board Meeting

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** December 12, 2024  
**Subject:** **Bylaw 2059 Burns Lake and Area Victim Services**

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

That the Burns Lake and Area Victims' Services Service Amendment Bylaw No. 2059, 2024 be given first, second and third reading this 12<sup>th</sup> day of December 2024.

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**BACKGROUND**

The Finance Department is requesting that the Board consider increasing the limit of Bylaw No. 1862, being a bylaw to support the Victim Services in Burns Lake, Electoral Area "B", and Electoral Area "E" by 25%. The Village of Burns Lake has indicated that the \$20,000 received for this service does not cover the current operating costs.

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 1862, this would result in increasing the limit to \$25,000 from \$20,000. Bylaw 1862 has never been increased.

The Village of Burns Lake currently receives the maximum amount available under the current bylaw. This proposal to increase the taxation limit under Bylaw 2059 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 2059**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****BYLAW NO. 2059****A bylaw to amend the tax limit for Burns Lake and Area Victim Services Service Establishment Bylaw 1682, 2013 from \$20,000 to \$25,000 per annum**

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**WHEREAS** the Regional District of Bulkley-Nechako has established by Bylaw No. 1682, a service for the purpose of providing counselling and others services to victims of crime and other trauma in Burns Lake and Area;

**AND WHEREAS** the Regional Board wishes to increase the tax limit for the service from TWENTY THOUSAND (\$20,000) per annum to TWENTY-FIVE THOUSAND (\$25,000) per annum;

**AND WHEREAS** under Section 349 (1)(b) of the *Local Government Act*, the participants have 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 6 of Bylaw No.1682 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 TWENTY-FIVE THOUSAND (\$25,000) per annum;

2. This bylaw may be cited as "Burns Lake and Area Victims' Services Service Establishment Amendment Bylaw No. 2059, 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 "B" DIRECTOR RECEIVED this  
\_\_ day of \_\_, 2024

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

CONSENT OF THE VILLAGE OF BURNS LAKE 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. 2059 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:** December 12, 2024  
**Subject:** **Bylaw 2058 Smithers and Victim Services**

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

That the Smithers and Victims' Services Service Amendment Bylaw No. 2058, 2024 be given first, second and third reading this 12<sup>th</sup> day of December 2024.

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**BACKGROUND**

In 2023, the Northern Society for Domestic Peace requested that the Board consider increasing the limit of Bylaw No. 1776, being a bylaw to support the Victim Services in Smithers, Electoral Area "A", and the Village of Telkwa 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 1776, this would result in increasing the limit to \$56,250 from \$45,000. Bylaw 1776 has never been increased.

The society currently receives the maximum amount available under the current bylaw. This proposal to increase the taxation limit under Bylaw 2058 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 2058**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****BYLAW NO. 2058****A bylaw to amend the tax limit for Smithers and Area Victim Services Service Establishment Bylaw 1776, 2016 from \$45,000 to \$56,250 per annum**

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**WHEREAS** the Regional District of Bulkley-Nechako has established by Bylaw No. 1776, a service for the purpose of providing counselling and others services to victims of crime and other trauma in the Smithers and Area;

**AND WHEREAS** the Regional Board wishes to increase the tax limit for the service from FORTY-FIVE THOUSAND (\$45,000) per annum to FIFTY-SIX THOUSAND TWO HUNDRED FIFTY (\$56,250) per annum;

**AND WHEREAS** under Section 349 (1)(b) of the *Local Government Act*, the participants have 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 6 of Bylaw No.1776 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 FIFTY-SIX THOUSAND TWO HUNDRED FIFTY (\$56,250) per annum;

2. This bylaw may be cited as "Smithers and Area Victims' Services Service Establishment Amendment Bylaw No. 2058, 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 "A" DIRECTOR RECEIVED this  
\_\_ day of \_\_, 2024

CONSENT OF THE TOWN OF SMITHERS RECEIVED this  
\_\_ day of \_\_, 2024

CONSENT OF THE VILLAGE OF TELKWA 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. 2058 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:** December 12, 2024  
**Subject:** **Bylaw 2065 The Northwest B.C. Regional Funding Agreement Reserve**

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**RECOMMENDATION:**

**(all/directors/majority)**

That the Northwest B.C. Regional Funding Agreement Reserve Bylaw No. 2065, 2024 be given first, second, third reading, and adoption this 12<sup>th</sup> day of December, 2024.

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**BACKGROUND**

Under the terms of the Northwest B. C. Regional Funding Agreement (RBA), the Regional District must create a statutory reserve to “hold” any RBA funds unspent in the current year or must utilize existing reserve funds established for its service.

Any unspent funds must accrue appropriate interest similar to other reserve funds that the Regional District currently has.

The proposed bylaw meets the requirement of the funding agreement and will aid in the tracking and reporting on the use of the funds.

**Attachment: Bylaw 2065**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****BYLAW NO. 2065**

A bylaw to establish a Reserve for the Northwest B. C. Regional Funding Agreement Fund

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**WHEREAS** pursuant to the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, the Board of the Regional District of Bulkley-Nechako may by bylaw establish a reserve fund;

**AND WHEREAS** the Board of the Regional District of Bulkley-Nechako has determined that a reserve for Northwest B. C. Regional Funding Agreement Fund be established;

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

1. There shall be and is hereby established a Reserve Fund, under the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, to be known as the "Northwest B. C. Regional Funding Agreement Fund Reserve."
2. Money from the annual budget or as otherwise provided in the *Local Government Act* and the *Community Charter* may from time to time be paid into the Northwest B. C. Regional Funding Agreement Fund Reserve.
3. This fund will be available for the purpose of Capital Costs that meet the restrictions specified in the grant approval letter.
4. The funds in this reserve shall be segregated into categories, with each category corresponding to an established service within the Regional District.
5. This bylaw may be cited for all purposes as the "Northwest B. C. Regional Funding Agreement Reserve Bylaw No. 2065, 2024."

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

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

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

ADOPTED this      day of                      , 2024

\_\_\_\_\_  
Chairperson

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

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 2065.

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



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## Regional District of Bulkley-Nechako Board Meeting

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** December 12, 2024  
**Subject:** **Bylaw 2067 Five Year Financial Plan 2024-2028 Amendment**

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

That the Five-Year Financial Plan Amendment Bylaw No. 2067, 2024, be given first, second, third reading, and adoption this 12<sup>th</sup> day of December, 2024 with Schedule A Option 2

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**BACKGROUND**

The Regional District must complete a Budget Amendment if any service exceeds its capital budget, if any service meaningfully exceeds its operational budget, if there is a contribution to reserves over that originally contemplated, or if there is withdrawal of reserves over that originally contemplated.

The required changes are discussed below:

- The transfer from reserves for general government have been increased as the Board has approved the purchase of one additional administration vehicle for the 2024 year and these funds have been taken from reserves.
- In addition, the transfer to reserves is proposed to be increased for general administration:
  - The province has provided \$328,408 in Climate Action Program Grant in 2024 representing a three-year contribution brought forward to 2024. The remaining unused portion of these funds in 2024 in the amount of \$308,408 is being proposed to be placed in reserves.
  - This Bylaw also proposes to contribute either \$2,885,233 (Option 1) or \$2,126,217 (Option 2) of the NorthWest Regional Funding Agreement funds into reserves. These two options will be discussed below.
- There is an increase in transfer from reserves in Environmental Services as a result of several Electoral Area Directors providing restricted funds to Environmental Services in exchange for an increase in Regional District Grant in Aid budget.
- There is a matching increase in capital reserve withdrawals and capital expenditures in the Southside Rural Fire Protection Service for the purchase of a backup generator system.

- There is a matching increase in capital reserve withdrawals and capital expenditures in the Luck Bay Fire Protection Service for fire hall improvements.
- There is a matching increase in capital reserve withdrawals and Grant to Telkwa Fire Department in the Telkwa Fire Protection Service for a rural contribution to a new tender.

Two options for this amendment are presented for consideration:

Option 1 includes contributing the full Northwest Regional Funding Agreement amount of \$2,885,233 to the appropriate reserve.

Option 2 includes contributing \$2,126,217 of the Northwest Regional Funding Agreement amount to the appropriate reserve and allocating as 2024 capital contributions to the Environmental Services budget \$446,398 to fund the Knockholt Landfill Improvements and \$312,618 to fund the Vanderhoof Transfer Station Floor Resurfacing Project.

To demonstrate progress towards meeting the requirements of the contract with the province, the spirit and intent of the signed Northwest BC Regional Funding Agreement, and further, to be able to demonstrate this progress to the province in the 2024 Audited Financial Statements, staff are recommending Option 2.

**Attachment: Bylaw 2067 with Option 1 and Option 2**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 2067**

**Being a bylaw to amend the Financial Plan  
for the years 2024 to 2028**

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The Regional District of Bulkley-Nechako in open meeting assembled enacted as follows:

1. Schedule "A", attached hereto and made part of this bylaw, is the amends the 2024 information of Schedule "A" of Bylaw No. 2036 for the Regional District of Bulkley-Nechako being the Financial Plan for the years 2024 through 2028.
2. This bylaw may be cited as "Regional District of Bulkley-Nechako Five Year Financial Plan Amendment Bylaw No. 2067, 2024".

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

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

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

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

\_\_\_\_\_  
Chairperson

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

I hereby certify that the foregoing is a true copy of Bylaw No. 2067 as adopted.

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

Regional District of Bulkley-Nechako

2024 to 2028 Financial Plan Year One (2024) Summary

Schedule "A"

Bylaw 2036 Bylaw 2067 Amendment

2024 Financial Plan:

Service	FUNDING						TRANSFERS From/(To)					EXPENDITURES:					
	Prop. Value Taxes	Parcel Taxes	Fees and Charges	Proceeds of Borrowing	Other Revenue	Total Funding	Transfer to Reserve	Transfer from Reserve	Surplus of Prior Yr.	Equity in TCA's	Total Transfers	Debt Pmts. Int. & P'pal.	Capital Expenditures	Amortization of TCA's	Other Expenses	Deficit from Prior Year	Total Expenditures
1101 Rural Government Services	368,031				127,449	495,480			0		590,000				1,085,480		1,085,480
1131 Area "A" Grant in Aid	40,000					40,000	(10,000)	600,000	41,486		41,486				81,486		81,486
1132 Area "B" Grant in Aid	14,499					14,499			17,993		17,993				32,492		32,492
1133 Area "C" Grant in Aid	35,851					35,851			8,324		8,324				44,175		44,175
1134 Area "D" Grant in Aid	10,473				6,936	17,409			22,617		22,617				40,026		40,026
1135 Area "E" Grant in Aid	15,038				9,959	24,996			20,017		20,017				45,014		45,014
1136 Area "F" Grant in Aid	16,000					16,000			28,336		28,336				44,336		44,336
1137 Area "G" Grant in Aid	18,385					18,385			12,419		12,419				30,805		30,805
1200 General Government Services	1,841,178				3,595,253	5,436,431	(3,693,641)	190,000	346,526	145,000	(3,012,115)	0	300,000	145,000	1,979,313		2,424,313
1206 Nechako Watershed/Fraser Basin Council	4,967				877	5,844			3,456		3,456				9,300		9,300
1301 Feasibility Studies	0				0	0			37,079		37,079				0		37,079
1501 Local Community of Fort Fraser	4,050				5,000	9,050			8,037		8,037				17,087		17,087
1701 Chinook Community Forest					50,000	50,000			4,052		4,052				54,052	0	54,052
2401 Area "A" Economic Development	0					0			8,500		8,500				8,500		8,500
2402 Area "B" Economic Development	98,566				100	98,666			297		297				98,963	0	98,963
2403 Area "C" Economic Development						0			878		878				878		878
2404 Area "D" Economic Development	29,527				19,560	49,087			913		913				50,000		50,000
2405 Area "E" Economic Development	21,571				14,290	35,861			9,337		9,337				45,198		45,198
2406 Area "F" Economic Development						0			2,274		2,274				2,274		2,274
2407 Area "G" Economic Development						0					0				0		0
2500 Regional Economic Development	365,339				103,645	468,985		50,000	51,186		101,186				570,171		570,171
3101 Member Fiscal Services					749,800	749,800			0		0	749,800			749,800		749,800
4101 Planning	343,846		20,000		40,825	404,671			0		0				404,671		404,671
4201 Building Inspection	250,601		120,000		237,415	608,016	(10,000)		0	5,500	(4,500)		0	5,500	598,016		603,516
4301 Development Services	281,100		2,500		26,914	310,514		133,000		133,000	133,000				443,514		443,514
4401 Building Numbering Extended Service	9,856				1,677	11,534	0		56		56				11,589		11,589
4501 Unightly Premises Regulatory Control	33,615				3,026	36,641			143		143				36,784		36,784
4601 Bylaw Enforcement	0				74,044	74,044	(10,500)		475	6,000	(4,025)		0	6,000	64,018		70,018
5101 Environmental Services	4,362,973				1,150,674	5,513,648		1,086,838	1,400,000	870,000	3,356,838	0	2,260,000	870,000	5,740,486		8,870,486
5901 Invasive Plant Control	29,932				5,170	35,102	0		423		423				35,525	0	35,525
5902 Lake Kathryn Aquatic Weed Harvesting		8,550	750		0	9,300			215		215				9,515		9,515
5903 Glacier Gulch Water Diversion		3,060	205		0	3,265			3,068		3,068				6,333		6,333
6101 Ft. Fraser Sewer System		49,791	31,062		0	80,854	(100)	30,000	9,914	13,650	53,464		75,000	13,650	45,668		134,318
6201 Ft. Fraser Water System		62,347	51,498		0	113,845	(65,150)		16,290	95,000	46,140	0	20,000	95,000	44,985		159,985
6301 Cluculz Lake - Somerset Estates Sewer		11,250			0	11,250	(79,930)		79,930		(0)				11,250	0	11,250
6401 Pump & Haul Sewer Disposal					0	0					0				0		0
6402 Liquid Waste Disposal			6,000			6,000			15,959		15,959				21,959		21,959
7101 Ft. Fraser Fire Protection	61,020				7,500	68,520	(30,000)	0	11,330	21,000	2,330	0	0	21,000	49,850	0	70,850
7102 Southside Rural Fire Protection	67,588				0	67,588	(10,000)	28,500	33	35,400	53,933	0	28,500	35,400	57,621	0	121,521
7103 Topley Rural Fire Protection	89,656					89,656	(8,500)	5,000	2,160	32,170	30,830	17,741	0	32,170	70,575		120,486
7201 Burns Lake Rural Fire Protection	151,273				687	151,960			681	40,000	40,681			40,000	152,641	0	192,641
7202 Ft.St.James Rural Fire Protection	195,344			0		195,344	0		0		0				195,344	0	195,344
7203 Houston Rural Fire Protection	24,385					24,385			0		0				24,385	0	24,385
7204 Luck Bay Rural fire Protection	62,228				3,665	65,892	0	37,759	0	9,000	46,759	8,362	37,509	9,000	53,673	4,107	112,651
7205 Smithers Rural Fire Protection	324,702					324,702			20,000		20,000				344,702		344,702
7206 Telkwa Rural Fire Protection	112,316					112,316	0	50,312	0		50,312				162,628	0	162,628
7207 Vanderhoof Rural Fire Protection	42,439					42,439	0		0		0				42,439	0	42,439
7208 Round Lake Fire Protection	10,380				88	10,468	(1,500)		100	0	(1,400)	1,113	0	0	7,955	0	9,068
7104 Cluculz Lake Emergency Response	23,319				0	23,319	0		15,693		15,693		0		39,012		39,012
7501 9-1-1 Service	369,043		107,000		63,028	539,070	0		22,500	4,500	27,000		0	4,500	561,570		566,070
7601 Emergency Preparedness Planning	613,121				894,300	1,507,420	0	80,000	0	34,730	114,730		80,000	34,730	1,507,420		1,622,150
7701 Burns Lake & Area Victim Services	17,784				2,356	20,140			360		360				20,500		20,500
7702 Smithers Victim Services	45,000				500	45,500			95		95				45,595		45,595
8101 Lakes District Airport	52,055				28,033	80,088	(75,000)		170,000		95,000				175,088		175,088
8202 FSJ Seniors Helping Seniors Transportation Se	42,810				722	43,532			113		113				43,645	0	43,645
8203 Regional Transit Service	87,118		25,000		90,000	202,118	0	5,000	24,232		29,232				231,350	0	231,350
9101 Decker Lake Street Lighting		11,395	350			11,745			320		320				12,065	0	12,065
9102 Endako Street Lighting	3,904		407			4,311			0		0				4,291	20	4,311
9103 Ft. Fraser Street Lighting	12,038		350			12,388			0		0				12,143	245	12,388
9104 Gerow Island Street Lighting	4,204					4,204		0	486		486				4,690	0	4,690
9106 Colony Point Street Lighting	3,886					3,886			0		0				3,785	101	3,886
9107 Laidlaw Street Lighting	1,198					1,198			2		2				1,200	0	1,200
9108 Gowan Loop Street Lighting	1,774				0	1,774			56		56				1,830	0	1,830
10101 Bulkley Valley Regional Pool and Rec. Centre	1,069,114				17,000	1,086,114	(600)	165,000	0	160,000	324,400		380,000	160,000	870,514		1,410,514



10102 Vanderhoof Pool	568,743		568,743	0	0	0	568,743	568,743										
10201 Ft.St.James Arena Grant	38,062		38,062		1	1	38,063	38,063										
10202 Burns Lake Arena	230,614	2,500	233,114		336	336	233,450	0	233,450									
10301 Smithers Rural Recreation/Culture	587,300		587,300		0	0	587,300	0	587,300									
10302 Vanderhoof Recreation & Culture	101,500		101,500		0	0	101,500	0	101,500									
10303 Lakes District Recreation and Culture	346,615	122,772	469,387	(200)	47,222	47,022	516,409		516,409									
10401 Ft Fraser Cemetary Grant	1,934	40	1,974		276	276	2,250	0	2,250									
10402 Topley Cemetary Grant	1,746		1,746		4	4	1,750	0	1,750									
10501 Smithers, Telkwa, Houston TV Rebroadcast	60,884	700	61,584		0	0	60,900	684	61,584									
10502 Fraser Lake and Area TV Rebroadcasting	55,051	35,854	90,905		445	445	91,350	0	91,350									
10503 Ft. St. James and Area TV Rebroadcasting	163,357	3,000	166,357		696	696	166,968	85	167,053									
10504 Burns Lake and Area TV Rebroadcasting	22,257	8,286	30,543	0	2,457	2,457	33,000	0	33,000									
10602 Fraser Lake Rural Library Grant	29,249	18,520	47,768		2,982	2,982	50,750	0	50,750									
10603 Fort St. James Library	17,120	50	17,170		67	67	17,237	0	17,237									
10801 Fort Fraser Community Hall	2,365	93	2,458		292	292	2,750	0	2,750									
10802 Braeside Community Hall	5,000		5,000				5,000	0	5,000									
10902 Bulkley Valley Trails	114,726	9,000	123,726		525,000	0	35,000	560,000	330,000	35,000	294,530	24,196	683,726					
10903 Houston Trails	0		0		0	17,564	17,564	17,564	17,564				17,564					
10904 Lakes Trails	31,256	41,000	72,256		50,000	47,458	3,000	100,458	50,000	3,000	119,714		172,714					
10905 Fort St. James Trails	0		0		0	19,158	19,158	19,158	19,158				19,158					
10912 Bulkley Valley Recreation	51,495	0	51,495		50,005	50,005	101,500	0	101,500				101,500					
10913 Houston Recreation	49,606	0	49,606		26,519	26,519	76,125	0	76,125				76,125					
10914 Lakes Recreation	74,972	26,393	101,365		25,510	25,510	126,875	0	126,875				126,875					
10915 Fort St. James Recreation	50,711	0	50,711		50,789	50,789	101,500	0	101,500				101,500					
<b>Total for all Departments</b>	<b>14,287,660</b>	<b>146,394</b>	<b>374,123</b>	<b>0</b>	<b>7,589,701</b>	<b>22,397,877</b>	<b>(3,995,121)</b>	<b>3,056,409</b>	<b>2,690,142</b>	<b>1,509,950</b>	<b>3,261,380</b>	<b>777,017</b>	<b>3,561,009</b>	<b>1,509,950</b>	<b>19,781,841</b>	<b>29,438</b>	<b>25,659,255</b>	

Regional District of Bulkley-Nechako

2024 to 2028 Financial Plan Year One (2024) Summary

Schedule "A"

Bylaw 2036 Bylaw 2067 Amendment

2024 Financial Plan:

Service	FUNDING						TRANSFERS From/(To)					EXPENDITURES:						
	Prop. Value	Parcel	Fees and	Proceeds of	Other	Total	Transfer to	Transfer from	Surplus of	Equity in	Total	Debt Pmts.	Capital	Amortization	Other	Deficit from	Total	
Taxes	Taxes	Charges	Borrowing	Revenue	Funding	Reserve	Reserve	Prior Yr.	TCA's	Transfers	Int. & P'pal.	Expenditures	of TCA's	Expenses	Prior Year	Expenditures		
1101 Rural Government Services	368,031				127,449	495,480	(10,000)	600,000		0						1,085,480	1,085,480	
1131 Area "A" Grant in Aid	40,000					40,000			41,486							81,486	81,486	
1132 Area "B" Grant in Aid	14,499					14,499			17,993							32,492	32,492	
1133 Area "C" Grant in Aid	35,851					35,851			8,324							44,175	44,175	
1134 Area "D" Grant in Aid	10,473				6,936	17,409			22,617							40,026	40,026	
1135 Area "E" Grant in Aid	15,038				9,959	24,996			20,017							45,014	45,014	
1136 Area "F" Grant in Aid	16,000					16,000			28,336							44,336	44,336	
1137 Area "G" Grant in Aid	18,385					18,385			12,419							30,805	30,805	
1200 General Government Services	1,841,178				2,836,237	4,677,415	(2,934,628)	190,000	346,526	145,000	(2,253,102)	0	300,000	145,000	1,979,313	2,424,313	2,424,313	
1206 Nechako Watershed/Fraser Basin Council	4,967				877	5,844			3,456							9,300	9,300	
1301 Feasibility Studies	0				0	0			37,079							37,079	0 37,079	
1501 Local Community of Fort Fraser	4,050				5,000	9,050			8,037							17,087	17,087	
1701 Chinook Community Forest	0				50,000	50,000			4,052							54,052	0 54,052	
2401 Area "A" Economic Development	0					0			8,500							8,500	8,500	
2402 Area "B" Economic Development	98,566				100	98,666			297							98,963	0 98,963	
2403 Area "C" Economic Development	0					0			878							878	878	
2404 Area "D" Economic Development	29,527				19,560	49,087			913							50,000	50,000	
2405 Area "E" Economic Development	21,571				14,290	35,861			9,337							45,198	45,198	
2406 Area "F" Economic Development	0					0			2,274							2,274	2,274	
2407 Area "G" Economic Development	0					0			8,500							8,500	8,500	
2500 Regional Economic Development	365,339				103,645	468,985		50,000	51,186		101,186					570,171	570,171	
3101 Member Fiscal Services	0				749,800	749,800			0			749,800				749,800	749,800	
4101 Planning	343,846		20,000		40,825	404,671			0							404,671	404,671	
4201 Building Inspection	250,601		120,000		237,415	608,016	(10,000)		0	5,500	(4,500)		0	5,500	598,016	603,516	603,516	
4301 Development Services	281,100		2,500		26,914	310,514		133,000			133,000				443,514	443,514	443,514	
4401 Building Numbering Extended Service	9,856				1,677	11,534	0		56		56					11,589	11,589	
4501 Unightly Premises Regulatory Control	33,615				3,026	36,641			143		143					36,784	36,784	
4601 Bylaw Enforcement	0				74,044	74,044	(10,500)		475	6,000	(4,025)		0	6,000	64,018	70,018	70,018	
5101 Environmental Services	4,362,973				1,150,674	5,513,648		1,086,838	1,400,000	870,000	3,356,838	0	2,260,000	870,000	5,740,486	8,870,486	8,870,486	
5901 Invasive Plant Control	29,932				5,170	35,102	0		423		423					35,525	0 35,525	
5902 Lake Kathryn Aquatic Weed Harvesting	0	8,550	750		0	9,300			215		215					9,515	9,515	
5903 Glacier Gulch Water Diversion	0	3,060	205		0	3,265			3,068		3,068					6,333	6,333	
6101 Ft. Fraser Sewer System	49,791		31,062		0	80,854	(100)	30,000	9,914	13,650	53,464		75,000	13,650	45,668	134,318	134,318	
6201 Ft. Fraser Water System	62,347		51,498		0	113,845	(65,150)		16,290	95,000	46,140	0	20,000	95,000	44,985	159,985	159,985	
6301 Cluculz Lake - Somerset Estates Sewer	11,250				0	11,250	(79,930)		79,930		(0)					11,250	0 11,250	
6401 Pump & Haul Sewer Disposal	0				0	0			0		0					0	0	
6402 Liquid Waste Disposal	0		6,000		6,000	6,000			15,959		15,959					21,959	21,959	
7101 Ft. Fraser Fire Protection	61,020				7,500	68,520	(30,000)	0	11,330	21,000	2,330	0	0	21,000	49,850	0 49,850	70,850	
7102 Southside Rural Fire Protection	67,588				0	67,588	(10,000)	28,500	33	35,400	53,933	0	28,500	35,400	57,621	0 121,521	121,521	
7103 Topley Rural Fire Protection	89,656				89,656	89,656	(8,500)	5,000	2,160	32,170	30,830	17,741	0	32,170	70,575	120,486	120,486	
7201 Burns Lake Rural Fire Protection	151,273				687	151,960			681	40,000	40,681	0		40,000	152,641	0 192,641	192,641	
7202 Ft.St.James Rural Fire Protection	195,344			0		195,344	0		0		0				195,344	0 195,344	195,344	
7203 Houston Rural Fire Protection	24,385					24,385			0		0					24,385	0 24,385	24,385
7204 Luck Bay Rural fire Protection	62,228				3,665	65,892	0	37,759	0	9,000	46,759	8,362	37,509	9,000	53,673	4,107 112,651	112,651	
7205 Smithers Rural Fire Protection	324,702					324,702			0	20,000	0				344,702	0 344,702	344,702	
7206 Telkwa Rural Fire Protection	112,316					112,316	0	50,312	0		50,312				162,628	0 162,628	162,628	
7207 Vanderhoof Rural Fire Protection	42,439					42,439	0		0		0				42,439	0 42,439	42,439	
7208 Round Lake Fire Protection	10,380				88	10,468	(1,500)		100	0	(1,400)	1,113	0	0	7,955	0 9,068	9,068	
7104 Cluculz Lake Emergency Response	23,319				0	23,319	0		15,693		15,693		0		39,012	0 39,012	39,012	
7501 9-1-1 Service	369,043		107,000		63,028	539,070	0		22,500	4,500	27,000		0	4,500	561,570	0 566,070	566,070	
7601 Emergency Preparedness Planning	613,121				894,300	1,507,420	0	80,000	0	34,730	114,730		80,000	34,730	1,507,420	1,622,150	1,622,150	
7701 Burns Lake & Area Victim Services	17,784				2,356	20,140			360		360				20,500	0 20,500	20,500	
7702 Smithers Victim Services	45,000				500	45,500			95		95				45,595	0 45,595	45,595	
8101 Lakes District Airport	52,055				28,033	80,088	(75,000)		170,000		95,000				175,088	0 175,088	175,088	
8202 FSJ Seniors Helping Seniors Transportation Se	42,810				722	43,532			113		113				43,645	0 43,645	43,645	
8203 Regional Transit Service	87,118		25,000		90,000	202,118	0	5,000	24,232		29,232				231,350	0 231,350	231,350	
9101 Decker Lake Street Lighting	0	11,395	350			11,745			320		320				12,065	0 12,065	12,065	
9102 Endako Street Lighting	3,904		407			4,311			0		0				4,291	20 4,311	4,311	
9103 Ft. Fraser Street Lighting	12,038		350			12,388			0		0				12,143	245 12,388	12,388	
9104 Gerow Island Street Lighting	4,204					4,204		0	486		486				4,690	0 4,690	4,690	
9106 Colony Point Street Lighting	3,886					3,886			0		0				3,785	101 3,886	3,886	
9107 Laidlaw Street Lighting	1,198					1,198			2		2				1,200	0 1,200	1,200	
9108 Gowan Loop Street Lighting	1,774				0	1,774			56		56				1,830	0 1,830	1,830	
10101 Bulkley Valley Regional Pool and Rec. Centre	1,069,114				17,000	1,086,114	(600)	165,000	0	160,000	324,400		380,000	160,000	870,514	0 1,410,514	1,410,514	

10102 Vanderhoof Pool	568,743		568,743	0	0	0	568,743		568,743		568,743		568,743				
10201 Ft.St.James Arena Grant	38,062		38,062		1	1	38,063		38,063		38,063		38,063				
10202 Burns Lake Arena	230,614	2,500	233,114		336	336	233,450	0	233,450		233,450		233,450				
10301 Smithers Rural Recreation/Culture	587,300		587,300		0	0	587,300	0	587,300		587,300		587,300				
10302 Vanderhoof Recreation & Culture	101,500		101,500		0	0	101,500		101,500		101,500		101,500				
10303 Lakes District Recreation and Culture	346,615	122,772	469,387	(200)	47,222	47,022	516,409		516,409		516,409		516,409				
10401 Ft Fraser Cemetery Grant	1,934	40	1,974		276	276	2,250	0	2,250		2,250		2,250				
10402 Topley Cemetery Grant	1,746		1,746		4	4	1,750	0	1,750		1,750		1,750				
10501 Smithers, Telkwa, Houston TV Rebroadcast	60,884	700	61,584		0	0	60,900	684	61,584		61,584		61,584				
10502 Fraser Lake and Area TV Rebroadcasting	55,051	35,854	90,905		445	445	91,350	0	91,350		91,350		91,350				
10503 Ft. St. James and Area TV Rebroadcasting	163,357	3,000	166,357		696	696	166,968	85	167,053		167,053		167,053				
10504 Burns Lake and Area TV Rebroadcasting	22,257	8,286	30,543	0	2,457	2,457	33,000	0	33,000		33,000		33,000				
10602 Fraser Lake Rural Library Grant	29,249	18,520	47,768		2,982	2,982	50,750	0	50,750		50,750		50,750				
10603 Fort St. James Library	17,120	50	17,170		67	67	17,237	0	17,237		17,237		17,237				
10801 Fort Fraser Community Hall	2,365	93	2,458		292	292	2,750	0	2,750		2,750		2,750				
10802 Braeside Community Hall	5,000		5,000				5,000		5,000		5,000		5,000				
10902 Bulkley Valley Trails	114,726	9,000	123,726		525,000	0	35,000	560,000	330,000	35,000	294,530	24,196	683,726				
10903 Houston Trails	0		0		0	17,564	17,564	17,564			17,564		17,564				
10904 Lakes Trails	31,256	41,000	72,256		50,000	47,458	3,000	100,458	50,000	3,000	119,714		172,714				
10905 Fort St. James Trails	0		0		0	19,158	19,158	19,158			19,158		19,158				
10912 Bulkley Valley Recreation	51,495	0	51,495			50,005	50,005	101,500			101,500		101,500				
10913 Houston Recreation	49,606	0	49,606			26,519	26,519	76,125			76,125		76,125				
10914 Lakes Recreation	74,972	26,393	101,365			25,510	25,510	126,875			126,875		126,875				
10915 Fort St. James Recreation	50,711	0	50,711			50,789	50,789	101,500			101,500		101,500				
<b>Total for all Departments</b>	<b>14,287,660</b>	<b>146,394</b>	<b>374,123</b>	<b>0</b>	<b>6,830,685</b>	<b>21,638,861</b>	<b>(3,236,108)</b>	<b>3,056,409</b>	<b>2,690,142</b>	<b>1,509,950</b>	<b>4,020,393</b>	<b>777,017</b>	<b>3,561,009</b>	<b>1,509,950</b>	<b>19,781,841</b>	<b>29,438</b>	<b>25,659,255</b>



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** December 12, 2024  
**Subject:** **Electoral Area C Public Library Contribution Service Area Establishment Amendment Bylaw No. 2062, 2024**

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**RECOMMENDATION:** **(all/directors/two-thirds)**

That the Board dispense with the consent of the electoral area director and give participating area approval by consenting to the adoption of Electoral Area C Public Library Contribution Service Area Establishment Amendment Bylaw No. 2062, 2024, and further,

**(all/directors/majority)**

That Electoral Area C Public Library Contribution Service Area Establishment Amendment Bylaw No. 2062, 2024 be adopted this 12<sup>th</sup> day of December, 2024.

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**BACKGROUND**

Electoral Area C Public Library Contribution Service Area Establishment Amendment Bylaw No. 2062, 2024 was given three readings at the September 26, 2024 Board meeting.

For these types of amendments, written consent is required from the Electoral Area Director, however, the Electoral Area Director declared conflict. The alternate director has been newly appointed and the Oath of Office has not yet been administered.

Under Section 347 (3) of the *Local Government Act*, they Board may, by a resolution adopted by at least 2/3 of the votes cast, consent to the adoption of the bylaw.

**ATTACHMENTS:**

Bylaw No. 2062

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

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

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

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

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

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

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

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

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

READ A THIRD TIME this 26<sup>th</sup> day of September, 2024

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

\_\_\_\_\_  
Chairperson

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

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

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



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## Regional District of Bulkley-Nechako Board Meeting

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** December 12, 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 adopted this 12<sup>th</sup> day of December, 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.

Three readings of this bylaw and consent of the Electoral Area Director were obtained on November 21<sup>st</sup>.

**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 21<sup>st</sup> day of November, 2024

READ A SECOND TIME this 21<sup>st</sup> day of November, 2024

READ A THIRD TIME this 21<sup>st</sup> day of November, 2024

CONSENT OF ELECTORAL AREA "F" DIRECTOR RECEIVED this  
21<sup>st</sup> day of November, 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:** December 12, 2024  
**Subject:** **Bylaw 2057 Cluculz Lake – Somerset Estates Sewer**

---

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

That the Cluculz Lake – Somerset Estates Sewer Amendment Bylaw No. 2057, 2024 be adopted this 12<sup>th</sup> day of December, 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.

Three readings of this bylaw and consent of the Electoral Area Director were obtained on November 21<sup>st</sup>.

**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 21<sup>st</sup> day of November, 2024

READ A SECOND TIME this 21<sup>st</sup> day of November, 2024

READ A THIRD TIME this 21<sup>st</sup> day of November, 2024

CONSENT OF ELECTORAL AREA "F" DIRECTOR RECEIVED this 21<sup>st</sup> day of November, 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



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** December 12, 2024  
**Subject:** **Regional Grant in Aid from Electoral Area B (Burns Lake Rural)**

---

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

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

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### BACKGROUND

At the September 26, 2024, meeting, the Board approved increasing the Regional Grant in Aid budget by \$150,000 to reflect a change of the same amount in the Environmental Services capital budget from an allocation of Electoral Area B (Burns Lake Rural) Northern Capital and Planning Grant.

That amount is available to Societies in Area B (Burns Lake Rural) via the Grant in Aid application form. \$23,092 in grants from this fund were approved at the November Board meeting. Staff recommend approving the following applications for Regional Grant in Aid:

Group	Project	Amount
Burns Lake Air Soft	Outhouse and Field Structures	\$ 18,000
Link - Ashurt Children's Center	Daycare Bookshelves	\$ 12,000
Eagle Creek Recreation Commission	Washroom	\$ 13,170
Roping Club	Coverall - Engineering	\$ 10,000
Lakes District Pony Club	Safety Equipment	\$ 6,500
LINK - Seniors Services Program	IT Equipment	\$ 4,312
Ride Burns	Swoopy Hollow Re-Build	\$ 30,345
Omineca Ski Club	Maintenance Equipment	\$ 3,295
Lakes District Museum Society	Tech Upgrade	\$ 5,861
Lakes District Film Appreciation Society	New Projector	\$ 22,925
Burns Lake Legion	New pipe system	\$ 2,000
Burns Lake Library	Air Purifiers	\$ 2,728
LINK - Furnace Repair	Food Bank Furnace Repair	\$ 418

The total of grants proposed for approval in this memo is \$131,554. Combined with the previously approved \$23,092, the total value of approved grants is \$154,646. This will fully allocate the \$150,000 in Regional Grant in Aid for Area B, as well as \$4,464 from Electoral Area B Grant in Aid, which has a balance of \$24,680.69.

Director Riis-Christianson is supportive of the applications.



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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:** December 12, 2024  
**Subject:** **Regional Grant in Aid from Electoral Area F (Vanderhoof Rural)**

---

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

That the Board approve allocating up to \$35,000 in Regional Grant in Aid from Electoral Area F (Vanderhoof Rural) to the Cluculz Lake Community Hall for a generator project.

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### **BACKGROUND**

At the September 26, 2024, meeting, the Board approved increasing the Regional Grant in Aid budget by \$35,000 to reflect a change of the same amount in the Environmental Services capital budget from an allocation of Electoral Area F (Vanderhoof Rural) Community Works Funds.

That amount was approved to facilitate a grant to the Cluculz Lake Community Hall for a generator project that will support the Hall, as well as the water supply to the Cluculz Lake Fire Department in the event of a power outage.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Christopher Walker, Emergency Services Manager  
**Date:** December 12, 2024  
**Subject:** **RDBN Emergency Support Services Service Agreements**

---

### **RECOMMENDATION:**

**(all/directors/majority)**

That the Board end the eight existing Emergency Support Services service agreements from 2018/2019 with the District of Fort St. James, District of Vanderhoof, Village of Fraser Lake, Village of Burns Lake, Village of Granisle, District of Houston, Village of Telkwa, and Town of Smithers.

Further, that the Board approve the four new Emergency Support Services Service Agreements with the Town of Smithers, Village of Burns Lake, District of Vanderhoof, and District of Fort St. James.

---

### **BACKGROUND**

In 2018/2019 the RDBN signed Emergency Support Services (ESS) service agreements with each municipality in the region to provide ESS to the rural residents of each Electoral area. Municipalities were reimbursed for training expenses and the RDBN developed a regional ESS program, provided administrative and training support, equipment purchasing, and hosting regional events.

In spring 2024, these agreements were reviewed, and it is recommended they be replaced to better reflect current responsibilities, funding allocations, ESS team structures, and chain of command. In the place of each municipality agreement, new agreements have been developed only with the municipalities that manage an ESS team covering rural residents in electoral areas.

Bulkley ESS (managed by Town of Smithers) is expanding its services to cover Electoral Area G and maintaining coverage of A. The Bulkley ESS is a partnership between the Town of Smithers, Village of Telkwa, the Village of Granisle, the District of Houston and Witsset First Nation.

Bulkley ESS is recommended to receive a significant funding increase due to the expansion of service and the understanding that because of the size of their team they are able to deploy in support of other teams in the region and across northern BC. This will mean the



Bulkley ESS team will cover two Electoral Areas, three municipalities, and one First Nation community. Bulkley ESS is proposed to receive \$15,000 under the new contract in 2025.

Vanderhoof ESS (managed by District of Vanderhoof) is expanding to cover Electoral Area D and maintaining coverage of Electoral Area F. The District of Vanderhoof is receiving a significant funding increase due to the expansion into the additional Electoral Area. Vanderhoof ESS is recommended to receive \$11,000.

Fort St. James ESS and Burns Lake ESS are not expanding their coverage areas and programs are well established. Both teams are recommended to receive a \$1,000 increase to their funding allocations for a total of \$6,000 each.

Previous Agreements			Proposed Changes		
ESS Team	Electoral Area	Amount	ESS Team	Electoral Area	Amount
Bulkley ESS	Area A	\$5,000	Bulkley ESS	Area A & G	\$15,000
Houston ESS	Parts of Area G	\$2,500	Burns Lake ESS	Area B & E	\$6,000
Granisle ESS	Parts of Area G	\$2,500	Vanderhoof ESS	Area D & F	\$11,000
Burns Lake ESS	Area B & E	\$5,000	Fort St. James ESS	Area C	\$6,000
Fraser Lake ESS	Area D	\$5,000			
Vanderhoof ESS	Area F	\$5,000			
Fort St. James ESS	Area C	\$5,000			
Regional ESS Program		\$25,000	Regional ESS Program		\$17,000
	Total budgeted for teams	\$30,000		Total budgeted for teams	\$38,000
	TOTAL	\$55,000		TOTAL	\$55,000

There will be greater flexibility in what the RDBN funding allocations can be used for. In the past, funds were limited to training use only. Going forward funding can be used for non-response costs - including administrative fees, equipment maintenance, supply purchasing, and volunteer appreciation.

These new agreements will allow the RDBN ESS funding to be more efficiently and effectively utilized to support volunteers and strengthen services provided to RDBN residents during disasters.

The intent of the new agreements has not changed, the differences between the agreements are outlined below:

- Updated definitions including changes in legislation
- Updated the electoral area served by each ESS team
- Updated the amount each ESS team receives
- Updated the responsibilities of RDBN and Municipalities
- Clarified reporting and communication procedures

**ATTACHMENTS:**

Example of Original 2019 ESS Agreement

2024 ESS Agreement Fort St James

2024 ESS Agreement Vanderhoof

2024 ESS Agreement Burns Lake

2024 ESS Agreement Smithers

# Emergency Support Services Agreement

THIS AGREEMENT made this        day of        2019.

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:

,  
(hereinafter called the “**Municipality**”)

OF THE SECOND PART

**WHEREAS** pursuant to *Section 263(1)(b)* of the *Local Government Act* the RDBN may enter into agreements with another public authority respecting activities, works or services within the powers of a party to the agreement;

**AND WHEREAS** pursuant to section 8(2) of the Community Charter, the Municipality has the capacity, rights, powers and privileges of a natural person of full capacity and may thereby enter into agreements respecting activities, works or services within the powers of the Municipality;

**AND WHEREAS** the RDBN and the Municipality are each responsible under the *Emergency Program Act* to prepare a local emergency plan respecting preparation for, response to and recovery from emergencies and disasters within their respective jurisdictions;

**AND WHEREAS** the RDBN and the Municipality each consider that it is necessary and desirable to share resources for the purpose of emergency assistance or the formation of coordinated emergency preparedness, response or recovery;

**AND WHEREAS** the RDBN and Municipality wish to enter into an agreement as part of a regional Emergency Support Services network in support of residents evacuated from their homes due to an emergency or disaster;

**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 acknowledge, covenant and agree as follows.

### **DEFINITIONS**

1. In this Agreement,

“Electoral Area” means Electoral Area F within the Regional District;

“ESS” means Emergency Social Services provided by the Municipality and the Regional District pursuant to their respective local emergency plans under the *Emergency Program Act*;

“ESS Response” means the provision of emergency social support in response to an emergency; and

“ESSD” means the Emergency Social Services Director appointed pursuant to section 7 of this Agreement.

### **PURPOSE**

2. This agreement between the RDBN and the Municipality is for the development, maintenance, and management of a joint ESS team that shall operate and provide ESS within both the Electoral Area and the Municipality.
3. The intent is that the RDBN shall enter into agreements with all participating municipalities within the Regional District to create the following joint ESS teams, each of which may operate as contemplated under this Agreement:
  - a. Smithers/Telkwa/Area 'A' team
  - b. Houston/Granisle/Area 'G' team
  - c. Burns Lake/Area 'B'/Area 'E' team
  - d. Fraser Lake/Area 'D' team
  - e. Vanderhoof/Area 'F' team
  - f. Fort St James / Area 'C' team
4. The Municipality and the RDBN agree to support each other as well as the other joint ESS teams established under this agreement as necessary to coordinate the provision of ESS programs throughout the Regional District.
5. This Agreement remains valid in the event that one or more municipality does not enter into or maintain an agreement with the RDBN for the establishment of a joint ESS team, and decides to not formally participate in the regional ESS program.

### **ESTABLISHMENT OF JOINT ESS TEAM**

6. The RDBN and the Municipality agree to cooperate and share their resources as contemplated under, and in accordance with, this Agreement for the purpose of creating a joint ESS team that will be responsible for coordinating and providing emergency social services in the event that a state of local emergency is declared and a local emergency plan is activated within either or both of the Electoral Area or the Municipality.
7. Nothing in this Agreement limits, restricts or derogates from the authority of either the RDBN or the Municipality under the *Emergency Program Act* to:
  - a. prepare their local emergency plan; or
  - b. declare a state of local emergency within their area of jurisdiction.

#### **EMERGENCY SUPPORT SERVICES DIRECTOR APPOINTMENT**

8. The Municipality shall be responsible for recruiting and appointing an Emergency Social Support Director (ESSD) for the joint ESS Team established under this Agreement.
9. The appointed individual for the ESSD position will successfully complete the required training course, Emergency Support Services Director EMRG-1681, through the Justice Institute of BC.
10. The Municipality shall be responsible for providing the necessary office and clerical support for the ESSD.

#### **EMERGENCY SUPPORT SERVICES DIRECTOR REPORTING**

11. During an ESS response within the boundary of the Municipality, the ESSD and ESS Volunteers shall report to the Municipality's Emergency Operations Centre (EOC) Operations Section Chief or the Municipality's Emergency Program Coordinator, in accordance with the Municipality's local emergency plan.
12. During an ESS response within the Electoral Area, the ESSD and ESS Volunteers shall report to the RDBN's EOC Operations Section Chief or the RDBN's Emergency Program Coordinator, in accordance with the RDBN's local emergency plan.
13. During an ESS response within both the Electoral Area and the Municipality, the ESSD and ESS Volunteers shall report to the RDBN EOC Operations Section Chief in respect of the ESS response within the RDBN and to the Municipality's EOC Operations Section Chief in respect of the ESS response within the Municipality. Where there is the need to coordinate ESS response, the EOC Directors from the RDBN and the Municipality agree to cooperate in determining to which EOC the ESS Volunteers shall report.
14. During an ESS response within both the Electoral Area and the Municipality, where the RDBN and the Municipality have established a joint EOC the ESSD and ESS Volunteers shall report to the Operations Section Chief for the joint EOC.

#### **RDBN RESPONSIBILITY**

15. The RDBN shall be responsible for the following tasks required for the establishment and operation of the joint ESS team:
- a. Volunteer Advertisement
    - Provision of advertisement templates
    - Provision of orientation packages
    - Provision of public information templates
  - b. Volunteer Management
    - Maintain volunteer management records provided by the municipality
    - Ensure proper worker care resources are provided and debriefs are facilitated
  - c. Training
    - Coordinate ESS training courses
    - Facilitate training exercises
    - Cover ESSD and volunteer training costs to a maximum of \$5,000.00 per year for the ESS team members and ESSD.
    - Participate on the Northern Emergency Support Services Training Conference (NESST) Organizing Committee
    - Provide interpretation of policy and process information
  - d. Supplier Engagement
    - Provision of supplier letter templates
    - Provision of thank you supplier letter templates
  - e. Administrative Duties
    - Purchase and provision of volunteer management software
    - Provide centralized records keeping
    - Coordinate ESS form ordering and distribution
    - Coordinate ordering reception centre kit material and distribution
    - Provide use of plotter and bulk printing
  - f. Regional ESS Strategy
    - Coordination of contracts, agreements, or memorandums of understandings between municipalities and RDBN
    - Facilitate processes to further develop and implement the ESS strategy
    - Facilitate regional meetings / communications
  - g. ESS Director - Team Management
    - Provide support to the ESSD
    - Facilitate training of ESSD
    - Coordinate regional ESSD coordination calls
  - h. ESS Director Response
    - Provide support and mentorship as necessary
  - i. Facility

- Provide storage space for surplus reception centre kits, associated paperwork and stationary supplies.
- Provide reception centre and group lodging facilities associated with a RDBN EOC event.

### **MUNICIPALITY RESPONSIBILITY**

16. The Municipality shall be responsible for the following tasks for the establishment and operation of the joint ESS team:

- a. Volunteer Recruitment
  - Facilitate volunteer screening to determine volunteer placement
  - Ensure volunteer orientation package completion
  - Organize community outreach campaigns
  - Organize public education initiatives
  - Maintain a roster of at least 5 active ESS volunteers with appropriate training
- b. Volunteer Management
  - Organize volunteer appreciation and recognition initiatives
  - Coordinate monthly team meetings
  - Utilize the Volunteer Records Management system provided by the RDBN
  - Register team members as Public Safety Lifeline Volunteers with EMBC and ensure they receive their identification cards
  - Ensure volunteers are aware of worker care resources and facilitate proper debriefing post response
- c. Training
  - Encourage volunteers to attend RDBN provided ESS training
- d. Supplier Engagement
  - Maintain an up-to-date supplier list
  - Distribute supplier thank you letters
  - Approach suppliers
  - Identify potential RC/GL and conduct RC/GL compatibility surveys and inspections
- e. Administrative Duties
  - File response paperwork with province
  - Keep up-to-date reception centre kit inventory and inform RDBN if inventory is needed
  - Develop local partner relationships (Victim Services, Red Cross) if present in the community
  - Submit volunteer expense claims to the province and/or RDBN as appropriate
- f. ESS Director - Team Management
  - The ESSD shall:
    - Act as the RDBN's contact for the ESS team.
    - Ensure that all volunteers comply with EMBC policy and standards of conduct.
    - Participate in regional ESSD conference calls.

- Fulfill role of primary contact between an ESS team and an EOC.
- g. ESS Director - Response
  - Obtain a provincial task number before response under the direction of the DoV Fire Chief.
  - Initiate call outs/activation as requested by an EOC or EPC.
  - Undertake volunteer scheduling.
  - Ensure paperwork completion and submission.
  - Ensure volunteers receive operational and emotional debriefing.
  - Request volunteer support from other ESS teams through the RDBN.
- h. Facility
  - Provide a safe place to meet with the public and from which ESS volunteers can provide ESS service 24 hrs a day 7 days a week.
  - The municipality is responsible to provide reception centre and group lodging facilities associated with a municipal EOC event.
  - Provide secure facilities for the storage of reception centre kits and associated paperwork.
  - Provide designated training areas for courses.

### **SHARED RESPONSIBILITY**

17. The RDBN and the Municipality shall work together to achieve the following:
- a. Development of a joint training schedule for ESS volunteers.
  - b. Ensure volunteers are offered proper debriefing and support following an emergency or disaster response.

### **MUTUAL AID**

18. Where the ESSD has determined that an emergency event affecting either or both the Electoral Area and the Municipality is beyond the capabilities of the joint ESS team the ESSD may request that the RDBN obtain additional resources, including volunteer resources, from other joint ESS teams in the RDBN.
19. Where the ESSD requests additional resources under Section 18 the RDBN shall facilitate the acquisition of the resources requested, assist in the delivery of resources, and assist in scheduling and placement of volunteers as necessary.
20. When the RDBN contacts the ESSD requesting resources on behalf of another joint ESS team the ESSD shall contact the joint ESS team volunteers to determine their availability, and shall provide this information to the RDBN. Nothing in this Agreement shall be interpreted as requiring either Party to provide resources, including volunteers, to another joint ESS team in response to such a request.



21. The ESSD and ESS team volunteers may only respond to a resource request from another joint ESS team where the requesting ESSD has confirmed that their response is covered under the Provincial task number for the emergency.
22. When the Municipality provides resources to a receiving ESS team in response to a request under section 21 the Municipality shall replace and /or pay the responding party for those resources requested (not including volunteer time).
23. It is the responsibility of the local government directing the responding ESS team to confirm whether any associated costs shall be recovered under the applicable Provincial task number.

### **TERMINATION**

24. Either the Municipality or the RDBN may terminate this Agreement at any time with 30 days prior notice by delivering the notice in writing to the other Party.
25. In the event that this agreement is terminated the individual volunteers shall be free to join either a RDBN and / or Municipality ESS team.

### **NOTICE**

26. Any notice given under this Agreement shall be delivered to the Chief Administrative Officer at the above noted address, or by in-person delivery.

### **BINDING EFFECT**

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

### **DISPUTE RESOLUTION**

28. 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 first 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. In the event that 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. serve a second written notice upon the other party that the matter is to be referred to binding arbitration if a resolution satisfactory to both parties is not achieved within 60 (sixty) days of the first written notice being delivered to either party, and
  - c. appoint a single arbitrator 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* 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**

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

EXAMPLE

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:

\_\_\_\_\_  
Vice Chairperson

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

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

\_\_\_\_\_  
Deputy Mayor

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

EXAMPLE

# Emergency Support Services Agreement

THIS AGREEMENT made this            day of            2024.

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:

**District of Fort St. James**  
477 Stuart Drive West  
Fort St James, BC, Box 640

(hereinafter called the "Municipality")

OF THE SECOND PART

**WHEREAS** pursuant to Section 263(1)(b) of the *Local Government Act*, the RDBN may enter into agreements with another public authority respecting activities and works or services within the powers of a party to the agreement;

**AND WHEREAS** pursuant to section 8(2) of the *Community Charter*, the Municipality has the capacity, rights, powers, and privileges of a natural person of full capacity and may thereby enter into agreements respecting activities and works or services within the powers of the Municipality;

**AND WHEREAS** the RDBN and the Municipality are each responsible under the *Emergency and Disaster Management Act* (EMDA) to prepare a local emergency plan respecting preparation for, response to, and recovery from emergencies and disasters within their respective jurisdictions;

**AND WHEREAS** the RDBN and the Municipality each consider it necessary and desirable to share resources for the purpose of emergency assistance and the formation of coordinated emergency mitigation, preparedness, response, and recovery;

**AND WHEREAS** the RDBN and Municipality wish to enter into an agreement as part of a regional Emergency Support Services program in support of residents evacuated from their homes due to an emergency or disaster;

**NOW THEREFORE** the parties hereto in consideration of the performance of the covenants hereinafter contained and for other valuable consideration, the sufficiency and receipt that is hereby acknowledged, covenanted, and agreed as follows.

**DEFINITIONS**

1. In this Agreement,

“Electoral Area” means Electoral Area C within the Regional District.

“ERA” means Evacuee Registration & Assistance. This is the tool by the province to register and issue support to evacuees.

“ESS” means Emergency Support Services provided by the Municipality and the RDBN pursuant to their respective local emergency plans under the *Emergency and Disaster Management Act*.

“ESS Response” means the provision of emergency support in response to an emergency.

“ESSD” means the Emergency Support Services Director appointed pursuant to section 7 of this Agreement.

“GL” means Group Lodging.

“Municipal ESS team” refers to an ESS team that is established by the Municipality and not by the RDBN.

“Non-response activities” refers to ESS team training, administration, conferences, etc. that takes place outside of responses to provide support to evacuees.

“RC” means Reception Centre.

“Regional ESS Director” is the Incident Command System title held by the RDBN Emergency Program Coordinator (EPC), to reduce confusion of municipal and RDBN EPC’s and differing responsibilities.

“Short-Term Group Lodging” means limited duration of 24-48 hours when hotels or billeting are not available, and transportation to a host community is not reasonable. Reasonability will be determined by Regional ESS Director, as it is a regional asset.

**PURPOSE**

2. This agreement between the RDBN and the Municipality is for the development, maintenance, and management of a municipal ESS team that shall operate and provide ESS within both the Electoral Area and the Municipality.
3. The intent is that the RDBN shall enter into agreements with all participating municipalities within the Regional District to create the following Municipal ESS teams, each of which may operate as contemplated under this Agreement:
  - a. Smithers/ Electoral Area A/ Electoral Area G Team
  - b. Burns Lake/ Electoral Area B/ Electoral Area E Team
  - c. Vanderhoof/ Electoral Area F/ Electoral Area D Team
  - d. Fort St James / Electoral Area C Team

4. The Municipality and the RDBN agree to support each other as well as the other Municipal ESS teams established under this agreement as necessary to coordinate the provision of ESS programs throughout the RDBN.
5. This Agreement remains valid in the event that one or more municipalities does not enter into or maintain an agreement with the RDBN for the establishment of a Municipal ESS team and decides to not formally participate in the regional ESS program.

#### **ESTABLISHMENT OF ESS TEAM**

6. The RDBN and the Municipality agree to cooperate and share their resources as contemplated under, and in accordance with, this Agreement for the purpose of creating an ESS team that will be responsible for coordinating and providing Emergency Support Services in the event that a State of Local Emergency is declared, and a local emergency plan is activated within either or both the Electoral Area or the Municipality.
7. Nothing in this Agreement limits, restricts or derogates from the authority of either the RDBN or the Municipality under the *Emergency and Disaster Management Act* to:
  - a. Prepare their local emergency plan.
  - b. Declare a state of local emergency within their area of jurisdiction.

#### **ESS DIRECTOR APPOINTMENT**

8. The Municipality shall be responsible for recruiting and appointing an Emergency Support Services Director (ESSD) for the Municipal ESS Team established under this Agreement.
  - a. The RDBN will be included and participate in the recruitment and interview process of the ESSD candidate(s).
9. The individual appointed to the ESSD position must successfully complete the required training course, Emergency Support Services Director EMRG-1681, through the Justice Institute of BC.
10. The Municipality shall be responsible for providing the necessary office and clerical support for the ESSD.

#### **ESS DIRECTOR REPORTING**

11. The municipal EPC shall be responsible for supervising the ESSD and act as the point of contact between the Municipality and the RDBN. This does not apply to response, only non-response activities.
12. During an ESS response within the boundary of the Municipality, the ESSD and ESS Volunteers shall report to the Municipality's Emergency Operations Centre (EOC) or the Municipality's EPC, in accordance with the Municipality's local emergency plan.
13. During an ESS response within the Electoral Area, the ESSD and ESS Volunteers shall report to the RDBN's EOC, Regional ESS Director (RDBN EPC), or designate if required, in accordance with the RDBN's Comprehensive Emergency Management Plan.

14. During an ESS response within both the Electoral Area and the Municipality, the ESSD and ESS Volunteers shall report to the RDBN EOC in respect of the ESS response within the RDBN and to the Municipality's EOC in respect of the ESS response within the Municipality. Where there is the need to coordinate ESS response between the EOCs, the EOC Directors from the RDBN and the Municipality shall determine which EOC the ESSD and ESS Volunteers shall report.
15. During an ESS response within both the Electoral Area and the Municipality, where the RDBN and the Municipality have established a joint EOC, the ESSD and ESS Volunteers shall report to the Operations Section of the joint EOC.

### **RDBN RESPONSIBILITY**

16. The RDBN shall be responsible for the following tasks required for the establishment and operation of the Municipal ESS team:
  - a. Volunteer Recruitment
    - Provision of advertisement templates.
    - Provision of orientation packages.
    - Provision of public information templates.
  - b. Volunteer Management
    - Maintain volunteer record management system provided to the municipality.
    - Ensure proper worker care resources are provided and debriefs are facilitated.
  - c. Training
    - Coordinate ESS training courses.
    - Facilitate training exercises.
    - Provide interpretation of policy and process information.
  - d. Administrative Duties
    - Provide access to the volunteer records management software.
    - Coordinate bulk ordering of reception centre kit materials, ESS equipment, and Personal Protective Equipment (PPE) distribution.
    - Replace consumable resources listed under the RDBN Reception Centre (RC) inventory lists.
    - Provide use of plotter and bulk printing.
  - e. Regional ESS Strategy
    - Coordination of contracts, agreements, or memorandums of understanding between municipalities and RDBN.
    - Facilitate processes to further develop and implement the ESS strategy.
    - Facilitate regional meetings / communications.
  - f. ESS Director - Team Management
    - RDBN to assist municipal EPC in the training of ESSD.
    - Coordinate regional ESSD coordination calls.

- g. ESS Director Response
  - Provide advice and mentorship as necessary through the municipal EPC.
- h. Facility
  - Provide storage space for surplus RC kits, associated paperwork, and stationery supplies.
  - Maintain short-term Group Lodging equipment and trailer for the region.
- i. Funding
  - Provide a maximum of \$6,000.00 per year to the municipal team for non-response costs.
    - The funding will be provided by annual payments to the municipality.

### **MUNICIPALITY RESPONSIBILITY**

17. The Municipality shall be responsible for the following tasks for the establishment and operation of the Municipal ESS team:

- a. Volunteer Recruitment
  - Facilitate volunteer screening to determine volunteer placement.
  - Ensure volunteer orientation package completion.
  - Organize community outreach campaigns.
  - Organize public education initiatives.
  - Maintain a roster of at least 5 active ESS volunteers with appropriate training.
- b. Volunteer Management
  - Organize volunteer appreciation and recognition initiatives.
  - Coordinate monthly team meetings.
  - May utilize the Volunteer Records Management system provided by the RDBN.
  - Register team members as Public Safety Lifeline Volunteers with Emergency Management and Climate Readiness (EMCR) and ensure they receive their identification cards.
  - Ensure volunteers are aware of worker care resources and facilitate proper debriefing post response.
- c. Training
  - Encourage volunteers to attend RDBN provided ESS training.
  - Follow training standards outlined in the Regional ESS Plan.
- d. Supplier Engagement
  - Maintain an up-to-date supplier list in ERA.
  - Distribute supplier thank you letters.
  - Register suppliers for ERA.



- Identify potential RC/GL and conduct RC/GL compatibility surveys and inspections.
  - Enter into agreements with RC/GL facilities to support response when required.
- e. Administrative Duties
- File response paperwork with EMCR.
  - Keep up-to-date RC kit inventory and inform RDBN if inventory is needed.
  - Develop local partner relationships (Victim Services, Red Cross) if present in the community.
  - Submit volunteer expense claims to the EMCR and/or RDBN as appropriate.
  - Provide reports on RDBN funding use and receipts each quarter.
- f. ESS Director - Team Management
- The ESSD shall:
    - ✓ Report to the municipal EPC on the Municipality's completion of responsibilities under this agreement.
    - ✓ Ensure that all volunteers comply with EMCR policy and standards of conduct.
    - ✓ Participate in regional ESSD conference calls.
    - ✓ Undertake volunteer evaluations.
- g. Response
- Obtain a provincial task number before response.
  - Initiate call out/activation as requested by an EPC or designate.
  - Undertake volunteer scheduling.
  - Ensure paperwork completion and submission.
  - Ensure volunteers receive operational and emotional debriefing.
  - Request volunteer support from other ESS teams through the municipal EPC, who, if necessary, will reach out to the Regional ESS Director.
  - Be responsible for logistical needs of ESS volunteers for RCs and group lodging facilities.
- h. Facility
- Provide a safe place to meet with the public and from which ESS volunteers can provide ESS service 24 hours a day, 7 days a week.
  - The Municipality is responsible in providing RCs and group lodging facilities.
  - Maintain an inventory of all ESS equipment and supplies.
  - Provide secure facilities for the storage of reception centre kits and associated paperwork.
  - Provide designated training areas for courses.

**SHARED RESPONSIBILITY**

18. The RDBN and the Municipality shall work together to achieve the following:
- a. Ensure all ESS members, ESSDs, and staff adhere to the code of conduct outlined in the Regional ESS Plan, in addition to Municipal and RDBN policies (when applicable).
    - Develop and implement a disciplinary action process for those in violation of the code of conduct.
  - b. Development of a joint training schedule for ESS volunteers.
  - c. Ensure volunteers are offered proper debriefing and support following an emergency or disaster response.
  - d. Development and implementation of a conflict resolution process.
  - e. Establish and follow chain of command based upon the Incident Command System (ICS) to be followed for administrative, training, and response activities.
  - f. Provide RC and group lodging facilities.
19. The RDBN and Municipality shall work together to develop a long-term ESS regionalization plan to be ready for consideration by all parties by December 2025.
20. The RDBN shall take lead in organizing and coordinating shared responsibilities.

**MUTUAL AID**

21. Where the ESSD has determined that an emergency event affecting either or both the Electoral Area and the Municipality is beyond the capabilities of the Municipal ESS team, the ESSD may request that the EPC obtain additional resources, including volunteer resources, from other Municipal ESS teams in the RDBN.
22. Where the ESSD requests additional extraordinary equipment and personnel, under Section 21, the EPC will work with the responding local authority to facilitate the acquisition of the resources requested, assist in the delivery of resources, and assist in scheduling and placement of volunteers as necessary.
23. When the Municipality requests resources on behalf of their Municipal ESS team, the responding EPC will contact their Municipal ESS team volunteers to determine availability and shall provide this information to the requesting EPC. Nothing in this Agreement shall be interpreted as requiring either party to provide resources, including volunteers, to another Municipal ESS team in response to such a request.
24. The ESSD and/or ESS team volunteers may only respond to a resource request from another Municipal ESS team where the requesting ESSD has confirmed their response is covered under the Provincial task number for the emergency.
25. When the Municipality provides resources to a receiving ESS team in response to a request under section 21, the Municipality shall replace and/or pay the responding party for all resources used.
26. It is the responsibility of the local government directing the responding ESS team to confirm whether any associated costs shall be recovered under the applicable Provincial task number.

**TERMINATION**

27. Either the Municipality or the RDBN may terminate this Agreement at any time with 90 (ninety) days prior notice by delivering the notice in writing to the other party.

**NOTICE**

28. Any notice given under this Agreement shall be delivered to the Chief Administrative Officer at the above noted address, or by in-person delivery.

**BINDING EFFECT**

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

**DISPUTE RESOLUTION**

30. 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, the first 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. In the event that 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;
- b. serve a second written notice upon the other party that the matter is to be referred to binding arbitration if a resolution satisfactory to both parties is not achieved within 60 (sixty) days of the first written notice being delivered to either party; and
- c. appoint a single arbitrator 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* to hear both parties. The decision that arbitrator finds 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**

31. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia. 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.

DISTRICT OF FORT ST. JAMES:

---

Mayor

---

Chief Administrative Officer

REGIONAL DISTRICT OF BULKLEY-NECHAKO:

---

Board Chair

---

Chief Administrative Officer

# Emergency Support Services Agreement

THIS AGREEMENT made this            day of            2024.

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:

**THE DISTRICT OF VANDERHOOF**

160 Connaught Street  
Vanderhoof, BC, PO Box 900

(hereinafter called the "Municipality")

OF THE SECOND PART

**WHEREAS** pursuant to Section 263(1)(b) of the *Local Government Act*, the RDBN may enter into agreements with another public authority respecting activities and works or services within the powers of a party to the agreement;

**AND WHEREAS** pursuant to section 8(2) of the *Community Charter*, the Municipality has the capacity, rights, powers, and privileges of a natural person of full capacity and may thereby enter into agreements respecting activities and works or services within the powers of the Municipality;

**AND WHEREAS** the RDBN and the Municipality are each responsible under the *Emergency and Disaster Management Act* (EMDA) to prepare a local emergency plan respecting preparation for, response to, and recovery from emergencies and disasters within their respective jurisdictions;

**AND WHEREAS** the RDBN and the Municipality each consider it necessary and desirable to share resources for the purpose of emergency assistance and the formation of coordinated emergency mitigation, preparedness, response, and recovery;

**AND WHEREAS** the RDBN and Municipality wish to enter into an agreement as part of a regional Emergency Support Services program in support of residents evacuated from their homes due to an emergency or disaster;

**NOW THEREFORE** the parties hereto in consideration of the performance of the covenants hereinafter contained and for other valuable consideration, the sufficiency and receipt that is hereby acknowledged, covenanted, and agreed as follows.

**DEFINITIONS**

1. In this Agreement,

“Electoral Area” means Electoral Area’s F and D within the Regional District.

“ERA” means Evacuee Registration & Assistance. This is the tool by the province to register and issue support to evacuees.

“ESS” means Emergency Support Services provided by the Municipality and the RDBN pursuant to their respective local emergency plans under the *Emergency and Disaster Management Act*.

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**PURPOSE**

2. This agreement between the RDBN and the Municipality is for the development, maintenance, and management of a municipal ESS team that shall operate and provide ESS within both the Electoral Area and the Municipality.
3. The intent is that the RDBN shall enter into agreements with all participating municipalities within the Regional District to create the following Municipal ESS teams, each of which may operate as contemplated under this Agreement:
  - a. Smithers/ Electoral Area A/ Electoral Area G Team
  - b. Burns Lake/ Electoral Area B/ Electoral Area E Team
  - c. Vanderhoof/ Electoral Area F/ Electoral Area D Team
  - d. Fort St James / Electoral Area C Team

4. The Municipality and the RDBN agree to support each other as well as the other Municipal ESS teams established under this agreement as necessary to coordinate the provision of ESS programs throughout the RDBN.
5. This Agreement remains valid in the event that one or more municipalities does not enter into or maintain an agreement with the RDBN for the establishment of a Municipal ESS team and decides to not formally participate in the regional ESS program.

#### **ESTABLISHMENT OF ESS TEAM**

6. The RDBN and the Municipality agree to cooperate and share their resources as contemplated under, and in accordance with, this Agreement for the purpose of creating an ESS team that will be responsible for coordinating and providing Emergency Support Services in the event that a State of Local Emergency is declared, and a local emergency plan is activated within either or both the Electoral Area or the Municipality.
7. Nothing in this Agreement limits, restricts or derogates from the authority of either the RDBN or the Municipality under the *Emergency and Disaster Management Act* to:
  - a. Prepare their local emergency plan.
  - b. Declare a state of local emergency within their area of jurisdiction.

#### **ESS DIRECTOR APPOINTMENT**

8. The Municipality shall be responsible for recruiting and appointing an Emergency Support Services Director (ESSD) for the Municipal ESS Team established under this Agreement.
  - a. The RDBN will be included and participate in the recruitment and interview process of the ESSD candidate(s).
9. The individual appointed to the ESSD position must successfully complete the required training course, Emergency Support Services Director EMRG-1681, through the Justice Institute of BC.
10. The Municipality shall be responsible for providing the necessary office and clerical support for the ESSD.

#### **ESS DIRECTOR REPORTING**

11. The municipal EPC shall be responsible for supervising the ESSD and act as the point of contact between the Municipality and the RDBN. This does not apply to response, only non-response activities.
12. During an ESS response within the boundary of the Municipality, the ESSD and ESS Volunteers shall report to the Municipality's Emergency Operations Centre (EOC) or the Municipality's EPC, in accordance with the Municipality's local emergency plan.
13. During an ESS response within the Electoral Area, the ESSD and ESS Volunteers shall report to the RDBN's EOC, Regional ESS Director (RDBN EPC), or designate if required, in accordance with the RDBN's Comprehensive Emergency Management Plan.

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15. During an ESS response within both the Electoral Area and the Municipality, where the RDBN and the Municipality have established a joint EOC, the ESSD and ESS Volunteers shall report to the Operations Section of the joint EOC.

### **RDBN RESPONSIBILITY**

16. The RDBN shall be responsible for the following tasks required for the establishment and operation of the Municipal ESS team:
  - a. Volunteer Recruitment
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    - Provision of orientation packages.
    - Provision of public information templates.
  - b. Volunteer Management
    - Maintain volunteer record management system provided to the municipality.
    - Ensure proper worker care resources are provided and debriefs are facilitated.
  - c. Training
    - Coordinate ESS training courses.
    - Facilitate training exercises.
    - Provide interpretation of policy and process information.
  - d. Administrative Duties
    - Provide access to the volunteer records management software.
    - Coordinate bulk ordering of reception centre kit materials, ESS equipment, and Personal Protective Equipment (PPE) distribution.
    - Replace consumable resources listed under the RDBN Reception Centre (RC) inventory lists.
    - Provide use of plotter and bulk printing.
  - e. Regional ESS Strategy
    - Coordination of contracts, agreements, or memorandums of understanding between municipalities and RDBN.
    - Facilitate processes to further develop and implement the ESS strategy.
    - Facilitate regional meetings / communications.
  - f. ESS Director - Team Management
    - RDBN to assist municipal EPC in the training of ESSD.
    - Coordinate regional ESSD coordination calls.



- g. ESS Director Response
  - Provide advice and mentorship as necessary through the municipal EPC.
- h. Facility
  - Provide storage space for surplus RC kits, associated paperwork, and stationery supplies.
  - Maintain short-term Group Lodging equipment and trailer for the region.
- i. Funding
  - Provide a maximum of \$11,000.00 per year to the municipal team for non-response costs.
    - The funding will be provided by annual payments to the municipality.

### **MUNICIPALITY RESPONSIBILITY**

17. The Municipality shall be responsible for the following tasks for the establishment and operation of the Municipal ESS team:

- a. Volunteer Recruitment
  - Facilitate volunteer screening to determine volunteer placement.
  - Ensure volunteer orientation package completion.
  - Organize community outreach campaigns.
  - Organize public education initiatives.
  - Maintain a roster of at least 5 active ESS volunteers with appropriate training.
- b. Volunteer Management
  - Organize volunteer appreciation and recognition initiatives.
  - Coordinate monthly team meetings.
  - May utilize the Volunteer Records Management system provided by the RDBN.
  - Register team members as Public Safety Lifeline Volunteers with Emergency Management and Climate Readiness (EMCR) and ensure they receive their identification cards.
  - Ensure volunteers are aware of worker care resources and facilitate proper debriefing post response.
- c. Training
  - Encourage volunteers to attend RDBN provided ESS training.
  - Follow training standards outlined in the Regional ESS Plan.
- d. Supplier Engagement
  - Maintain an up-to-date supplier list in ERA.
  - Distribute supplier thank you letters.
  - Register suppliers for ERA.
  - Identify potential RC/GL and conduct RC/GL compatibility surveys and inspections.

- Enter into agreements with RC/GL facilities to support response when required.
- e. Administrative Duties
- File response paperwork with EMCR.
  - Keep up-to-date RC kit inventory and inform RDBN if inventory is needed.
  - Develop local partner relationships (Victim Services, Red Cross) if present in the community.
  - Submit volunteer expense claims to the EMCR and/or RDBN as appropriate.
  - Provide reports on RDBN funding use and receipts each quarter.
- f. ESS Director - Team Management
- The ESSD shall:
    - ✓ Report to the municipal EPC on the Municipality's completion of responsibilities under this agreement.
    - ✓ Ensure that all volunteers comply with EMCR policy and standards of conduct.
    - ✓ Participate in regional ESSD conference calls.
    - ✓ Undertake volunteer evaluations.
- g. Response
- Obtain a provincial task number before response.
  - Initiate call out/activation as requested by an EPC or designate.
  - Undertake volunteer scheduling.
  - Ensure paperwork completion and submission.
  - Ensure volunteers receive operational and emotional debriefing.
  - Request volunteer support from other ESS teams through the municipal EPC, who, if necessary, will reach out to the Regional ESS Director.
  - Be responsible for logistical needs of ESS volunteers for RCs and group lodging facilities.
- h. Facility
- Provide a safe place to meet with the public and from which ESS volunteers can provide ESS service 24 hours a day, 7 days a week.
  - The Municipality is responsible in providing RCs and group lodging facilities.
  - Maintain an inventory of all ESS equipment and supplies.
  - Provide secure facilities for the storage of reception centre kits and associated paperwork.
  - Provide designated training areas for courses.

**SHARED RESPONSIBILITY**

18. The RDBN and the Municipality shall work together to achieve the following:
- a. Ensure all ESS members, ESSDs, and staff adhere to the code of conduct outlined in the Regional ESS Plan, in addition to Municipal and RDBN policies (when applicable).
    - Develop and implement a disciplinary action process for those in violation of the code of conduct.
  - b. Development of a joint training schedule for ESS volunteers.
  - c. Ensure volunteers are offered proper debriefing and support following an emergency or disaster response.
  - d. Development and implementation of a conflict resolution process.
  - e. Establish and follow chain of command based upon the Incident Command System (ICS) to be followed for administrative, training, and response activities.
  - f. Provide RC and group lodging facilities.
19. The RDBN and Municipality shall work together to develop a long-term ESS regionalization plan to be ready for consideration by all parties by December 2025.
20. The RDBN shall take lead in organizing and coordinating shared responsibilities.

**MUTUAL AID**

21. Where the ESSD has determined that an emergency event affecting either or both the Electoral Area and the Municipality is beyond the capabilities of the Municipal ESS team, the ESSD may request that the EPC obtain additional resources, including volunteer resources, from other Municipal ESS teams in the RDBN.
22. Where the ESSD requests additional extraordinary equipment and personnel, under Section 21, the EPC will work with the responding local authority to facilitate the acquisition of the resources requested, assist in the delivery of resources, and assist in scheduling and placement of volunteers as necessary.
23. When the Municipality requests resources on behalf of their Municipal ESS team, the responding EPC will contact their Municipal ESS team volunteers to determine availability and shall provide this information to the requesting EPC. Nothing in this Agreement shall be interpreted as requiring either party to provide resources, including volunteers, to another Municipal ESS team in response to such a request.
24. The ESSD and/or ESS team volunteers may only respond to a resource request from another Municipal ESS team where the requesting ESSD has confirmed their response is covered under the Provincial task number for the emergency.
25. When the Municipality provides resources to a receiving ESS team in response to a request under section 21, the Municipality shall replace and/or pay the responding party for all resources used.
26. It is the responsibility of the local government directing the responding ESS team to confirm whether any associated costs shall be recovered under the applicable Provincial task number.

**TERMINATION**

27. Either the Municipality or the RDBN may terminate this Agreement at any time with 90 (ninety) days prior notice by delivering the notice in writing to the other party.

**NOTICE**

28. Any notice given under this Agreement shall be delivered to the Chief Administrative Officer at the above noted address, or by in-person delivery.

**BINDING EFFECT**

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

**DISPUTE RESOLUTION**

30. 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, the first 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. In the event that 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;
- b. serve a second written notice upon the other party that the matter is to be referred to binding arbitration if a resolution satisfactory to both parties is not achieved within 60 (sixty) days of the first written notice being delivered to either party; and
- c. appoint a single arbitrator 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* to hear both parties. The decision that arbitrator finds 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**

31. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia. 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.

DISTRICT OF VANDERHOOF:

---

Mayor

---

Chief Administrative Officer

REGIONAL DISTRICT OF BULKLEY-NECHAKO:

---

Board Chair

---

Chief Administrative Officer

# Emergency Support Services Agreement

THIS AGREEMENT made this            day of            2024.

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:

**VILLAGE OF BURNS LAKE**

15 3<sup>rd</sup> Avenue,  
**Burns Lake, BC, V0J 1E0**

(hereinafter called the “Municipality”)

OF THE SECOND PART

**WHEREAS** pursuant to Section 263(1)(b) of the *Local Government Act*, the RDBN may enter into agreements with another public authority respecting activities and works or services within the powers of a party to the agreement;

**AND WHEREAS** pursuant to section 8(2) of the *Community Charter*, the Municipality has the capacity, rights, powers, and privileges of a natural person of full capacity and may thereby enter into agreements respecting activities and works or services within the powers of the Municipality;

**AND WHEREAS** the RDBN and the Municipality are each responsible under the *Emergency and Disaster Management Act* (EMDA) to prepare a local emergency plan respecting preparation for, response to, and recovery from emergencies and disasters within their respective jurisdictions;

**AND WHEREAS** the RDBN and the Municipality each consider it necessary and desirable to share resources for the purpose of emergency assistance and the formation of coordinated emergency mitigation, preparedness, response, and recovery;

**AND WHEREAS** the RDBN and Municipality wish to enter into an agreement as part of a regional Emergency Support Services program in support of residents evacuated from their homes due to an emergency or disaster;

**NOW THEREFORE** the parties hereto in consideration of the performance of the covenants hereinafter contained and for other valuable consideration, the sufficiency and receipt that is hereby acknowledged, covenanted, and agreed as follows.

**DEFINITIONS**

1. In this Agreement,

“Electoral Area” means Electoral Area’s B and E within the Regional District.

“ERA” means Evacuee Registration & Assistance. This is the tool by the province to register and issue support to evacuees.

“ESS” means Emergency Support Services provided by the Municipality and the RDBN pursuant to their respective local emergency plans under the *Emergency and Disaster Management Act*.

“ESS Response” means the provision of emergency support in response to an emergency.

“ESSD” means the Emergency Support Services Director appointed pursuant to section 7 of this Agreement.

“GL” means Group Lodging.

“Municipal ESS team” refers to an ESS team that is established by the Municipality and not by the RDBN.

“Non-response activities” refers to ESS team training, administration, conferences, etc. that takes place outside of responses to provide support to evacuees.

“RC” means Reception Centre.

“Regional ESS Director” is the Incident Command System title held by the RDBN Emergency Program Coordinator (EPC), to reduce confusion of municipal and RDBN EPC’s and differing responsibilities.

“Short-Term Group Lodging” means limited duration of 24-48 hours when hotels or billeting are not available, and transportation to a host community is not reasonable. Reasonability will be determined by Regional ESS Director, as it is a regional asset.

**PURPOSE**

2. This agreement between the RDBN and the Municipality is for the development, maintenance, and management of a municipal ESS team that shall operate and provide ESS within both the Electoral Area and the Municipality.
3. The intent is that the RDBN shall enter into agreements with all participating municipalities within the Regional District to create the following Municipal ESS teams, each of which may operate as contemplated under this Agreement:
  - a. Smithers/ Electoral Area A/ Electoral Area G Team
  - b. Burns Lake/ Electoral Area B/ Electoral Area E Team
  - c. Vanderhoof/ Electoral Area F/ Electoral Area D Team
  - d. Fort St James / Electoral Area C Team

4. The Municipality and the RDBN agree to support each other as well as the other Municipal ESS teams established under this agreement as necessary to coordinate the provision of ESS programs throughout the RDBN.
5. This Agreement remains valid in the event that one or more municipalities does not enter into or maintain an agreement with the RDBN for the establishment of a Municipal ESS team and decides to not formally participate in the regional ESS program.

#### **ESTABLISHMENT OF ESS TEAM**

6. The RDBN and the Municipality agree to cooperate and share their resources as contemplated under, and in accordance with, this Agreement for the purpose of creating an ESS team that will be responsible for coordinating and providing Emergency Support Services in the event that a State of Local Emergency is declared, and a local emergency plan is activated within either or both the Electoral Area or the Municipality.
7. Nothing in this Agreement limits, restricts or derogates from the authority of either the RDBN or the Municipality under the *Emergency and Disaster Management Act* to:
  - a. Prepare their local emergency plan.
  - b. Declare a state of local emergency within their area of jurisdiction.

#### **ESS DIRECTOR APPOINTMENT**

8. The Municipality shall be responsible for recruiting and appointing an Emergency Support Services Director (ESSD) for the Municipal ESS Team established under this Agreement.
  - a. The RDBN will be included and participate in the recruitment and interview process of the ESSD candidate(s).
9. The individual appointed to the ESSD position must successfully complete the required training course, Emergency Support Services Director EMRG-1681, through the Justice Institute of BC.
10. The Municipality shall be responsible for providing the necessary office and clerical support for the ESSD.

#### **ESS DIRECTOR REPORTING**

11. The municipal EPC shall be responsible for supervising the ESSD and act as the point of contact between the Municipality and the RDBN. This does not apply to response, only non-response activities.
12. During an ESS response within the boundary of the Municipality, the ESSD and ESS Volunteers shall report to the Municipality's Emergency Operations Centre (EOC) or the Municipality's EPC, in accordance with the Municipality's local emergency plan.
13. During an ESS response within the Electoral Area, the ESSD and ESS Volunteers shall report to the RDBN's EOC, Regional ESS Director (RDBN EPC), or designate if required, in accordance with the RDBN's Comprehensive Emergency Management Plan.



14. During an ESS response within both the Electoral Area and the Municipality, the ESSD and ESS Volunteers shall report to the RDBN EOC in respect of the ESS response within the RDBN and to the Municipality's EOC in respect of the ESS response within the Municipality. Where there is the need to coordinate ESS response between the EOCs, the EOC Directors from the RDBN and the Municipality shall determine which EOC the ESSD and ESS Volunteers shall report.
15. During an ESS response within both the Electoral Area and the Municipality, where the RDBN and the Municipality have established a joint EOC, the ESSD and ESS Volunteers shall report to the Operations Section of the joint EOC.

### **RDBN RESPONSIBILITY**

16. The RDBN shall be responsible for the following tasks required for the establishment and operation of the Municipal ESS team:
  - a. Volunteer Recruitment
    - Provision of advertisement templates.
    - Provision of orientation packages.
    - Provision of public information templates.
  - b. Volunteer Management
    - Maintain volunteer record management system provided to the municipality.
    - Ensure proper worker care resources are provided and debriefs are facilitated.
  - c. Training
    - Coordinate ESS training courses.
    - Facilitate training exercises.
    - Provide interpretation of policy and process information.
  - d. Administrative Duties
    - Provide access to the volunteer records management software.
    - Coordinate bulk ordering of reception centre kit materials, ESS equipment, and Personal Protective Equipment (PPE) distribution.
    - Replace consumable resources listed under the RDBN Reception Centre (RC) inventory lists.
    - Provide use of plotter and bulk printing.
  - e. Regional ESS Strategy
    - Coordination of contracts, agreements, or memorandums of understanding between municipalities and RDBN.
    - Facilitate processes to further develop and implement the ESS strategy.
    - Facilitate regional meetings / communications.
  - f. ESS Director - Team Management
    - RDBN to assist municipal EPC in the training of ESSD.
    - Coordinate regional ESSD coordination calls.

- g. ESS Director Response
  - Provide advice and mentorship as necessary through the municipal EPC.
- h. Facility
  - Provide storage space for surplus RC kits, associated paperwork, and stationery supplies.
  - Maintain short-term Group Lodging equipment and trailer for the region.
- i. Funding
  - Provide a maximum of \$6,000.00 per year to the municipal team for non-response costs.
    - The funding will be provided by annual payments to the municipality.

### **MUNICIPALITY RESPONSIBILITY**

17. The Municipality shall be responsible for the following tasks for the establishment and operation of the Municipal ESS team:

- a. Volunteer Recruitment
  - Facilitate volunteer screening to determine volunteer placement.
  - Ensure volunteer orientation package completion.
  - Organize community outreach campaigns.
  - Organize public education initiatives.
  - Maintain a roster of at least 5 active ESS volunteers with appropriate training.
- b. Volunteer Management
  - Organize volunteer appreciation and recognition initiatives.
  - Coordinate monthly team meetings.
  - May utilize the Volunteer Records Management system provided by the RDBN.
  - Register team members as Public Safety Lifeline Volunteers with Emergency Management and Climate Readiness (EMCR) and ensure they receive their identification cards.
  - Ensure volunteers are aware of worker care resources and facilitate proper debriefing post response.
- c. Training
  - Encourage volunteers to attend RDBN provided ESS training.
  - Follow training standards outlined in the Regional ESS Plan.
- d. Supplier Engagement
  - Maintain an up-to-date supplier list in ERA.
  - Distribute supplier thank you letters.
  - Register suppliers for ERA.
  - Identify potential RC/GL and conduct RC/GL compatibility surveys and inspections.

- Enter into agreements with RC/GL facilities to support response when required.
- e. Administrative Duties
- File response paperwork with EMCR.
  - Keep up-to-date RC kit inventory and inform RDBN if inventory is needed.
  - Develop local partner relationships (Victim Services, Red Cross) if present in the community.
  - Submit volunteer expense claims to the EMCR and/or RDBN as appropriate.
  - Provide reports on RDBN funding use and receipts each quarter.
- f. ESS Director - Team Management
- The ESSD shall:
    - ✓ Report to the municipal EPC on the Municipality's completion of responsibilities under this agreement.
    - ✓ Ensure that all volunteers comply with EMCR policy and standards of conduct.
    - ✓ Participate in regional ESSD conference calls.
    - ✓ Undertake volunteer evaluations.
- g. Response
- Obtain a provincial task number before response.
  - Initiate call out/activation as requested by an EPC or designate.
  - Undertake volunteer scheduling.
  - Ensure paperwork completion and submission.
  - Ensure volunteers receive operational and emotional debriefing.
  - Request volunteer support from other ESS teams through the municipal EPC, who, if necessary, will reach out to the Regional ESS Director.
  - Be responsible for logistical needs of ESS volunteers for RCs and group lodging facilities.
- h. Facility
- Provide a safe place to meet with the public and from which ESS volunteers can provide ESS service 24 hours a day, 7 days a week.
  - The Municipality is responsible in providing RCs and group lodging facilities.
  - Maintain an inventory of all ESS equipment and supplies.
  - Provide secure facilities for the storage of reception centre kits and associated paperwork.
  - Provide designated training areas for courses.

**SHARED RESPONSIBILITY**

18. The RDBN and the Municipality shall work together to achieve the following:
- a. Ensure all ESS members, ESSDs, and staff adhere to the code of conduct outlined in the Regional ESS Plan, in addition to Municipal and RDBN policies (when applicable).
    - Develop and implement a disciplinary action process for those in violation of the code of conduct.
  - b. Development of a joint training schedule for ESS volunteers.
  - c. Ensure volunteers are offered proper debriefing and support following an emergency or disaster response.
  - d. Development and implementation of a conflict resolution process.
  - e. Establish and follow chain of command based upon the Incident Command System (ICS) to be followed for administrative, training, and response activities.
  - f. Provide RC and group lodging facilities.
19. The RDBN and Municipality shall work together to develop a long-term ESS regionalization plan to be ready for consideration by all parties by December 2025.
20. The RDBN shall take lead in organizing and coordinating shared responsibilities.

**MUTUAL AID**

21. Where the ESSD has determined that an emergency event affecting either or both the Electoral Area and the Municipality is beyond the capabilities of the Municipal ESS team, the ESSD may request that the EPC obtain additional resources, including volunteer resources, from other Municipal ESS teams in the RDBN.
22. Where the ESSD requests additional extraordinary equipment and personnel, under Section 21, the EPC will work with the responding local authority to facilitate the acquisition of the resources requested, assist in the delivery of resources, and assist in scheduling and placement of volunteers as necessary.
23. When the Municipality requests resources on behalf of their Municipal ESS team, the responding EPC will contact their Municipal ESS team volunteers to determine availability and shall provide this information to the requesting EPC. Nothing in this Agreement shall be interpreted as requiring either party to provide resources, including volunteers, to another Municipal ESS team in response to such a request.
24. The ESSD and/or ESS team volunteers may only respond to a resource request from another Municipal ESS team where the requesting ESSD has confirmed their response is covered under the Provincial task number for the emergency.
25. When the Municipality provides resources to a receiving ESS team in response to a request under section 21, the Municipality shall replace and/or pay the responding party for all resources used.
26. It is the responsibility of the local government directing the responding ESS team to confirm whether any associated costs shall be recovered under the applicable Provincial task number.

**TERMINATION**

27. Either the Municipality or the RDBN may terminate this Agreement at any time with 90 (ninety) days prior notice by delivering the notice in writing to the other party.

**NOTICE**

28. Any notice given under this Agreement shall be delivered to the Chief Administrative Officer at the above noted address, or by in-person delivery.

**BINDING EFFECT**

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

**DISPUTE RESOLUTION**

30. 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, the first 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. In the event that 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;
- b. serve a second written notice upon the other party that the matter is to be referred to binding arbitration if a resolution satisfactory to both parties is not achieved within 60 (sixty) days of the first written notice being delivered to either party; and
- c. appoint a single arbitrator 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* to hear both parties. The decision that arbitrator finds 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**

31. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia. 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.

VILLAGE OF BURNS LAKE:

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Mayor

---

Chief Administrative Officer

REGIONAL DISTRICT OF BULKLEY-NECHAKO:

---

Board Chair

---

Chief Administrative Officer

# Emergency Support Services Agreement

THIS AGREEMENT made this            day of            2024.

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:

**TOWN OF SMITHERS**

1027 Aldous Street, Box 879  
Smithers, BC, V0J 2N0

(hereinafter called the "Municipality")

OF THE SECOND PART

**WHEREAS** pursuant to Section 263(1)(b) of the *Local Government Act*, the RDBN may enter into agreements with another public authority respecting activities and works or services within the powers of a party to the agreement;

**AND WHEREAS** pursuant to section 8(2) of the *Community Charter*, the Municipality has the capacity, rights, powers, and privileges of a natural person of full capacity and may thereby enter into agreements respecting activities and works or services within the powers of the Municipality;

**AND WHEREAS** the RDBN and the Municipality are each responsible under the *Emergency and Disaster Management Act* (EMDA) to prepare a local emergency plan respecting preparation for, response to, and recovery from emergencies and disasters within their respective jurisdictions;

**AND WHEREAS** the RDBN and the Municipality each consider it necessary and desirable to share resources for the purpose of emergency assistance and the formation of coordinated emergency mitigation, preparedness, response, and recovery;

**AND WHEREAS** the RDBN and Municipality wish to enter into an agreement as part of a regional Emergency Support Services program in support of residents evacuated from their homes due to an emergency or disaster;

**NOW THEREFORE** the parties hereto in consideration of the performance of the covenants hereinafter contained and for other valuable consideration, the sufficiency and receipt that is hereby acknowledged, covenanted, and agreed as follows.

**DEFINITIONS**

1. In this Agreement,

“Electoral Area” means Electoral Area’s A and G within the Regional District.

“ERA” means Evacuee Registration & Assistance. This is the tool by the province to register and issue support to evacuees.

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**PURPOSE**

2. This agreement between the RDBN and the Municipality is for the development, maintenance, and management of a municipal ESS team that shall operate and provide ESS within both the Electoral Area and the Municipality.
3. The intent is that the RDBN shall enter into agreements with all participating municipalities within the Regional District to create the following Municipal ESS teams, each of which may operate as contemplated under this Agreement:
  - a. Smithers/ Electoral Area A/ Electoral Area G Team
  - b. Burns Lake/ Electoral Area B/ Electoral Area E Team
  - c. Vanderhoof/ Electoral Area F/ Electoral Area D Team
  - d. Fort St James / Electoral Area C Team



4. The Municipality and the RDBN agree to support each other as well as the other Municipal ESS teams established under this agreement as necessary to coordinate the provision of ESS programs throughout the RDBN.
5. This Agreement remains valid in the event that one or more municipalities does not enter into or maintain an agreement with the RDBN for the establishment of a Municipal ESS team and decides to not formally participate in the regional ESS program.

#### **ESTABLISHMENT OF ESS TEAM**

6. The RDBN and the Municipality agree to cooperate and share their resources as contemplated under, and in accordance with, this Agreement for the purpose of creating an ESS team that will be responsible for coordinating and providing Emergency Support Services in the event that a State of Local Emergency is declared, and a local emergency plan is activated within either or both the Electoral Area or the Municipality.
7. Nothing in this Agreement limits, restricts or derogates from the authority of either the RDBN or the Municipality under the *Emergency and Disaster Management Act* to:
  - a. Prepare their local emergency plan.
  - b. Declare a state of local emergency within their area of jurisdiction.

#### **ESS DIRECTOR APPOINTMENT**

8. The Municipality shall be responsible for recruiting and appointing an Emergency Support Services Director (ESSD) for the Municipal ESS Team established under this Agreement.
  - a. The RDBN will be included and participate in the recruitment and interview process of the ESSD candidate(s).
9. The individual appointed to the ESSD position must successfully complete the required training course, Emergency Support Services Director EMRG-1681, through the Justice Institute of BC.
10. The Municipality shall be responsible for providing the necessary office and clerical support for the ESSD.

#### **ESS DIRECTOR REPORTING**

11. The municipal EPC shall be responsible for supervising the ESSD and act as the point of contact between the Municipality and the RDBN. This does not apply to response, only non-response activities.
12. During an ESS response within the boundary of the Municipality, the ESSD and ESS Volunteers shall report to the Municipality's Emergency Operations Centre (EOC) or the Municipality's EPC, in accordance with the Municipality's local emergency plan.
13. During an ESS response within the Electoral Area, the ESSD and ESS Volunteers shall report to the RDBN's EOC, Regional ESS Director (RDBN EPC), or designate if required, in accordance with the RDBN's Comprehensive Emergency Management Plan.

14. During an ESS response within both the Electoral Area and the Municipality, the ESSD and ESS Volunteers shall report to the RDBN EOC in respect of the ESS response within the RDBN and to the Municipality's EOC in respect of the ESS response within the Municipality. Where there is the need to coordinate ESS response between the EOCs, the EOC Directors from the RDBN and the Municipality shall determine which EOC the ESSD and ESS Volunteers shall report.
15. During an ESS response within both the Electoral Area and the Municipality, where the RDBN and the Municipality have established a joint EOC, the ESSD and ESS Volunteers shall report to the Operations Section of the joint EOC.

### **RDBN RESPONSIBILITY**

16. The RDBN shall be responsible for the following tasks required for the establishment and operation of the Municipal ESS team:
  - a. Volunteer Recruitment
    - Provision of advertisement templates.
    - Provision of orientation packages.
    - Provision of public information templates.
  - b. Volunteer Management
    - Maintain volunteer record management system provided to the municipality.
    - Ensure proper worker care resources are provided and debriefs are facilitated.
  - c. Training
    - Coordinate ESS training courses.
    - Facilitate training exercises.
    - Provide interpretation of policy and process information.
  - d. Administrative Duties
    - Provide access to the volunteer records management software.
    - Coordinate bulk ordering of reception centre kit materials, ESS equipment, and Personal Protective Equipment (PPE) distribution.
    - Replace consumable resources listed under the RDBN Reception Centre (RC) inventory lists.
    - Provide use of plotter and bulk printing.
  - e. Regional ESS Strategy
    - Coordination of contracts, agreements, or memorandums of understanding between municipalities and RDBN.
    - Facilitate processes to further develop and implement the ESS strategy.
    - Facilitate regional meetings / communications.
  - f. ESS Director - Team Management
    - RDBN to assist municipal EPC in the training of ESSD.
    - Coordinate regional ESSD coordination calls.

- g. ESS Director Response
  - Provide advice and mentorship as necessary through the municipal EPC.
- h. Facility
  - Provide storage space for surplus RC kits, associated paperwork, and stationery supplies.
  - Maintain short-term Group Lodging equipment and trailer for the region.
- i. Funding
  - Provide a maximum of \$15,000.00 per year to the municipal team for non-response costs.
    - The funding will be provided by annual payments to the municipality.

### **MUNICIPALITY RESPONSIBILITY**

17. The Municipality shall be responsible for the following tasks for the establishment and operation of the Municipal ESS team:

- a. Volunteer Recruitment
  - Facilitate volunteer screening to determine volunteer placement.
  - Ensure volunteer orientation package completion.
  - Organize community outreach campaigns.
  - Organize public education initiatives.
  - Maintain a roster of at least 5 active ESS volunteers with appropriate training.
- b. Volunteer Management
  - Organize volunteer appreciation and recognition initiatives.
  - Coordinate monthly team meetings.
  - May utilize the Volunteer Records Management system provided by the RDBN.
  - Register team members as Public Safety Lifeline Volunteers with Emergency Management and Climate Readiness (EMCR) and ensure they receive their identification cards.
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- c. Training
  - Encourage volunteers to attend RDBN provided ESS training.
  - Follow training standards outlined in the Regional ESS Plan.
- d. Supplier Engagement
  - Maintain an up-to-date supplier list in ERA.
  - Distribute supplier thank you letters.
  - Register suppliers for ERA.
  - Identify potential RC/GL and conduct RC/GL compatibility surveys and inspections.

- Enter into agreements with RC/GL facilities to support response when required.
- e. Administrative Duties
- File response paperwork with EMCR.
  - Keep up-to-date RC kit inventory and inform RDBN if inventory is needed.
  - Develop local partner relationships (Victim Services, Red Cross) if present in the community.
  - Submit volunteer expense claims to the EMCR and/or RDBN as appropriate.
  - Provide reports on RDBN funding use and receipts each quarter.
- f. ESS Director - Team Management
- The ESSD shall:
    - ✓ Report to the municipal EPC on the Municipality's completion of responsibilities under this agreement.
    - ✓ Ensure that all volunteers comply with EMCR policy and standards of conduct.
    - ✓ Participate in regional ESSD conference calls.
    - ✓ Undertake volunteer evaluations.
- g. Response
- Obtain a provincial task number before response.
  - Initiate call out/activation as requested by an EPC or designate.
  - Undertake volunteer scheduling.
  - Ensure paperwork completion and submission.
  - Ensure volunteers receive operational and emotional debriefing.
  - Request volunteer support from other ESS teams through the municipal EPC, who, if necessary, will reach out to the Regional ESS Director.
  - Be responsible for logistical needs of ESS volunteers for RCs and group lodging facilities.
- h. Facility
- Provide a safe place to meet with the public and from which ESS volunteers can provide ESS service 24 hours a day, 7 days a week.
  - The Municipality is responsible in providing RCs and group lodging facilities.
  - Maintain an inventory of all ESS equipment and supplies.
  - Provide secure facilities for the storage of reception centre kits and associated paperwork.
  - Provide designated training areas for courses.

**SHARED RESPONSIBILITY**

18. The RDBN and the Municipality shall work together to achieve the following:
- a. Ensure all ESS members, ESSDs, and staff adhere to the code of conduct outlined in the Regional ESS Plan, in addition to Municipal and RDBN policies (when applicable).
    - Develop and implement a disciplinary action process for those in violation of the code of conduct.
  - b. Development of a joint training schedule for ESS volunteers.
  - c. Ensure volunteers are offered proper debriefing and support following an emergency or disaster response.
  - d. Development and implementation of a conflict resolution process.
  - e. Establish and follow chain of command based upon the Incident Command System (ICS) to be followed for administrative, training, and response activities.
  - f. Provide RC and group lodging facilities.
19. The RDBN and Municipality shall work together to develop a long-term ESS regionalization plan to be ready for consideration by all parties by December 2025.
20. The RDBN shall take lead in organizing and coordinating shared responsibilities.

**MUTUAL AID**

21. Where the ESSD has determined that an emergency event affecting either or both the Electoral Area and the Municipality is beyond the capabilities of the Municipal ESS team, the ESSD may request that the EPC obtain additional resources, including volunteer resources, from other Municipal ESS teams in the RDBN.
22. Where the ESSD requests additional extraordinary equipment and personnel, under Section 21, the EPC will work with the responding local authority to facilitate the acquisition of the resources requested, assist in the delivery of resources, and assist in scheduling and placement of volunteers as necessary.
23. When the Municipality requests resources on behalf of their Municipal ESS team, the responding EPC will contact their Municipal ESS team volunteers to determine availability and shall provide this information to the requesting EPC. Nothing in this Agreement shall be interpreted as requiring either party to provide resources, including volunteers, to another Municipal ESS team in response to such a request.
24. The ESSD and/or ESS team volunteers may only respond to a resource request from another Municipal ESS team where the requesting ESSD has confirmed their response is covered under the Provincial task number for the emergency.
25. When the Municipality provides resources to a receiving ESS team in response to a request under section 21, the Municipality shall replace and/or pay the responding party for all resources used.
26. It is the responsibility of the local government directing the responding ESS team to confirm whether any associated costs shall be recovered under the applicable Provincial task number.

**TERMINATION**

27. Either the Municipality or the RDBN may terminate this Agreement at any time with 90 (ninety) days prior notice by delivering the notice in writing to the other party.

**NOTICE**

28. Any notice given under this Agreement shall be delivered to the Chief Administrative Officer at the above noted address, or by in-person delivery.

**BINDING EFFECT**

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

**DISPUTE RESOLUTION**

30. 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, the first 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. In the event that 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;
- b. serve a second written notice upon the other party that the matter is to be referred to binding arbitration if a resolution satisfactory to both parties is not achieved within 60 (sixty) days of the first written notice being delivered to either party; and
- c. appoint a single arbitrator 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* to hear both parties. The decision that arbitrator finds 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**

31. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia. 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.

TOWN OF SMITHERS:

---

Mayor

---

Chief Administrative Officer

REGIONAL DISTRICT OF BULKLEY-NECHAKO:

---

Board Chair

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Chief Administrative Officer



## Regional District of Bulkley-Nechako Board Meeting

**To:** Chair and Board  
**From:** Curtis Helgesen, Chief Administrative Officer  
**Date:** December 12, 2024  
**Subject:** **RBA 2025 Draft Budget Proposal**

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

Receive.

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**BACKGROUND**

At the November 21, 2024 Board meeting, a review of the Northwest BC Regional Funding Agreement (RBA) was presented that outlined the terms and conditions regarding the use of the funds. As stated in the agreement, the RBA funds are not to be utilized to reduce property taxes. The Province has also stated during presentations and discussions leading up to the agreement, that they do not want to see an internal allocation based on population to areas within a regional district, but want to see how the use of the funds, as per the eligible categories, benefit partnerships with First Nations and how the funds benefit residents of rural electoral areas.

It is proposed that each year, staff will build into the annual budget a funding allocation proposal that utilizes the RBA funding as per the agreement with the Province. The proposal each year will allocate some costs upfront to address certain aspects eligible under the agreement such as First Nations Liaison/Outreach and Asset Management, along with recommendations on some operational costs (maximum 15%), with the remaining amount divided between existing capital costs in the current budget and a pooled allocation for other projects.

The pooled allocation for other projects will be geared towards an internal project application process which will be prioritized towards rural and/or first nations collaboration projects as per the eligible categories in the RBA agreement. It is estimated that at a minimum, over the 5 year term of the RBA agreement, this pooled allocation 'pot' could see close to \$6 million worth of projects as approved by the Board. This pooled allocation will be closely monitored to make sure that the RBA funds allocated to this funding stream are utilized and expended in a timely fashion as per the terms of the agreement. The amounts allocated between annual capital expenditures and the pooled project fund will be adjusted each year based on the Board's priorities. The pooled project fund will also track



which rural areas approved projects are completed to ensure fair utilization of the RBA funds across the entire region.

Staff plan to incorporate a draft plan for the RBA funds in 2025 as outlined in the following table:

	2024	2025	Balance
Opening 2024 Balance	\$2,885,233		\$2,885,233
2024 Expenses:			
- Knockholt Landfill	446,398		
- Vanderhoof Trf. Stn.	312,618		
Ending 2024 Balance			2,126,217
2025 RBA Allocation		2,885,233	5,011,450
2025 Expenses:			
- Water Tender (Area F)		108,919 *	
- Water Tender (Area E)		108,919 *	
- FN Liaison/Outreach		152,000	
- Asset Mgmt – Temp. Position		76,256	
- Information Technology		75,000	
2025 Capital Allocation		2,245,178	
2025 Project Pool Allocation		2,245,178	
Remaining Unallocated Balance			\$0

\*Note: At the September 12, 2024 Board Meeting a 2025 RBA allocation was made towards the purchase of two Water Tenders for the Cluculz Lake Volunteer Fire Department and Southside Volunteer Fire Department.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** December 12, 2024  
**Subject:** **Budget Process 2025**

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

Receipt

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### **BACKGROUND**

The budget process for staff is well underway in preparation for the first budget meeting in January. Budget meetings will continue into March of 2025.

#### **Committee Meeting January 9, 2025**

A budget overview presentation will be presented to the Board to kick-off the 2025 budget process and upcoming deliberations. Minor service budgets will also be brought forward to the Rural/Agricultural Committee or the Board including such budgets as rural fire department budgets, street lighting budgets, libraries, and cemeteries. An analysis on the impact of BC Assessments 2025 Completed Roll, including non-market changes will be presented.

#### **Board Meeting January 23, 2025**

The first draft of all the major service budgets will be brought forward including draft requisition totals for each municipality. The inflation figures (CPI) will be brought forward and its implications discussed.

#### **Committee and Board Meeting of February 13 and 27, 2025**

The budget will receive one reading at each of these meetings.

#### **Committee Meeting of March 13, 2025**

Revisions to the budget will be presented based on updated budget information from the municipalities for items such as recreation, culture, and fire service provision. Updates to the major service budgets will be presented based on direction of the Board in February.

**Board Meeting of March 27, 2025**

Third reading and Adoption of the budget bylaw is required.

**Discussion**

The Consumer Price Index for B. C. is currently sitting at 2.7% (measured from January 1, 2024). Regional District salaries and wages and Board remuneration are tied to this amount creating a pressure estimated at 2.5% on the overall budget. In addition, some fees and charges (revenue), including Fort Fraser Water and Sewer are tied to this rate. Staff are estimating that the actual consumer price index will finalize between 2.2% and 2.5%.

The second factor is the change in assessments. Based on the initial preview roll provided by BC Assessment, the average market change of residential properties was 4.38% (measured throughout the Regional District). It appears that there were also significant increases in assessable utility class properties through the electoral areas (mostly natural gas pipelines but not as large as those in 2024), and a large increase in major industry in Electoral Area D with the private power distribution line to the mine.

The current economic information provided by these two factors are favourable for the Regional District; however, a full report on these two factors will be brought forward in January after final details become available.

**Additional Special Budget Committee Meetings**

Additional special budget meetings can be scheduled at the discretion of the board to discuss the budget in greater detail. Additional meetings can be scheduled on the Thursday between regularly scheduled meetings or alternatively on a Wednesday adjoining a regular meeting. Staff will also schedule individual meetings with electoral area Directors and member municipalities as required. These meetings are best to be scheduled during the month of February as most of the major budget information will be pulled together at that time.



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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:** December 12, 2024  
**Subject:** **Northern BC Supply Chain Forum – Working Group Workshop**

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

Receive.

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### **BACKGROUND**

On November 26, 2024, Staff attended an in-person workshop for the Northern BC Supply Chain Forum Working Group in Prince George. The mandate of the Forum is to establish a collaborative working group comprised of key northern Stakeholders to determine and prioritize issues, identify co-benefit opportunities, and develop recommendations related to the regional transportation system.

In coordination with the Government of British Columbia and the Prince Rupert Port Authority, the Forum is a venue to allow for collaborative discussion on the goods movement transportation network along Highway 16 (including Highways 97, 37) and the CN mainline network.

In consideration of the various systems of policy, governance and service which support the network, the forum will address the need for a coordinated multi-agency response to ensure the competitiveness of the northern gateway. A final report will be presented to the Government of British Columbia with recommendations and insights to advance opportunities in the region.

The workshop session focused on four themes: Community safety and emergency preparedness, Labour force supply, Transportation decarbonization, and Economic Development opportunities.

Additional engagement options include an online survey or written submissions, which can be provided to the Forum at <https://www.gatewaytonorthernbc.ca/northern-forum> **until December 18, 2024.**





## How can we strengthen the corridor together

The Northern BC Supply Chain Forum represents an opportunity to build relationships and partnerships between the various stakeholders and communities to help advance opportunities that support economic growth, address safety concerns, and advance decarbonization along the corridor as it relates to the goods movement network.

The Forum will identify collaborative opportunities to strengthen and help realize co-benefit opportunities to shape the community and support the anticipated increased population and economic growth along the corridor.





## About the Northern BC Supply Chain Forum

The Northern BC Supply Chain Forum establishes a collaborative working group comprised of key northern Stakeholders to determine and prioritize issues, identify co-benefit opportunities, and develop recommendations related to the regional transportation system.

In coordination with the Government of British Columbia and the Prince Rupert Port Authority, the Forum is a venue to allow for collaborative discussion on the goods movement transportation network along Highway 16 (including Highways 97, 37) and the CN mainline network.

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# Our Members



Transport  
Canada



BC Chamber  
of Commerce



# Our Goals

- Assess priority issues and opportunities within the scope of the four key focus areas:
  - 1. Community safety and emergency preparedness,**
  - 2. Labour force supply,**
  - 3. Transportation decarbonization, and;**
  - 4. Economic development opportunities.**
- Increase communication, collaboration, and relationships between stakeholders and First Nations along the corridor
- Discuss opportunities to improve the goods movement transportation network.





## Have your say

To support the Northern BC Supply Chain Forum, a website and survey have been developed to solicit and collect feedback from a broad and diverse group of stakeholders and rights-holders.

You can access the website and survey by clicking on the link below:

[Northern BC Supply Chain Forum Website](#)

You can also provide a written submission using our [consultation guide](#) and by submitting through the website.

# Supply Chain

- **Current State of the Supply Chain**
  - How would you describe the current state of the supply chain in Northern BC?
  - What are the main strengths and weaknesses?
- **Challenges and Opportunities**
  - What specific challenges are you facing in the supply chain?
  - Are there any emerging opportunities or innovations that could enhance the supply chain?
- **Infrastructure and Logistics**
  - How is existing infrastructure supporting your supply chain needs?
  - Are there any critical infrastructure gaps that need addressing?
- **Feedback and Suggestions**
  - What improvements or changes would you suggest for the supply chain system?

# Transportation Safety and Emergency Preparedness

- **Current Capabilities**
  - How prepared is your organization or community for transportation disruptions caused by emergencies (e.g., road closures, transit system failures)?
  - How effective are current community and government emergency response efforts in addressing supply chain issues during crises (e.g., natural disasters, accidents)?
  - What measures are in place to ensure the safety and reliability of transportation networks during a crisis?
  - What are the most pressing safety concerns related to the supply chain operations in your region?
- **Coordination and Communication**
  - How do you coordinate with local authorities and other stakeholders during transportation emergencies?
  - Are there established communication channels and protocols for emergency situations?
- **Past Experiences**
  - Can you share any past incidents where transportation disruptions occurred? How were they managed?
  - What improvements were identified from those experiences?
- **Feedback and Suggestions**
  - What enhancements, resources or support could be made to improve emergency response and recovery related to transportation?

# Emergency Preparedness and Supply Chain Resilience

- **Current Preparedness**
  - How prepared is your organization to handle disruptions in the supply chain caused by emergencies (e.g., natural disasters, pandemics)?
  - What emergency plans or procedures do you currently have in place for supply chain disruptions?
- **Past Experiences**
  - Have you faced any significant supply chain disruptions in the past? If so, how did you manage them?
  - What lessons were learned from these experiences?
- **Critical Supply Chain Elements**
  - Which elements of your supply chain are most vulnerable to emergencies?
  - How do you ensure the continuity of critical supply chain functions during a crisis?
- **Feedback and Suggestions**
  - What additional resources or support would help improve supply chain resilience in the face of emergencies?

# Labour and Workforce

- **Workforce Needs**
  - What are the current labor and workforce needs in your sector or region?
  - Are there specific skills or qualifications that are in high demand?
- **Challenges**
  - What challenges do you face in recruiting and retaining skilled workers?
  - How do these challenges impact your operations?
- **Training and Education**
  - Are there any gaps in training or education that need to be addressed?
  - How can educational institutions or training programs better align with industry needs?
- **Feedback and Suggestions**
  - What strategies or initiatives would you propose to address workforce challenges and support labor market needs?
  - What incentives or support mechanisms would help attract and retain skilled workers in the supply chain sector in Northern British Columbia?



# Transportation and Decarbonization

- **Transportation Networks**
  - How effective are the current transportation networks in meeting your needs?
  - Are there specific routes or modes of transportation that are particularly critical?
- **Challenges**
  - What transportation-related challenges are you experiencing (e.g., congestion, accessibility, maintenance)?
  - How do these challenges impact your operations or community?
  - What are the biggest challenges to achieving decarbonization in the transportation sector for supply chains in Northern British Columbia?
- **Future Developments**
  - Are there any upcoming transportation projects or plans you are aware of?
  - What additional transportation developments would benefit your business or community?
- **Feedback and Suggestions**
  - What specific improvements would you recommend for transportation infrastructure and services?
  - What types of technologies or innovations do you think could support decarbonization in the transportation sector in Northern British Columbia?

# Economic Development

- **Economic Opportunities**
  - What are the key economic opportunities in Northern BC that you are currently pursuing?
  - What are the most significant economic opportunities you see for Northern British Columbia in the next 5-10 years?
  - Are there any new, potential, or emerging sectors or trends that hold promise?
- **Barriers to Growth**
  - What are the main barriers to economic development in your area?
  - How do these barriers affect local businesses and communities?
- **Support and Resources**
  - What types of support or resources would be most helpful for fostering economic growth?
- - Are there existing programs or initiatives that have been particularly beneficial?
- **Feedback and Suggestions**
  - What strategies or policies would you suggest to enhance economic development in Northern BC?



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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:** December 12, 2024  
**Subject:** **Items to be brought forward to the public agenda from Special (In-Camera) Meeting**

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

Receive.

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### BACKGROUND

As per the Board recommendation, the following motion is being brought forward from the Special (In-Camera) meeting of November 21, 2024:

#### **Nechako MOU Amendment and Renewal**

I.C.2024-15-5

“That the Board ratify the Memorandum of Understanding (MOU) as amended with the Nechako First Nations, Cheslatta and the District of Vanderhoof regarding the Nechako River;

And further, that the Board authorizes the Chair to execute the MOU on their behalf.”

#### **ATTACHMENTS:**

None