

AGENDA

MEETING NO. 1

January 23, 2025

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VISION

“A World of Opportunities
Within Our Region”

MISSION

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

2022-2026 Strategic Plan

1. Relationships with First Nations
2. Advocacy with the Province
3. Housing Supply
4. Community and Economic Sustainability



REGIONAL DISTRICT OF BULKLEY-NECHAKO

AGENDA

Thursday, January 23, 2025

First Nations Acknowledgement

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA - January 23, 2025</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
7-26	Board Meeting Minutes - December 12, 2024	Approve
27-32	Bulkley Nechako Joint Accessibility Committee Meeting Minutes - March 15, 2024	Receive
33-43	Committee of the Whole - January 9, 2025	Receive
44-47	Rural Services Committee - January 9, 2025	Receive
	<u>ELECTORAL AREA PLANNING</u>	
	<u>Bylaw for Adoption</u>	
48-31	Danielle Patterson, Senior Planner OCP Amendment and Rezoning Application RDBN-01-24 Adoption for Bylaw Nos. 2040, 2043, 2044, 2046, 2047, and 2048	Recommendation
	<u>Temporary Use Permit</u>	
62-69	Cameron Kral, Planner Temporary Use Permit A-03-21 Renewal Request Electoral Area A (Smithers/Telkwa Rural)	Recommendation

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<u>PAGE NO.</u>	<u>Other</u>	<u>ACTION</u>
70-71	Deneve Vanderwolf, Planning Technician Advisory Planning Commission Members	Recommendation
<u>DEVELOPMENT SERVICES</u>		
<u>ALR Application</u>		
72-83	Cameron Kral, Planner ALR Subdivision Application 1274 Electoral Area A (Smithers/Telkwa Rural)	Recommendation
<u>Pipeline Referral</u>		
84-86	Cameron Kral, Planner CGL Integrated Vegetation Management Plan Letter	Receive
<u>Land Referral</u>		
87-88	Rowan Nagel, GIS/Planning Technician Crown Land Application Referral No. 6409522 Electoral Area B (Burns Lake Rural)	Recommendation
<u>Other</u>		
89-101	Jason Llewellyn, Director of Planning - Antimony Forest Service Road Access Update - Electoral Area C (Fort St. James Rural)	Receive
<u>ENVIRONMENTAL SERVICES</u>		
102-103	Alex Eriksen, Director of Environmental -Pre-approval – Purchase of a New Mid-sized Excavator	Recommendation

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS</u>	<u>ACTION</u>
104-113	Wendy Wainwright, Deputy Director of Corporate Services – Committee Meeting Recommendations – January 9, 2025	Recommendation
114-117	Cheryl Anderson, Director of Corporate Services – Council of Forest Industries Convention – April 2-4, 2025 – Prince George, BC	Recommendation
118-121	Cheryl Anderson, Director of Corporate Services – Smithers Rural Fire Protection Boundary Amendment Bylaw 2068	Recommendation
122-125	Cheryl Anderson, Director of Corporate Services – Smithers Rural Recreation and Culture Boundary Amendment Bylaw 2069	Recommendation
126-128	John Illes, Chief Financial Officer – Burns Lake And Area Victims’ Services Service Establishment Amendment Bylaw 2059	Recommendation
129	Nellie Davis, Manager of Strategic Initiatives and Rural Services - Canada Community Building Fund Electoral Area C (Fort St. James Rural) –Capital Contribution to Seniors Helping Seniors Transit Service	Recommendation
130-132	Jason Blackwell, Regional Fire Chief -Fire Safety Act Designations	Recommendation
133-166	Jason Blackwell, Regional Fire Chief -Community Wildfire Resiliency Plan 2024	Receive
167-177	John Illes, Chief Financial Officer – 2025 Minor Service Budgets	Receive
178-181	John Illes, Chief Financial Officer – 2025 Draft Capital Budget	Receive

Meeting No. 1
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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
182-242	Cheryl Anderson, Director of Corporate Services – Departmental Quarterly Reports -4 th Quarter	Receive

243-252	Wendy Wainwright, Deputy Director of Corporate Services – Items to be brought Forward to the public agenda from Special (In-Camera) Meeting	Receive
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ADMINISTRATION CORRESPONDENCE

253	Northern Development Initiative Trust -2025 Business Façade Improvement Program Northern Development Project Number 9370-50	Receive
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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), 90(1)(h), 90(1)(i) and 90(2)(b) of the *Community Charter* for the Board to deal with matters relating to the following:

- Labour Relations
- Knockholt Landfill
- Enforcement Action
- Pipeline Electrification Project

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEETING NO. 18****Thursday, December 12, 2024**

PRESENT: Chair Mark Parker

Directors Gladys Atrill
 Shane Brienen – left at 1:26 p.m., returned at 1:32 p.m.
 Leroy Dekens – via Zoom
 Martin Elphee
 Judy Greenaway
 Clint Lambert
 Linda McGuire
 Shirley Moon
 Kevin Moutray
 Chris Newell – left at 10:49 a.m., returned at 10:52 a.m.
 Michael Riis-Christianson
 Stoney Stoltenberg
 Sarrah Storey – arrived at 10:04 a.m.
 Henry Wiebe

Staff Curtis Helgesen, Chief Administrative Officer
 Cheryl Anderson, Director of Corporate Services
 Nellie Davis, Manager of Strategic Initiatives and Rural Services – via Zoom, arrived in-person at 11:46 a.m., returned to Zoom at 1:35 p.m.
 Janette Derksen, Waste Diversion Supervisor – arrived at 11:05 a.m., left at 12:01 p.m.
 Alex Eriksen, Director of Environmental Services – arrived at 11:09 a.m., left at 11:45 a.m.
 John Illes, Chief Financial Officer
 Jason Llewellyn, Director of Planning – left at 11:09 a.m., returned at 11:20 a.m., left at 12:01 p.m., returned at 1:33 p.m.
 Danielle Patterson, Senior Planner – arrived at 10:55 a.m., left at 11:07 a.m.
 Wendy Wainwright, Deputy Director of Corporate Services
 Christopher Walker, Emergency Program Manager – arrived at 11:48 a.m., left at 1:20 p.m.
 Scott Zayac, Director of Protective Services – left at 10:23 a.m., returned at 11:48 a.m., left at 1:20 p.m.

Others Neal Marincak, District Manager, Nadina Resource District, Ministry of Forests – left at 10:49 a.m.
 Jon Penninga, Woodlands Supervisor, Babine Business Area, Ministry of Forests – left at 10:49 a.m.
 Mike Watson, Woodlands Manager, Nadina Resource District, Ministry of Forests – left at 10:49 a.m.

CALL TO ORDER

Chair Parker called the meeting to order at 10:01 a.m.

FIRST NATIONS ACKNOWLEDGEMENT

AGENDA &

Moved by Director Stoltenberg

SUPPLEMENTARY AGENDA

Seconded by Director McGuire

2024-18-1

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes
-November 21, 2024

Moved by Director Greenaway
Seconded by Director Newell

2024-18-2

"That the Board Meeting Minutes of November 21, 2024 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATIONS

MINISTRY OF FORESTS – BC TIMBER SALES – Neal Marincak, Resource Manager, Nadina Natural Resource District, Jon Penninga, Woodlands Supervisor, Babine Area, Mike Watson Woodlands Manager, BC Timber Sales

Chair Parker welcomed Neal Marincak, Resource Manager, Nadina District, Jon Penninga, Woodlands Supervisor, Babine Area and Mike Watson Woodlands Manager, BC Timber Sales, Ministry of Forests.

Mr. Penninga and Marincak provided a PowerPoint presentation.

BC Timber Sales (BCTS) Babine Wildfire Salvage

- BCTS Goals/Objectives
- Wildfire Salvage Overview
 - o Colleymount
- BCTS Babine Wildfire Salvage
- Additional Comments/Consideration
- Wildfire Recovery Team – new team to address wildfire recovery
- The Challenge
- Contrasting Success with Salvage
- Colleymount Example
- Compounding issues in Colleymount
- Decks under powerlines. Clearance required from BC Hydro
- Working adjacent a highway. Approvals and deposit required
- Solutions.

The following was discussed:

- Decks of wood remaining on road right of way/private land being utilized for firewood
- Licence to cut
 - o Options to utilize fibre for value added
 - o Under 2,000 m³ direct award over a competitive bid
 - o Stumpage Rate Appraisal Manual
 - o Process to acquire a licence to cut
- Drax Burns Lake (Pellet Plant)
 - o Business decision regarding the use of fibre near old growth forests
 - o Future benefits if Drax could utilize the wildfire salvaged fibre
- Forest health concerns regarding the potential for spruce beetle infestation with the wood being decked and left on the landscape
- Concerns regarding the bond required by Ministry of Transportation and Transit to utilize the roadway to remove the salvaged wood
 - o Advocating with BC Hydro and MoTT to provide considerations in order to remove the wood from the landscape
- BC Timber Sales - Category 4 – Value-added Program
 - o Challenges selling the wood due to powerlines and bond required by MoTT
 - o Options to discuss with successful bidders of adjacent Timber Sale Licence (TSL) to remove the wood
- Cheslatta working to remove decked wood on the southside of Francois Lake
 - o Unique circumstance
- Importance of removing wood from the landscape by spring of 2025
 - o Challenges regarding the exact locations of the decked wood
- Sustainability in the forest industry
- Old Growth Management Areas (OGMAs) established by the Province
 - o Lack of support from local First Nations for the polygons outlined by the province
 - o Burns Lake Community Forest has written a letter to the Ministry of Forests regarding the potential use of the wildfire salvaged wood by Drax in relation to old growth management areas
- Sawmill shutdowns due to no access to fibre and impacts from wildfires
- Write letters identifying the severity of having decked wood on the landscape and the importance of utilizing the fibre
- Ministry of Forests has received letters from local First Nations, Chinook Community Forest and Burns Lake Community Forest.

Chair Parker thanked Messrs. Marincak and Penninga for attending the meeting.

ELECTORAL AREA PLANNING

Temporary Use Permit

Temporary Use Permit
B-01-24 – Electoral Area B
(Burns Lake Rural)

Moved by Director Riis-Christianson
Seconded by Director Lambert

2024-18-3

“That the Board receive the Public Submission and Referral Comments on the Supplementary Agenda.

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.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Other

Advisory Planning
Commission Meeting
Minutes – Electoral Area B
(Burns Lake Rural)

Moved by Director Riis-Christianson
Seconded by Director Stoltenberg

2024-18-4

“That the Board receive the Electoral Area B (Burns Lake Rural) Advisory Planning Commission Meeting Minutes for November 26, 2024.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES

Municipal Referral

Village of Telkwa OCP

Moved by Director Dekens
Seconded by Director Stoltenberg

2024-18-5

“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.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Pipeline Referral

PRGT Project Response Letter Moved by Director Storey
Notification No. 240904 Seconded by Director Greenaway

2024-18-6 "That the Board receive the Senior Planner's Prince Rupert Gas Transmission Project Response Letter for Section 2, 2a, 3, and 4, and Middle River Compressor Site (Notification No. 240904) memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Other

Highway 16 and 27 Moved by Director Moutray
Intersection Improvements Seconded by Director Moon

2024-18-7 "That staff send a letter to the Minister of Transportation and Transit regarding proposed improvements to the Highway 16 and Highway 27 intersection."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Interim Housing Needs Moved by Director Riis-Christianson
Reports for the RDBN Seconded by Director Stoltenberg

2024-18-8 "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 Area's 2021 Housing needs reports."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

PARKS AND TRAILS

Area G Recreation Moved by Director Newell
Contribution Grant Application Seconded by Director McGuire

2024-18-9

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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ENVIRONMENTAL SERVICES

Agricultural Plastics Recycling Moved by Director Riis-Christianson
Pilot Program Update Seconded by Director Moon

2024-18-10

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following discussion took place regarding the Agricultural Plastics Recycling Pilot Program:

- Accumulating quality data
- Continuing vs. cancelling the program
- Implications moving forward if the RDBN chooses to not move forward a 1-year funding extension
 - Past practices for agricultural plastics
 - Potentially lose momentum for the initiative
 - Researching markets closer to home
 - Future ICI consideration
- Momentum of the program
 - Additional local government participation
- Canadian Agricultural Ministry's Strategic Priorities Program (CASPP)
 - Same conditions as previous (50% cost share)
 - Decision is expected in early 2025
- RDBN committing to contributing 100% of the program cost for a 1-year extension while awaiting new funding
 - If CASPP funding is approved, RDBN will be reduced to 50% funding
 - If funding denied consider ending the program at the 6 month mark

ENVIRONMENTAL SERVICES (CONT'D)

- Province's movement towards a user pay system
- Percentage of volume of agricultural plastics collected
- Effecting change
- Concerns regarding progress
- Moving towards on-farm approach
 - Farmer to have baler on site
 - Additional education
- Ensuring continuity through 2025
- Regional Cattlemen's Association Annual General Meeting in February 2025
 - Beneficial for RD staff to attend and present regarding the program.

Moved by Director Atrill
 Seconded by Director Moutray

2024-18-11

"That Motion 2024-18-10 be amended to include that the \$50,000 in the 2025 budget to fund a 1-year extension of the CleanFarms Agricultural Plastics Recycling Pilot Program be funded from the Northern Capital Planning Grant."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Moved by Director Newell
 Seconded by Director McGuire

2024-18-12

"That Motion 2024-18-10 be amended as follows:

And further, that a six month review be completed of the CleanFarms Agricultural Plastics Recycling Pilot Program based on the Canadian Agriculture Ministries Strategic Priorities Program (CASPP) funding approval."

(All/Directors/Majority)

DEFEATED

That the question be called on Motion 2024-18-10 as amended."

Opposed: Director Greenaway
 Director Lambert
 Director McGuire
 Director Newell
 Director Wiebe

(All/Directors/Majority)

CARRIED

ADMINISTRATION REPORTS

RDBN Appointments 2025

Moved by Director McGuire
 Seconded by Director Stoltenberg

2024-18-13

"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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

RDBN Committee Appointments 2025

Moved by Director Stoltenberg
 Seconded by Director Atrill

2024-18-14

"That the Board ratify the Committee Appointments for
 2025."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Connectivity Committee Disbandment

Moved by Director Riis-Christianson
 Seconded by Director Stoltenberg

2024-18-15

"That the Board approve the disbandment of the Connectivity
 Committee."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Revised Committee of the Whole and Rural Services Committee Terms of Reference Moved by Director Storey
 Seconded by Director Brienen

2024-18-16 "That the Board approve the revised Terms of Reference for the Committee of the Whole and the Rural Services Committee."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Electoral Area Directors (EAD) Forum – February 6-7, 2025 In Richmond, B.C. Moved by Director Lambert
 Seconded by Director Stoltenberg

2024-18-17 "That the Board authorize attendance of Rural Directors wishing to attend the Electoral Area Directors Forum February 6-7, 2025 in Richmond, B.C."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Bylaws for First, Second and Third Reading

Burns Lake & Area Victims' Services Service Establishment Amendment Bylaw No. 2059 Moved by Director Riis-Christianson
 Seconded by Director Wiebe

2024-18-18 "That the Burns Lake and Area Victims' Services Service Amendment Bylaw No. 2059, 2024 be given first, second and third reading this 12th day of December 2024."

Moved by Director Lambert
 Seconded by Director Newell

2024-18-19 "That the Board defer the Burns Lake & Area Victims' Services Service Establishment Amendment Bylaw No. 2059 to the January 23, 2025 Board meeting."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Smithers Area Victims' Services Service Amendment Bylaw No. 2058 Moved by Director Stoltenberg
 Seconded by Director Atrill

2024-18-20 "That the Smithers and Victims' Services Service Amendment Bylaw No. 2058, 2024 be given first, second and third reading this 12th day of December 2024."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Bylaw for Adoption

Director Greenaway declared a conflict of interest due to being a Fort St. James Public Library Board Member and removed herself at 1:12 p.m. regarding the Electoral Area C Public Library Contribution Service Area Establishment Amendment.

Electoral Area C Public Library Contribution Service Area Establishment Amendment Moved by Director Elphee
 Seconded by Director Stoltenberg

2024-18-23

“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/Two-thirds)

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Greenaway returned at 1:13 p.m.

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

2024-18-24

“That Cluculz Lake Rural Fire Protection Service Local Amendment Bylaw No. 2056, 2024 be adopted this 12th day of December, 2024.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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

2024-18-25

“That Cluculz Lake – Somerset Estates Sewer Local Service Establishment Amendment Bylaw No. 2057, 2024 be adopted this 12th day of December, 2024.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Director Riis-Christianson declared a conflict of interest in relation to his employment with the Lakes District Museum Society and removed himself from the meeting at 1:14 p.m. regarding Regional Grant in Aid from Electoral Area B (Burns Lake).

Regional Grant in Aid from Moved by Director Lambert
Electoral Area B (Burns Lake Seconded by Director Wiebe
Rural)

2024-18-26

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

- Burns Lake Air Soft Outhouse and Field Structures - \$18,000
- The Link - Ashurst 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
- The 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
- The Link - Furnace Repair Food Bank Furnace Repair - \$418."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Riis-Christianson returned at 1:15 p.m.

Regional Grant in Aid from Moved by Director Moon
Electoral Area F (Vanderhoof Seconded by Director Moutray
Rural)

2024-18-27

"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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

RDBN ESS Service Agreements Moved by Director Storey
 Seconded by Director Stoltenberg

2024-18-28

"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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Christopher Walker, Emergency Services Manager provided an overview and recognized Matt Herzog, Director of Emergency Support Services, Town of Smithers for the Bulkley Emergency Support Services Program and how a larger municipality can serve a wider area of the region through funding, support and training. They have also developed a well-established junior program for Ages 16-18.

RBA 2025 Draft Budget Proposal

Moved by Director Storey
 Seconded by Director Elphee

2024-18-29

"That the Board receive the Chief Administrative Officer's RBA 2025 Draft Budget Proposal."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Budget Process 2025

Moved by Director Riis-Christianson
 Seconded by Director Brien

2024-18-30

"That the Board receive the Chief Financial Officer's Budget Process 2025 memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Staff will bring forward a detailed outline of capital project costing at the January 23, 2025 Board meeting and scheduling will take place for individual budget meetings for Directors in February 2025.

ADMINISTRATION REPORTS (CONT'D)

Northern BC Supply Chain Forum – Working Group Workshop Moved by Director Storey
 Seconded by Director Moon

2024-18-31 “That the Board receive the Manager of Regional Economic Development’s Northern BC Supply Chain Forum – Working Group Workshop memorandum.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Items to be brought Forward to the public agenda from Special (In-Camera) Meeting Moved by Director Moutray
 Seconded by Director Wiebe

2024-18-32 “That the Board receive Items to be forward to the public agenda from Special (In-Camera) Meeting memorandum.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

ELECTORAL AREA PLANNING

Pipeline Referral

Pacific Trail Pipeline Sections 1 and 2 Permit Extension Notification Moved by Director Riis-Christianson
 Seconded by Director Moon

2024-18-33 1. “That staff be directed to inform Enbridge that the Board’s January 26, 2018 letter remains valid and contains the RDBN’s comments in regards to Pacific Trails Pipeline Project permit extension application notification.

2. Further, that staff be directed to respond to any future permit extension application notifications for the Pacific Trails Pipeline Project by informing Enbridge that the Board’s January 26, 2018 letter remains valid and contains the RDBN’s comments regarding these notifications.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA (CONT'D)

ADMINISTRATION REPORTS

Canada Community Building Fund Electoral Area D (Fraser Lake Rural) – Wiring for New Bay Doors at Fort Fraser Fire Hall Moved by Director Storey
 Seconded by Director Riis-Christianson

2024-18-34

1) "That the Board authorize contributing up to \$3,645 of Electoral Area D (Fraser Lake Rural) Canada Community-Building Fund BC allocation monies to a Fire Hall Infrastructure project at the Fort Fraser Fire Hall, and

(participants/weighted/majority)

2) That the Board authorize the withdrawal of up to \$3,645 from the Federal Gas Tax Reserve Fund."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Grant in Aid for Area F (Vanderhoof Rural) Vanderhoof Children's Theater

Moved by Director Moon
 Seconded by Director Moutray

2024-18-35

"That the Board approve allocating \$5,000 in Electoral Area F (Vanderhoof Rural) Grant in Aid monies to the Vanderhoof Children's Theater for the technology improvements."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

Village of Granisle – Update

Director McGuire noted the following:

- Municipal office has moved to its new location
- Potential expansion of its library and/or other services
- Successful Light up in the Park Event
 - o Individuals purchase a tree to light up in memory of a loved one
- Seniors Housing Project
 - o Roof trusses have arrived and will be installed.

District of Vanderhoof-Update

Director Moutray provided an update:

- Met and had a good meeting with the Minister of Forests in Vanderhoof November 21, 2024
- Attended a very good Parade of Lights and Merry Madness celebrations on December 7, 2024.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

Electoral Area G (Houston/Rural) – Update

Director Newell spoke of the following:

- Enjoyed the Houston Light Up and fireworks
 - o Great neighbourhood event
- Expressed concerns regarding the Canada Post Strike and impact to those individuals on social and disability assistance – may not be receiving funds
 - o Identified the need to keep an eye out for one's neighbours.

Village of Burns Lake – Update Director Wiebe provided an update:

- Completed the Richmond Loop Intersection
- Developer interest in the lots for sale on Richmond Loop
- CityWest has started connecting commercial businesses and 80 residents to their connectivity fibre
- Gowan Road Development
 - o Concept plan complete and preparing presentation for partners
- Village Heights
- The roof has been installed on the new Foundry building.

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

Director Greenaway noted the following:

- North Central Local Government Association Update
 - o Mental Health and Addictions Symposium in Prince George, November 13 & 14, 2024
 - NCLGA Executive Director working to obtain the content of the Symposium with a projected released date of February 2025
 - o Forest Enhancement Society of BC will be presenting to the NCLGA Board meeting to speak on wood-based energy and community forest top ups
 - o NCLGA in discussions with Keeping it Rural Conference regarding the potential to host the conference in northern BC
 - o Planning for the NCLGA AGM and Conference in Prince Rupert May 12 – 15, 2025
- Submitted a Christmas Tree in the Festival of Trees on behalf of the RDBN Electoral Area C that raised \$160 in a fundraising event for school students to travel to Haida Gwaii
- Fort St. James Curling Rink has imbedded the RDBN logo in its ice surface in recognition of the support received from the RDBN.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

- District of Houston – Update Director Brienen mentioned:
- Attended the meeting in Vanderhoof on November 21st with the Honourable Ravi Parmar, Minister of Forests along with Directors Moutray and Storey. District of Vanderhoof Councilors Brian Frenkel and David Van Dolah were also in attendance. Those in attendance provided an explanation to the Minister regarding the challenges communities have experienced in the forest sector. A subsequent meeting was requested during the BC Natural Resources Forum in Prince George January 14-16, 2025.
 - Houston Annual Christmas Light Up
 - o This is the 36th anniversary
 - o Community effort
 - o Incredible turnout.

- Town of Smithers – Update Director Atrill provided an update regarding:
- Announcement of Alle Jan de Vries as Chief for the Smithers Fire Rescue Service
 - Expressed appreciation for the recognition of the dedication by Matt Herzog, Director of Emergency Support Services, Town of Smithers
 - Taking part in the new Childcare Spaces Program
 - o Embarking and investigating the possible use of park space to increase childcare services to address the need in the community
 - Dze L Kant Friendship Centre Society Housing Project underway
 - Smithers Curling Club
 - o Thanked Director Stoltenberg and Northern Development Initiative Trust for grant funding to complete upgrades at the Smithers Curling Club
 - Cycle 16 Trail Connector
 - Coffee Chats – great way to connect with people in the community
 - RBA funding allocations for projects within the community
 - Christmas in the Valley -November 29-30
 - Truck Parade – December 21
 - Hudson Bay Mountain Ski Hill is open.

- District of Fort St. James -Update Director Elphee mentioned the:
- Santa Clause Parade and Moonlight Madness Event
 - o Best Parade in a number of years
 - Tour of the new hospital in Fort St. James scheduled for Council next week
 - Presented Past Mayor Rob MacDougall a key to the community for his 18 years of service.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

- Electoral Area F (Vanderhoof Rural) – Update Director Moon provided an update:
- Top Hay approached her to discuss a commercial greenhouse and hay drying facility
 - Attended the Climate Change Adaptation and Resilience in the Nechako Watershed Workshop in Prince George, November 29, 2024
 - o Presentation by Dr. Stephen Déry, UNBC Hydrologist
 - Attending interagency meetings regarding a warming shelter in Vanderhoof
 - Attended meetings with local cattlemen to discuss challenges with the lack of consultation from BC Hydro regarding hydro transmission line project planned for the region
 - Attending District of Vanderhoof Sawmill Shutdown meetings
 - Grant in aid submissions
 - o Indigenous Women’s Leaders Group through Nechako Valley Secondary School
 - o Vanderhoof Curling Club
 - o Vanderhoof Children’s Theater
 - Attended the Parade of Lights
 - o A number of Agriculture and BC Livestock participants
 - Met with Director Greenaway, Chair, SNRHD and Northern Health regarding Primary Care in Vanderhoof.
- Village of Telkwa – Update Director Dekens provided an update regarding a tender issued for a well project for the community.
- Electoral Area B (Burns Lake Rural) – Update Director Riis-Christianson noted:
- Opportunity to take in the Village of Burns Lake Christmas Light Up Event
 - o Director Wiebe indicated that there were 47 floats
 - Exploring the possibility for a request for street lighting
 - Participating on the Village of Burns Lake Recruitment and Retention of Healthcare Professionals Committee.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

Village of Fraser Lake – Update Director Storey provided the following update;

- Nithi Mountain Wind Project
- Lack of housing and accommodation in the community
- Step one of community Rebranding Project complete
- Impacts from the Canada Post Strike
- Attended the meeting with the Minister of Forests in Vanderhoof
- Attended the Climate Change Adaptation and Resilience Nechako Watershed Workshop in Prince George, November 29, 2024
- 2024/2025 Objectives
 - o Building infrastructure for the future
- Attended a Seniors Aging in Place Round Table.

Chair Parker – Update

Chair Parker commented:

- Attended the Seniors Aging in Place Round Table in Fraser Lake
- In contact with the Honourable Lana Popham, Minister of Agriculture and Food
 - o Regarding new funding announced December 12, 2024 for the advancement of veterinarian programs to rural B.C.
 - o Minister Popham indicated she will be travelling to the north in the spring of 2025
- Participating on the EDMA Regulations Committee
- Attended the Christmas Parades in Fraser Lake and Vanderhoof
- Attended the Fort Fraser Local Community Commission meeting and lunch at the RDBN on December 9th.

The Board expressed appreciation for the work conducted by staff in 2024 and wished everyone a Merry Christmas.

Receipt of Verbal Reports

Moved by Director Brienens
 Seconded by Director McGuire

2024-18-36

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Letter to Drax Re: Wildfire Wood Salvage

Director Lambert spoke of writing a letter to Drax outlining the importance of salvaging wood decked on the forest landscape from wildfires for the health of the forest and future wildfire mitigation. Discussion took place regarding policies by international companies in regard to forest management.

NEW BUSINESS

Letter to Drax Re: Wildfire
 Wood Salvage

Moved by Director Lambert
 Seconded by Director Atrill

2024-18-37

“That the Board write a letter to Drax – Burns Lake outlining the Board’s concerns regarding the lack of salvage of wood harvested and left on the forest floor during wildfires based on old growth management areas and provide an outline of Drax’s policy regarding old growth management augmas; and that the letter encourage Drax – Burns Lake to utilize the wood for its pellet plant operations; and further that the letter be sent to Drax Head Office and the Honourable Ravi Parmar, Minister of Forests.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

IN-CAMERA MOTION

Moved by Director Stoltenberg
 Seconded by Director Greenaway

2024-18-38

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

- Labour Relations.

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Newell
 Seconded by Director Stoltenberg

2024-18-39

“That the meeting be adjourned at 2:17 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Deputy Director of Corporate Services

BULKLEY-NECHAKO

JOINT ACCESSIBILITY COMMITTEE MEETING MINUTES
VIA ZOOM

Friday, March 15, 2024

PRESENT: Chair Judy Greenaway, RDBN

Alternate Chair Stoney Stoltenberg, RDBN

Voting Members

Kathy Bedard, Granisle

Tania Cunningham, Burns Lake

Marion Ells, Houston

Glenys SnowDymond, Smithers – arrived at 1:01 p.m., left at 1:58 p.m.

Shawna Taylor, Fort St. James

Voting Members Absent

David Livesey, Telkwa

David Manahan, Houston

Elaine Storey, Fraser Lake

Partner Organization Representatives

Debbie Joujan, Village of Telkwa – left at 1:58 p.m.

Nikki Sauve, Fraser Lake Public Library – left at 2:05 p.m.

Lynn Dunkley, Fort St. James

Karen Hogstead, District of Houston – arrived at 1:03 p.m.

Lisa Rees, Granisle Public Library – arrived at 1:05 p.m., left at 1:58 p.m.

Partner Organization Representatives Absent

Jennifer Barg, Vanderhoof Public Library

Alex Bihori, District of Fort St. James

Lorna Eftodie, Village of Granisle

Lara Hartman, Village of Fraser Lake

Laina Helgesen, Village of Burns Lake

Roberta McKenzie, Burns Lake Public Library

Valerie Crowley, Fort St. James Public Library

RDBN Staff Nellie Davis, Staff Liaison

Wendy Wainwright, Recording Secretary

CALL TO ORDER

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

FIRST NATION ACKNOWLEDGEMENT

AGENDA

Moved by Director Stoney Stoltenberg
 Seconded by Kathy Bedard

BNJAAC.2024-2-1

"That the Committee Agenda for March 15, 2024 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

BNJAAC Meeting Minutes
February 23, 2024

Moved by Director Stoney Stoltenberg
 Seconded by Kathy Bedard

BNJAAC.2024-2-2

"That the Committee receive the Bulkley-Nechako Joint Accessibility Advisory Committee minutes of February 23, 2024 as amended."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

Draft Accessibility Plan Review

- First draft
- Overview of the Draft Accessibility Plan
- Moved territorial acknowledgement to the beginning of the Plan
- Additional information and Committee input required for the following sections:
 - o Action Items
 - o Advocacy Items
 - o Monitoring
 - o Evaluation
- Overarching Plan for the entire region
- Plan will be approved once it meets the needs of the mandate
- Distinction between Action and Advocacy Items
 - o Action Items – within partner organizations framework
 - o Advocacy Items – allows partner organizations to continue to advocate
 - o Examples of Action and Advocacy Items
- Consider a more detailed list of high level barriers
 - o Employment – Employer/Employee – Advocacy and Action Item
 - Improving accessibility infrastructure within the region would allow better accessibility
 - Training for employers – benefits of employees with disabilities
 - Create a more positive experience for employer/employee
 - o Non-indigenous and Indigenous educational facilities
 - Lack capacity to provide assessments for children with Autism Spectrum Disorder (ASD)
 - Assessments are not being completed in a timely manner
 - Province-wide
 - Impacts funding to schools
 - o Sharing of funding between students

REPORTS (CONT'D)

Draft Accessibility Plan Review (Cont'd)

- Schools are tasked with assessing and supporting individuals and families with barriers
 - Lack capacity, space, busing, etc. to provide adequate service levels
 - Students with barriers lack support once they have aged out of the school system
 - Very limited number of people with qualifications to provide adequate service levels for people with barriers
 - Requires advocacy and conversation with Minister of Education
- In the past the College of New Caledonia (CNC) in Burns Lake facilitated a central location for a number of programs for families and children's experiencing barriers
 - Programs are now operated by a number of different agencies
 - Loss of family programs created a breakdown in community for family support and early intervention programs
 - Wrap around family programs translate to children going into the education system
 - Reach out to the CNC to have further discussions
- Importance of community collaboration
 - Provincially funded programs that are successful in the north are no longer offered because of results in other areas of the Province
- Funding programs a challenge
- Crossing barriers between organizations
- Including links to available resources
 - Houston Link to Learning recognizes the importance of using plain language when using technology and communications
 - Decoda Literacy Solutions is a resource support for community-based literacy and learning for people of all ages
 - Budgeting and including American Sign Language Interpreters at events, public meetings, etc.
- Service provision being downloaded to other organizations and local governments
 - Impacts and limits ability to set priorities
 - Creates capacity issues
 - Centralizing services to larger centres such as Prince George
 - Advocacy
- Minimal respite services available
 - Utilizing seniors facilities for respite care that is paid for privately and is not always available
- Small community approach
 - Bringing community groups together to determine available resources, what programs are successful, what programs are not working or require additional resources

REPORTS (CONT'D)

Draft Accessibility Plan Review (Cont'd)

Action

- Upgrade Infrastructure in communities to allow access to employment
- Recreation Infrastructure – existing and new
- Wheelchair parking guidelines for communities
- Plain language and literacy
- Centralized services to major centers present barriers to accessibility.
- Loss of standard assessment processes and services – declining availability.
- Make information available – collect information.
- Age Friendly designation.

Advocacy

- Employment opportunities/training
- Challenges from downloading
- Children/adults
 - o Lack of capacity for early intervention support
 - o Children aging out of programs when moving into adulthood
 - o Lack of wrap around services
 - o Community based programs that provides a collaborative service levels for individuals with barriers and their families
 - Require centralized organizations to provide funding, assess needs, work with individuals regarding education and employment
- Importance of provincially funded community collaborative programs
- Encourage government to view the community as a whole
- Significant gap in small communities
 - o Investigate how to help communities grow individually and as a whole
- Accessible infrastructure
 - o BC Building Code requirements on new and existing buildings.

Resources

- Including various resources
 - o Committee members can provide additional resources to be included in the Plan
- Share information to help individuals remove barriers
- Libraries are often accessible facilities.

Monitoring

- Discuss once determine Action and Advocacy Items

Committee Mandate

- Produce Plan
 - o On going monitoring and review of the Plan
- *Accessibility Act*
 - o Part 3 – Accessible Organizations
 - o Other sections of the *Act* will continue to be implemented moving forward
- Staff will bring forward additional information at a future meeting.

ADJOURNMENT

Moved by Director Stoney Stoltenberg
Seconded by Shawna Taylor

BNJAAC.2024-2-4

"That the meeting be adjourned 2:16 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Judy Greenaway, Chair

Wendy Wainwright, Recording Secretary

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, January 9, 2025**

PRESENT:

Chair	Mark Parker
Directors	<p>Gladys Atrill Shane Brienen – via Zoom – arrived at 10:29 a.m., left at 12:08 p.m., returned from lunch at 12:56 p.m. Leroy Dekens Martin Elphee Judy Greenaway Clint Lambert Linda McGuire Shirley Moon Kevin Moutray Chris Newell Michael Riis-Christianson Stoney Stoltenberg Sarrah Storey – via Zoom – left at 10:49 a.m., returned at 10:50 a.m., left at 11:18 a.m., returned at 11:20 a.m. Henry Wiebe</p>
Staff	<p>Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services Nellie Davis, Manager of Strategic Initiatives and Rural Services – via Zoom and in-person Tori Hallman, First Nations Liaison, left at 12:08 p.m. John Illes, Chief Financial Officer Wendy Wainwright, Deputy Director of Corporate Services Scott Zayac, Director of Protective Services</p>
Others	<p>The Honourable Ravi Parmar, Minister of Forests – arrived at 10:55 a.m., left at 12:08 p.m. Greg Brown, Ministerial Advisor, Ministry of Forests – arrived at 10:26 a.m., left at 10:45 a.m., returned at 10:55 a.m., left at 12:08 p.m. Ryan Chapman, Deputy Fire Centre Manager, Northwest Fire Centre, Ministry of Forests – arrived at 10:55 a.m., left at 12:08 p.m. Tara Dunphy, Director Strategic Initiatives and Forest Landscape Planning, Skeena, Ministry of Forests – arrived at 10:55 a.m., left at 12:08 p.m. Neal Marincak, District Manager, Nadina Resource District, Ministry of Forests – arrived at 10:55 a.m., left at 12:08 p.m. Ian Meier, Acting Deputy Minister, Ministry of Forests – arrived at 10:55 a.m., left at 12:08 p.m.</p>

Others (cont'd) Janelle Paulson, Manager First Nations Relations, Ministry of Forest – arrived at 10:34 a.m., left at 12:08 p.m.
 Cindy Shelford, Burns Lake – arrived at 10:28 a.m., left at 12:08 p.m.
 Dalphena Snively, Electoral Area C (Fort St. James Rural)
 Shawn Trottier, Resource Manager, Nadina District, Skeena Region, Ministry of Forests – arrived at 10:28 a.m., left at 12:08 p.m.

CALL TO ORDER

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

FIRST NATIONS ACKNOWLEDGEMENT

AGENDA

Moved by Director Moutray
 Seconded by Director McGuire

C.W.2025-1-1

“That the Agenda of the Committee of the Whole meeting of January 9, 2025 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole
 Minutes – November 7, 2024

Moved by Director Stoltenberg
 Seconded by Director Elphee

C.W.2025-1-2

“That the Committee of the Whole Meeting Minutes of November 7, 2024 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

STAFF INTRODUCTION

Chair Parker introduced Tori Hallman, First Nations Liaison.

OATH OF OFFICE

Cheryl Anderson, Director of Corporate Services administered the Oath of Office to Dalphena Snively, Alternate Director, Electoral Area C (Fort St. James Rural).

ADMINISTRATION REPORTS

Travel Authorization (RBA)

Moved by Director Stoltenberg
 Seconded by Director Greenaway

C.W.2025-1-3

“That the Committee recommend the Board authorize the reimbursement of expenses in the amount of \$2,860 for Director Atrill’s attendance at the celebration of life for past Premier Horgan.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Local Service Area Contract -Burns Lake and District Rebroadcasting Moved by Director Riis-Christianson
 Seconded by Director Greenaway

C.W.2025-1-4 "That the Committee recommend to the Board to authorize the Chair and CAO to enter into the Local Service Area Contract with the Burns Lake and District Rebroadcasting Society."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Discussion took place regarding staff conducting a survey to determine resident use of the rebroadcast of television channels and radio channels in the region.

2024 Wildfire Season Summary Moved by Director Stoltenberg
 Seconded by Director Dekens

C.W.2025-1-5 "That the Committee receive the Emergency Services Manager's 2024 Wildfire Season Summary memorandum."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Discussion took place regarding the issuing of Alerts and Orders and the rescinding of the Alerts and Orders over weekends. Staff have had discussions with BC Wildfire Services regarding the process.

Growing Opportunities Newsletter – Issue 23 Moved by Director Stoltenberg
 Seconded by Director Lambert

C.W.2025-1-6 "That the Committee receive the Regional Agriculture Coordinator's memorandum."

(All/Directors/Majority) CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

Regional District of Kootenay Boundary – Cooperative Community Wildfire Response (CCWR) Program Moved by Director Stoltenberg
 Seconded by Director Lambert

C.W.2025-1-7 "That the Committee receive the correspondence from the Regional District of Kootenay Boundary regarding Cooperative Community Wildfire Response (CCWR) Program."

(All/Directors/Majority) CARRIED UNANIMOUSLY

PRESENTATION

Curtis Helgesen, Chief Administrative Officer/John Illes, Chief Financial Officer Re: 2025 Budget

CAO Helgesen provided an overview of the budget considerations and process.

- RDBN Budget Process
- 70-80 services that have individual budgets
 - o Major/minor services
 - Some services are mandated by province
 - Some services are named 'major' but are voluntary services on behalf of residents
 - o Voluntary services
 - Minor services
 - Residents want a service and pay for it
 - RDBN provides 60-70 services
- Assessments.

CAO Helgesen and CFO Illes provided a PowerPoint presentation.

Budget 2025

- Annual Budget
 - o Cost to deliver services plus the value of all assessed property in service area equals the mill rate
 - o Mill rate for every residential property in the RD is the same
- Budget submissions to province
 - o RDBN March 31
 - o Municipalities May 15
- Property Tax Notice
 - o RDBN in comparison to Regional District of Kitimat-Stikine, Cariboo Regional District, Regional District of Fraser-Fort George, Province of B.C., Capital Regional District
- Average Municipal Variable Rate Tax with Composition
- 2024 Average RD Tax as a portion of Average Total Taxes
- 2024 RDBN Taxes Requisitions as portion of Total
- Types of Service in the RDBN Budget
 - o Major Shared
 - o Major Rural
 - o Minor
- Major versus Minor
- Major Shared Services
- Composition of Major Shared Services
- Taxes per Avg House – Vanderhoof
- Major Services
- Composition of major Rural Services

PRESENTATION (CONT'D)

Curtis Helgesen, Chief Administrative Officer/John Illes, Chief Financial Officer Re: 2025 Budget (Cont'd)

Discussion took place regarding:

- Average hospital tax
- Provincial Comparative tax data
 - o Local Government Data Entry (LGDE) Program
 - Staff will forward information to RDBN Directors and member municipality finance departments.

Break at 10:55 a.m.

Reconvened at 11:00 a.m.

DELEGATION

MINISTER OF FORESTS – the Honourable Ravi Parmar Re: Forestry in the Region

Chair Parker welcomed the Honourable Ravi Parmar, Minister of Forests.

Minister Parmar introduced Ian Meier, Acting Deputy Minister, Greg Brown, Ministerial Advisor, Ryan Chapman, Deputy Fire Centre Manager, Northwest Fire Centre, Tara Dunphy, Director Strategic Initiatives and Forest Landscape Planning, Skeena, Neal Marincak, District Manager, Nadina Resource District, Janelle Paulson, Manager First Nations Relations, Shawn Trottier, Resource Manager, Nadina District, Skeena, Ministry of Forests.

Minister Parmar commented:

- Requested the Forestry portfolio from Premier Eby
- Worked with Ravi Kahlon, current Minister of Housing and Municipal Affairs under Doug Donaldson, past Minister of Forests, Lands and Natural Resource Operations, and Rural Development
 - o Worked with communities with sawmill closures
- Experience coming to rural northwest and north central BC
- Sworn in by Premier Eby November 18th
 - o November 19th asked if would consider Minister of Forests portfolio
- Ministry of Forests key pillars
 - o Restoring confidence in the Ministry of Forests
 - o Standing up for workers and communities
 - o Honouring commitments as government
 - Declaration of Indigenous peoples
- Recently visited Prince George and Vanderhoof
 - Communities are hurting from sawmill closures
 - Met with United Steel workers Union representatives and others

DELEGATION (CONT'D)

MINISTER OF FORESTS – the Honourable Ravi Parmar Re: Forestry in the Region (Cont'd)

- Heard that the social license has been broken
- Work will be to restore confidence
- Stand up for workers and ensure communities are represented in discussions
- can only be done hand in hand with First Nations looking forward
- Will be meeting with Canfor
- Taking on a number of initiatives over next couple of weeks centered around what the next 100 years will look like
 - o want to lay a pathway collectively for successors to have a strong, sustainable, robust forestry sector
 - o Industry investment
 - o Spoke about Past Premier Horgan's recognition of northern B.C.
 - o Looking forward to continued engagement.

Discussion took place regarding:

- Houston/Granisle and area
 - o Resource based community
 - o Resource dollars provided to the province
 - o Industry closures over the past years including the recent loss of Houston's Canfor Sawmill
 - o Minister Parmar spoke of looking at opportunities
 - Discussions regarding local job creation and value added manufacturing with Mayor Brienens
 - Eye opener to tour the Canfor sawmill site
 - In the past largest producer in the world
 - Opportunities moving forward
 - BC Timber Sales review
 - Job creation and sustainability
 - While in Fraser Lake looked at commercial thinning
 - Sustainability practices – key
- Need for a pragmatic and realistic approach
- Resource Benefits Alliance
- Forestry and future of forestry are a way to support a good community
- Scientists in the community of Smithers
 - o Combine to build opportunities
 - o Smithers offers a "think tank" approach
- Education
 - o Focusing to ensure people believe and are committed to the region

DELEGATION (CONT'D)

MINISTER OF FORESTS – the Honourable Ravi Parmar Re: Forestry in the Region (Cont'd)

- Minister Parmar
 - o Difficult task as politicians building trust in the industry, sector and community
 - Social license – complex
 - o Outlook of Minister Parmar’s constituents in Langford on Forestry
 - o Old Growth on the coast vs. in northern B.C.
 - o Visited the Bulkley Valley Research Centre
- Fort St. James forestry sector
 - o Past challenges
 - o Significant number of logging trucks per day travelling through main street
 - o Value added projects in Fort St. James
 - Deadwood Innovation
 - Minister Parmar indicated he is looking forward to visiting
- Impacts to the Agriculture Sector with the sawmill closures due to the lack of shavings for bedding material
 - o A number of factors to consider
 - o Minister Parmar
 - Value added will be a top priority
 - Attending the BC Natural Resources Forum in Prince George next week
 - Past Provincial funding for value added innovation and the outcome of job creation
 - Huge focus from Ministry of Forests to continue to grow value added sector and get most value out of logs
 - Upcoming challenges in 2025
 - Softwood Lumber Agreement
 - o Forming an advisory committee with strong representatives
 - Tariffs
 - Attending meetings in Washington, DC USA February 12th
- Benefits of small sawmills to communities
- Agriculture sector dollars from the B.C. Auction Barn in Vanderhoof
 - o Critical necessity for shavings for Agriculture industry
 - Challenges for the Agriculture Sector to access shavings
 - o Utilizing cattle for fire mitigation
 - o Value of the Agriculture Sector to the Forestry Sector
 - o History of homesteading beginning with agriculture and leading to forestry
 - o Large number of farms/small businesses in the Vanderhoof area supporting the region
 - o Minister Parmar spoke of the opportunity to learn and will exchange contact information

DELEGATION (CONT'D)

MINISTER OF FORESTS - the Honourable Ravi Parmar Re: Forestry in the Region (Cont'd)

- Ian Meier, Acting Deputy Minister
 - Ministry of Forests is working with Cattlemen's Associations to utilize sheep and goats forage to mitigate wildfires
 - Working closely with the Invasive Species Council
 - During wildfires working with the Ministry of Agriculture in relation to livestock bedding and fee
- Important to understand the connection and correlation between forestry and agriculture
 - Ranchers and farmers often also work in the logging industry
- Tara Dunphy, Director Strategic Initiatives and Forest Landscape Planning, Skeena, Ministry of Forests
 - Lakes Resiliency Project
 - Working group includes well versed local ranchers
 - Role of cattle to break up fire fuels/role for managing invasive plants
 - Remote Collar Pilot Project by the BC Cattlemen's Association
- Chinook Emergency Response Society (CERS)
 - Working with Ministry of Forests BC Wildfire Service to utilize forest service roads for livestock vegetation with the ability to utilize for fire guards
 - Opportunities for a variety of solutions
- Old Growth Management Areas (OGMAs) bordering communities and critical infrastructure
 - Dead fibre becomes a fire hazard
 - Local First Nations concerns
 - Three Nations Water System on the Southside of Francois Lake
 - Managing Old Growth Management Areas
- Electoral Area E (Francois/Ootsa Lake Rural)
 - 2nd most burnt area in the Province
- CERS proactive approach to fire response
 - Support from the Ministry is welcome
- Minister Parmar flew over Electoral Area E and will follow up
- Broken Social License
 - *Forest Act* and statues not working for small communities
- Optimism regarding Minister Parmar's comments
- Burns Lake Community Forest
 - Initially a pilot project
 - Largest community forest
 - Community forests provide stability for local communities
 - Minister Parmar noted they are looking to expand community forests
- Consideration for small outlying communities such as Granisle when decisions are being made for communities with sawmill closures such as Houston and Fraser Lake
 - Reliant on goods, supplies and services
- Importance of continued maintenance of Forest Service Roads (FSRs) that are utilized as secondary egress routes e.g. Granisle
 - Budget considerations can be challenging to maintain FSRs

DELEGATION (CONT'D)

MINISTER OF FORESTS – the Honourable Ravi Parmar Re: Forestry in the Region (Cont'd)

- Minister Parmar
 - o spoke of the importance of having infrastructure to bring people to communities
 - o the Honourable Brittany Anderson, Minister of State for Local Governments and Rural Communities has been tasked with visiting communities
 - Will be visiting following the BC Natural Resources Forum in Prince George, January 14-16, 2025
 - o Indirect job losses in communities when a sawmill closes
- Sawmill closures directly impact the available contractor equipment and operators in a communities to fight wildfires
- Importance of utilizing wildfire salvaged timber and fibre
- Chair Parker will provide a copy of the RDBN Strategic Plan
 - o Strategic Focus Area #1 is Relationships with First Nations
 - RDBN needs to be included when discussions are being held between the Province and First Nation communities
- Minister Parmar
 - o Investment in BC Wildfire
 - o Recognized the need to include communities and contractors
 - o Reconciliation
 - Meaningful conversations when everyone is in the same room.

Chair Parker thanked Minister Parmar and his team for attending the meeting.

Break for lunch at 12:08 p.m.

Reconvened at 12:50 p.m.

PRESENTATION (CONT'D)

Curtis Helgesen, Chief Administrative Officer/John Illes, Chief Financial Officer Re: 2025 Budget (Cont'd)

CAO Helgesen and CFO Illes continued the PowerPoint presentation.

- All RDBN major Services
 - o Tax based on a mill rate (rate per \$1,000 of assessed value).
- Some services
 - o Tax on the value of land and improvements
 - o Others just the value of improvements.
- BC Assessment values all property classes and provides updates each January.
- A few Minor Services
 - o Charge a parcel tax, or
 - o Flat rate per property in the service area.
- RDBN has 64 Minor Services in 2025
- Property Classes in the RDBN

PRESENTATION (CONT'D)

Curtis Helgesen, Chief Administrative Officer/John Illes, Chief Financial Officer Re: 2025 Budget (Cont'd)

- Regional District Multipliers
- Municipal Multipliers 2024
- Representative House Values in the RDBN
- 2024 Environmental Services Taxes
- Environmental Services Taxation
- Each Bylaw creates a "Service Area"
- Each jurisdiction billed so that each property of the same class (and value) will pay the same amount
- Next Steps.

Discussion continued:

- Tax collection disparity
- Determining the most equitable tax collection system
- Municipal requisitions for RDBN services they participate in
- Property zoning
 - o Residential Agricultural (ALR)
 - o Managed Forest Service Land – rarely used
- Weighted average taxes
- Crown owned infrastructure such as the BC Hydro's Transmission system expansion
 - o Grant in lieu of taxes
 - o Privately owned powerlines – contribute to taxation as a utility
- Multipliers and how municipalities determine multipliers
- Initiatives underway to reform the *Local Government Act* including taxation
 - o Potential impacts if Regional Districts could determine their own multipliers
- Environmental Services taxation and user pay
- Total requisition to be invoiced and percentage paid by residential class
- Non-market change roll comparison
 - o Summary by Regional District
 - o Summary by Electoral Area
- Environmental Services taxation and potential partnerships with First Nations for services
 - o Staff working with Indigenous Relations and Northern Affairs Canada.

ADMINISTRATION REPORT (CONT'D)

2025 Completed Assessment Moved by Director Stoltenberg

Roll and Requisition Impacts Seconded by Director Elphee

C.W.2025-1-8

"That staff bring back a budget that captures the non-market changes from the 2024 Completed Assessment and that, in addition, provides an inflation allowance of 3.0%."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORT (CONT'D)

Discussion took place regarding:

- Inflation allowance of 3.0%
- Canadian inflation rate – January 1 – November 30, 2024
- Impacts of inflation rates to salaries
- Determining future pressures from sawmill closures
- Northwest B.C. Funding Agreement
- Awaiting release of the Consumer Price Index
- Market price indicator
- Staff will bring forward additional information during budget discussions in March 2025.

2025 Minor Service Budgets Moved by Director Riis-Christianson
 Seconded by Director McGuire

C.W.2025-1-9 “That the Committee receive the Chief Financial Officer’s 2025 Minor Service Budgets memorandum.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Stoltenberg
 Seconded by Director Wiebe

C.W.2025-1-10 “That the meeting be adjourned at 2:10 p.m.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

 Mark Parker, Chair

 Wendy Wainwright, Deputy Director of
 Corporate Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO

RURAL SERVICES COMMITTEE MEETING

Thursday, January 9, 2025

PRESENT: Chair Michael Riis-Christianson

Directors Judy Greenaway
 Clint Lambert
 Shirley Moon
 Chris Newell
 Mark Parker
 Stoney Stoltenberg

Staff Curtis Helgesen, Chief Administrative Officer
 Cheryl Anderson, Director of Corporate Services
 Nellie Davis, Manager of Strategic Initiatives and Rural Services
 John Illes, Chief Financial Officer
 Wendy Wainwright, Deputy Director of Corporate Services
 Scott Zayac, Director of Protective Services

Others Shane Brienen, District of Houston – via Zoom
 Martin Elphee, District of Fort St. James
 Linda McGuire, Village of Granisle
 Dalphena Snively, Electoral Area C (Fort St. James Rural)

CALL TO ORDER Chair Riis-Christianson called the meeting to order at 2:12 p.m.

AGENDA Moved by Director Stoltenberg
 Seconded by Director Greenaway

RSC.2025-1-1 “That the Rural Services Committee Agenda for January 9, 2025 be approved.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

MINUTES

Rural/Agriculture Committee Meeting Minutes -November 7, 2024 Moved by Director Stoltenberg
 Seconded by Director Newell

RSC.2025-1-2 “That the minutes of the Rural/Agriculture Committee meeting of November 7, 2024 be approved.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

REPORTS

Letter to Minister Farnworth Moved by Director Greenaway
-Infrastructure Improvements Seconded by Director Parker
to 700 Rd. in Electoral Areas
B and E of the RDBN

RSC.2025-1-3 "That the Committee recommend that the Board approve sending the January 9, 2025 letter to the Honourable Mike Farnworth, Minister of Transportation and Transit regarding Request to Support Legacy Infrastructure Replacement."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Grant in Aid Policy Update Moved by Director Greenaway
 Seconded by Director Stoltenberg

RSC.2025-1-4 "That the Committee recommend that the Board approve the changes to the Grant in Aid policy to reflect changes in the program administration."

Moved by Director Lambert
 Seconded by Director Newell

RSC.2025-1-5 "That Motion RSC.2025-1-4 include amending the Grant in Aid policy **Procedure 1** as follows:
The Board delegates the authority to approve grant in aid applications of \$5,000 or less to the Chief Administrative Officer or designate in consultation with the Electoral Area Director. Applications in excess of \$5,000 will be referred to the Board."

(All/Directors/Majority) CARRIED UNANIMOUSLY

"That the question be called on Motion RSC.2025-1-4 as amended."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Grant in Aid Under \$2,500 Moved by Director Lambert
Approval Update Seconded by Director Moon

RSC.2024-1-6 "That the Committee receive the Manager of Strategic Initiatives and Rural Services Grant in Aid Under \$2,500 Approval Update."

(All/Directors/Majority) CARRIED UNANIMOUSLY

REPORTS (CONT'D)

Reply to Intervention to Part 1 Application to Disclose Certain Broadband and Mobile Annual Facilities Survey Data (CRTC File 8000-P114-202404929) Moved by Director Lambert
 Seconded by Director Stoltenberg

RSC.2024-1-7

"That the Committee receive the Manager of Strategic Initiatives and Rural Services Reply to interventions to Part 1 Application to disclose certain Broadband and Mobile Annual Facilities Survey data (CRTC File 8000-P114-202404929)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding the importance of advocacy. Staff will reschedule CityWest Delegation for a future meeting.

NEW BUSINESS

Smithers/Telkwa Transfer Station

Director Stoltenberg shared his appreciation for work of an employee at the Smithers/Telkwa Transfer Station.

Future Rural Services Committee Planning

Chair Riis-Christianson indicated that he will provide a survey to the Rural Services Committee Directors to guide the Committee and plan for 2025. The following was discussed:

- 2025 Budget process and Rural Directors scheduling meetings with RDBN Finance staff
- New Manager of Strategic Initiatives and Rural Services Position
 - o Structure of Committee
 - o Grant funding focus
 - o Northwest B.C. Regional funding Agreement five-year planning
- Exploring opportunities for the region and electoral areas such as community halls and supports and advocacy for elderly residents in rural areas
- RDBN Strategic Plan and Terms of Reference of the Committee to be included in Rural Service Committee Agendas
- Electoral Area Engagement Sessions
 - o Potential ideas
- Providing education to residents regarding the RDBN
- Municipal and electoral area partnerships and support for services within communities.

ADJOURNMENT

Moved by Director Parker
Seconded by Director Greenaway

RSC.2025-1-8

"That the meeting be adjourned at 2:51 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Michael Riis-Christianson, Chair

Wendy Wainwright, Deputy Director of Corporate
Services

Regional District of Bulkley-Nechako Board of Directors



TO: Chair and Board
FROM: Danielle Patterson, Senior Planner
DATE: January 23, 2025
**SUBJECT: OCP Amendment and Rezoning Application RDBN 01-24
 Adoption for Bylaw Nos. 2040, 2043, 2044, 2046, 2047, and 2048**

RECOMMENDATION

(all/directors/majority)

1. That Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 2043, 2024 be adopted.
 2. That Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Amendment Bylaw No. 2044, 2024 be adopted.
 3. That Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Amendment Bylaw No. 2046, 2024 be adopted.
 4. That Vanderhoof Rural Official Community Plan Amendment Bylaw No. 2047, 2024 be adopted.
 5. That Houston, Topley, Granisle Rural Official Community Plan Amendment Bylaw No. 2048, 2024 be adopted.
 6. That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2040, 2024 be adopted.
-

BACKGROUND:

In the fall of 2023, the Province introduced amendments to the *Local Government Act*. These amendments required local governments to change their zoning to allow “at least one additional housing unit (Secondary Suite) within a detached dwelling that would otherwise be a single-family dwelling” or “at least one additional housing unit within another building on the same parcel or parcels of land on which a detached single-family dwelling is located” by June 30, 2024. To comply with this requirement amendments were made to the Zoning Bylaw by “Regional District of Bulkley Nechako Rezoning Bylaw No. 2039, 2024,” which was adopted by the Board at the May 2024 meeting.

Staff are now proposing Official Community Plan (OCP) amendments and additional Zoning Bylaw amendments to align with a new housing approach for greater residential flexibility. The proposed amendments to the RDBN’s OCPs relate to the number of dwellings permitted on a parcel. The proposed Zoning Bylaw amendments in “Regional District of Bulkley- Nechako Rezoning Bylaw No. 2040, 2024” are intended to increase residential

flexibility and align regulations across all zones. For further details, please refer to the Third Reading Board report dated November 21, 2024 ([attached as a link](#)).

The Board gave OCP Amendment Bylaw Nos. 2043, 2024; 2044, 2024; 2026, 2024; 2027, 2024; and 2048, 2024 and Rezoning Bylaw No. 2040, 2024 third reading at the November 21, 2024 Board meeting. Adoption was withheld until Bylaw No. 2040, 2024 received approval from the Ministry of Transportation and Transit (MoTT), formerly the Ministry of Transportation and Infrastructure. Bylaw No. 2040, 2024 has been approved by MoTT and Planning Department staff recommend Bylaw Nos. 2043, 2024; 2044, 2024; 2026, 2024; 2027, 2024; and 2048, 2024 and Rezoning Bylaw No. 2040, 2024 Bylaws be adopted.

Note on Proposed OCP Amendment Bylaw No. 2045, 2024

The Board gave third reading to “Fort St. James Rural Official Community Plan Amendment Bylaw No. 2045, 2024” to amend the 2010 Fort. St James OCP. Since that time, the new Fort St. James Rural OCP was adopted, making amendment Bylaw No. 2045, 2024 unnecessary.

ATTACHMENTS

- Bylaw No. 2043, 2024; Bylaw No. 2044, 2024; Bylaw No. 2046, 2024; Bylaw No. 2047, 2024; Bylaw No. 2048, 2024; and Bylaw No. 2040
- Third Reading Board Report dated 21 November 2024 ([link](#))



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2043

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

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

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

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

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

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

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

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

PUBLIC HEARING HELD this 10 day of October, 2024.

READ A THIRD TIME this 21 day of November, 2024.

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

DATED AT BURNS LAKE this _____ day of _____, 2024.

Corporate Administrator

ADOPTED this _____ day of _____, 2024.

Chairperson

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2044

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

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

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

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

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

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

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

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

PUBLIC HEARING HELD this 10 day of October, 2024.

READ A THIRD TIME this 21 day of November, 2024.

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

DATED AT BURNS LAKE this _____ day of _____, 2024.

Corporate Administrator

ADOPTED this _____ day of _____, 2024.

Chairperson

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2046

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

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

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

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

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

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

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

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

PUBLIC HEARING HELD this 10 day of October, 2024.

READ A THIRD TIME this 21 day of November, 2024.

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

DATED AT BURNS LAKE this _____ day of _____, 2024.

Corporate Administrator

ADOPTED this _____ day of _____, 2024.

Chairperson

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2047

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

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

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

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

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

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

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

PUBLIC HEARING HELD this 10 day of October, 2024.

READ A THIRD TIME this 21 day of November, 2024.

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

DATED AT BURNS LAKE this _____ day of _____, 2024.

Corporate Administrator

ADOPTED this _____ day of _____, 2024.

Chairperson

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2048

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

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

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

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

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

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

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

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

PUBLIC HEARING HELD this 10 day of October, 2024.

READ A THIRD TIME this 21 day of November, 2024.

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

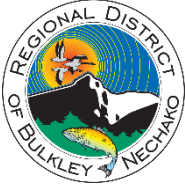
DATED AT BURNS LAKE this _____ day of _____, 2024.

Corporate Administrator

ADOPTED this _____ day of _____, 2024.

Chairperson

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2040

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

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

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

1) Interpretation and Definitions

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

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

2) Hudson Bay Mountain Recreational Residential Zone (R8)

a) Sections 12.0.2.2 and 12.0.2.3 are deleted.

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

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

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

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

a) Section 12.1.2.2 is deleted.

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

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

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

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

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

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

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

5) Bare Land Strata Residential (R11)

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

6) Small Holdings Zone (H1)

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

"Density

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

"14.0.3 Limitations on Use

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

7) Small Holdings – Additional Dwelling Zone (H1A)

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

"14.1.3 Limitations on Use

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

10) Agricultural Zone (Ag1)

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

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

11) Rural Resource Zone (RR1)

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

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

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

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

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


PUBLIC HEARING held this 10 day of October, 2024.

READ A THIRD TIME this 21 day of November, 2024.

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

DATED AT BURNS LAKE this ___ day of _____.

Corporate Administrator

Approved pursuant to section 52(3)(a) of the *Transportation Act* this 20th day of December, 2024


for Minister of Transportation & Infrastructure

ADOPTED this ___ day of _____.

Chairperson

Corporate Administrator



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cameron Kral, Planner
Date: January 23, 2025
Subject: **Temporary Use Permit A-01-21 Renewal Request**

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

That the Board approve the renewal of Temporary Use Permit A-01-21 for a raw pet food and prepackaged meat business at 2220 Aveling Coalmine Road.

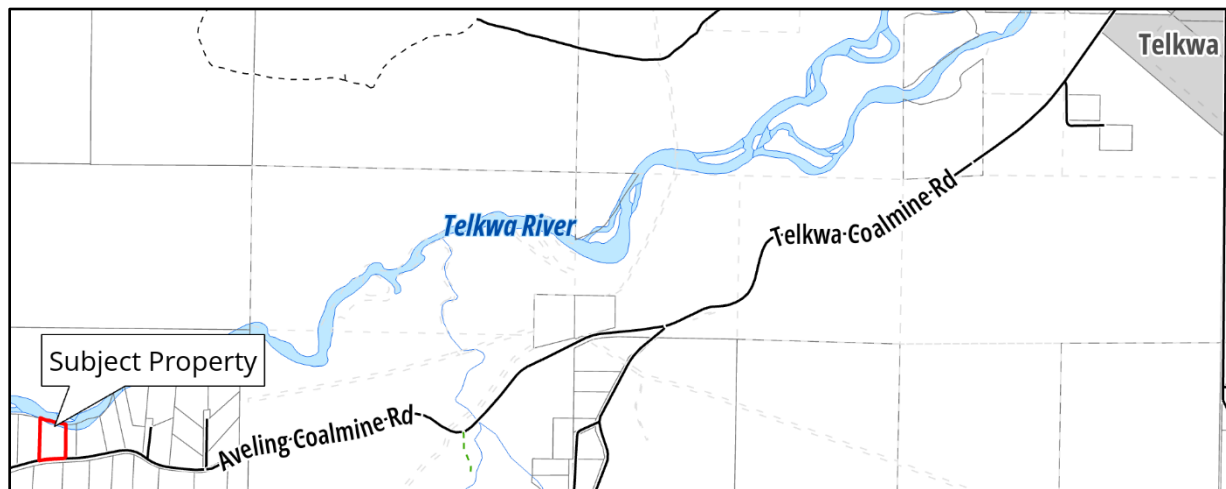
EXECUTIVE SUMMARY

In 2021, the Board approved the issuance of a Temporary Use Permit (TUP) to allow a raw pet food manufacturing and prepackaged meat delivery business called "True North Raw" on the subject property for three years. The TUP expires on January 27, 2025. The applicant is requesting a three-year renewal under the same terms. Local Governments may renew a TUP for a maximum of three additional years.

Staff have no concerns with the proposal and do not expect any notable negative impacts on neighbouring land uses or the environment. Staff recommend the proposed renewal request for TUP A-01-21 be approved.

APPLICATION SUMMARY

Name of Owner	Stevan Prochnicki
Electoral Area:	A (Smithers/Telkwa Rural)
Subject Property:	2220 Aveling Coalmine Road, legally described as Lot C, District 221, Range 5, Coast District, Plan PRP14427
OCP Designation:	Rural Residential (RR) in the Smithers Telkwa Rural Official Community Plan 1704, 2014
Zoning:	Small Holdings (H1) Zone in Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020
ALR Status:	Not within the ALR
Existing Land Use:	Residential and commercial (True North Raw)
Location:	2220 Aveling Coalmine Road, approximately 5.5 km southwest of the Village of Telkwa (see location map below).

**Proposal:**

The applicant is requesting a three-year renewal of their existing TUP to continue operating their business "True North Raw", which involves both the manufacturing and packaging of human grade raw pet food and a small-scale pre-packaged bulk meat delivery business. The owner/operator of the business resides on the subject property and started the business after losing their job during the COVID-19 pandemic. The original TUP was required once the business began to exceed the RDBN's home occupation regulations.

The temporary use utilizes a 44.6 m² (480 ft²) freezer for storing frozen food that is delivered to the subject property and finished raw pet food before it is delivered to

retailers and customers; a 47.6 m² (512 ft²) workspace for preparing and processing food; and two 17.8 m² (192 ft²) “breezeway” buildings for the storage of finished food products. The temporary use does not include on-site retail space or a customer storefront (see applicant submission).

Most of the temporary use is focused on the raw pet food part of the business which involves processing human grade meat into pet food and treats using a meat grinder, scuffer, band saw, dehydrator and paste machine. The pet food and treats are then packaged and stored in a freezer before being delivered to customers.

The bulk meat delivery part of the business involves picking up prepackaged human grade meat which is then stored in a freezer to be resold and delivered to customers. The bulk delivery meat is not repackaged and is stored separately from the pet food per Northern Health regulations.

The applicant provided staff the following reasons for requesting a TUP renewal:

- The scale of the temporary use is not large enough to justify the costs associated with rezoning the property or relocating to another zone that would allow the temporary use over the long-term.
- The scale of the temporary use has decreased in the three years since the original TUP was approved by the Board. Currently, the applicant’s business only operates one to two days per week and involves only the applicant and one casual employee.

The terms of the renewal request are the same as the original TUP and outlined below:

- The buildings and structures associated with the temporary use, excluding the waste disposal and cardboard recycling area, shall be generally located within the boundaries of the Business Homeplate shown in Schedule A of this permit.
- Parking is provided at a rate of 1 (one) space per 150m² (1,615 ft²) of the Gross Floor Area of buildings and structures associated with the temporary use.
- Off-street loading will comply with the requirements of Section 29.0.2 of Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020.
- The temporary use will be operated in a manner that in no way attracts wildlife.
- The property owner shall continue to reside on the lands for the duration of the temporary use.
- No more than four (4) full-time equivalent employees may work on the lands. The property owner shall not be included in the calculation of full-time equivalent employees.

Staff propose adding a condition for the permit that the applicant maintain a valid Commercial Access Permit from the Ministry of Transportation and Transit (MoTT). The current Commercial Access permit will expire on March 31, 2027, before the end of the proposed three-year renewal period.

TEMPORARY USE PERMITS EXPLAINED

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

The TUP must be in accordance with the policies identified in the OCP. Section 6.2.1 of the OCP contains the following policies related to the proposal:

- (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

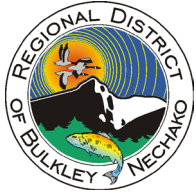
Staff referred the proposed TUP renewal to the Village of Telkwa as requested in the Village's referral response to the original TUP application. The Village of Telkwa had no comments on the proposed renewal.

The applicant provided copies of an approved Commercial Access Permit from the MoTT and approval to operate a food premises on the subject property from Northern Health. No complaints have been received by staff during the previous three-year TUP period.

Staff have no concerns with the proposal and do not expect it to result in any notable negative impacts on neighbouring land uses or the environment. Staff recommend the proposed renewal request for TUP A-01-21 be approved.

ATTACHMENTS

- [Applicant Submission](#) (Link)
- Temporary Use Permit A-01-21 2025 Renewal



REGIONAL DISTRICT OF BULKLEY-NECHAKO
DEVELOPMENT VARIANCE PERMIT NO. A-01-21
(2025 Renewal)

ISSUED TO: Stevan Prochnicki
 2220 Aveling Coalmine Road
 Telkwa, BC V0J 2X3

WITH RESPECT TO THE FOLLOWING LANDS:

2020 Aveling Coalmine Road, legally described as Lot C, District Lot 221, Range 5, Coast District, Plan PRP14427 (the "lands")

1. This Temporary Use Permit authorizes the following temporary use:

The year-round operation of a commercial business that manufactures, packages, stores, and delivers both frozen and dehydrated human grade raw pet food and stores and delivers pre-packaged bulk meats for human consumption, as shown on the site plan attached as Schedule A to this permit.

2. The Permit Holder is required to comply with the following permit conditions:

- a. All buildings and structures associated with the temporary use must be removed from the property within two (2) months from the date of the expiration of this permit, or within two (2) months of this permit becoming void.
- b. The buildings and structures associated with the temporary use, excluding the waste disposal and cardboard recycling area, shall be generally located within the boundaries of the Business Homeplate shown in Schedule A of this permit.
- c. Parking is provided at a rate of 1 (one) space per 150 m² (1,615 ft²) of Gross Floor Area of buildings and structures associated with the temporary use.
- d. Off-street loading will comply with the requirements of Section 29.0.2 of Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020.
- e. The temporary use will be operated in a manner that in no way attracts wildlife.
- f. The property owner shall continue to reside on the lands for the duration of the temporary use.
- g. No more than four (4) full-time equivalent employees may work on the lands. The property owner shall not be included in the calculation of full-time equivalent employees.
- h. An approved Commercial Access Permit from the Ministry of Transportation and Transit must be retained for the duration of the temporary use.

3. This Permit authorizes the temporary use identified in Section 1 of this Permit to occur only for a term of three (3) years from the date of issuance of this permit.

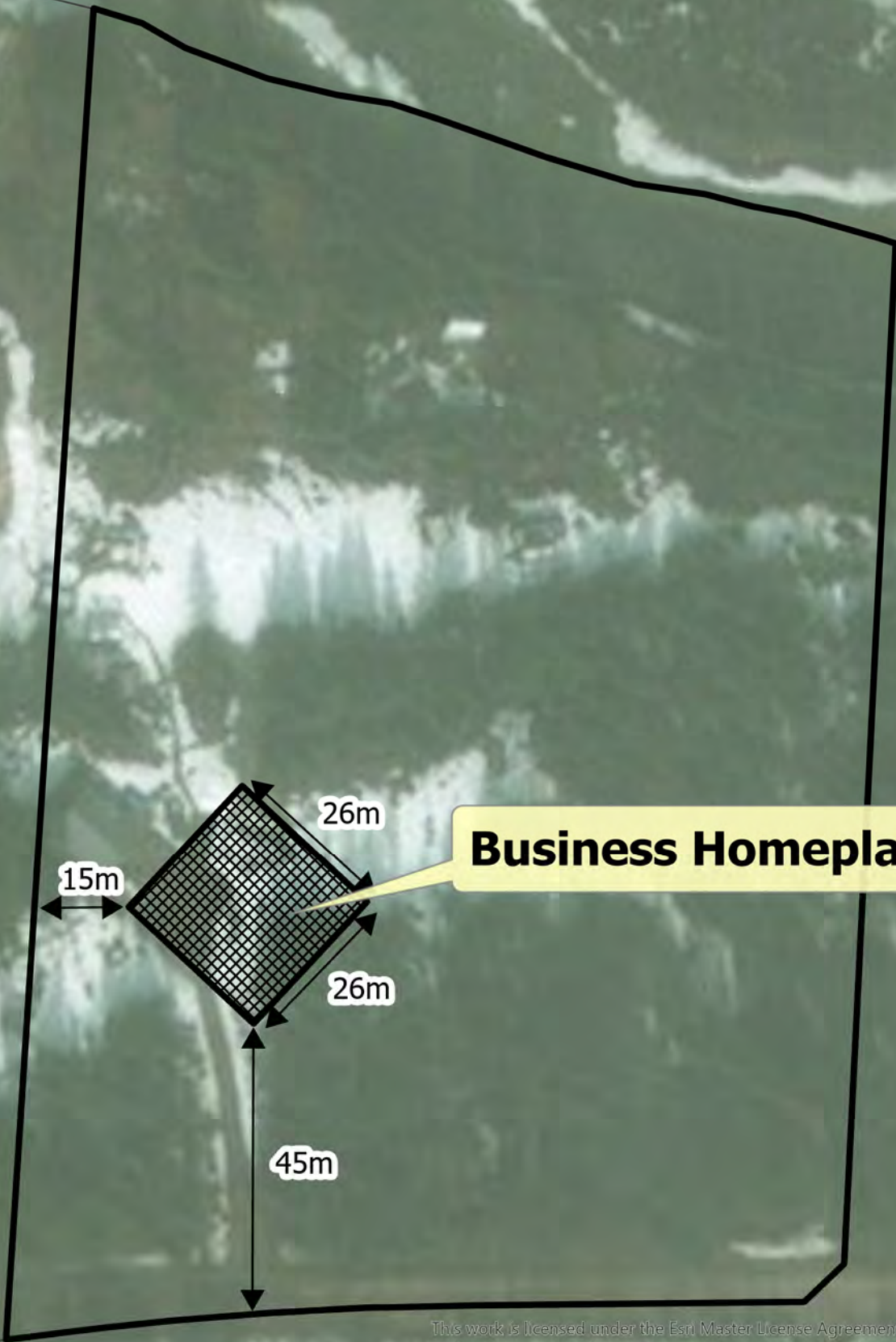
- 4. The temporary use identified in Section 1 may occur only in substantial accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedule A. If a term or provision of this permit is contravened or not met, or if the property owner suffers or permits 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 fulfil, observe, carry out or perform any duty, obligation, matter or thing prescribed or imposed or required by this permit the property owner is in default of this permit, and the permit shall be void and of no use or effect.
- 5. 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 District Board

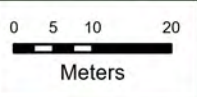
this ____ day of _____, 2025.

PERMIT ISSUED on this ____ day of _____, 2025.

Corporate Administrator



Business Homeplate




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 View Terms of Use. Export: This layer is not intended to be used to export tiles
 for offline. Data Collection and Editing: This layer may be used in various ArcGIS
 apps to support data collection and editing, with the results used internally or
 shared with others, as described for these use cases.

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Schedule A: TUP A-01-21

 Subject Property

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User: rowan.nagel



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Deneve Vanderwolf, Planning Technician
Date: January 23, 2025
Subject: **Advisory Planning Commission Member Changes**

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

1. That the Board remove Dalphena Snively from the APC for Electoral Area C.
 2. That the Board remove Russ Skillen and Elizabeth Palmer and appoint Jake Hiebert and Wendy Imus for the APC for Electoral Area E
 3. That the Board remove Elijah Newell from the APC for Electoral Area G.
-

“Regional District of Bulkley Nechako Advisory Planning Commission Bylaw No. 1501, 2009” states in section 3.2 that the Regional District Board, by resolution, shall appoint members to an Advisory Planning Commission on the recommendation of the Electoral Area Director for a term of four years. The Board may at its sole discretion, upon recommendation of the Electoral Area Director, terminate the appointment of any member or appoint new members at any time.

“Regional District of Bulkley Nechako Advisory Planning Commission Bylaw No. 1501, 2009” also states in section 3.3 that each Advisory Planning Commission shall consist of no less than four and no more than eight members.

The following list includes all APC members if the Board approves the recommendations.

Electoral Area “A” (Smithers / Telkwa Rural) - Andrew Watson, Sandra Hinchcliffe, Bob Posthuma, Natalie Trueit, Alan Koopmans

Electoral Area “B” (Burns Lake Rural) - Marvin Strimbold, Lynn Synotte, Valerie Anderson, Ed Martens, Bob Saul, Robert Currie, Corrine George, Daniella Oake

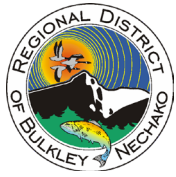
Electoral Area “C” (Fort St James Rural) – Carrie Constantine, Jonathan Ouellette, Morgan Davis, Cam McCormick, Bob Grill

Electoral Area “D” (Fraser Lake Rural) – Shelley Campbell, Art Blomquist, Trevor Tapp, Dave Brown

Electoral Area “E” (Francois / Ootsa Lake Rural) - Vicki Hill, Norbert Mund, Jason Jubinville, Jake Hiebert, Wendy Imus

Electoral Area “F” (Vanderhoof Rural) – Barb Ephrom, Kelly Gehrmann, Mike Pritchard, Ben Rodts, Henry Klassen

Electoral Area "G" (Houston Rural) – Tom Euverman, , Mary Robinson, Denise Tait, Carol Gibson,



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cameron Kral, Planner
Date: January 23, 2025
Subject: **ALR Subdivision Application No. 1274**

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

That Agricultural Land Reserve Subdivision Application No. 1274 be recommended to the Agricultural Land Commission for approval.

EXECUTIVE SUMMARY

The applicants are requesting Agricultural Land Commission (ALC) approval for the subdivision of a 2.512 ha area to be dedicated as road (McCabe Road) as required by the Ministry of Transportation and Transit (MoTT). The MoTT requires the proposed road dedication as part of a boundary adjustment between the subject properties which is a condition of a previous ALC decision to relocate part of the Malkow Lookout Trail.

Planning staff have no concerns with the proposal and recommend the application be forwarded to the ALC with a recommendation for approval. The proposed road dedication covers an established public road, and the relocation of Malkow Lookout Trail is anticipated to have a positive agricultural impact.

APPLICATION SUMMARY

Name of Agent / Owner: Sean Rowell, Perry & Company Barristers and Solicitors (agent)
Catharina and Harvey Tremblay, and Barbara and Christoph Luther (owners)

Electoral Area: A (Smithers Telkwa Rural)

Subject Properties: **Lot A:** 4060 McCabe Road, legally described as Lot A, District Lots 1190, 1191 and 1192, Range 5 Coast District, Plan PRP41664, Except Parts in Plans BCP16335 and EPP49078 (PID 023-893-435)

Lot B: 3105 McCabe Road, legally described as The South 1/2 of District Lot 1190, Range 5, Coast District (PID 015-099-733)

Property Size: **Lot A:** ≈44.71 ha

Lot B: ≈64.94 ha

OCP Designation: **Lot A:** Agriculture (AG) in “Regional District of Bulkley-Nechako Smithers Telkwa Rural OCP Bylaw No. 1704, 2014” (the OCP)

Lot B: Agriculture (AG) and Commercial (C) in the OCP

Zoning: **Lot A:** Agricultural (Ag1) in “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020” (the Zoning Bylaw)

Lot B: Agricultural (Ag1) and Tourist Commercial (C1) in the Zoning Bylaw

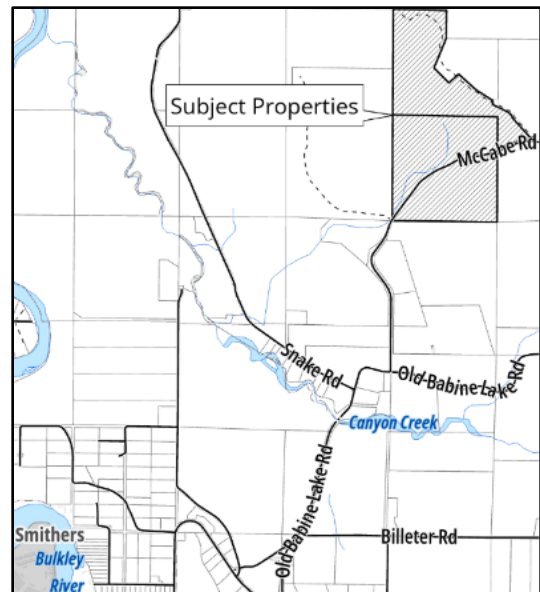
Existing Land Uses: **Lot A:** Residential
Lot B: Residential, agriculture and commercial

Location: 3.5 km northeast of the Town of Smithers. The surrounding lands are a mix of hay fields, forest and residences.

Proposed Subdivision: **Lot A:** 48.96 ha

Lot B: 58.2 ha

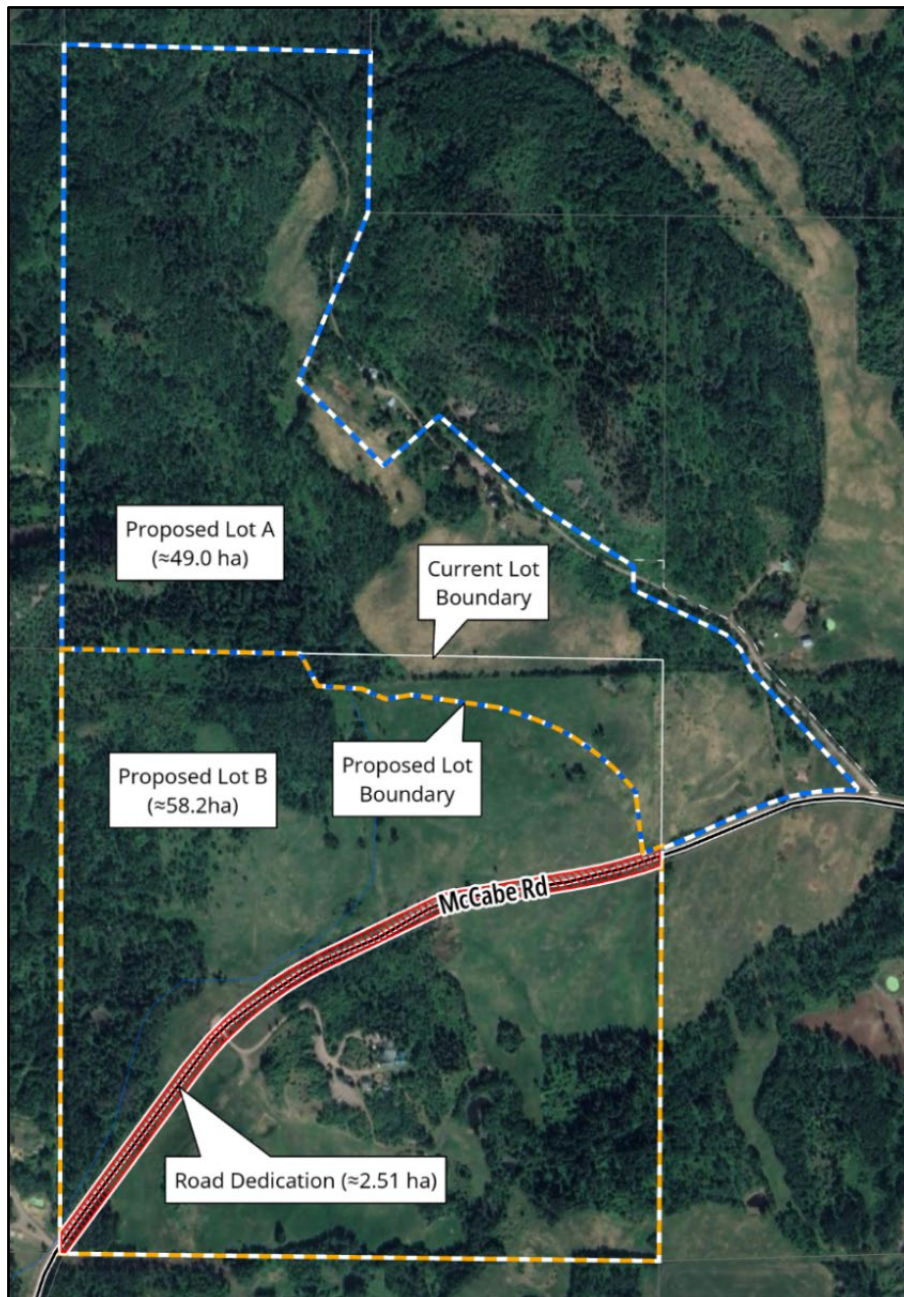
Road: 2.512 ha



PROPOSAL

The applicants are requesting Agricultural Land Commission (ALC) approval for 2.512 ha of road dedication for McCabe Road as required by the MoTT. The purpose of the road dedication is to facilitate a parcel boundary adjustment between the subject properties. The boundary adjustment is a condition of a previous ALC decision to relocate the Malkow Lookout Trail and matches the new trail route. The proposed road dedication area is shown on the map below and on the attached subdivision plan (see Applicant Submission).

Proposed Boundary Adjustment



DISCUSSION

Background

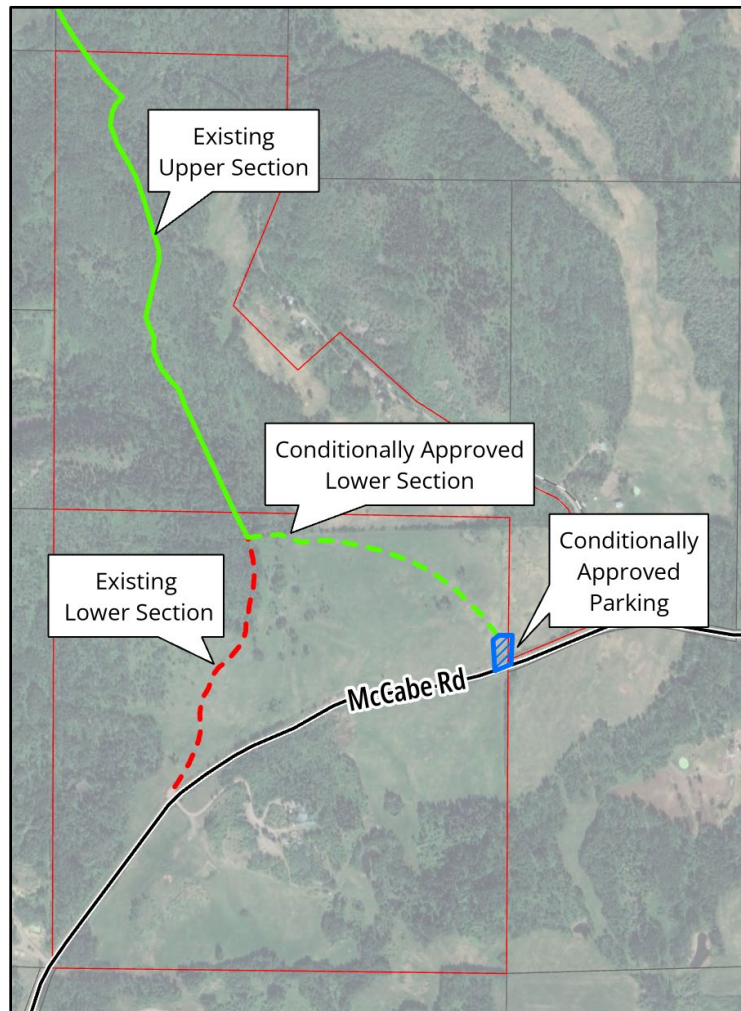
Malkow Lookout Trail is an important public recreational walking trail that is widely used by area residents and tourists. However, the location of the trail has resulted in disruptions to the residence on Lot A, the residence on the adjacent property to the east, and the agricultural operation on Lot B.

The trail was previously relocated to its current location without ALC approval, but this did not adequately resolve the disruptions to the subject properties. The applicants have now received ALC approval to relocate the lower section of the trail and its parking lot on the condition that a boundary adjustment between the subject properties is completed that follows the new trail route (see attached ALC Resolution #223/2020 and Malkow Lookout Trail map to the right).

The applicants applied to the MoTT for a boundary adjustment under Section 3 of the ALR General Regulation which permits subdivision without ALC approval if the MoTT Approving Officer considers the boundary adjustment will “enhance farming on the agricultural land or permit better use of structures used for farming”. However, as a requirement of the boundary adjustment process, the MoTT Approving Officer is requiring the proposed road dedication for McCabe Road. The proposed road dedication was not considered in the previous ALC decision and requires ALC approval.

The application area has been in use as a public road since the early 1900s. The MoTT requires the proposed road dedication due to the informal nature in which McCabe Road was historically established and the lack of a legal survey for this portion of McCabe Road.

Malkow Lookout Trail



Official Community Plan and Zoning

Most of the subject lands, including the application area, are designated Agriculture (AG) under the OCP and zoned Agricultural pursuant to the Zoning Bylaw. A small portion of Lot B is designated Commercial (C) and zoned Tourist Commercial (C3) for the purpose of operating a guest lodge. This guest lodge is not part of this application.

The intent of the AG Designation is to protect and preserve farm land and soil having agricultural purposes. In general the AG designation follows the boundaries of the Agricultural Land Reserve (ALR). Section 3.1.2 contains the following policies relating to the application:

- (3) *A minimum parcel size of 16 hectares (39.5 acres) is supported [...].*
- (6) *Non-farm use of agricultural land shall be avoided. Applications for exclusions, subdivisions, and non-farm uses within the Agricultural Land Reserve may only be considered under the following circumstances.*
 - a) *There is limited agricultural potential within the proposed area.*
 - b) *Soil conditions are not suitable for agriculture.*
 - c) *Neighbouring uses will not be compromised.*
 - d) *Adequate provisions for fencing are provided, where a proposed development is adjacent to an existing agricultural use.*
 - e) *The application is in the best interest of the community.*
 - f) *The proposed development considers and addresses potential impacts and potential improvements to recreational features and the environment, including wildlife habitat.*
 - g) *And, traffic management issues will be considered and addressed appropriately.*
- (8) *The voluntary consolidation of legal parcels which form part of the same farm unit will be encouraged. Boundary adjustments and consolidations which permit more efficient use of arable land for agricultural purposes will also be supported.*

Lot A contains a residence. Lot B contains a residence, agriculture (cattle grazeland) and a commercial guest lodge. Malkow Lookout Trail is identified as a major recreational feature in the OCP and is located on both properties (see Malkow Lookout Trail map on previous page). The proposed sizes of Lot A and B comply with the Ag1 Zone's minimum parcel area at subdivision of 16 ha (39.5 ac).

Staff Comments

In staff's opinion, the proposal complies with the policies in the OCP. The application area follows a long-established and frequently used public road, and the relocation of Malkow Lookout Trail is anticipated to have a positive impact on the agricultural use of Lot B.

It is noted the development of suitable fencing between the trail's new location and the agricultural operation on Lot B is a condition of the ALC 's decision to allow the relocation of the trail. Planning staff have no concerns with the proposal and recommend the application be forwarded to the ALC with a recommendation for approval.

Agricultural Capability

Canada Land Inventory mapping indicates the proposed road dedication is located on a portion of Lot B with an agricultural capability class that is 30 per cent Class 3X (limited by cumulative and minor adverse conditions), 50 per cent Class 4PT (limited by stoniness and topography), and 20 per cent Class 6T (limited by topography). See Appendix A for more details on the agricultural capability of both subject properties.

Referrals

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

McCabe Road is a well-established, often used roadway, with driveways and access points to crop fields along its length. It makes perfect sense to approve 2.512 ha of road dedication for McCabe Road, as required by the Ministry of Transportation and Transit. To my knowledge, the Malkow Lookout trail is used very frequently, and there have been ongoing issues from people using the trail that have created problems and stress for the agricultural operator(s) in the area. Approval of this application would facilitate moving the lower portion of the trail, which by my understanding would positively impact agriculture in this area.

The **Area A Advisory Planning Commission** reviewed the application on January 6, 2025 and unanimously supported the application.

The **Ministry of Agriculture and Food** stated their interests are unaffected in respect to the proposed McCabe Road dedication.

The **Town of Smithers** have no concerns regarding the proposal.

ATTACHMENTS

- Appendix A – Agriculture Capability
- Appendix B – Surrounding ALR Applications
- Electoral Area A APC Minutes January 6, 2025
- [Applicant ALC Submission](#) (Link)
- [ALC Resolution #223/2020](#) (Link)

Appendix A

Agricultural Capability based on Canada Land Inventory Mapping

72.3% of the subject lands are:

- 30% Class 3X (limited by cumulative and minor adverse conditions)
- 50% Class 4PT (limited by stoniness and topography)
- 20% Class 6T (limited by topography)

18.2% of the subject lands are Class 6T (limited by topography)

6.7% of the subject lands are:

- 80% Class 4PT (limited by stoniness and topography)
- 20% Class 6T (limited by topography)

2.8% of the subject lands are:

- 70% Class 4TP (limited by stoniness and topography)
- 30% Class 5PM (limited by stoniness and soil moisture deficiency)

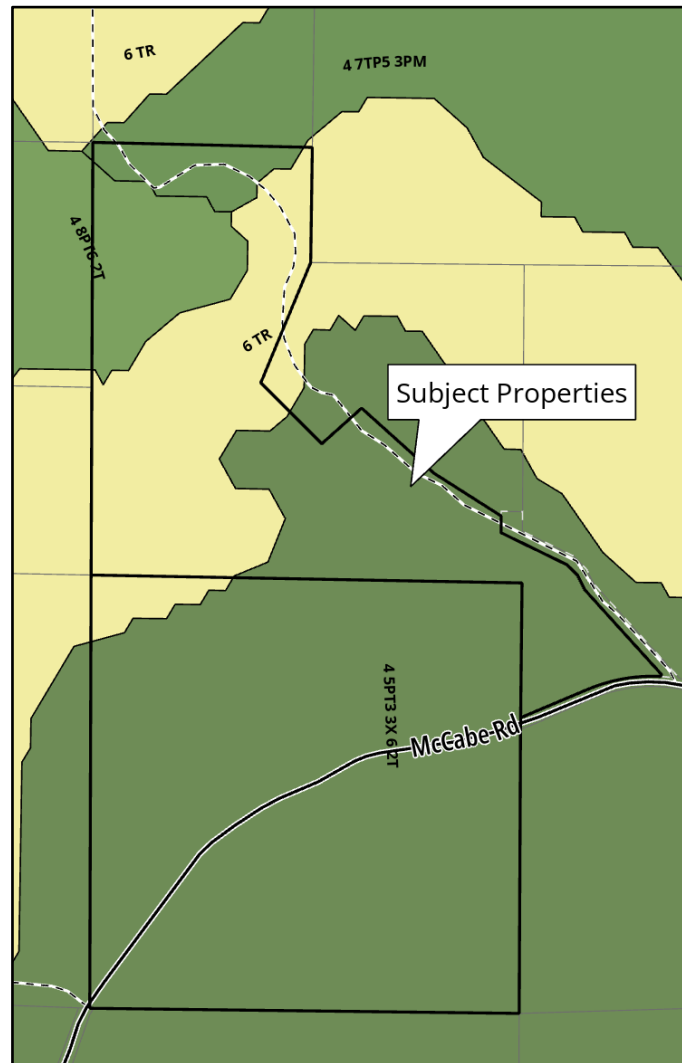
Class 3 Land in this class has limitations that require moderately intensive management practices or moderately restrict the range of crops, or both.

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

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

Class 6 Land in this class is nonarable but is capable of producing native and or uncultivated perennial forage crops.

Agricultural Capability



Appendix B

Surrounding Applications

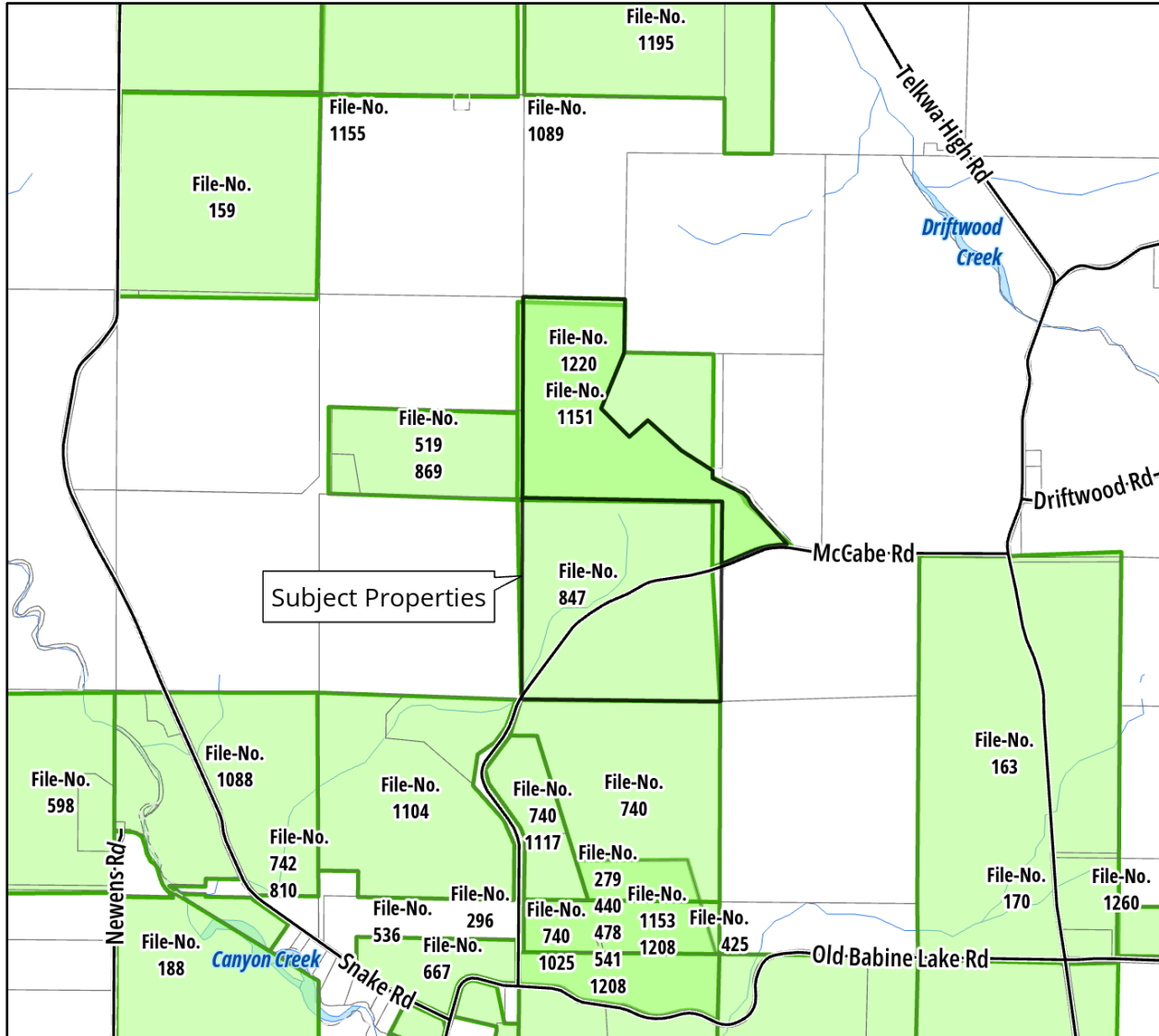
ALR Application	Legal Description	Summary	Recommendation
159	SW ¼ Section 17, Township 2A, Range 5, Coast District	Application to place a mobile home on ±160 ac.	Staff: Approval
			Board: Approval
			ALC: Approved
163	Lot 851	Application to subdivide ±5.3 acres from 320 ac	Staff: Approval
			Board: Approval
			ALC: Approved
170	District Lot 1196, Range 5, Coast District	Application to subdivide off 5 ac to consolidate with another parcel.	Staff: Approval
			Board: Approval
			ALC: Approved
188	Block A, SW ¼ Section 5, Township 2A, Range 5, Coast District, Plan 1373	Application to subdivide subject property	Staff: Denial
			Board: Denial
			ALC: Denied
279	Fractional SW ¼ Section 4, Township 2A, Range 5, Coast District	Application to subdivide subject property	No need for approval
296	Block C, Section 5, Township 2A, Range 5, Coast District, Plan 6225, except Plan 7109	Application to exclude 29 ac from the ALR and subdivide into 5 ac parcels	Staff: Denial
			Board: Approval
			ALC: Denied exclusion but approved subdivision
425	E ½ District Lot 1195, Range 5, Coast District	Application to subdivide 16 ha from 64 ha parcel	Staff: Denial
			Board: Denial
			ALC: Approved
440	Fractional SW ¼ Section 4, Township 2A, Range 5, Coast District, except part included in Plan 4085	Application to subdivide two parcels of 2 ha and one parcel of 12.7 ha from 16.7 ha.	Staff: Denial
			Board: Denial
			ALC: Denied
478	Fractional SW ¼ Section 4, Township 2A, Range 5, Coast District	Application to subdivide 16.73 ha into 5.26 and 11.46 parcels	Staff: Denial
			Board: Denial
			ALC: Denied
519	NE ¼ Section 8, Township 2A, Range 5, Coast District	Application to build a permanent residence instead of a mobile home as second dwelling	Staff: Denial
			Board: Approval
			ALC: Approved
536	Lot B, Section 5, Township 2A, Range 5, Coast District, Plan 6208	Application to exclude 13.22 ha to be subdivided into 6 parcels of 2 ha each.	Staff: Denial
			Board: Approved
			ALC: Denied

541	Fractional SW ¼ Section 4, Township 2A, Range 5, Coast District, except part included in Plan 4085	Application to exclude 16.96 ha to be divided into two parcels of 5.261 and 11.699 ha	Staff: Denial
			Board: Denial
			ALC: Denied
598	SW ¼ Section 25, Township 6, Range 4, Coast District	Application to include subject property into ALR	Staff: Approval
			Board: Approval
			ALC: Approved
667	Lot 4, Section 5, Township 2A, Range 5, Coast District, Plan 4743, except Plan 5845	Application to place a mobile home as a second dwelling on subject property	Staff: Approval
			Board: Approval
			ALC: Approved
740	NW ¼ Section 4, Township 2A, Range 5, Land District 14 and Part West ½ District Lot 1195, Range 5, Land District 14, except southerly 41.52 ac	Application to subdivide NW ¼ Section 4 into two parcels of 32.35 ha and subdivide West ½ District Lot 1195 into two parcels of 23.05 ha each	Staff: Denial
			Board: Denial
			ALC: Denied
742	Block B, Section 5, Township 2A, Range 5, Coast District, Plan 1373, except Plans 4875, 5836, 7099	Application to subdivide 5.3 ha into two parcels	Staff: Denial
			Board: Denial
			ALC: Denied
810	Block B, Section 5, Township 2A, Range 5, Coast District, Plan 1373, except Plans 4875, 5836, 7099	Application to place a mobile home on the subject property as a second dwelling	Staff: Approval
			Board: Approval
			ALC: Approved
847 (Subject Property)	Part South ½ District Lot 1190, Range 5, Coast District	Application to develop 372 m ² guest lodge on the subject property	Staff: Approval
			Board: Approval
			ALC: Approved
869	Part NE ¼ Section 8, Township 2A, Range 5, Coast District	Application to subdivide off home to meet Ministry of Health requirements	Staff: Denial
			Board: Denial
			ALC: Approved
1025	Part W ½ District Lot 1195, Range 5, Coast District, except Parcel A (See J10999) & except Plan 6801	Application to subdivide 2.56 ha homesite from 44 ha under Homesite Severance policy	Staff: Approval
			Board: Approval
			ALC: Approved
1088	NW ¼ Section 5, Township 2A, Range 5, Coast District, except Plan 4975	Application to subdivide 1.6 homesite from 57.5 under Homesite Severance policy	Staff: Approval
			Board: Approval
			ALC: Approved
1089	District Lot 1188, Range 5, Coast District	Application to subdivide parcel into two 32.5 ha parcels.	Staff: Denial
			Board: Approval
			ALC: Approved
1104			Staff: Approval

	NE ¼ Section 5, Township 2A, Range 5, Coast District, except Plans 6605, 12742 and PRP13673	Application to subdivide property into two parcels	Board: Approval ALC: Approved with conditions
1117	Lot 1 Sections 4 and 5, Township 2A, Range 5, Coast District, Plan BCP15942	Application to subdivide subject property into two parcels	Staff: Approval Board: Approval ALC: Approved
1151 (Subject Property)	Lot A, District Lots 1190, 1191 and 1192, Range 5, Coast District, Plan PRP41664	Application to subdivide property into two parcels	Staff: Approval Board: Approval ALC: Approved
1153	W ½ District Lot 1195, Range 5, Coast District, except Parcel A (See J10999), Plans 6801, BCP24965, BCP32740 and EPP1500, and Lot B, Sections 4 and 5, Township 2A, Range 5, Coast District, Plan EPP3487	Application to subdivide two parcels into three parcels.	Staff: Approval Board: Approval ALC: Refused as proposed. Would consider alternative subdivision
1155	NW ¼ Section 17, Township 2A, Range 5, Coast District, except Part in District Lot 854 and except Plan EPP10186	Application to subdivide property into two parcels under ALC Homesite Severance Policy	Staff: Approval with conditions Board: Approval with conditions ALC: Refused as proposed. Approved alternative parcel size
1195	SW ¼ District Lot 844, Range 5, Coast District, except Plan PRP13319	Application to remove restrictive covenants on District Lot 1151 and 1154 to allow a boundary adjustment	Staff: Denial Board: Approval ALC: Denied after reconsideration
1208	W 1/4 District Lot 1195, Range 5, Coast District, except Parcl A (See J10999) and except Plan 6801, BCP24965, BCP32740 and EPP1500; and Lot B, Sections 4 and 5, Township 2A, Range 5, Coast District, Plan EPP3487	Application to subdivide two parcels into 3 parcels of 10.27 ha, 14.58 ha and 14.17 ha	Not authorized to send to ALC
1220 (Subject Property)	Lot A, District Lots 1190, 1191 and 1192, except Part in Plan BCP16335	Application for non-farm use to relocate Malkow Lookout trail	ALC: Approved with conditions (did not require Local

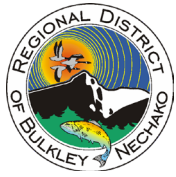
			Government approval)
1260	Parcel A, Sections 2 and 3, Township 2A, Range 5, Coast District, Plan PRP46267	Application to subdivide subject property into two parcels	Staff: Approval
			Board: Approval
			ALC: Denied

Surrounding Applications Map



**Advisory Planning Commission
Meeting Minutes**

Electoral Area A	Meeting Date: Monday Jan 6 2024	Meeting Location: Virtually via Zoom
Attendance		
<u>APC Members</u>		<u>Electoral Area Director</u>
<input checked="" type="checkbox"/> Natalie Trueit-MacDonald		<input checked="" type="checkbox"/> Director Stoney Stoltenberg
<input checked="" type="checkbox"/> Bob Posthuma		<input type="checkbox"/> Alternate Trevor Krisher
<input checked="" type="checkbox"/> Sandra Hinchliffe		<u>Other Attendees</u>
<input checked="" type="checkbox"/> Andrew Watson		<input checked="" type="checkbox"/> Cameron Kral, Planner, RDBN
<input checked="" type="checkbox"/> Alan Koopman		<input checked="" type="checkbox"/> Barbara Luther
		<input checked="" type="checkbox"/> Sean Rowell, Corry Tremblay, Harvey Tremblay and Amy Wengelin
Chairperson: Sandra Hinchliffe		Secretary: Natalie Trueit-MacDonald
Call to Order: 7pm		
<u>Agenda</u>		
7:00 pm ALR 1274		
Applications (Include application number, comments, and resolution)		
APC unanimously supports the application.		
Meeting Adjourned: 7:20pm		Secretary Signature: <i>NT-Mac</i>



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cameron Kral, Planner
Date: January 23, 2025
Subject: Coastal GasLink Integrated Vegetation Management Plan (IVMP) Letter

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

The Planning Department received the attached response from Coastal GasLink Ltd. (CGL) regarding the RDBN's referral comments on CGL's Integrated Vegetation Management Plan sent to CGL on December 2, 2024.

ATTACHMENTS:

- CGL response letter received December 9, 2024
- [RDBN Referral Comments sent December 2, 2024](#) (Link)



450 – 1st Street S.W.
Calgary, AB
T2P 5H1 Canada

Tel: 1-855-633-2011

Email: coastalgaslink@tcenergy.com

Web: <https://www.coastalgaslink.com/>

CGL4703-CGP-RDBN-PR-LTR-7189

December 4, 2024

Mark Parker
Board Chair
Regional District of Bulkley-Nechako
37 3rd Avenue, PO Box 820
Burns Lake, B.C. V0J 1E0

e-mail: mark.parker@rdbn.bc.ca

Dear Chair Parker,

Re: Coastal GasLink Integrated Vegetation Management Plan (IVMP)

Thank you for your e-mail and for taking the time to review and provide feedback on the draft CGL Integrated Vegetation Management Plan (IVMP) for 2025-2030 (www.coastalgaslink.com/ivmp).

Coastal GasLink has been operating under its current IVMP which was registered to the BC Ministry of Environment and Climate Change Strategy in 2020 and is effective until 2025. Herbicides are included in the existing plan as a potential tool for managing vegetation. Coastal GasLink has published a notice regarding the potential use of herbicide, consistent with the notice that was published in 2020 for the existing IVMP. Coastal GasLink continues to receive feedback and engage members of the public as well as Indigenous communities.

We are pleased to share with you that we have been working very closely with the Northwest Invasive Plant Council (NWIPC) over the past couple of months. As of late November 2024, we did finalize a 3-year agreement with NWIPC to support the work that they do across our project corridor and within the Regional District of Bulkley-Nechako. During discussions with the organization, it was determined that our funding will support the organizations education and outreach efforts in Northern BC. Specifically supporting their regional outreach programs and initiatives, including workshops across Northern BC to spread awareness and information about the environmental impacts of invasive plants. This funding will also provide an opportunity for NWIPC to renew and equip the organizations print and education materials that are required to help educate the public about the identification and environmental impacts of Invasive Plants. Additionally, it will also support community led volunteer opportunities and ensure that the materials required can be purchased.

We appreciate and value the important work that the NWIPC does for our region of the province and are pleased to enter into this 3-year agreement to support the work that they do. This partnership will be in place from January 2025 – January 2028.

On behalf of Coastal GasLink and TC Energy we commit to continuing to look for ways to be involved with this organization. We are pleased to also have a member from our environment team who works from our Prince George office, sit as a representative on the NWIPC board further building that meaningful relationship into the future.



Again, we wanted to thank you for your letter and attention to this topic. Organizations like NWIPC are integral to the foundation of ensuring that we have healthy and vibrant communities into the future.

Please contact Tanner Moulton at tanner_moulton@tcenergy.com should you have any further comments on this topic.

We look forward to continued communication.

Sincerely,

A handwritten signature in black ink, appearing to read "Tanner Moulton".

Tanner Moulton
Community Relations Advisor

cc. Deneve Vanderwolf, Planning Technician - deneve.vanderwolf@rdbn.bc.ca

cc. Wendy Wainwright, Deputy Director of Corporate Services – wendy.wainwright@rdbn.bc.ca



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Rowan Nagel, GIS/Planning Technician
Date: Jan 23, 2025
Subject: **Crown Land Application Referral No. 6409522**

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

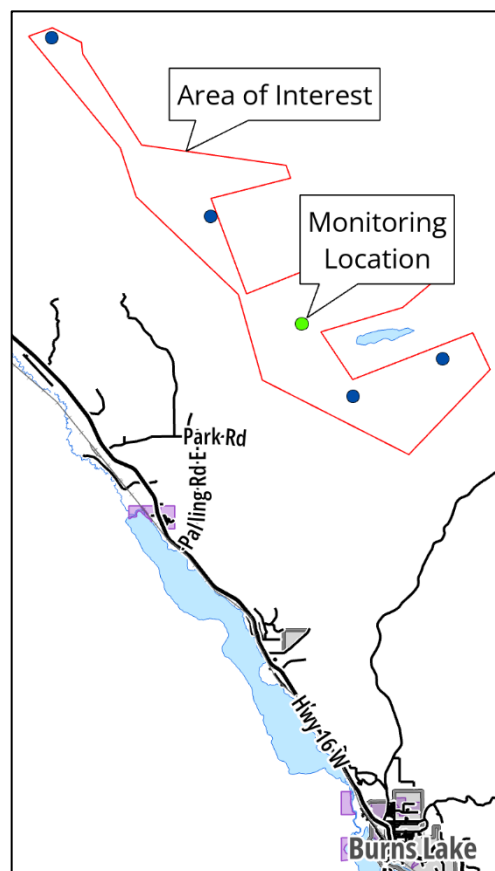
That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 6409522.

BACKGROUND

186 Energy Inc. has applied for a five-year investigative license covering 4773.7 ha of unsurveyed crown land located 12 km north of Burns Lake. The nearest dwelling is four km from a monitoring site.

The applicant will install wind monitoring equipment at one of the five sites shown (Green), to assess the area's wind power potential. The equipment consists of an 80 m tall tower anchored into the earth and portable LiDAR scanner. If wind at this site appears commercially viable, they will install similar equipment at each of the remaining points (Blue). Each will be monitored for a minimum of one year. Additionally, the applicant will perform technical, engineering, land use, environmental, cultural, and economic feasibility studies.

Except for the tower anchors, the applicant does not anticipate permanent soil disturbance from their activities.

**ATTACHMENTS**

- Comment Sheet
- [Investigative Plan - North Ridge Wind \(Link\)](#)



Electoral Area:	Electoral Area B (Burns Lake Rural)
Applicant:	186 Energy Inc.
Existing Land Use:	Unsurveyed Crown Land
Zoning:	Not Zoned
OCP Designation:	Not Designated
Proposed Use Comply with Zoning:	N/A
If not, why?	N/A
Agricultural Land Reserve:	No
Access:	Park Rd
Building Inspection:	Yes
Fire Protection:	No
Other comments:	None



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Llewellyn, Director of Planning and Development
Date: January 23, 2025
Subject: **Antimony Forest Service Road Access Update**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

Attached to this report are letters from the Honourable Mike Farnworth, Minister of Transportation and Transit dated December 30, 2024, and the Honourable Ravi Parmar, Minister of Forests dated January 13, 2025. The letters are in response to the attached letters from the RDBN Board concerning community and First Nations related to the loss of road access connecting Antimony Forest Service Road and Sowchea Road, resulting in the loss of public access to a large area of Crown Land.

Unfortunately, neither letter includes an indication that the Province intends to exercise its authority, or take any other action, to establish a public highway or FSR connecting Antimony Forest Service Road and Sowchea Road. It is noted that the letter from the Minister of Forests references the efforts of local residents to develop their own road under a license of occupation to connect Antimony Forest Service Road and Sowchea Road.

ATTACHMENTS:

- Letter dated December 30, 2024 from the Minister of Transportation and Transit
- Letter dated January 13, 2025 from the Minister of Forests
- Letter dated November 21, 2024 to the Minister of Transportation and Transit
- Letter dated November 21, 2024 to the Minister of Water, Land and Resource Stewardship



December 30, 2024

Mark Parker, Chair
Regional District of Bulkley-Nechako
37 3rd Avenue
PO Box 820
Burns Lake BC V0J 1E0

Reference: 329883

Dear Chair Parker:

Re: Access to Antimony Forest Service Road

Thank you for your letter of November 21, 2024, regarding the loss of access to Antimony Forest Service Road (FSR) from private property located at 13308 Sowchea Road near Fort St. James. I appreciate you raising concerns on behalf of the community and Nak'azdli Whut'en, and I recognize that this situation is difficult.

As the road upon entering the provincial park lands is not a dedicated public road, the ministry is unable to force the owner of 13308 Sowchea Road to dedicate a road through their property. The "road" through their property that was decommissioned was never established as a public road or maintained by the ministry.

Ministry staff have reviewed the lot line adjustment referred to the ministry as part of the subdivision application underway for this property and have considered the concerns of the community and Nak'azdli Whut'en about access to lands beyond. As the area of the property where the road was decommissioned is not part of the subdivision process, the ministry has no jurisdiction to require that a road be dedicated through the property as a condition of approval.

We encourage the community and Nak'azdli Whut'en to work with the Ministry of Forests and the Ministry of Water, Land and Resource Stewardship to better understand alternate routes in the region that can provide access to Antimony FSR and lands beyond.

For more information or to discuss potential alternate access routes, the community can contact Resource Manager Steve Nevidon with the Ministry of Forests at 250 996-2694 or Steve.Nevidon@gov.bc.ca and the Ministry of Water, Land and Resource Stewardship through FrontCounter BC in Fort St. James at 2537 Stones Bay Road or 250 996-5200.

.../2

For questions about Sowchea Road or the subdivision application, please contact the ministry's District Manager Shaun Holahan at 250 645-9668 or Shaun.Holahan@gov.bc.ca. He would be pleased to help.

Thank you again for taking the time to write.

Sincerely,



Mike Farnworth
Minister

Copy to: Honourable Christine Boyle
Minister of Indigenous Relations and Reconciliation
MLA, Vancouver-Little Mountain

Honourable Randene Neill
Minister of Water, Land and Resource Stewardship
MLA, Powell River-Sunshine Coast

Honourable Ravi Parmar
Minister of Forests
MLA, Langford-Highlands

Shaun Holahan, District Manager
Fort George District

Steve Nevidon, Resource Manager
Regional Operations Division – North Area
Ministry of Forests



Reference: 280567

January 13, 2025

VIA EMAIL: wendy.wainwright@rdbn.bc.ca

Mark Parker, Board Chair
Regional District of Bulkley-Nechako
PO Box 820
Burns Lake, British Columbia
V0J 1E0

Dear Mark Parker:

Thank you for your letter of November 21, 2024, to the Minister of Water, Land and Resource Stewardship, regarding access through private property at 13308 Sowchea Road. I am pleased to respond.

It is my understanding that members of the Nak'azdli Whut'en First Nation and rural residents in the Fort St. James area have been impacted by the sale of a parcel of private land that has disrupted traditional road access along the Antimony Forest Service Road (FSR).

Stuart Nechako Natural Resource District staff have completed a thorough review of this file in consultation with the provincial forest land acquisition group. The result of this work indicates there is no legal easement through District Lot 1087, therefore the current road within the private land parcel is not part of the Antimony FSR. The Crown has no jurisdiction within areas designated as private land.

I also understand that several parties may be working with a local Fort St. James recreational group to develop alternate access around District Lot 1087 through a potential Crown lands tenure with the Ministry of Water, Land and Resource Stewardship.

The Ministry of Forests is committed to keeping the Antimony FSR on either side of District Lot 1087 active until a viable solution is in place for alternate access.

I encourage you to connect with Steve Nevidon, Resource Manager, at 250-996-2694 or steve.nevidon@gov.bc.ca for any additional questions that the Ministry of Forests may be able to help answer.

Again, thank you for writing to share your concerns.

Sincerely,



Ravi Parmar
Minister

pc: Honourable Randene Neill, Minister of Water, Land and Resource Stewardship
Steve Nevidon, Resource Manager, Omineca Region, Ministry of Forests



November 21, 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

Dear Minister Farnworth:

Community and First Nations Concerns over Road Closure in Rural Fort St. James

Please see the attached letters from the Nak'azdli Whut'en First Nation which were received by the Regional District of Bulkley-Nechako (RDBN) Board in association with a rezoning application in the rural Fort St. James area. These letters include reference to First Nation's concerns regarding the loss of road access connecting Antimony Forest Service Road and Sowchea Road, resulting in the loss of public access to a large area of Crown Land.

It is the RDBN's understanding that the community used the road through the Sowchea Bay Park and private property at 13308 Sowchea Road (PID 007-846-207) for approximately 50 years to access Antimony FSR. When the owners of 13308 Sowchea Road installed a fence along their parcel boundary with the park, and decommissioned the portion of road through their property, they removed the public's ability to access Antimony FSR beyond their property. The Province has taken the position that the road through the private property and park is neither a forest service road nor a highway under the *Transportation Act*, and the Province is not prepared to exercise any of its options to formalize the road through the property where it previously existed.

The RDBN is asking that you please investigate the situation and assist in finding a solution for the Nak'azdli Whut'en First Nation and larger community. Back country access is an important part of our resident's quality of life.

Sincerely,

Mark Parker,
 RDBN Board Chair

cc: Honourable Christine Boyle, Minister of Indigenous Relations and Reconciliation
 John Rustad, MLA NeChako Lakes

Attached: Letter dated October 8, 2024 from Nak'azdli Whut'en First Nation
 Letter dated September 20, 2024 from the Keyoh family representatives



Yinka Huwunline
 PO Box 1329
 Fort St. James, BC V0J 1P0
 P: 250.996.008

October 8, 2024

RED LETTER

Re: Nak'azdli Whut'en First Nation Response to RZ C-01-24 on Antimony/Sowchea Bay Road

Greetings Danielle Patterson, B.A, B.Pl. Senior Planner
 Regional District of Bulkley Nechako

Thank you for providing Nak'azdli Whut'en First Nation (**NW**) with the data concerning **RZ C-01-24 on Antimony/Sowchea Bay Road.**

The purpose of this letter is to set out the response of NW to the proposed activity. Please also see attached formal response letter from the impacted Keyoh family representatives (725T003). NW response is as follows:

1. NW requests that the Regional District ensure that recently disturbed area and water courses be investigated in depth by the Ministry of Environment and Climate Change Strategy and any other relevant provincial agencies. NW must be involved in any compliance, mitigation, remediation and/or enforcement processes arising from such investigation.
2. The Regional District should deny the re-zoning application until mitigation measures are in place regarding access and an easement granted or similar accommodation.

The proposed activities pose a significant risk to areas identified as having cultural and spiritual values. NW cannot provide consent or support until there has been adequate action as outlined in this letter and the letter of the Keyoh family representatives to address potential impacts on NW's Aboriginal Interests.

Given the foregoing, please accept this as a **RED** letter. Thank you for your participation in our referral and decision-making process.

Sincerely,

Omineca Jack
 Lead Referral Clerk

A color-coding scheme is being used to identify harvesting opportunities. The coding is as follows:

Red -The NWFN will not support development in any area with this coding. These are areas that have been identified as having significant cultural and spiritual values, and thus have been ranked as "extremely sensitive". In addition, this coding may be applied to developments where there is potential for significant damage to fish habitat in S1 or S2 streams and rivers.

Yellow - this code identifies development where more information is required prior to any recommendations about the final NWFN coding of the proposed development activity area.



Yinka Huwunline

PO Box 1329
Fort St. James, BC V0J 1P0
P: 250.996.008

Green - this code indicates development areas where activities will not be opposed by the NWFN since it is judged not to be an unjustified infringement on the aboriginal rights of the NWFN with respect to cultural or fisheries values. The NWFN may place conditions on the development of "green" projects.

September 20 2024

Hadih (Hello) ,

On behalf of our family I am requesting that the existing road be opened back up for our inherent right to access our Keyoh-traditional territories. It is my understanding that the new owner is applying for permits to clear, build and establish the property. He is requesting a rezone which I don't think would be ideal. He has already done all the work prior to approval of building the road, diverting a creek, clearing the land & buildings are going up along with digging out the cliff near the water which is among many sacred sites of our people. We got there to pray, to rejuvenate, to gather medicines to harvest for our families etc and he has shut us completely out of being able to access the land anymore. I feel strongly that before anyone destroys the land or water sheds builds or goes forward with construction there should be consultation with keyoh holders and Nak'azdli Whut'en first and foremost. We have traditional territories, sacred sites, reserve lands etc that we can no longer access due to the fence putting up and cutting off the road completely. We are also hoping to build a family cabin or multiple cabins to connect our families back to the land past this place after being effected by cultural genocide of residential schools and assimilative tactics to take us off the land and keep us on reserves. I feel like it will help my family connect back to their identities and help us all to heal from Intergenerational traumas. His request to build a road around the property is just not feasible. I am requesting assistance to help with the matter as it effects us all including all the existing cabin owners & their families.

Crystal Millard

TL0725T003

Received October 7, 2024



November 21, 2024

Honourable Randene Neill
 Minister of Water, Land and Resource Stewardship
 PO Box 9041 Stn Prov Govt
 Victoria BC V8W 9E1

Sent via Email: WLRs.Minister@gov.bc.ca

Dear Minister Neill:

Community and First Nations Concerns over Road Closure in Rural Fort St. James

Please see the attached letters from the Nak'azdli Whut'en First Nation which were received by the Regional District of Bulkley-Nechako (RDBN) Board in association with a rezoning application in the rural Fort St. James area. These letters include reference to First Nation's concerns regarding the loss of road access connecting Antimony Forest Service Road and Sowchea Road, resulting in the loss of public access to a large area of Crown Land.

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Sincerely,

Mark Parker,
 RDBN Board Chair

cc: Honourable Christine Boyle, Minister of Indigenous Relations and Reconciliation
 John Rustad, MLA Nechako Lakes

Attached: Letter dated October 8, 2024 from Nak'azdli Whut'en First Nation
 Letter dated September 20, 2024 from the Keyoh family representatives



Yinka Huwunline
 PO Box 1329
 Fort St. James, BC V0J 1P0
 P: 250.996.008

October 8, 2024

RED LETTER

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Yinka Huwunline
PO Box 1329
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P: 250.996.008

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Crystal Millard

TL0725T003

Received October 7, 2024



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Alex Eriksen, Director of Environmental Services
Date: January 23, 2025
Subject: **Pre-approval - Purchase of a New Mid-sized Excavator**

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

That the Board approve the purchase of a 2025 John Deere 210P excavator including an optional HEPA cab filter from Brandt Tractor Ltd. for a total of \$383,095 plus applicable taxes.

BACKGROUND

The 2025 Environmental Service Capital Budget includes the purchase of a new mid-sized excavator for the Knockholt Landfill. This excavator is integral to the operation of the landfill and is used on a daily basis for various tasks. The current excavator is a 2015 model with approximately 9,800hr, and although it has been maintained and had significant recent repairs, it has become increasingly unreliable for the needs of the landfill. The 2015 will continue to serve the RDBN as a multi-site and multi-use machine as well as a back-up for the Landfills.

The 10-year capital plan included the replacement of the landfill excavator in 2025.

The proposed 2025 budget allocation for this purchase is \$405,000.

EVALUATION

The RDBN received and evaluated quotes for comparable excavators from eight (8) suppliers. The quotes were evaluated based on the specifications, cost, delivery date, service package and the quality of quote. Staff issued the RFQ on BC Bid based on the following points/criteria for evaluation.

Cost	30
Specifications	20
Service Package	20
Delivery Date	20

Quote Quality	10
Total Points	100

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

All machines quoted came in under budget. Score ranking as follows:

New Mid-sized Excavator Quote Ranking			
Company	Model	Score	Rank
Brandt Tractor Ltd.	2025 John Deere 210P	84.5	1
Inland Truck & Equipment LTD.	2024 Linkbelt 210X4EX	83.5	2
Indigenous International Trading Group of Canada	2024 Sany SY215C LC	81.5	3
Nors Construction Equipment Canada GW LTD.	2022 Volvo EC200EL	77	4
Anchored Firm Ventures Ltd.	2023 Hyundia HX220L	74.5	5
Nors Construction Equipment Canada GW LTD.	2023 Volvo EC200EL	71	6
Wajax Ltd.	2024 Hitachi ZX210LC-7	66.5	7
Avenue Machinery	2024 Kobelco SK210LC-11	63.5	8
SMS Equipment	2024 Komatsu PC210LC-11	61.5	9

ATTACHMENTS - None



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Wendy Wainwright, Deputy Director of Corporate Services
Date: January 23, 2025
Subject: **Committee Meeting Recommendations – January 9, 2025**

RECOMMENDATION: (all/directors/majority)

Recommendations 1 to 5 as written.

BACKGROUND

The following are the recommendations from the January 9, 2025 Committee Meetings for the Board's consideration and approval.

Committee of the Whole Meeting – January 9, 2025

Recommendation 1:

Re: Travel Authorization (RBA)

"That the Board authorize the reimbursement of expenses in the amount of \$2,860 for Director Atrill's attendance at the celebration of life for past Premier Horgan."

Recommendation 2:

Re: Local Service Area Contract – Burns Lake and District Rebroadcasting

"That the Board authorize the Chair and CAO to enter into the Local Service Area Contract with the Burns Lake and District Rebroadcasting Society."

Recommendation 3:

Re: 2025 Completed Assessment Roll and Requisition Impacts

"That staff bring back a budget that captures the non-market changes from the 2024 Completed Assessment and that, in addition, provides an inflation allowance of 3.0%."

Rural Services Committee – January 9, 2025**Recommendation 4:**

Re: Letter to Minister Farnworth – Infrastructure Improvements to 700 Rd. in Electoral Areas B and E of the RDBN

“That the Board approve sending the January 9, 2025 letter to the Honourable Mike Farnworth, Minister of Transportation and Transit regarding Request to Support Legacy Infrastructure Replacement.”

Recommendation 5:

Re: Grant in Aid Policy Update

“That the Committee recommend that the Board approve the changes to the Grant in Aid policy to reflect changes in the program administration as amended as follows:

Procedure 1 as follows:

The Board delegates the authority to approve grant in aid applications of \$5,000 or less to the Chief Administrative Officer or designate in consultation with the Electoral Area Director. Applications in excess of \$5,000 will be referred to the Board.”

ATTACHMENTS:

1. Letter to Minister Farnworth – Infrastructure Improvements to 700 Rd. in Electoral Areas B and E of the RDBN
2. Grant in Aid Policy Update



January 23, 2025

Honourable Mike Farnworth
Minister of Transportation and Transit
PO Box 9055 Stn Prov Govt
Victoria, BC V8W 9E2
Via email: TT.Minister@gov.bc.ca

Dear Minister Farnworth:

Request to support legacy infrastructure replacement

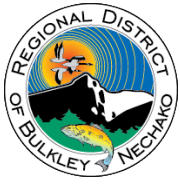
The Burns Lake Community Forest (BLCF) holds road permit R15567-15 (700 Rd) in Electoral Areas B and E of the Regional District of Bulkley-Nechako (RDBN) for industrial use. The road has become a well-used public access route for recreational as well as industrial and commercial use. When the Coastal Gaslink (CGL) pipeline was being constructed, funding was provided by CGL for safety and infrastructure upgrades until the completion of the pipeline. The only outstanding item for improvement is a legacy culvert/beaver structure that currently threatens to damage the road, as well as the existing fish-bearing stream. The cost to replace the failing infrastructure with a less environmentally invasive bridge is estimated to be \$600,000. BLCF is seeking to cost share this replacement to prevent a reactive response to a potential infrastructure failure.

The replacement is required to prevent erosion/flooding of the road making it unsafe for use. An infrastructure failure would have the potential to cause environmental damage to the local ecosystem, impact recreational access for residents, remove critical access for wildfire response in the area, and eliminate one of the potential evacuation routes for residents of the two Electoral Areas. If BLCF is not able to fund the replacement, they may have to deactivate the road or restrict use to industrial traffic only.

The RDBN encourages the Province to support the cost of replacing the legacy culvert with a bridge, which will protect the environment, local economy, and lower the risk to public safety from wildfires in the area.

Sincerely,

Mark Parker
Chair



**Regional District of Bulkley-Nechako
Grant in Aid Policy and Application**

APPLICATIONS MUST BE SUBMITTED ON THE FORM PROVIDED

SUBMIT APPLICATIONS TO:

**Regional District of Bulkley-Nechako
37-3rd Avenue
Burns Lake, B.C. V0J 1E0**

or via email to: info@rdbn.bc.ca

NOTE TO APPLICANTS:

- Industrial, commercial, individuals, and business undertakings ARE NOT eligible for assistance under this program;
- Please use the attached RDBN Board policies and Application Completion instructions as a guideline and be advised that the Regional Board of the Regional District of Bulkley-Nechako reserves the right to amend the said policies from time to time as it deems appropriate;
- Please make sure that your application is clearly legible and will photocopy with good results.
- Personal information requested on this form is collected under the Freedom of Information and Protection of Privacy Act section 26(c) and will be used for the purpose of processing your application. Any information submitted with the application or provided to the RDBN for consideration and in support of the application may be made available for review by any member of the public. If you have any questions about the collection and use of this information, please contact the RDBN Information and Privacy Coordinator at 1-800-320-3339.
- The RDBN is able to process grant payments much more quickly through Electronic Funds Transfer (EFT) and we hope that you will also recognize the benefits of faster payment and reduced carbon footprint. Electronic payments are quicker, more efficient, and reduce costs. If you have not submitted the form to be eligible for EFT, you can find it on our website at <https://www.rdbn.bc.ca/departments/finance/accounts-payable-electronic-funds-transfer-agreement>
- If you have any questions or require assistance, please contact the Economic Development Department of the Regional District of Bulkley-Nechako at the above address, or:
Phone: (250) 692-3195 or toll free at 1-800-320-3339
Fax: (250) 692-3305 email: economic.development@rdbn.bc.ca

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
ELECTORAL AREA GRANT IN AID ASSISTANCE POLICY**

PURPOSE

To provide grants to community groups, non-profit registered societies, organizations, and Recreation Commissions, for cultural, charitable, sporting, recreational, service activities and special events for the purpose of benefiting the community.

APPLICATION

This policy shall apply to all electoral area Grant in Aid requests being considered for funding from the individual Grant in Aid budgets.

AUTHORITY

Local Government Act Sec. 263(1)(c): The Regional District may provide assistance for the purpose of benefiting the community or any aspect of the community.

Local Government Act Sec. 380(2)(g): A grant may be charged to the electoral area benefiting from the assistance.

PROCEDURE

1. Applications will be referred to the applicable Electoral Area Director to conduct a preliminary review. The RDBN has both statutory and budgetary limitations on Grant in Aid and wishes to ensure that these funds are disbursed as fairly and equitably as possible. The Board delegates the authority to approve grant in aid applications of \$5,000 or less to the Chief Administrative Officer or designate in consultation with the Electoral Area Director. Applications in excess of \$5,000 will be referred to the Board.
 - a) Applications must be submitted on the form provided by the Regional District, with all supporting documentation attached. Applicants must clearly indicate the amount of assistance requested; provide evidence of how the applicant benefits the community generally and how the assistance being requested from the Regional District would benefit the community specifically; and, provide financial information sufficient to identify all other funding sources and to justify the need for financial assistance.
 - b) Applications that are not submitted on the required form will be returned to the applicant.
2. The following factors shall be used in evaluation and prioritizing the Applications for Assistance under Section 263(1)(c) of the Local Government Act.
 - a) Purpose for which the funding is required.
 - b) What funding opportunities have been considered, (ie. fundraising, grants from senior levels of government, etc.).

- c) Benefits to the community as a whole.
 - d) Amount of grant requested.
 - e) Whether or not the applicant has previously received assistance from the Regional District of Bulkley-Nechako.
 - f) Whether or not previous grant reporting has been received (if applicable).
 - g) Whether or not there is an opportunity for individuals to make direct contributions.
 - h) The amount of available funding so as to ensure support for a wide range of projects in the area. Applications may be competitively adjudicated to ensure funds can support as many groups as possible.
3. If a grant in aid is approved the following will apply:
- a) A cheque or Electronic Funds Transfer will be issued to the requesting organization. A letter documenting the grant approval will be sent under the signature of the Electoral Area Director. If the application is for partial funding of a large project, approved funds will be issued upon satisfactory confirmation that the remainder of the funding is in place.
 - b) Recipients must acknowledge the RD as a supporter of the project, program, service or special event in publications or marketing. Projects, programs, services or special events may not be represented as an RD event, nor may the society / organization hold itself out as an agent of the RD in anyway.
Approval to use the RDBN logo can be requested for the purpose of recognition.
 - c) If the grant exceeds \$1,000, a report must be submitted to the Regional District inclusive of satisfactory evidence that the goods or services have been obtained (ie. a report from the organization inclusive of receipts and/or a report of the expenditures).
Failure to submit a report will impact consideration of future applications.
4. The Chief Administrative Officer and/or Electoral Area Director may at the time of grant approval:
- a) Impose additional requirements to be met by an organization prior to receipt of grant funds;
 - b) Reduce or modify the requirements to be met for an organization prior to receipt of grant funds.
5. Applications for Assistance under Section 263(1)(c) of the *Local Government Act* will NOT be approved for:
- a) Purposes identified as potentially exposing the Regional District of Bulkley-Nechako to risk of unacceptable liability;
 - b) Purposes disallowed by the *Local Government Act*:
Section 273 – As a limitation on section 263(1)(c), a Board must not provide assistance to an industrial, commercial or business undertaking;
 - c) Annual operational expenses of an organization (e.g. insurance, utilities);
 - d) Remuneration (e.g. wages, salaries, other fees);
 - e) No grants shall be approved for individuals or for privately-owned businesses.

ELECTORAL AREA REQUEST FOR GRANT IN AID APPLICATION FORM

Organization Legal Name: _____

Organization Mailing Address:

Contact Person 1:

Contact Name: _____

Contact Phone Number: _____

Contact Email Address: _____

Contact Person 2:

Contact Name: _____

Contact Phone Number: _____

Contact Email Address: _____

Is your organization signed up to received funds from the RDBN via Electronic Funds Transfer?

Yes

No, we prefer a cheque.

No, but we would like to be.

Application Summary

Project or purpose for which you require assistance:

Amount of Grant Requested \$ _____

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

(signature of authorized signatory)

(Title)

Applicant Profile

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

2. Which RDBN electoral area(s) receive services or benefits from your organization?

Electoral Area A (Smithers/Telkwa Rural)

Electoral Area E (Francois/Ootsa Lake Rural)

Electoral Area B (Burns Lake Rural)

Electoral Area F (Vanderhoof Rural)

Electoral Area C (Fort St. James Rural)

Electoral Area G (Houston/Granisle Rural)

Electoral Area D (Fraser Lake Rural)

3. Is your organization voluntary and non-profit? _____YES _____NO

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

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

If yes, complete the following chart. If not, please comment.

Name of Grant or Funding Agency	\$ Amount Applied for	Status of Grant Application		
		Approved	Denied	Pending

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

___YES ___NO

If yes, complete the following chart.

Year:	\$ Amount	Purpose for which assistance was used

4. Does your organization:

a) Offer direct financial assistance to individuals or families? ___YES ___NO

b) Duplicate services that fall within the mandate of either ___YES ___NO a senior government or a local service agency?

c) Provide an opportunity for individuals to make direct ___YES ___NO contributions?

d) Is your organization part of a provincial or ___YES ___NO national fundraising campaign?

Don't forget to attach the required financial report.



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: January 23, 2025
Subject: **Council of Forest Industries Convention - April 2-4, 2025 - Prince George, BC**

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

That the Board authorize attendance of Rural Directors wishing to attend the Council of Forestries Convention April 2-4, 2025 in Prince George, B.C.

BACKGROUND

The Council of Forest Industries Convention is taking place in Prince George from April 2-4, 2025. The conference program is attached.

Registration is \$800 prior to March 3, 2025 and \$900 thereafter. All associated costs will come from each director's rural legislative budget. The Chair has received complimentary registration for this event and his travel costs will come from general government.

ATTACHMENT:

Conference Agenda

Wednesday, April 2, 2025

1:00 PM –
8:00 PM

Early Registration Opens

6:00 PM

Ice Breaker Reception

The official kick-off to the convention, connect with colleagues and friends while enjoying some food and drinks.

Thursday, April 3, 2025

7:30 AM

Continental Breakfast

Early risers, come and enjoy some breakfast before an eventful day.

8:00 AM

OFFICIAL WELCOME

8:30 AM

OPENING KEYNOTE

9:00 AM

SESSION 1

BC Forest Sector Economic Outlook

9:20 AM

SESSION 1.5

ADVANTAGE / DISADVANTAGE BC? Where do we stand on forest sector competitiveness and sustainability?

10:00 AM

Refreshment Break

10:15 AM

SESSION 2

Markets: Building resilience through diversification

SESSION 3 – Spotlight Session

11:15 AM HOT TAKE: Spotlight on new building systems and products

11:30 AM Pre-Luncheon Reception

LUNCHEON CONVERSATIONS

12:30 PM THE NEXT 4 YEARS: Canada / US relations and forest products trade

SESSION 4

2:15 PM THE ELEPHANT IN THE ROOM: Let's talk about fibre

3:00 PM Refreshment Break

SESSION 5

3:30 PM FIRESIDE CHAT WITH BC FOREST SECTOR LEADER

4:15 PM Exhibitors Hospitality Hour

5:00 PM Networking Reception

Friday, April 4, 2025

7:45 AM Buffet Breakfast

8:10 AM OPENING / WELCOME

SESSION 6

8:15 AM LANDSCAPE TO LOCAL: Integrated solutions to conservation, community safety, and wildfire

SESSION 7

9:00 AM LOOKING THROUGH A DIFFERENT LENS:
Transformation through innovation

9:45 AM Refreshment Break

SESSION 8 – Spotlight Session

10:15 AM HOT TAKES: New Tech for Productivity and Effectiveness

SESSION 9

10:45 AM CALM, COOL, AND COLLABORATIVE: Leadership for Turbulent Times

11:30 AM Pre-Luncheon Exhibitors Reception

12:15 PM CLOSING LUNCHEON KEYNOTE

1:35 PM PROGRAM WRAP-UP

1:45 PM COFI Convention 2025 Concludes



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: January 23, 2025
Subject: **Smithers Rural Fire Protection Service Area Boundary Amendment
Bylaw No. 2068, 2025**

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

That Smithers Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2068, 2025 be given first, second, and third reading this 23rd day of January, 2025.

BACKGROUND

Attached is Smithers Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2068, 2025. The property owners have requested that the properties be included in the fire protection area. The Smithers Fire Chief, Town of Smithers Council, Electoral Area "A" Director, and Regional Fire Chief are supportive of the request.

ATTACHMENTS:

Bylaw 2068



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2068

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

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

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

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

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

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

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

LOT 1 DISTRICT LOTS 1191 AND 1192 RANGE 5 COAST DISTRICT PLAN BCP16335

LOT 1 DISTRICT LOTS 1190, 1191 AND 1192 RANGE 5 COAST DISTRICT PLAN EPP49078

LOT A DISTRICT LOTS 1190, 1191 AND 1192 RANGE 5 COAST DISTRICT PLAN PRP41664 EXCEPT PARTS IN PLANS BCP16335 AND EPP49078

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

2) This bylaw may be cited as "Smithers Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2068, 2025."

READ A FIRST TIME this day of , 2025

READ A SECOND TIME this day of , 2025

READ A THIRD TIME this day of , 2025

ADOPTED this day of ,2025

Chairperson

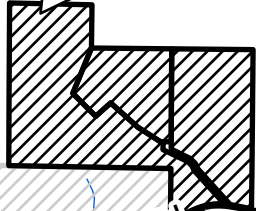
Director of Corporate Services

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 2068 as adopted.

Director of Corporate Services

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Properties Subject to Bylaw No. 2068



McCabe Rd

Telkwa High Rd

Old Babine Lake Rd

Smithers



Bylaw 2068: Schedule A
Regional District of Bulkley-Nechako
Produced: 2025-01-13

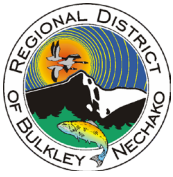


Smithers Rural Fire Protection Area

0 250 500 1,000



Meters



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: January 23, 2025
Subject: **Smithers Rural Recreation and Culture Service Area Boundary
Amendment Bylaw No. 2069, 2025**

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

That Smithers Rural Recreation and Culture Service Area Boundary Amendment Bylaw No. 2069, 2025 be given first, second, and third reading this 23rd day of January, 2025.

BACKGROUND

Attached is Smithers Rural Recreation and Culture Service Area Boundary Amendment Bylaw No. 2069, 2025. The property owners have requested that the properties be included in the fire protection area. The Electoral Area Director is supportive of the request.

ATTACHMENTS:

Bylaw 2069



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2069

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

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

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

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

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

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

LOT 1 DISTRICT LOTS 1191 AND 1192 RANGE 5 COAST DISTRICT PLAN BCP16335

LOT 1 DISTRICT LOTS 1190, 1191 AND 1192 RANGE 5 COAST DISTRICT PLAN EPP49078

LOT A DISTRICT LOTS 1190, 1191 AND 1192 RANGE 5 COAST DISTRICT PLAN PRP41664
EXCEPT PARTS IN PLANS BCP16335 AND EPP49078

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

This bylaw may be cited as "Smithers Rural Recreation and Culture Service Area Amendment Bylaw No. 2069, 2025."

READ A FIRST TIME this day of , 2025

READ A SECOND TIME this day of , 2025

READ A THIRD TIME this day of , 2025

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 2069.

Corporate Administrator

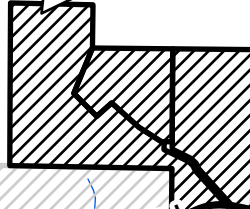
ADOPTED this day of , 2025

Chairperson

Corporate Administrator

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Properties Subject to Bylaw No. 2069



McCabe Rd

Telkwa High Rd

Old Babine Lake Rd

Smithers



Bylaw 2069: Schedule A
Regional District of Bulkley-Nechako
Produced: 2025-01-13



Smithers Rural Recreation
& Culture Service Area Bylaw

0 250 500 1,000



Meters



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Regional District of Bulkley-Nechako Board Meeting

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: January 23, 2025
Subject: **Bylaw 2059 Burns Lake and Area Victims' Services**

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

That the Burns Lake and Area Victims' Services Service Amendment Bylaw No. 2059, 2025 be given first, second and third reading this 23rd day of January 2025.

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.

This item was deferred from the December 12, 2024 Board Meeting.

Attachment: Bylaw 2059

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

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 1682, a service for the purpose of providing counselling and other 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, 2025."

READ A FIRST TIME this __ day of __, 2025

READ A SECOND TIME this __ day of __ 2025

READ A THIRD TIME this __ day of __, 2025

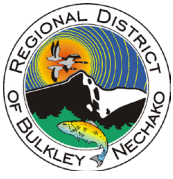
ADOPTED this day of , 2025

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 2059 as adopted.

Corporate Administrator



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Nellie Davis, Manager of Strategic Initiatives and Rural Services

Date: January 23, 2025

Subject: **Canada Community Building Fund Electoral Area C (Fort St. James Rural)
–Capital Contribution to Seniors Helping Seniors Transit Service.**

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

- 1) That the Board authorize contributing up to \$100,000 of Electoral Area C (Fort St. James Rural) Canada Community-Building Fund BC allocation monies to a Transportation Infrastructure project in Fort St. James, and

(participants/weighted/majority)

- 2) That the Board authorize the withdrawal of up to \$100,000 from the Federal Gas Tax Reserve Fund.

BACKGROUND

Director Greenaway is interested in supporting the delivery of the Seniors Helping Seniors Transit service through an annual contribution of \$20,000 for each year from 2025-2029.

Total uncommitted Canada Community-Building Fund BC funds in the Electoral Area C allocation at the end of 2024 is \$213,962.

Director Judy Greenaway is supportive of this project and of accessing Canada Community-Building BC funds in the amount of up to \$100,000 from Area C for this Transportation Infrastructure project.

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



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Blackwell, Regional Fire Chief
Date: January 23, 2025
Subject: **Fire Safety Act Designations**

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

That the Board approve the Regional District of Bulkley-Nechako's Fire Inspector and Fire Investigator Designation document as required under the *Fire Safety Act*.

BACKGROUND

On August 1, 2024, British Columbia's Office of the Fire Commissioner announced that the new *Fire Safety Act* (FSA) came into force, replacing the *Fire Services Act* of 1979. The new legislation requires local authorities, to designate, in writing, a person, or class of persons, as fire inspector(s) and fire investigator(s). Following the designations, local authorities will have until July 31, 2025, to ensure the person(s) designated as fire inspector(s) and fire investigator(s) meet the fire inspector and fire investigator training standards.

The Office of the Fire Commissioner will be hosting free online training sessions in early 2025 that will meet the minimum training requirements for the positions of Fire Inspector and Investigator. Anyone who has prior experience and/or training in either roles may submit a Prior Learning Assessment Recognition form to the Local Authority for review. The Local Authority must keep on record proof of qualifications for all designated Fire Inspectors and Investigators.

The Regional District of Bulkley-Nechako will be forwarding all requests for fire inspections and investigations that occur outside any Fire Protection Areas to the Office of the Fire Commissioner for completion.

ATTACHMENTS:

Regional District of Bulkley-Nechako Fire Inspector and Fire Investigator Designation.



REGIONAL DISTRICT OF BULKLEY- NECHAKO
FIRE SAFETY ACT
FIRE INSPECTOR & FIRE INVESTIGATOR DESIGNATIONS

BACKGROUND

The Fire Safety Act (FSA) came into force on August 1, 2024, which replaced the existing Fire Service Act. Under the FSA there is a requirement for Local Authorities (Regional District Board of Directors) to designate Fire Inspectors and Investigators in writing.

DESIGNATIONS

The Regional District of Bulkley-Nechako, in accordance with the requirements of the Fire Safety Act, designates the following positions as Fire Investigators and/or Fire Inspectors.

The Regional District of Bulkley-Nechako designates the following staff position as Fire Inspectors as set out in Section 8 of the Fire Safety Act:

- The Regional Fire Chief

The Regional District of Bulkley-Nechako designates the following staff position as a Fire Investigator as set out in section 23 of the Fire Safety Act”

- The Regional Fire Chief

The Regional District of Bulkley-Nechako designates the Chief Officers and/or their designates of the following municipal fire departments as Fire Investigators for the rural portions of their fire protection areas:

- Smithers Fire Department
- Telkwa Fire Department
- Houston Fire Department
- Burns Lake Fire Department
- Vanderhoof Fire Department
- Fort St James Fire Department

These positions will only be designated as fire investigators and/or fire inspectors provided they meet the minimum training and education requirements as set out by the BC Office of the Fire Commissioner. Proof of these requirements must be provided to the Local Authority prior to exercising any duties as an Investigator or Inspector.



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REGIONAL DISTRICT OF BULKLEY- NECHAKO
FIRE SAFETY ACT
FIRE INSPECTOR & FIRE INVESTIGATOR DESIGNATIONS

The Regional Fire Chief will also have the authority to designate additional Fire Inspectors and Investigators provided they meet the minimum training requirements.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Mark Parker
Board Chair
Regional District of Bulkley-Nechako



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Blackwell, Regional Fire Chief
Date: January 23, 2025
Subject: **Community Wildfire Resiliency Plan 2024**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

One of the requirements to apply for future Community Resiliency Investment grants, which funds our FireSmart program, is to have a current Community Wildfire Resiliency Plan (CWRP) in place. The Regional District contracted Frontera Forests Solutions in 2024 to complete a comprehensive CWRP that included all Electoral Areas. The CWRP was recently completed, and the final copy was submitted to the RDBN in early December.

The plan highlights FireSmart principles that the RDBN has already implemented and provides further recommendations specific to each Electoral Area as well as at the Regional District level.

The attached Executive Summary and overview of the recommendations are provided. Staff will be prioritizing the recommendations and working towards completing them in the coming years.

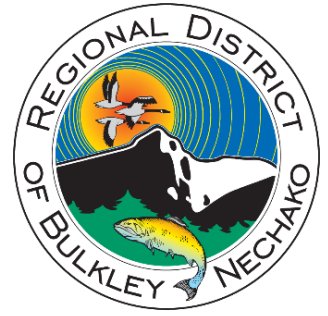
ATTACHMENTS:

- CWRP Executive Summary
- [Link to CWRP Report](#)

Regional District of Bulkley 134

Nechako Community

Wildfire Resiliency Plan

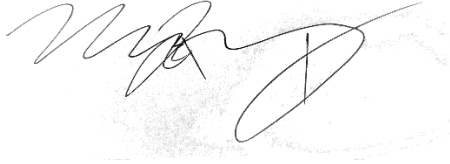


FRONTERA
FOREST SOLUTIONS INC.

Submitted:

December 6, 2024

Signatures Page



Mackenna Montgomery
Associate Forester, RPF # 5606
Frontera Forest Solutions, Inc.

November 30, 2024



Nicholas Soverel
Principal Forester, RPF #5062
Frontera Forest Solutions, Inc.

December 6, 2024

Chief Administrative Officer/Chief Financial
Officer

[Date]

Regional Fire Chief
Jason Blackwell

[Date]

Acknowledgments

The Regional District of Bulkley-Nechako Board and staff would like to open this plan by acknowledging that we deliver our local government services on the traditional territories of First Nations across the vast Bulkley-Nechako region. This region covers an area over 70,000 square kilometers, spanning the territories of the Dakelh, Nedut'en, Tse'khene, and Witsuwit'en speaking peoples. We respect the distinct cultures of the Indigenous Peoples in the Bulkley-Nechako and honour their long-standing relationship with these lands and waters since time immemorial. We are further committed to building strong and enduring relationships with the 14 First Nations governments within the boundaries of the Regional District of Bulkley-Nechako.

Listed in Alphabetical Order They Are:

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

This report would not be possible without the Community Resiliency Investment (CRI) Program and funding from the Union of British Columbia Municipalities (UBCM).

The authors would like to specifically thank Jason Blackwell, the Regional District Fire Chief and Emergency program manager, as well as Micheal Huntley, RDBN's FireSmart Educator.

This was the primary team of individuals who provided substantial time and effort into answering questions, interviews, and in the field assisting with assessments. This plan couldn't have been made without their dedication and feedback.

The authors would also like to thank the countless community members who took time to provide feedback on questionnaires, emergency preparedness meetings and provide local insights to build resiliency. Your feedback was heard and is reflected within this plan.

Frequently Used Acronyms

AOI	Area of Interest
BC	British Columbia
BCWS	British Columbia Wildfire Service
BEC	Biogeoclimatic Ecosystem Classification
CFFDRS	Canadian Forest Fire Danger Rating System
CFS	Community Funding and Support
CI	Critical infrastructure
CIFFC	Canadian Interagency Forest Fire Centre
CRI	Community Resiliency Investment
CWRP	Community Wildfire Resiliency Planning
DP	Development Permit
DPA	Development Permit Area
EMCR	The Ministry of Emergency Management and Climate Readiness
EPA	Emergency Program Act
FBP	Fire Behaviour Prediction System
FESBC	Forest Enhancement Society of British Columbia
FESIMS	Forest Enhancement Society Information Management System
FMP	Fire Management Plan
FSCCRP	FireSmart Canada Community Recognition Program
FNESS	First Nations Emergency Services Society
HIZ	Home Ignition Zone (also see Structure Ignition Zone)
HRVA	Hazard Risk and Vulnerability Analysis
HVRA	High Value Resources and Assets
LRMP	Land and Resource Management Plan
MOF	Ministry of Forests
MOTI	Ministry of Transportation and Infrastructure
PSOE	Provincial State of Emergency
PSTA	Provincial Strategic Threat Assessment
OCP	Official Community Plan
OFC	Office of the Fire Commissioner
RSWAP	Resource Sharing Wildfire Allocation Protocol
SOLE	State of Local Emergency
SWPI	Strategic Wildfire Prevention Initiative
UBCM	Union of British Columbia Municipalities
VAR	Values at Risk
WRR	Wildfire Risk Reduction
WTA	Wildfire Threat Assessment
WUI	Wildland Urban Interface

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Executive Summary

As climate change exacerbates wildfire threats by affecting fuel moisture levels, temperatures, and weather patterns, the Regional District of Bulkley Nechako (RDBN) faces growing risks within its Wildland Urban Interface (WUI). Protecting communities from these hazards has become increasingly urgent. The Community Wildfire Resiliency Plan (CWRP) aims to strengthen RDBN's defences through a comprehensive evaluation of wildfire risks and the development of effective mitigation strategies.

This plan aims to identify wildfire threats in and around RDBN, assess the community's vulnerability, and quantify potential impacts. Its primary goal is to outline actionable strategies to reduce the likelihood of devastating wildfires, improve community preparedness for wildfire response, and minimize potential damage to homes, businesses, and vital infrastructure. The CWRP serves as a guide for RDBN staff and a resource to engage and empower residents to adopt FireSmart practices.

The strategic framework of the CWRP is based on thorough wildfire risk assessment, utilizing the FireSmart program's seven disciplines as pillars for strategy development.

Education: Informing and engaging the community about wildfire risks and mitigation measures.

Legislation and Planning: Enacting policies and plans to integrate wildfire risk reduction into community development.

Development Considerations: Guiding safe and sustainable land use and construction practices.

Interagency Cooperation: Fostering collaboration among various agencies for comprehensive wildfire management.

Cross-training: Enhancing capabilities through shared training and knowledge exchange among emergency responders.

Emergency Planning: Preparing robust and actionable emergency response plans.

Vegetation Management: Reducing wildfire fuel through strategic vegetation control.

The risk assessments presented in Table 1 provide an overarching view of wildfire risks and recommended actions for the entire Regional District of Bulkley-Nechako (RDBN). These general risk statements consider the unique landscape, vegetation, fire history, and climatic conditions across the district, identifying key wildfire threats that impact all or most of the Electoral Areas. The plan categorizes recommended actions by the seven FireSmart Disciplines and prioritizes them based on their potential to reduce wildfire hazards, with ratings of Moderate, High, or Very High.

In the initial sections of this document, a district-wide perspective is presented, focusing on trends, findings, and recommendations that affect the RDBN as a whole. Table 1 outlines general risk assessments and action items that apply to the entire district or a majority of the Electoral Areas. These recommended actions provide a strategic foundation for enhancing wildfire resilience across the RDBN.

Subsequent sections of the document provide a more focused analysis for each specific Electoral Area within the RDBN. Each area is accompanied by a tailored set of recommended actions that address its unique characteristics and vulnerabilities as well as a description of the current status of wildfire risk and resiliency. These detailed action items are designed to guide targeted FireSmart practices and community engagement efforts, strengthening local resilience against wildfire threats.

Overall, this Community Wildfire Resiliency Plan (CWRP) serves as a comprehensive blueprint for mitigating wildfire risks across the RDBN. By implementing the recommended actions, both at the district-wide and Electoral Area levels, the RDBN aims to enhance its capacity to protect communities and natural resources from the increasing threat of wildfires. Community involvement and adherence to FireSmart principles are crucial components of this plan, supporting a collaborative approach to building a safer, more resilient future.



Table 1. Identified risks for the RDBN.

Risk Assessment
The purpose of a risk assessment is to identify the specific wildfire risks to a community and its assets. An ongoing review of the risk assessment should occur with an update to this CWRP in a minimum of 5 years after publication or 2029.
<p>Wildfire risks across the entire RDBN and across all EAs are listed below from highest level of concern to lowest:</p> <ol style="list-style-type: none"> 1. The RDBN is a naturally fire prone environment, due in part to its coniferous-dominated forests that surround many of its communities. These forests pose a significant risk of wildfires during dry conditions, threatening homes and critical infrastructure. <ol style="list-style-type: none"> a. Climate change is expected to exacerbate natural wildfire threat levels in the RDBN by extending the fire season and increasing the frequency of extreme weather events, such as droughts and heatwaves. Without proactive adaptation strategies, communities may face heightened fire threats in the coming years. b. Many areas within the RDBN have experienced tree mortality due to biotic disturbances such as pest or pathogen outbreaks. The resulting dead and dying trees create highly flammable fuel loads that can increase the intensity and spread of wildfires, posing severe risks to nearby communities, particularly in areas with little or no fire mitigation measures in place. c. Many areas within the RDBN, particularly those adjacent to parks and crown lands, have not undergone sufficient fuel management or prescribed burns. Without these interventions, high accumulations of debris contribute to a heightened risk of severe wildfire behaviour during dry periods, potentially endangering adjacent communities and infrastructure. d. Parks and green spaces located within or near urban areas in the RDBN often contain high fuel loads due to the accumulation of dry vegetation and woody debris. These areas can act as pathways for wildfires to enter more densely populated regions, threatening homes and critical infrastructure. e. Electoral areas such as A, B, D, and F contain a higher concentration of homes that have not yet undergone significant FireSmart mitigation activities. The clustering of homes near forested areas increases the collective risk, as wildfire embers can easily spread between structures in the absence of proper fuel breaks and defensible space.



2. Many RDBN rural communities lack mutual aid or service agreements with nearby fire halls, leaving them without formal firefighting coverage. This gap in fire services increases vulnerability during wildfire or structural fire incidents, potentially leading to slow or no response.
 - a. In addition, most RDBN communities rely on volunteer fire departments, but recruitment and retention of trained volunteers have become increasingly challenging. The lack of a sustainable volunteer base reduces the effectiveness of local firefighting efforts, especially during simultaneous fire events when resources are stretched thin.
3. The vast, rugged terrain of the RDBN, combined with its scattered populations and large remote areas, poses significant logistical challenges for wildfire suppression. Limited road access and long travel distances hinder timely response efforts, making it difficult for firefighters to reach and contain wildfires before they grow larger and more destructive.
 - a. Many rural RDBN properties and communities lack sufficient water supply, water availability, or usage infrastructure like hydrants and hoses, making it challenging for fire crews to suppress both structural fires and encroaching wildfires.
 - b. Some RDBN EAs depend heavily on provincial firefighting resources during wildfire season. In the event of a large, province-wide fire season, these external resources may be delayed or insufficient, leaving local fire crews unable to respond adequately to wildfire threats within the district.
 - c. Some communities within the RDBN rely on single power sources for critical infrastructure such as water pumping stations, communication towers, and emergency response centres. In the event of a power outage, the lack of backup power systems could hinder firefighting efforts, emergency communications, and the ability to supply water for fire suppression.
 - d. Many communities in the RDBN face workforce shortages, particularly during summer, when the demand for firefighting personnel, emergency responders, and support staff is at its peak. This seasonal gap in human resources can hinder efforts and reduce the capacity of communities to respond.
4. Public awareness of wildfire prevention and FireSmart practices remains low in many parts of the RDBN, and FireSmart principles are not consistently incorporated into new and existing development projects. This lack of uniformity in FireSmart increases the vulnerability of



homes and businesses, especially as new, non-FireSmart developments emerge without clear guidelines, potentially heightening regional wildfire risks.

5. The absence of pre-established evacuation routes and emergency communication plans in some remote communities of RDBN puts residents at greater risk during fast-moving wildfire events. Strengthening evacuation planning and public awareness of emergency procedures such as the Regional District evacuation plan is critical to reducing life-threatening situations.
 - a. Several communities within the RDBN lack reliable telecommunications and emergency communication networks, which impedes the dissemination of evacuation orders, real-time fire updates, and emergency coordination. This creates a critical vulnerability in the event of fast-moving wildfires, especially in areas with little to no cell service.
6. Access to essential firefighting equipment, such as sprinkler protection units (SPUs), remains limited in remote parts of RDBN. With equipment often shared between multiple communities, there is a risk of delayed responses during critical moments of wildfire spread.
7. The RDBN's agricultural lands, which play a significant role in the region, are often subject to inconsistent wildfire mitigation policies. Unmanaged vegetation near farms and the lack of fuel breaks can lead to higher fire risks; without clear and consistent understanding of wildfire safety practices in agricultural zones, the region remains vulnerable to large-scale wildfires.
8. Certain areas of the RDBN, particularly in valleys or open plains, are prone to high wind conditions during wildfire season (Electoral Area B, C, D, E, and F). These winds can accelerate fire spread, pushing embers long distances into vulnerable communities and forested areas, making it more difficult to contain wildfires and increasing the likelihood of spotting.
9. A significant number of private properties in the RDBN are located adjacent to large areas of public forestland, where landowners have not implemented sufficient fire mitigation strategies. Unmanaged vegetation on these private lands increases the likelihood of wildfires starting or spreading between public and private forests
10. The RDBN is home to several high-use recreational areas and campgrounds that attract people particularly in the summer. These areas are often located in remote parts of the district with limited fire response capabilities. A wildfire event in or near these popular destinations could pose significant risk.



11. Active logging and forestry operations in some areas of the RDBN create additional fire risks due to large amounts of slash and debris left behind. Deficiencies in proper hazard and abatement requirements can serve as fuel for wildfires, potentially increasing the intensity and spread of fires in affected regions.
12. While some communities within the RDBN have adopted FireSmart principles, maintaining ongoing adherence to guidelines and updating measures as new developments occur across the district remains a challenge.
13. Limited collaboration between local governments, First Nations, neighbourhoods, and private landowners on wildfire mitigation strategies creates gaps in the region's overall preparedness
14. A majority of the RDBN's structures can be found along Highway 16, much of these areas along the highway are heavily influenced by agricultural practices. Some agricultural practices such as open burning and unmanaged vegetation pose threats to communities and structures as well as contribute to a community's overall risk.
15. While some populated communities within the RDBN have established emergency shelters (Smithers, Vanderhoof, Houston, Fort St. James, etc.) many of the more rural electoral areas lack formalized shelter locations or coordination strategies for mass evacuations. In the event of large-scale wildfire evacuations, there is a risk that displaced residents may not have adequate shelter or emergency resources, leading to heightened human vulnerabilities.



Action Plan & Implementation

For guidance on this section, see the Community Wildfire Resiliency Plan Instruction Guide Part 2: CWRP Template (Action Plan & Implementation). Consider Table 2 when developing and implementing CWRP actions. This will be a summary of the issues and actions discussed in detail in each section. Modify rows and columns as required. Also consider tracking and reporting and plan monitoring and updates.

Table 2. Action items for the entire RDBN.

Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
Education						
Education is a critical piece of resiliency planning as it relates directly to the recruitment and retention of community members in the FireSmart program as well as reduces the probability of wildfire ignitions within the WUI.						
1. Read and understand this CWRP’s identified risks and recommended actions.	RDBN Staff	Very High	Immediately	Completed CWRP	Clear understanding by staff of wildfire resiliency in the RD	All EA’s
2. Communicate and promote FireSmart events and information with the Regional District communities via the internet, social media and public newsletter.	FireSmart Educator	Moderate	Ongoing	Communication resources	Community members more aware of events and attendance increases by 25%	All EA’s



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
3. Distribute FireSmart promotional resources to members of the public at local businesses, FireSmart events, farmers markets or other community events.	FireSmart Educator	High	Ongoing	FireSmart information resources	Information consistently available at key points in the community	All EAs
4. Provide wildfire preparedness information such as brochures and posters at public community hubs such as: <ul style="list-style-type: none"> - Libraries - Community halls - Neighborhood bulletin boards - Etc. 	FireSmart Educator, Local Fire Departments, Local LFR	Very high	Ongoing	FireSmart information resources	Information available in community hubs on an ongoing basis	All EAs
5. Promote/encourage and complete FireSmart Home Assessments on private properties for community members. Provide recommendations on actions they can take to make their homes more FireSmart and reduce the	FireSmart Educator, Local Fire Departments, Local LFR	Very High	Ongoing	Certified LFR to complete assessments	Increase in number of assessments done per year by 15%	All EAs



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
risk of loss and damages in the event of a wildfire						
6. Provide educational opportunities such as open houses or workshops to local agriculture community members or associations on the importance of fire preparedness and FireSmart principles as it relates to agricultural.	FireSmart Educator	High	Ongoing	Hosting space and handouts.	Multiple events held per year for agriculture (or similar) based industries or associations.	All EAs
7. Put up educational signage along major tourist trails, bike park markers, and recreational areas warning of the role people play in preventing wildfire ignitions.	FireSmart Educator	High	5 years	Signage material	50 % of major trails have signage	All EAs
8. Encourage schools to adopt and deploy existing education programs to engage youth in wildfire management and risk reduction	RDBN Fire Chief, FireSmart Educator	Moderate	Ongoing	Curriculum and programs	Yearly increase in adoption of education programs	All EAs



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
9. Collaborate with Forest Professionals of BC and BCWS on educational materials that can be developed into a regional curriculum utilizing field trips, guest speakers and information days for increased youth exposure to wildfire resiliency and risk reduction.	RDBN Fire Chief, FireSmart Educator	Moderate	Ongoing	Curriculum and engaged professionals	Regional Curriculum established and implemented	All EAs
10. The Regional District should promote and encourage rural community champions to complete the following: <ul style="list-style-type: none"> - Complete the FireSmart 101 course - Encourage recruitment of new LFRs in their area 	RDBN Fire Chief, FireSmart Educator	High	Ongoing	Training opportunities	3-5 new LFRs set up per year	All EAs
11. Provide Virtual FireSmart workshops for remote communities. Topics that can be covered: <ul style="list-style-type: none"> - Home assessments - Basics of wildfire 	FireSmart Educator	High	1 year	Video conferencing capabilities (zoom, teams, meet, etc.)	1 Virtual training held per year	All EAs



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
- FireSmart landscaping - Etc.						
12. Develop and distribute wildfire preparedness kits for schools, community centers, or other designated muster points throughout the RD	FireSmart Educator	Moderate	3 years	Funds for wildfire preparedness kit	50% of all designated muster locations have a preparedness kit.	All EAs
Legislation and Planning						
Legal or regulatory changes and community planning will improve community resiliency by encouraging members to change their decisions to build a more resilient community.						
13. Provide FireSmart Development Principal information to individuals seeking permitting for new developments within the RDBN.	FireSmart Educator, RDBN Planning department	High	2 years	FireSmart Development information print outs	Increase in the number of new builds utilizing FireSmart building codes	All EAs
14. Conduct regular risk assessments of community developments to ensure compliance with RD FireSmart efforts	FireSmart Educator	High	Ongoing	Time and FireSmart CI evaluation	Assess 20% of community buildings each year	All EAs
15. Establish a formal review process for existing	FireSmart Educator	Moderate	3 years	Time and team planning	Reviews of existing developments	All EAs



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
developments and community infrastructure with the RD to assess adherence to FireSmart Standards					(non homes) within RD with FireSmart Assessment	
16. Create a public database of FireSmart resources and guidelines for developers and homeowners	RDBN Planning department	Moderate	1 year	Web hosting space	Public database of information available	All EAs
17. Establish a FireSmart Educator for each Fire Centre within the RDBN to address the unique challenges each area faces	RDBN Fire Chief	High	1 year	Funds for Salary	2 FireSmart educator positions filled	All EAs
Development Considerations						
Development considerations deal with how planned development (home, business and critical infrastructure) should be designed to optimize the RDBN’s resiliency to wildfire.						
18. Encourage FireSmart Landscaping practices in all new residential developments	RDBN Planning Department, FireSmart Educator	High	2 years	FireSmart Landscaping information	50% of new developments adhere to landscape suggestions	All EAs



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
19. Encourage FireSmart Assessments for any new construction after completion within RD WUI.	FireSmart Educator	Very High	Ongoing	Assessment time	50% of new developments assessed	All EAs
20. Implement a development permit requiring FireSmart assessments be done before any significant renovation or expansion.	RDBN Planning Department	High	Ongoing	Permit system	75% of homes renovated have assessment done	All EAs
21. Create development incentives for property owners who implement FireSmart practices during renovations or expansions such as: <ul style="list-style-type: none"> - Rebate - Waste removal - Dumping fee waiver - Etc. 	RDBN planning department	Moderate	1 year	Funds to cover incentive program	20% of the allocated funds for incentive used by end of fiscal year	All EAs
22. Follow FireSmart guidelines for maintaining private property and its associated zones within	RDBN Fire Chief, FireSmart Educator	High	1 year	N/A	Tailored Guidelines provided to FireSmart	All EAs



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
the WUI. This includes areas such as: <ul style="list-style-type: none"> - Immediate Zone - Intermediate Zone - Extended Zone 					participants within the RD	
23. Implement a FireSmart landscaping policy which establishes requirements for all public infrastructure projects	RDBN Planning Department	High	3 years	N/A	FireSmart landscaping policy Implemented	All EAs
24. Encourage wildfire risk assessments as well as FireSmart assessments for all new private industrial developments near forested areas	RDBN Planning	Very High	2 years	N/A	All new private industrial projects complete Fire Risk Assessment prior to commencement	All EAs
25. Work with FireSmart Canada to develop a certification program for contractors operating with the RD	FireSmart Educator	Moderate	5 years	Could require the support and knowledge of FireSmart Canada	Contractors who have built FireSmart developments or are LFR certified can have their business certified	All EAs
26. Encourage new subdivisions to include	RDBN Planning Department	High	2 years	N/A	All new subdivisions constructed with	All EAs



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
FireSmart design elements, such as multiple egress routes for evacuation and emergency services					more than 1 egress.	
Interagency Cooperation						
To increase and share local knowledge, develop relationships and to collaborate on future projects.						
27. Train an LFR from each Electoral Area to assist in FireSmart Assessments and participate in a FireSmart Committee.	FireSmart Educator	High	3 years	Training sessions and volunteers.	Each EA has 1-2 new LFRs registered and involved with committees	All EAs
28. Create an interagency working group (CWRC) that includes electoral area representatives, as well as various association or government representatives to coordinate training opportunities and resource/ information exchange.	FireSmart Educator	High	2 years	Hosting area (virtual or in person)	Working group or committee set up for the overall RDBN.	All EAs
29. Foster partnerships with organizations focused on	RDBN Fire Chief,	Moderate	3 years	N/A	2 partnerships formed	All EAs



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
wildfire research and mitigation to share best practices	FireSmart Educator					
30. Organize Joint Training sessions for volunteer firefighters throughout the RD with local municipal fire departments and BCWS bases.	FireSmart Educator	High	2 years	Communication resources	5 trainings hosted by the RD offered within the timeframe	All EAs
31. Foster partnerships with private sector companies to enhance wildfire preparedness and FireSmart. Example: - BC Hydro - PNG - Telus - Etc.	RDBN Fire Chief, FireSmart Educator	High	2 years	N/A	Partnerships formed between major Tenure holders	All EAs
32. Engage with neighboring First Nations, municipalities, and unincorporated communities to promote collaboration and the	FireSmart Educator	High	5 years	N/A	Collaborative efforts made between neighboring governments	All EAs



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
establishment of smaller CFRCs					throughout the RD	
33. Create a RDBN web map which shows the following: <ul style="list-style-type: none"> - Equipment locations - Water sources - Evacuation routes - EOCs - Staging areas - Mutual aid coverage - Fuel treatment initiatives - Etc. 	RDBN Fire Chief, FireSmart Educator	High	2 years	Hosting space for web map	Web map is built and sharable to local governments within the RD	All EAs
Cross-Training						
Cross-training increases the Regional Districts wildland firefighting capacity while simultaneously supporting structural volunteer fire department.						
34. Partner with local BCWS or private contractors to offer trainings to volunteer fire departments, interested FireSmart personnel, or interested volunteers. Some trainings that could be offered are:	FireSmart Educator	High	1 year	N/A	1 training offered through BCWS or private contractor	All EAs



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
<ul style="list-style-type: none"> - S-100 - S-185 - Structure Protection Unit 						
<p>35. Conduct joint training exercises with First Nations and neighboring jurisdictions throughout the RD to improve coordinated wildfire response. This can be done through programs such as CCWR (Cooperative Community Wildfire Response)</p>	<p>FireSmart Educator, RDBN Fire Chief</p>	<p>High</p>	<p>2 years</p>	<p>N/A</p>	<p>1 join training offered in each EA</p>	<p>All EAs</p>
<p>36. Implement a mentorship program that pairs experienced firefighters with newer volunteers to enhance skills and knowledge.</p>	<p>RDBN Fire Chief</p>	<p>High</p>	<p>3 years</p>	<p>N/A</p>	<p>Mentorship program started</p>	<p>All EAs</p>
Emergency Planning						
Emergency Planning informs community leaders and members on how to respond to different types of emergencies.						



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
37. Distribute the Regional Emergency Preparedness Plan among all major community buildings within the RD	FireSmart Educator	High	2 years	Regional Evacuation Plan copies	Plan available in all major community buildings	All EAs
38. Conduct regular community drills and simulations with communities to practice evacuation procedures.	RDBN Fire Chief	High	2 years	N/A	2 community drills held per year	All EAs
39. Collaborate with local media and wildfire services representatives to enhance public awareness about wildfire preparedness and emergency procedures - Radio - Newspaper - Podcast - Etc.	FireSmart Educator	High	1 year	N/A	3 media stories showcasing FireSmart in the RDBN	All EAs
40. Offer a real time fire alert system that notifies residents of evacuation alerts, updates, and orders.	FireSmart Educator	Very High	1 year	N/A	Alert system available to RD residents	All EAs



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
Example: - Voyant						
Vegetation Management						
The purpose of vegetation management is to reduce wildfire risk through the reduction of vegetative fuels available for consumption, while supporting forest values and healthy ecosystems.						
41. Collaborate with provincial agencies on the identification, prioritization and implementation of fuel reduction projects such as: - WUI WRR Plans - CWRPs - Community Forest Reduction efforts - FireSmart - Etc.	RDBN Fire Chief	Very High	Ongoing	N/A	RDBN support given to various treatments within the RD yearly	All EAs
42. Establish treated buffer zones around critical infrastructure within the RD	RDBN Fire Chief	Very High	Ongoing	Vegetation management funds	Various critical infrastructure points treated per year	All EAs
43. Establish and promote Community Chipper program within the RD to	FireSmart Educator	High	Ongoing	Funds for Chipper program	Community chipper program offered and 5	All EAs



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
assist in the removal of hazardous material					communities signed up	
<p>44. Apply for funding to implement the CWRP's proposed fuel management prescriptions for prioritized areas within the RD</p> <p>A. Priority list given for treatment areas within the RD that have been suggested through other fuel reduction projects such as WUI WRR plans.</p>	RDBN Fire Chief	High	Annually	An RPF is required to write all fuel management prescriptions	One fuel management project completed with funding by end of 2025.	All EAs



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: January 23, 2025
Subject: **2025 Minor Service Budgets**

RECOMMENDATION: (all/directors/majority)

Receipt

BACKGROUND and SUMMARY

The minor service budgets often impact only one, two, or three jurisdictions. While some of the minor service budgets are associated with very small requisitions, some such as the Bulkley Valley Pool Service have a requisition of over \$1 million. The budgets attached to this memo are draft and utilize the best information currently available as of January 14, 2025. Directors are encouraged to talk to the finance department about these preliminary budgets if they wish any changes or to provide direction.

Attached to this memo is an updated budget for Fort St. James Seniors Transportation. Funding for this service will be provided through a Community Works Fund grant to the District of Fort St. James between 2025 and 2030. Electoral Area A provides a similar Community Works Fund grant to the Town of Smithers in lieu of taxation.

The Regional Transit budget is included as an attachment to this memo. This proposed budget assumes that the bylaw that currently contemplates the maximum taxation for this service at \$115,000 will be adopted by 3rd Reading of the budget bylaw. This service is not sustainable after 2026 without additional outside funding; however, this service is fully funded through taxation and reserves in 2025 and 2026.

The four Parks and Trails budget are included as attachments to this memo. The special projects for Electoral Area A is the design of the Round Lake park. The special project for Electoral Areas C and G is the recreation master plan funded (through the Northern Capital and Planning Grant) in 2025. The capital projects for these services are all proposed to be funded by grants the Regional District has already secured.

The four Recreation Contribution budgets are included as attachments to this memo.

Attachments: Minor Service Budgets (10)

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Fort St. James Seniors Transportation

8202

Five Year Financial Plan:

BYLAW 1750 LIMITATION \$43,000

District of Fort St. James and a Portion of Electoral Area "C"

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
REVENUE:									
400002 Taxation - Land and Improvements	42,666	43,000	42,810	42,810					
446001 Grants in Lieu of Taxes	723	836	722	376					
499999 Surplus	179	0	113	113					
TOTAL REVENUE.....	43,568	43,836	43,645	43,299					
EXPENDITURE:									
612117 Grant to District of Fort St. James	43,000	43,000	43,000	43,000					
651010 Administration Service Charge	645	645	645	645					
799999 Prior Year's Deficit		78							
TOTAL EXPENDITURE.....	43,645	43,723	43,645	43,645					
	(77)	113	-	(346)	-	-	-	-	-

REGIONAL DISTRICT OF BULKLEY NECHAKO**Regional Transit Service****8203****Five Year Financial Plan:**

BYLAW 1790 LIMITATION \$90,000

TAXATION BASED ON POPULATION

ALL MUNICIPALITIES

REVENUE:

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
400002 All Municipalities	62,887	89,529	87,118	87,118	98,076	109,441	112,170	110,131	113,332
400001 Revenue Service Agreement	75,000	52,500	52,500	52,500	52,500	52,500	52,500	52,500	52,500
420003 Withdrawal from Operational Reserves			5,000	20,000	77,000	75,000	0	0	0
442101 Grants	9,077		25,000	15,011	0	0	80,000	90,000	95,000
442102 Grant - BC Transit	14,118	13,918	11,500	9,440	11,500	11,500	11,500	11,500	11,500
449099 Internal Transfer from Other Services	37,572								
450018 User Fees	23,968	25,105	25,000	29,960	28,000	28,000	28,000	28,000	28,000
446001 Grants in Lieu of Taxes	1,465	1,228	1,000	1,028	1,000	1,000	1,000	1,000	1,000
499999 Prior Year's Surplus	3,385	35,506	24,232	13,829	0				
TOTAL REVENUE.....	227,472	217,786	231,350	228,887	268,076	277,441	285,170	293,131	301,332

EXPENDITURE:

601001 Salaries	15,887	16,781	32,834	33,553	30,066	30,968	31,897	32,854	33,840
601101 Benefits	5,851	7,851	15,171	8,836	11,330	11,670	12,020	12,380	12,752
609001 Supplies	102		250	31	250	250	250	250	250
609011 Meeting Expenses					100	100	100	100	101
Agreement with BC Transit (Year 2022 estimate is solely based on the same cost sharing agreement with senior government)	148,080	164,182	163,002	175,134	198,121	215,000	221,450	228,094	234,936
781005 Contribution to Legal Reserve	10,000								
781007 Contribution to Operating Reserve	10,000								
679996 Commission on Ticket Sales	32	43	32	27	32	32	32	32	32
651010 Administration Service Charge	9,283	11,784	12,675	12,675	14,392	14,392	14,392	14,392	14,392
651014 Shared Services	2,732	3,316	7,387	7,387	5,030	5,030	5,030	5,030	5,030
799999 Prior Year Deficit					8,755				
TOTAL EXPENDITURE.....	191,966	203,957	231,350	237,642	268,076	277,441	285,170	293,131	301,332
Revenues minus Expenditures	35,506	13,829	-	(8,755)	-	-	-	-	-

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Regional Parks and Trails

10902

Five Year Financial Plan:

Smithers Area A

Bylaw No. 1927 No Limit

Taxation on Improvements Only

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
400002 Requisition	70,317	109,202	114,726	114,726	220,947	179,948	179,949	179,950	179,951
446001 Grants in Lieu of Taxes	1,024	698		1,546					
446002 Grant in Lieu of Alcan Taxes									
420001 Transfer from NCPG Reserve			100,000	80,063					
420003 Transfer from Capital Reserve		25,000	30,000	26,056					
420096 Transfer from Growing Community			285,000		175,000				
420099 Transfer from Gas Tax	54,299	99,304	110,000						
480001 Miscellaneous Revenue	1,313,014	237,358							
450001 Rent	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
499999 Prior Year's Surplus					-				
TOTAL REVENUE:	1,447,653	480,562	648,726	231,391	404,947	188,948	188,949	188,950	188,951
EXPENDITURE:									
601001 Share of Salaries	58,022	63,592	63,592	42,610	47,296	47,296	47,296	47,296	47,296
601101 Staff Expenses		14,653	14,653	10,374	11,330	11,330	11,330	11,330	11,330
602001 Utilities and Property Taxes	4,256	7,504	7,500	7,559	7,500	7,501	7,502	7,503	7,504
603008 Repairs and Maintenance	1,278	10,589	110,000	4,441	35,000	35,000	35,000	35,000	35,000
606001 Communications		-	-		-	-	-	-	-
608001 Property Insurance	2,354	2,431	2,500	2,388	2,500	2,500	2,500	2,500	2,500
608002 Liability Insurance	3,000	4,000	4,000	3,000	4,000	4,000	4,000	4,000	4,000
606003 Advertising		-	2,500	214	2,500	500	500	500	500
608004 Permits and Fees				250					
607001 Legal	7,306	3,942	2,500	1,647	2,500	1,000	1,000	1,000	1,000
609001 Supplies	490		5,000	324	5,000	5,000	5,000	5,000	5,000
609011 Meeting Expenses			2,500	84,006	2,500	-	-	-	-
612801 Special Projects		23,835	60,000	8,143	50,000	-	-	-	-
651014 Shared Supplies		5,306		8,442	7,377	7,377	7,377	7,377	7,377
651010 Administration Charges	21,265	14,614	19,785	19,785	11,458	11,458	11,458	11,458	11,458
780604 Lease Closure Expense		35,000		35,000	35,000				
799999 Prior Year's Deficit		17,630	24,196	59,196	55,986	55,986	55,986	55,986	55,986
Total Expenses	97,970	203,096	318,726	287,377	279,947	188,948	188,949	188,950	188,951
Revenues less Expenditures	1,349,683	277,466	330,000	(55,986)	125,000	-	-	-	-
CAPITAL BUDGET									
780001 Capital Costs	1,367,312	336,662	330,000		125,000	-	-	-	-
490001 Use of Capital Items	27,346	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
780101 Amorization	27,346	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
Revenues less Expenditures and Transfers	(17,630)	(59,196)	-	(55,986)	-	-	-	-	-

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Regional Parks and Trails

10903

Five Year Financial Plan:

Houston Granisle Area G

Bylaw No. 1928 No Limits

Taxation on Improvements Only

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
400002 Requisition	23,874	0	0	0	12,470	17,647	17,647	17,647	17,647
446001 Grants in Lieu of Taxes	14								
443006 Northwest Regional Funding					50,000				
480001 Miscellaneous Revenue									
420001 Transfer from NCPG		4,137			50,000				
446110 Admin Recovery									
499999 Prior Year's Surplus		18,844	17,564	17,564	7,909				
TOTAL REVENUE:	23,888	22,980	17,564	17,564	120,380	17,647	17,647	17,647	17,647
EXPENDITURE:									
601001 Share of Salaries	3,805	2,271	2,271	5,326	11,824	11,824	11,824	11,824	11,824
601101 Staff Expenses		523	523	1,297	2,832	100	100	100	100
606001 Communications		0	0	0	0	0	0	0	0
608001 Property Insurance		0	0	0	0	0	0	0	0
608002 Liability Insurance		0	0	0	0	0	0	0	0
608003 Vehicle Insurance		0	0	0	0	0	0	0	0
609001 Supplies		0	0	0	0	0	0	0	0
609011 Meeting Expenses		0	0	0	0	0	0	0	0
612801 Special Projects		0	12,553	0	50,000	0	0	0	0
651014 Shared Services		1,296	1,296	2,110	1,844	1,844	1,844	1,844	1,844
651010 Administrative Recovery	1,240	1,326	921	921	3,879	3,879	3,879	3,879	3,879
Total Expenses	5,045	5,416	17,564	9,655	70,380	17,647	17,647	17,647	17,647
780001 Capital Items					50,000				
Revenues less Expenditures	18,844	17,564	-	7,909	-	-	-	-	-

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Regional Parks and Trails

10904

Five Year Financial Plan:

Burns Lake, Area B, Area E

Bylaw No. 1929 No Limits

Taxation on Improvements Only

	2022 Actuals	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
400002 Requisition	30,658	49,066	32,042	31,256	84,874	88,837	88,837	88,837	88,837
442101 Other Grant Revenue		50,000	38,442	17,057					
446001 Grants in Lieu of Taxes	852	404		157					
446002 Grant in Lieu of Alcan Taxes	13,435	20,783	11,000	11,590	27,449	12,156	12,156	12,156	12,156
420001 Transfer from NCPG Reserve	52,534	58,164	50,000	30,107	125,000	95,000			
499999 Prior Year's Surplus		2,029	47,458	47,458					
TOTAL REVENUE:.....	97,479	180,446	178,942	137,625	237,323	195,993	100,993	100,993	100,993
EXPENDITURE:									
601001 Share of Salaries	31,389	22,712	62,048	53,263	47,296	47,296	47,296	47,296	47,296
601101 Staff Expenses		5,233	100	12,967	11,330	100	100	100	100
602001 Utilities	109	110	200		200	100	100	100	100
603008 Repairs and Maintenance		262	3,500	99	37,000	37,000	37,000	37,000	37,000
606001 Communications		-	-	4,099	-	-	-	-	-
606003 Advertising				40					
608001 Property Insurance		-	-	-	-	-	-	-	-
608002 Liability Insurance	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
608003 Vehicle Insurance		-	-	-	-	-	-	-	-
609001 Supplies		208	-	22	-	-	-	-	-
609011 Meeting Expenses		-	-	-	-	-	-	-	-
612801 Special Projects		85,839	45,000	42,859					
651014 Shared Services		5,306	8,824	8,442	7,377	7,377	7,377	7,377	7,377
651010 Administrative Recovery	7,162	11,319	7,271	7,248	7,120	7,120	7,120	7,120	7,120
					3,648				
Total Expenses	40,660	132,987	128,942	131,041	112,323	100,993	100,993	100,993	100,993
Revenues less Expenditures	56,819	47,458	50,000	6,585	125,000	95,000	-	-	-
CAPITAL BUDGET									
780001 Capital	54,790	-	50,000	10,232	125,000	95,000			
490001 Use of Capital Items	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
780101 Amoritization	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Revenues less Expenditures and Transfers	2,029	47,458	-	(3,648)	-	-	-	-	-

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Regional Parks and Trails

10905

Five Year Financial Plan:

Fort St. James, Area C

Bylaw No. 1930 No Limits

Taxation on Improvements Only

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
400002 Requisition	23,874	-	-	-	28,244	17,585	17,585	17,585	17,585
446001 Grants in Lieu of Taxes	316								
443006 Northwest Regional Funding					50,000				
480001 Miscellaneous Revenue									
420001 Transfer from NCPG		3,623			30,000				
446110 Admin Recovery									
499999 Prior Year's Surplus		21,048	19,158	19,158	9,341				
TOTAL REVENUE:.....	24,190	24,671	19,158	19,158	117,585	17,585	17,585	17,585	17,585
EXPENDITURE:									
601001 Share of Salaries	1,902	2,271	2,271	5,326	11,824	11,824	11,824	11,824	11,824
601101 Staff Expenses		523	523	1,297	2,832	2,832	2,832	2,832	2,832
606001 Communications		-	-	-	-	-	-	-	-
608001 Property Insurance		-	-	-	-	-	-	-	-
608002 Liability Insurance		-	-	-	-	-	-	-	-
608003 Vehicle Insurance		-	-	-	-	-	-	-	-
609001 Supplies		-	-	-	-	-	-	-	-
609011 Meeting Expenses		-	-	-	-	-	-	-	-
612801 Special Projects		-	15,280	-	50,000	-	-	-	-
651014 Shared Services		1,326		2,110	1,844	1,844	1,844	1,844	1,844
651010 Administrative Charges	1,240	1,392	1,084	1,084	1,084	1,084	1,084	1,084	1,084
Total Expenses	3,142	5,513	19,158	9,817	67,585	17,585	17,585	17,585	17,585
780001 Capital Items					50,000				
Revenues less Expenditures	21,048	19,158	-	9,341	-	-	-	-	-

Recreation Contribution
Smithers Area A
Bylaw No. 1976 Limit \$0.50 per \$1,000

10912

Five Year Financial Plan:

Taxation on Land and Improvements

- 400002 Requisition
- 446001 Grants in Lieu of Taxes
- 499999 Prior Year's Surplus

TOTAL REVENUE:.....

EXPENDITURE:

- 612220 Grant to Societies
- 651010 Administration Charges

Total Expenses

Revenues less Expenditures

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
		50,750	51,495	51,495	73,976	62,770	62,770	62,770	62,770
		5		694	500				
			50,005	50,005	45,294				
TOTAL REVENUE:.....		50,755	101,500	102,194	119,770	62,770	62,770	62,770	62,770
EXPENDITURE:									
612220 Grant to Societies			100,000	55,400	118,000	61,000	61,000	61,000	61,000
651010 Administration Charges		750	1,500	1,500	1,770	1,770	1,770	1,770	1,770
Total Expenses		750	101,500	56,900	119,770	62,770	62,770	62,770	62,770
Revenues less Expenditures		50,005	-	45,294	-	-	-	-	-

Recreation Contribution
Houston Granisle Area G
Bylaw No. 1979 Limit \$0.50 per \$1,000

10913

Five Year Financial Plan:

Taxation on Land and Improvements

- 400002 Requisition
- 446001 Grants in Lieu of Taxes
- 499999 Prior Year's Surplus

TOTAL REVENUE:.....

EXPENDITURE:

- 612220 Grant to Societies
- 651010 Administration Charges

Total Expenses

Revenues less Expenditures

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
		25,375	49,606	49,606	8,377	50,900	50,900	50,900	50,900
		1,519		23					
			26,519	26,519	52,523				
TOTAL REVENUE:.....		26,894	76,125	76,148	60,900	50,900	50,900	50,900	50,900
EXPENDITURE:									
612220 Grant to Societies			75,000	22,500	60,000	50,000	50,000	50,000	50,000
651010 Administration Charges		375	1,125	1,125	900	900	900	900	900
Total Expenses		375	76,125	23,625	60,900	50,900	50,900	50,900	50,900
Revenues less Expenditures		26,519	-	52,523	-	-	-	-	-

Recreation Contribution
Burns Lake, Area B, Area E
Bylaw No. 1977 Limit \$0.50 per \$1,000

10914

Five Year Financial Plan:

	2022 Actuals	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Taxation on Land and Improvements									
400002 Requisition		18,079	74,972	74,972	48,374	56,830	56,830	56,830	56,830
446001 Grants in Lieu of Taxes		148		377	250				
446002 Grant in Lieu of Alcan Taxes		7,658	26,393	27,800	8,423	20,000	20,000	20,000	20,000
499999 Prior Year's Surplus			25,510	25,510	66,784				
TOTAL REVENUE:.....		25,885	126,875	128,659	123,830	76,830	76,830	76,830	76,830
EXPENDITURE:									
612220 Grant to Societies			125,000	60,000	122,000	75,000	75,000	75,000	75,000
651010 Administration Charges		375	1,875	1,875	1,830	1,830	1,830	1,830	1,830
Total Expenses		375	126,875	61,875	123,830	76,830	76,830	76,830	76,830
Revenues less Expenditures		25,510	-	66,784	-	-	-	-	-

Recreation Contribution
Fort St. James, Area C
Bylaw No. 1978 Limit \$0.50 per \$1,000

10915

Five Year Financial Plan:

Taxation on Land and Improvements

- 400002 Requisition
- 446001 Grants in Lieu of Taxes
- 499999 Prior Year's Surplus

TOTAL REVENUE:.....

EXPENDITURE:

- 612220 Grant to Societies
- 651010 Administration Charges

Total Expenses

Revenues less Expenditures

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
		50,750	50,711	50,711	35,924	51,500	51,500	51,500	51,500
		789		326	250				
			50,789	50,789	65,326				
TOTAL REVENUE:.....		51,539	101,500	101,826	101,500	51,500	51,500	51,500	51,500
EXPENDITURE:									
612220 Grant to Societies		0	100,000	35,000	100,000	50,000	50,000	50,000	50,000
651010 Administration Charges		750	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Total Expenses		750	101,500	36,500	101,500	51,500	51,500	51,500	51,500
Revenues less Expenditures		50,789	-	65,326	-	-	-	-	-



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: January 23, 2025
Subject: **2025 Draft Capital Budget**

RECOMMENDATION:

(all/directors/majority)

Receive.

BACKGROUND and SUMMARY

Attached to this memo is a detailed draft capital budget and the proposed funding source for each capital project. Staff are still reviewing and prioritizing items and may make a few adjustments when the full draft budget for all major services are presented in February.

Because of the limitation of \$4.375 million for the requisition for Environmental Services, funding capital projects remain difficult. This draft capital budget proposes \$3.465 million in capital projects for Environmental Services with taxation contributing \$271,000, the Community Works Fund contributing \$724,000, Northern Capital Planning grant contributing \$225,000, and the Northwest Revenue Sharing Agreement (RBA) contributing \$2,245,000. For the majority of the capital budget for Environmental Services RBA funding remains the only option for funding projects as taxation or other grant funding is unavailable or has already been allocated.

Items highlighted in light green will generally not come forward to the Board for approval to purchase as the purchasing policy provides the authority to the CAO for all purchases less than \$100,000 provided that they have been approved in the budget.

The cost to develop the new proposed transfer station and recycling depot in Houston is estimated to be \$650,000 and can be funded partially by Northern Capital and Planning Grant. Discussions with the District of Houston on land options and service delivery are ongoing, and further discussions with the Board will take place as information becomes available. The bulk of the reallocation of the transfer station is also proposed to be funded by the RBA once the project is approved. To operate a new transfer station, an additional roll-off truck is required and is also included for consideration but won't proceed until final approval of the Board is received.

The proposed capital budget for other services is \$2.641 million and is made up of office upgrades, two general duty vehicles, two fire service water tenders, two underground water storage tanks for fire services, a variety of parks and trails developments as well as sewer and water improvements for Fort Fraser.

The capital items and the proposed funding sources for these capital items will be included in the first draft of the 2025 Financial Plan for further consideration.

Attachments: Draft Capital Budget

ENVIRONMENTAL SERVICES

			North West Revenue Sharing	Northern Planning and Capital Grant	Growing Community Fund	Community Works Fund	Taxation	Reserves
General Enviro	5101 Security Cameras - FLTS, FSJ, VTS	50,000					50,000	
General Enviro	5101 Pick Up to replace P1	90,000					90,000	
Clearview	5201 CLF new water tank	15,000	15,000					
Clearview	5201 Expansion & leachate collection (SUMMED)	500,000				500,000	-	
Clearview	5201 Large Dozer (instead of compactor)	400,000	400,000					
Clearview	5201 Cover mats x 2	20,000	20,000					
Knockholt	5202 Excavator - 20 tonne or greater	405,000		50,000		224,000	131,000	
Knockholt	5202 Water well and pumps etc.	15,000	15,000					
Knockholt	5202 Skidsteer (TS/RD)	110,000	110,000					
Knockholt	5202 New Dump Truck	250,000	250,000					
Knockholt	5202 Cover Mats x 2	20,000	20,000					
Knockholt	5203 New Gate	10,000	10,000					
Burns Lake TS	5301 Rebuild or decommission Septage Beds	25,000	25,000					
Fraser Lake TS	5302 Transtor removal and roof structure	175,000	175,000					
Fraser Lake TS	5303 New gate	10,000	10,000					
Granisle TS	5303 Transtor Replacement Design	10,000	10,000					
Granisle TS	5303 RD Storage	15,000	15,000					
Vanderhoof TS	5304 New re-use shed (seacan) and roof	30,000	30,000					
Southside TS	5305 Transtor Replacement Design	10,000	10,000					
Southside TS	5305 Fence expand	20,000	20,000					
Smithers Telkwa TS	5306 TS Wall repair and reinforcement, tip wall anchor	25,000	25,000					
Smithers Telkwa TS	5306 Plumb new office	15,000	15,000					
Smithers Telkwa TS	5306 Resurface wood and metal area	50,000	50,000					
Smithers Telkwa TS	5306 Road and new bays - aggregate	25,000	25,000					
Smithers Telkwa TS	5306 Re-use shed (seacan and roof)	30,000	30,000					
Hauling	5320 2 trailers - replace haydraulics D24	80,000	80,000					
Field Operations	5600 Skidsteer Knockholt	110,000	110,000					
ENVIRONMENTAL SERVICES - HOUSTON TRANSFER STATION PROJECT								
General Enviro	5101 Houston TS/RD relocation	650,000	475,000	175,000			-	-
Hauling	5320 New Roll-off Truck	300,000	300,000				-	-
Subtotal		3,465,000	2,245,000	225,000	-	724,000	271,000	-

ALL OTHER SERVICES

			North West Revenue Sharing	Northern Planning and Capital Grant	Growing Community Fund	Community Works Fund	Taxation	Reserves
General Government	1202 Office Security System Upgrades	35,000	35,000				-	
General Government	1202 HVAC Completion and Wiring Upgrades	55,000					-	55,000
Building Inspection	4201 Passenger Vehicle	50,000					-	50,000
Fort Fraser Fire	7101 Fire Cargo Trailer	7,500		7,500				
Southside Fire	7102 Fire Apparatus and Fire Cargo Trailer	557,500	110,000	7,500	152,000	288,000	-	
Topley Fire	7103 Fire Cargo Trailer	7,500		7,500				
Cluculz Lake Fire	7104 Fire Apparatus and Fire Cargo Trailer	557,500	110,000	7,500	152,000	288,000	-	
Protective Services	7601 Underground Water Storage X 2	526,000		240,000		286,000	-	
Bulkley Valley Pool	10101 General Capital Items (SUMMED)	150,000					150,000	
911 Service	7501 Cluculz Lake Repeater Installation	75,000						75,000
Parks and Trails Area A	10902 Outhouse, Round Lake, Quick Cabin	125,000			125,000			
Parks and Trails Area G	10903 Connector Trail Topley Landing to Granisle	50,000	50,000					
Parks and Trails Area BE	10904 Imeson's Beach and Hospital Point	125,000		125,000				
Parks and Trails Area C	10905 Pinche Bay	50,000	50,000					
Fort Fraser Sewer	6101 Manhole repairs	140,000					140,000	
Fort Fraser Water	6201 SCADA System and Pump Replacement	65,000					65,000	
Subtotal		2,576,000	355,000	395,000	429,000	862,000	355,000	180,000
Grandtotal		6,041,000	2,600,000	620,000	429,000	1,586,000	626,000	180,000



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: January 23, 2025
Subject: **Departmental Quarterly Reports - 4th Quarter**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

Departmental Quarterly Reports for the 4th Quarter of 2024 have been prepared to keep the Board apprised of the status of strategic priorities, departmental work plans, and normal operations.

ATTACHMENTS:

1. Administration Quarterly Report
2. Finance Quarterly Report
3. Protective Services Quarterly Report
4. Planning Quarterly Report
5. Environmental Services Quarterly Report



Administration

October 1, 2024 – December 31, 2024

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Staffing

Fulltime permanent:

Curtis Helgesen, CAO

Cheryl Anderson, Director of Corporate Services

Wendy Wainwright, Deputy Director of Corporate Services

Anusha Rai, Human Resources Advisor

Danielle Sapach, Administration Clerk

Justin Greer, First Nations Liaison

Nellie Davis, Manager of Regional Economic Development

Shari Janzen, Economic Development Assistant

Cameron Hart, Economic Development Assistant

Megan D'Arcy, Agriculture Coordinator (part-time)

Strategic Priorities

2023-2026 STRATEGIC PRIORITIES

Relationships with First Nations

- To enhance relationships with First Nations in the region and explore opportunities to collaborate and work in partnership for the benefit of our communities.
 - Extend invitations for informal meetings/meals with each First Nations government in the region
 - Share and discuss respective strategic goals and objectives to identify opportunities for cooperation and collaboration on areas of mutual interest
 - Investigate and identify opportunities for the RDBN to provide specific services to First Nations Communities

Advocacy with the Province

- To advocate and build relationships with provincial ministries to ensure the needs of the region are represented, impacts on our communities from their decisions and policies are understood, and adequate resources are made available to support new and increasing expectations of local government.
 - Support efforts to secure an agreement under the Resource Benefits Alliance by engaging with our communities and consistently messaging our expectations to the Province
 - Identify and prioritize topics and issues for provincial advocacy and advance our interests by developing strategic and consistent messaging, and offering solutions that are aligned with mutual goals
 - Extend invitations to ministers or senior ministry staff to visit our region so they can observe and discuss our issues and interests in-person

Housing Supply

- To ensure there is an adequate supply and variety of housing options for our citizens.
 - 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
 - Investigate opportunities for the Regional District to plan for and/or support the development of workforce housing

Community and Economic Sustainability

- To identify and pursue opportunities to support and diversify our economy.
 - Convene a tourism summit to better-understand the needs of the tourism sector and explore how the regional district can support and advance tourism in the region
 - Revisit, prioritize and advance recommendations of the RDBN Food and Agriculture Plan and the work of the Agriculture Coordinator
 - Continue advocacy efforts with the Federal and Provincial governments, First Nations communities and industry for high-speed internet service and explore innovative solutions for high-speed internet service in partnership with the Connectivity Committee and other partners.

Relationships with First Nations

On November 18, 2024 the Memorandum of Understanding to Rehabilitate the Nechako River was renewed, representing a significant step forward in collective efforts to address the critical challenges facing the Nechako River ecosystem. The District of Vanderhoof and Cheslatta First Nation joined the RDBN, Saik'uz First Nation, Stellat'en First Nation, and Nadleh Whut'en as signatories, strengthening the partnerships that form the foundation of this important work.

Congratulatory letters were sent to the newly elected Chiefs of Lake Babine Nation, Nak'azdli Whut'en, and Tl'azt'en Nation.

Advocacy with the Province

Letters were sent to the newly appointed Cabinet Ministers providing an outline of topics discussed at the 2024 Union of B.C. Municipalities Conference. The letters invited Ministers to meet with RDBN Directors and staff at the 2025 BC Natural Resources Forum. Meetings were secured with the Honourable Tamara Davidson, Minister of Environment and Parks and the Honourable Randene Neill, Minister of Water, Land and Resource Stewardship.

The RDBN has also secured a meeting in January with the Honourable Brittny Anderson, Minister of State for Local Governments and Rural Communities of BC.

The Honourable Lana Popham, Minister of Agriculture and Food, has spoken with Chair Parker regarding a trip to the region in the spring of 2025.

Economic Development

Community and Economic Stability

Staff continue to support Community Transitions engagement in Vanderhoof. This includes supporting the organization and hosting of a Wellness Fair in Vanderhoof on January 29, 2025.

Grant Writers continue to support groups in the region on applications.

Staff are organizing delegations in early 2025 on Connectivity and Tourism topics to update the Board on the progress of projects in those sectors.

Agriculture

The Request for Proposals for the Agriculture Water Assessment and Community Irrigation Study for the Vanderhoof Area was posted near the end of 2024 and closes January 13, 2025.

Several agriculture support organizations will host their AGMs in 2025, and the RDBN Agriculture Coordinator will attend whenever possible.

Communications

Staff worked with Chair Parker and others to create video messages for Christmas and the November 18 Renewal of the Nechako River MOU, as well as several social media videos highlighting the importance of shopping local. They can be viewed on the RDBN Facebook page at <https://www.facebook.com/RegionalDistrictBulkleyNechako>

Human Resources

Joint Health and Safety Committee (JH&SC)

The JH&SC conducted regular monthly meetings throughout the year to review and update workplace safety procedures. The committee remained committed to promoting a safer work environment by completing eight hours of training, identifying potential risks and implementing preventive measures. The committee reviewed and submitted a total of 10 workplace safety procedures to senior management for review and approval. Upon receiving approval, these procedures were implemented to enhance overall workplace safety and mitigate potential hazards. The committee, along with the Board of Directors, visited eight sites to engage with field staff, tour the site, and gain insight into current challenges. These visits provided valuable insights into the site-specific challenges faced by workers and helped the committee tailor safety procedures to address real-world concerns effectively. The JH&SC members remain dedicated to continuous improvement in workplace safety and will continue to engage with employees and management to ensure a safe and healthy working environment for all.

Administration

October 1, 2024 to December 31, 2024

Policies and Procedures

The Board has reviewed and approved five key policies to enhance clarity and consistency in employee management practices. The revised policies include Employee Benefits Policy, Maternity and Parental Policy, Regular Hours of Work Policy, Overtime Policy, and Flex Time Policy.

To improve workplace safety and ensure compliance with occupational health and safety standards, a new Office Safety Procedures Manual has been developed specifically for office staff. The manual addresses key safety protocols within the office environment and is currently under review.

Labour Relations

Labour relations continue to be a primary focus of Human Resources. Key activities during this quarter include providing ongoing support to various functions in managing labour relations matters. HR remains committed to fostering positive relationships with employees and addressing concerns promptly to maintain a harmonious workplace environment.



Finance

October 1, 2024 to December 31, 2024

Staffing

Fulltime permanent:

John Illes, Chief Financial Officer

Kim Fields, Accounting Clerk II (Payroll)

Crystal Miller, Accounting Clerk II (Finance)

Chelsey Fields, Asset Management and Procurement Clerk

Term position:

In Posting, Accounting Clerk I (Accounts Payable and Receivable)

Statistic Highlight for the 4th Quarter 2024

Accounts payable paid a total of \$15,824,560 in invoices for the twelve months of the year, of which \$3,512,174 was paid in the last three months.

Accounts Receivable balance as of December 31st is \$329,642 with \$75,652 over 60 days (\$312,573 with \$101,544 over 60 last quarter).

Accounting

Year-end and audit preparation is beginning in earnest. Budget preparations are ongoing. Effort is being placed on creating and finalizing an asset management plan and long-term financial plan.

Reporting

The fourth quarter financial statements will be brought forward to a later meeting.

The directors' remuneration and travel expenses report to the end of December is included with this memo as an attachment. There are no concerns noted.

Attachments: **Directors Remuneration and Expenses**

GENERAL GOVERNMENT

REMUNERATION	Acutal		Budget		
		12 Months	12 Months		
Director's Remuneration - "A"	\$	18,747	\$	19,694	95%
Director's Remuneration - "B"	\$	24,250	\$	26,893	90%
Director's Remuneration - "C"	\$	28,459	\$	32,283	88%
Director's Remuneration - "D"	\$	45,546	\$	46,975	97%
Director's Remuneration - "E"	\$	18,798	\$	18,506	102%
Director's Remuneration - "F"	\$	17,447	\$	18,881	92%
Director's Remuneration - "G"	\$	17,823	\$	18,881	94%
Director's Remuneration - SMITHERS	\$	23,621	\$	26,424	89%
Director's Remuneration - TELKWA	\$	15,686	\$	19,506	80%
Director's Remuneration - HOUSTON	\$	26,145	\$	28,610	91%
Director's Remuneration - GRANISLE	\$	17,844	\$	18,944	94%
Director's Remuneration - BURNS LAKE	\$	18,160	\$	19,537	93%
Director's Remuneration - FRASER LAKE	\$	16,137	\$	18,819	86%
Director's Remuneration - FORT ST. J	\$	18,807	\$	20,225	93%
Director's Remuneration - VANDERHOOF	\$	22,808	\$	25,674	89%
ALTERNATE Director's Remuneration	\$	8,247	\$	-	
Total	\$	338,524	\$	359,849	94%
TRAVEL	Acutal		Budget		
		12 Months	12 Months		
Electoral Area "A" Travel	\$	3,672	\$	5,075	72%
Electoral Area "B" Travel	\$	512	\$	3,750	14%
Electoral Area "C" Travel	\$	2,535	\$	8,125	31%
Electoral Area "D" Travel	\$	9,521	\$	22,625	42%
Electoral Area "E" Travel	\$	1,734	\$	1,750	99%
Electoral Area "F" Travel	\$	2,843	\$	4,800	59%
Electoral Area "G" Travel	\$	3,157	\$	2,800	113%
SMITHERS Travel	\$	7,204	\$	7,075	102%
TELKWA Travel	\$	2,061	\$	4,550	45%
HOUSTON Travel	\$	2,077	\$	2,975	70%
GRANISLE Travel	\$	2,533	\$	3,500	72%
BURNS LAKE Travel	\$	-	\$	-	
FRASER LAKE Travel	\$	1,676	\$	2,625	64%
FORT ST. J Travel	\$	3,073	\$	10,809	28%
VANDERHOOF Travel	\$	3,083	\$	2,975	104%
ALTERNATE TRAVEL	\$	2,226			
Total	\$	47,908	\$	83,434	57%

RURAL GOVERNMENT

REMUNERATION	Acutal	Budget	
	12 Months	12 Months	
Director's Remuneration - "A"	\$ 15,581	\$ 16,902	92%
Director's Remuneration - "B"	\$ 12,073	\$ 13,564	89%
Director's Remuneration - "C"	\$ 13,763	\$ 13,031	106%
Director's Remuneration - "D"	\$ 12,014	\$ 13,092	92%
Director's Remuneration - "E"	\$ 18,147	\$ 18,697	97%
Director's Remuneration - "F"	\$ 16,158	\$ 15,293	106%
Director's Remuneration - "G"	\$ 11,246	\$ 12,511	90%
Total	\$ 98,981	\$ 103,090	96%

TRAVEL	Acutal	Budget	
	12 Months	Full Year	
Electoral Area "A" Travel	\$ 4,814	\$ 12,000	40%
Electoral Area "B" Travel	\$ 7,208	\$ 12,000	60%
Electoral Area "C" Travel*	\$ 9,422	\$ 14,000	67%
Electoral Area "D" Travel	\$ 2,317	\$ 12,000	19%
Electoral Area "E" Travel	\$ 9,587	\$ 12,000	80%
Electoral Area "F" Travel	\$ 10,412	\$ 12,000	87%
Electoral Area "G" Travel	\$ 6,537	\$ 12,000	54%
Total	\$ 50,298	\$ 86,000	58%

* includes a \$2,000 allowance for SNRHD travel



Protective Services Department

October 1, 2024 – December 31, 2024

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General

The Protective Services Department is responsible for facilitating the RDBN's Emergency Management Program, 911 Service and Rural Fire Protection. This report provides a brief update on the status of the 2024 Protective Services Workplan and the ongoing operations of the services provided to residents.

Staffing

Fulltime permanent

- Director of Protective Services – Scott Zayac
- Regional Fire Chief – Jason Blackwell
- Emergency Services Manager– Christopher Walker
- Protective Services Assistant – Trina Bysouth

Full/Part time temporary

- FireSmart Educator – Mike Huntley

Vacated positions

- Emergency Management Technician - Grace Zayac

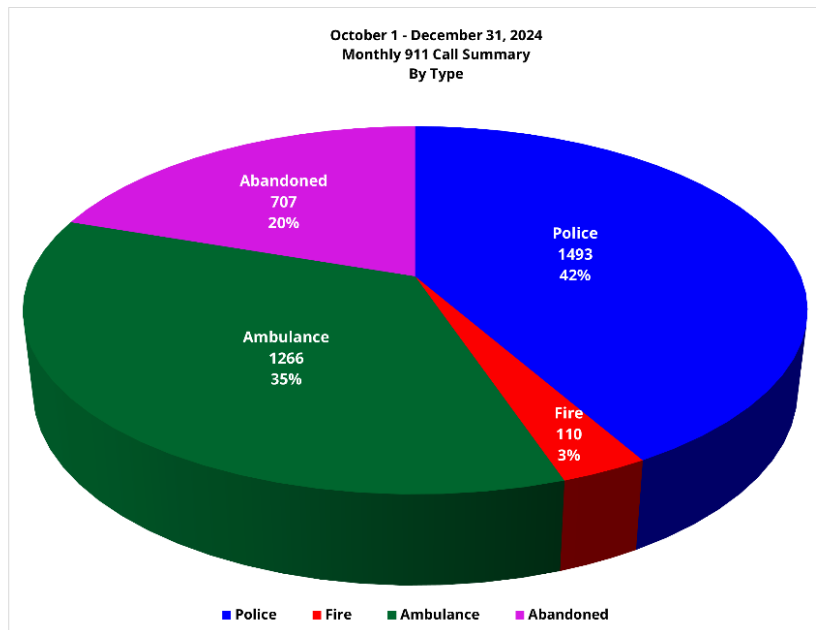
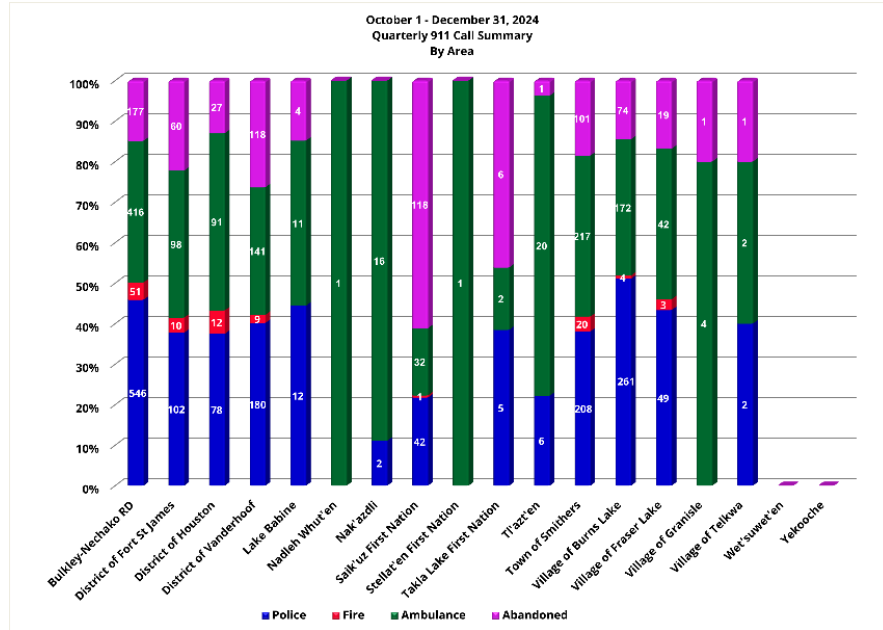
Indigenous Engagement

In keeping with the Regional Districts 'Strategic Focus Areas', the Protective Services Department is working to enhance relationships with First Nations in the region and explore opportunities to collaborate and work in partnership for the benefit of communities. This quarter, staff visited 5 First Nation communities (Wet'suwet'en First Nation, Lake Babine Nation (Woyenne and Fort Babine), Ts'il Kaz Koh First Nation and Takla First Nation) and engaged in conversations with a total of 16 First Nations in the region.

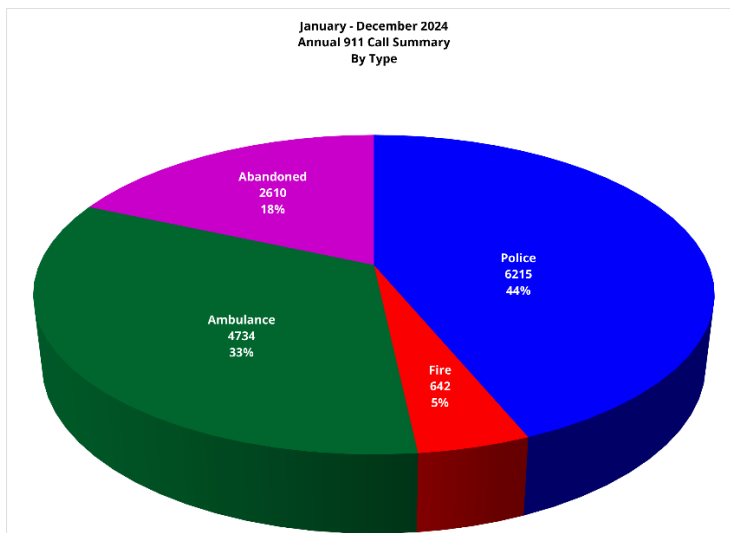
Staff are organizing Indigenous led cultural safety and competency training for board and staff members of the RDBN in 2025. Increasing partnerships and improving cooperation with regional First Nations as well as incorporate Indigenous knowledge into the department is a priority.

911 Service

E-COMM received **3,576** calls for the months of October, November, and December from within the geographic boundaries of the Regional District of Bulkley-Nechako. The charts below show the 911 calls received by jurisdiction and call type.



ECOMM received **14,201** 911 calls in 2024. The chart below indicated the Total 911 calls received by Call Type.



Transition to NG911

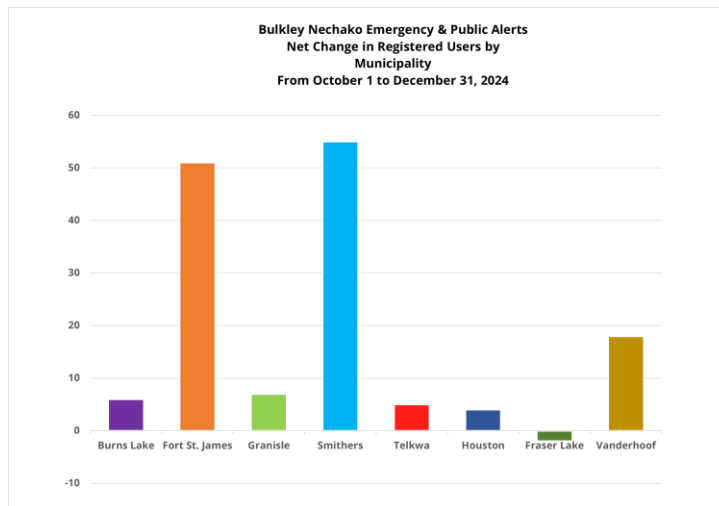
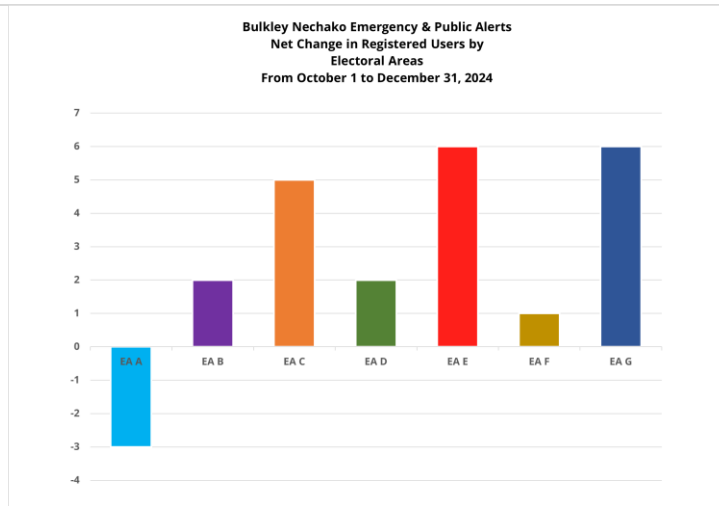
Staff continue to work with the Regional District of Fraser-Fort George and Tower Communications to coordinate the purchase and installation of upgraded dispatch consoles in all the Fire Halls to support the increased functionality of NG911. To date new dispatch consoles have been installed in Smithers, Houston, Granisle, Burns Lake, Fort St. James, and Cluculz Lake.

A new communications tower was installed at the Southside Fire Hall which replaced the older damaged tower. Testing has determined that the new tower is providing better coverage area, and clearer communications. This was purchased using 911 capital reserves.

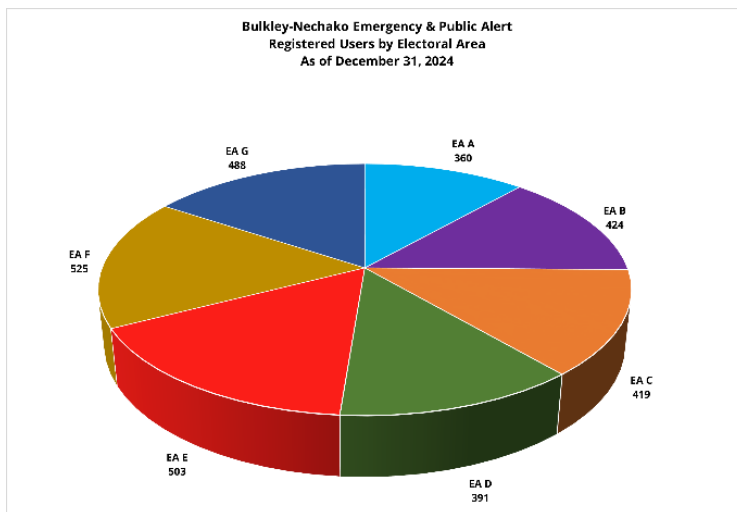
Staff are engaging with communities and other local governments to determine how to best utilize the NG911 grant funding.

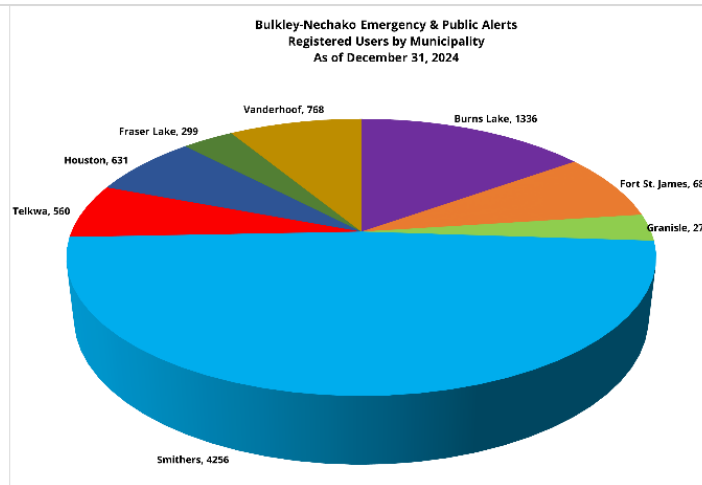
Bulkley Nechako Emergency & Public Alerts

The RDBN's emergency and public alert platform is Voyent Alert! This is a key part of the Regional District's crisis communication plan. In Q4 there were **366** new users in the electoral areas and **706** new users in the municipalities.



There are a total of **3,110** users signed up in the electoral areas and **8,810** users signed up in the municipalities, an increase of 163 users this quarter. With approximately 38% of the RDBN population over the age of 15 signed up with the platform, the department will be working on new ways of promoting the service and increasing sign-ups.





There was a total of **11,920** users signed up in both electoral areas and municipalities for 2024.

Staff continue to participate in monthly training sessions to increase the efficiency and functionality of the platform.

Rural Fire Protection

Expansion of Fire Protection Areas

Three properties located on McCabe Rd are being recommended to be included in the Smithers Rural Fire Protection Area. RDBN staff are currently working on amendments to the bylaws.

A request for an expansion to the Telkwa Rural Fire Protection Area on Lawson Rd was sent to the Village of Telkwa for approval. Once RDBN staff receive the Telkwa council resolution, bylaw amendments can move forward. Staff are continuing to work with the Telkwa Fire Department to add a few homes at the end of Jackpine subdivision into the Fire Protection Area.

Administration, Training, and Support

The wildland firefighting skid unit trailers have been delayed and staff anticipate the trailers and skid units will be delivered to the rural fire departments early in the new year.

New water tenders for the Southside Fire Department and the Cluculz Lake Fire Department ordered through Fort Garry Fire Trucks are now entering production with an estimated delivery of the first truck in mid-April. The first truck to arrive will be delivered to Cluculz Lake.

Three additional underground water tanks will be installed for fire suppression purposes in the summer of 2025. Telkwa Rural South, Burns Lake Rural East, and Luck Bay in Fort St.

James Rural will each be receiving one. The RFP will be going out to tender by the end of Q1 2025.

The radio range in the Cluculz Lake Fire Protection Area is quite limited and this poses safety concerns. There are several locations in the area where there is no radio or cell connection with the Fire Operations Communications Centre. Tower Communications completed testing of two possible repeater locations and staff will be working with CLVFD to weigh the pros and cons of each location to determine which site suits their needs best. Staff will be working to complete this project in 2025.

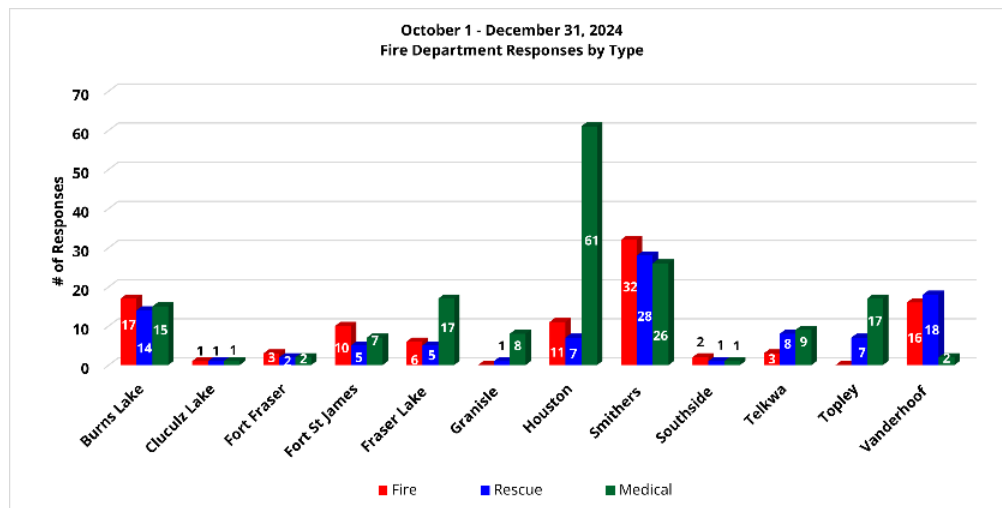
In November, a Fire Chiefs meeting was held in Telkwa for all the departments in the western portion of the Regional District. During the meeting it was decided to conduct quarterly meetings and invite all the fire departments in the region. Starting in January, there will be a rotating host department. The first meeting will be held in Burns Lake at their new fire hall.

Two members of the Cluculz Lake Fire Department are now certified instructors for the First Responder program. They can now offer training throughout the region, if requested.

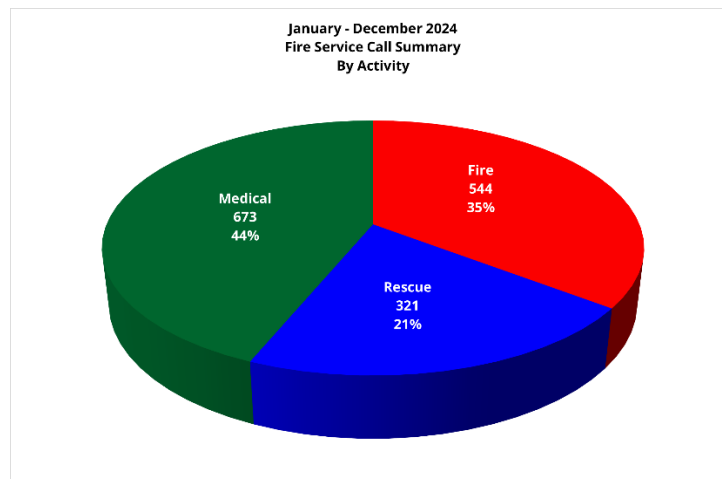
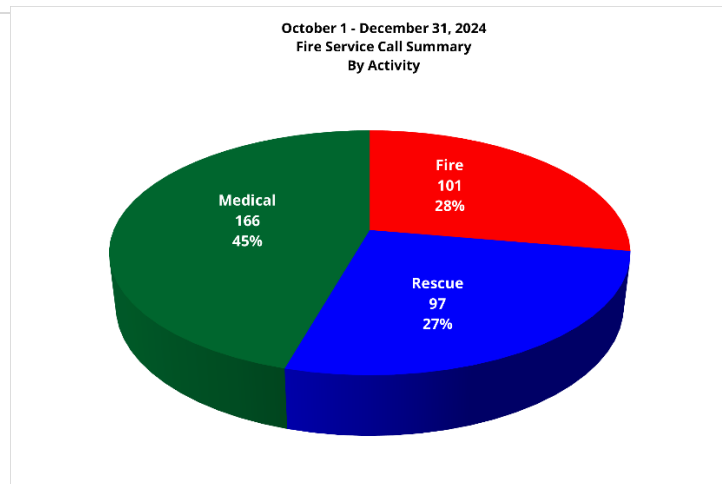
Fire Department Response

Fire department responses vary in type and frequency across our region.

Of the **3,576** 911 calls received from October - December, **364** were forwarded to the Fire Operation Communication Centre for Fire Department response. The charts below show the 911 calls received by call type and Department.



There were **1,538** calls down streamed from the Fire Operation Communication Centre for the year of 2024. The chart below indicates the 911 calls received by Call Type.



Emergency Management Program

Mitigation

FireSmart Home Partners Program

A total of **122** Home Partners Assessments were completed this year. **32** rebates amounting to \$24,576 have been awarded this year.

Preparedness

Regional Community Wildfire Resiliency Plan

Frontera Forest Solutions completed the RDBN Community Wildfire Resiliency Plan. A final meeting was held with staff in early December and the final product has been received and reviewed by staff. The plan and supporting documents will be submitted to UBCM for approval. An approved plan is a UBCM requirement to access any future Community Resiliency Investment Funding which is what the RDBN utilizes to fund the FireSmart Program.

Development and review of emergency plans

The Comprehensive Emergency Management Plan is in development and is being amended to align with the EDMA. Documents in development and awaiting department review include:

- Policy Document (on hold while regulations are being developed)
- Flood Plan (completed, policy is ready for Board in 2025)
- Wildfire Plan (drafted)
- Re-Entry Plan (drafted)
- Demobilization Plan
- Livestock and Pet Plan (on hold while regulations are being developed)
- Air quality plan

Staff and volunteer training

RDBN staff continue to train and prepare for EOC activations. Staff have completed training in:

- Community Recovery Planning
- Community Evacuation
- Developing Emergency Management Plans

Staff attended the Building Resilient Communities Conference in Penticton in November.

Program to Enhance Rail Safety Engagement (PERSE)

The contract for this project was awarded to Calian. The contractor and RDBN staff conducted three in-person workshops in December focusing on first responders, local authorities, and First Nations. This was followed by a region wide public survey on community concerns and perspectives, receiving significant engagement.

The Final Report was received for review at the end of December, the project will be ending by January 31, 2025 and the report will be sent to the board and regional partners.

Public Education

Emergency preparedness and FireSmart continue to be a focus of the Social Media campaign on the Bulkley Nechako Emergency Information Facebook page. Educating the public on the benefits and advantages of the Voyent Alert! system is also a departmental priority.

The development of a Community Group Toolkit will be completed early in 2025. The Toolkit will be a resource for communities or neighborhoods wanting to organize and better prepare for emergencies.

Response

Administration of Emergency Support Services Program

The regional ESS program continues to grow and develop. There are currently 4 ESS teams in the region:

- Bulkley ESS
 - Covers Areas A and G as well as Smithers, Granisle and Houston

- Burns Lake ESS
 - Covers Areas B and E as well as Burns Lake
- Vanderhoof ESS
 - Covers Areas D and F as well as Fraser Lake and Vanderhoof
- Fort St. James ESS
 - Covers Area C and Fort St. James

The Bulkley ESS model is gaining provincial recognition for its expertise, ability to recruit and retain volunteers and respond throughout the region and province. The innovative youth program is also of interest in other parts of the province.

Search & Rescue and Evacuation App

The RDBN's approach to using Search and Rescue volunteers to deliver Evacuation Alerts and Orders is also being looked at by several other Regional Districts and rolled out in other parts of the province. The Evacuation App, co-developed with GeoBC and the RDBN, was successfully tested in 2023-24. This App allows the EOC to track the status of Alerts and Orders in real time and determine where extra supports might be needed for residents. The use of the App has been shown to save a significant amount of time for Search and Rescue volunteers and EOC staff during an event. RDBN staff presented the use of the App to Regional District Okanogan-Stikine in November and there is considerable interest from other jurisdictions as well.

Emergency Operation Centre

The EOC was not activated in Q4. There were two events that staff worked on:

- Sowchea Bay flooding event impacting a small number of residents. Sand and sandbags were made available to residents for primary residence protection with assistance of the Fort St. James Fire Chief.
- Dangerous pothole near Lake Kathlyn School
- Francios Lake Ferry outage occurred in November; several residents reached out to staff over lack of communication. Staff engaged Waterbridge and members of the public to clarify RDBN's role which in this situation is a non-response role of advocacy for planning and communication.

Recovery

2023 Wildfire recovery is nearing completion, currently waiting for fencing repairs of one resident in Electoral Area E for range tenure. This is a longer process due to complicated funding streams involving both the Federal and Provincial governments, currently the aim is to have it resolved in the spring of 2025.

Several bids have been released to remove decked timber in Electoral Area E from the 2023 wildfires by Ministry of Forests, this will clean up much of the timber, but some will remain due to not knowing if the timber was felled from crown land or private property. This is still being worked on by the ministry.

Slope stability assessments in the Colleymount and Germansen Landing areas were conducted at the request of the RDBN, reports indicated no significant concern over instability of slopes due to loss of vegetation from the fires.

Looking Ahead to 2025

The Protective Services Department went through major changes in 2024, with an adjustment period for staff with the addition of a new Director of Protective Services in August. The team focused on relationship building, planning and goal setting throughout the fall while still fulfilling department objectives.

The departments goals and strategies for 2025 feed directly into the Regional District's Strategic Focus Areas. These goals include:

Resilient Communities

- Increasing Department Capacity
 - Staffing – analysis and discussion during the 2025 budget to consider an increase in staffing to better meet the increasing demands put on the department and to become less reliant on other RDBN departments during an EOC
 - Technology – incorporating new technology to improve efficiency
 - Systems – build new systems and processes
 - Business Continuity – create a robust business continuity plan for the department and organization
 - Education and Training – increase opportunities for staff
- Increasing Community Capacity
 - Community groups – increase capacity and effectiveness
 - Next Gen 911 – ensure infrastructure throughout the region supports this transition
 - Fire Apparatus and supplies – replace aging infrastructure and supplies at rural departments
 - Improve communication and education and in particular the effectiveness of Voyent Alert!

Relationships with First Nations

- Build relationships with First Nation staff and leadership
- Cultural safety and First Nation language and culture education and training
- Create formal agreements
- Incorporate Indigenous knowledge and expertise into Emergency Management program

Provincial Advocacy

- Continue to build relationships with EMCR staff
- Continue to build relationships with staff from other organizations and service providers throughout the province.

Challenges

There are two externalities that will continue to challenge the department in the coming years:

- The increasing frequency, duration and intensity of disasters in the region.
- The evolving and increasingly complex requirements and responsibilities downloaded onto the department. Primarily through the legislative and regulatory requirements of the EDMA and Fire Safety Act.



Planning Department

October 1 – December 31, 2024

Year-End Summary

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Staffing

Jason Llewellyn, Director of Planning and Development
Vacant, Deputy Director of Planning and Development
Maria Sandberg, Planning and Parks Coordinator
Danielle Patterson, Senior Planner
Cameron Kral, Planner
Jason Berlin, Senior Building Inspector
Steve Davis, Building Inspector
Daryn Larson, Building Inspector
Fiona Richardson, Development Services Clerk
Jason Thompson, Bylaw Enforcement Officer
Deneve Vanderwolf, Transit Coordinator / Planning Technician
Rowan Nagel, GIS / Planning Technician

The Planning Department includes 12 full-time positions, and a summer student providing Land Use Planning, Building Inspection, Parks and Trails, Transit, GIS and Bylaw Enforcement Services. Building Inspection and Bylaw Enforcement Services are also provided to select municipalities on a contract basis.



Planning Department Enquiries

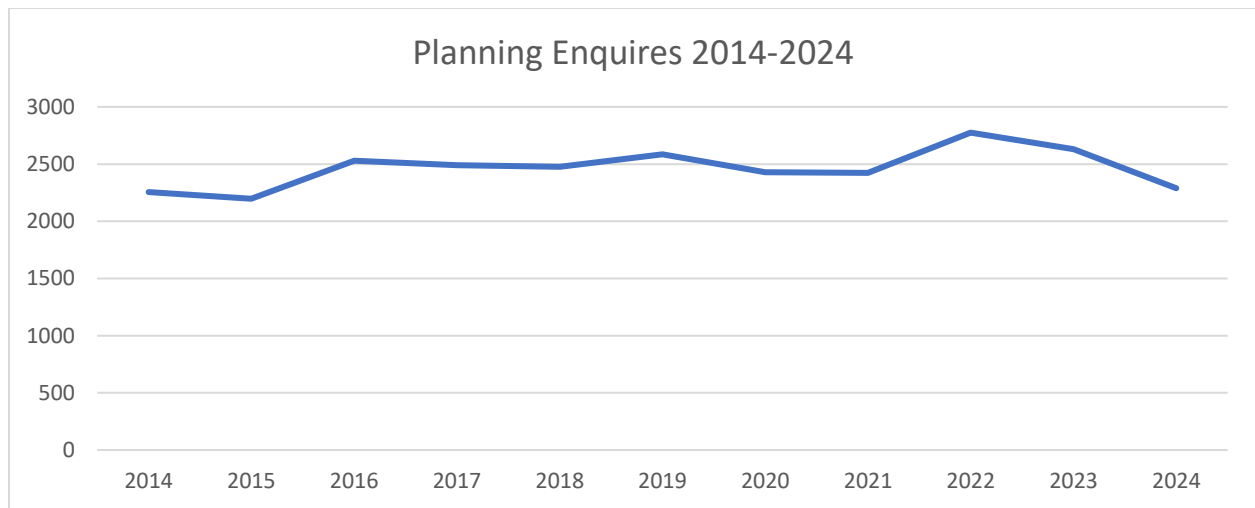
The Planning Department keeps track of the number of enquiries that are answered each month. The enquiries are divided into the following seven main subject areas:

- Development Services (ALR, environmental assessments, subdivision, Crownland)
- Electoral Area Planning (Zoning, OCPs, permits)
- House numbering
- Mapping requests
- Parks and trails
- Bylaw enforcement
- Other (animal control, road maintenance, sewerage etc.)

In 2024, the Planning Department answered 2,288 enquiries. This number is lower than the 2,630 enquiries answered in 2023 and lower than the 2,775 enquiries answered in 2022.

Planning Enquiries by Subject Area 2024

	Development Services	Electoral Area Planning	House Numbering	Parks & Trails	Bylaw Enforcement	Maps	Other	Total
January	34	46	14	0	12	21	55	182
February	54	89	13	0	17	23	32	228
March	37	65	15	2	13	28	45	205
April	73	82	13	1	26	12	55	262
May	48	55	12	5	18	18	29	185
June	40	61	17	2	27	17	46	210
July	61	60	17	4	19	20	25	206
August	45	62	19	6	21	23	40	216
September	39	48	23	2	10	10	24	156
October	40	47	21	0	11	19	22	160
November	40	41	8	0	8	11	18	126
December	48	50	12	0	7	19	16	152
Total	559	706	184	22	189	221	407	2288



Special Projects

Special Projects refers to a wide variety of projects that do not fit within the regular day to day work program of the Planning Department. In 2024 the Planning Department had the following special project accomplishments:

- In January and February the Planning Department reported on the Ministry of Housing providing \$198,964 of funds to the Regional District through the Housing Initiatives Capacity Funding. Planning staff outlined anticipated uses of the funding to cover the costs of required housing-related amendments to OCPs and the Zoning Bylaw, amendments to the Development Procedures Bylaw, and the creation of Interim Housing Needs Reports for each Electoral Area.
- In January the Planning Department reported on Coastal GasLink Pipeline – Socio-economic Effects Management Plan (SEEMP).
- In February the Planning Department reported on the Province’s amendments to the *Land Act*.
- In March the Planning Department reported on the Province’s Secondary Suite Incentive Program, which excludes regional districts that do not offer “building permits and inspections in all parts of the electoral areas within their boundaries.”
- In April the Planning Department reported to the Board on the delegation of exemptions to the *Local Government Act* 10 per cent Parcel Frontage on a Highway requirement to the Provincial Approving Officer. The Board repealed this delegation.
- In April the Planning Department reported on the Mount Milligan Mine Amendment Application Technical Advisory Committee - BC Environmental Assessment Office request for the RDBN to participate in the review of Mount Milligan Mine's Environmental Assessment Certificate Amendment.
- In May the Planning Department reported on Coastal GasLink Pipeline Electrification Optionality Amendment - BC Environmental Assessment Office has asked for comment on Coastal GasLink having the option to install electric compressors.
- In May the Planning Department reported on the Coastal GasLink Amendment Application Technical Advisory Committee - BC Environmental Assessment Office has asked the RDBN to participate in the review of Coastal GasLink's application to have the option to install electric compressors.
- From May to December 2024 the Planning Department Summer Student worked on digitizing the Regional District’s Planning Department records. This process will continue over the next few years.

- In July the Planning Department reported on the Coastal GasLink Pipeline Ltd. (CGL) referral regarding amendments to its Environmental Assessment Certificate (EAC). The Board directed staff to respond to the Environmental Assessment Officer that CGL's response does not address RDBN comments/concerns.
- In August the Planning Department reported to the Board on CGL's comments regarding the July RDBN response. The Board directed staff to respond to the Environmental Assessment Officer that CGL's response does not address RDBN comments and concerns remain.
- In September the Planning Department presented to the Board the Regional Housing Initiative Work Plan.
- In September the Planning Department reported on the Agricultural Land Commission's Annual Report for 2023/2024.
- In October the Planning Department reported on the findings and recommendations of the Fraser Lake Foreshore Integrated Management Plan (FIMP), outlining options for implementation under Regional District regulations.
- In November the Planning Department reported to the Board on the Village of Burns Lake's request to the Province to redefine their municipal boundary to include 1675 Gowan Road, with a recommendation to provide a letter of support.
- In November the Planning Department provided an LNG project status update for Coastal GasLink Pipeline, Pacific Northern Gas Looping Project, Pacific Trails Pipeline, Prince Rupert Gas Transmission Project, and Westcoast Connector Gas Transmission Line.
- In November the Planning Department reported on implementation options for an illegal dumping mitigation strategy.
- In November, the Planning Department completed eight Provincially mandated Interim Housing Needs Reports (Interim HNRs), which included a Regional Interim HNR and Interim HNRs for each Electoral Area. These reports were presented to the Board at the December 12, 2024 Board meeting for receipt and have been posted on the Regional District's website, as required by the Province.
- In December the Planning Department reported on the ALC's approval for the Ministry of Transportation and Transit to make improvements to the Highway 16 and Highway 27 intersection.

Land Use Applications and Referrals

Agricultural Land Reserve (ALR) Applications

The Planning Department received one ALR application in the fourth quarter of 2024, which is under staff review. One non-farm use application from the third quarter has been sent out for referral and is currently on hold.

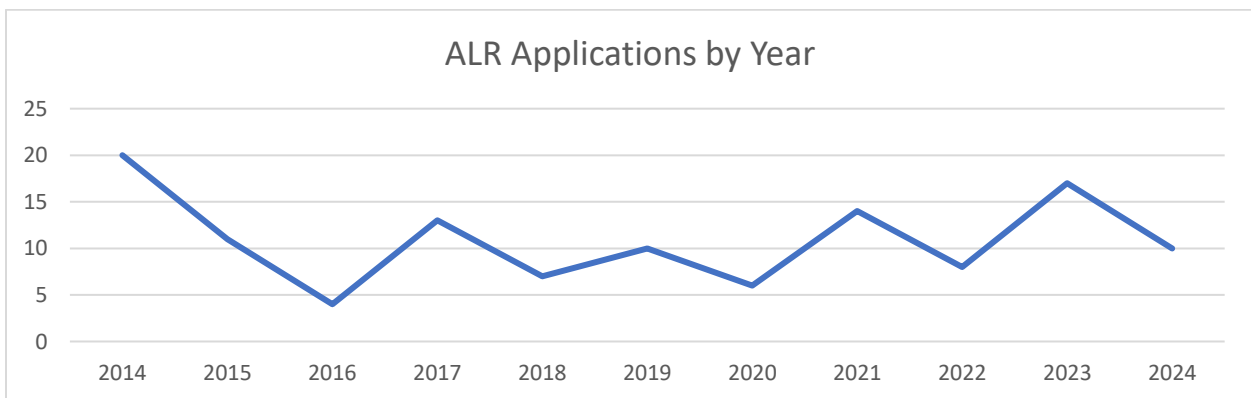
In 2024, the Regional District received 10 ALR applications, one of which was withdrawn. This is a decrease from the 17 applications received in 2023 and an increase from the eight applications received in 2022.

Six applications were for non-farm uses, three were for subdivisions, and one was an exclusion request. Six of the applications were considered by the Board and recommended to the ALC for approval. Of the remaining applications, one was withdrawn, one is under staff review, one is on hold, and one is an exclusion that was submitted to the ALC after bylaw amendments related to the proposal received third reading.

In March the Planning Department reported on the Agricultural Land Commission’s (ALC) decisions for the previous 12 months.

ALR Applications 2014-2024

		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Total		20	11	4	13	7	10	6	14	8	17	10
Board Recommendations	Denial	2	2	2	4	2	2	0	0	1	1	0
	Approval	4	2	1	3	3	5	3	10	6	5	5
	Conditional Approval	2	0	0	1	0	1	1	2	0	3	1
	Pending	7	3	0	1	0	1	2	1	0	3	3
	Interests unaffected	4	1	0	3	0	1	0	1	0	0	0
	Withdrawn	1	2	1	0	0	0	0	0	1	5	1
Commission Decisions	Denial	1	0	0	0	0	2	1	0	0	0	0
	Approval	3	1	0	2	0	5	0	2	1	0	2
	Conditional Approval	0	0	0	2	0	0	1	3	0	1	0
	Pending	15	2	1	8	5	3	4	9	6	12	7
	Withdrawn	1	8	3	0	0	0	0	0	1	5	1



Official Community Plan (OCP) Amendments and Rezoning Applications

The Planning Department received no OCP amendments or zoning amendment applications in the fourth quarter of 2024.

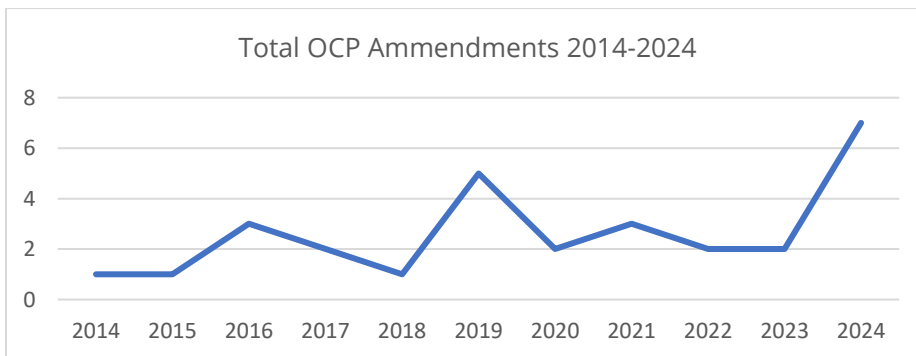
In 2024, the Planning Department processed five rezoning applications and two combined OCP amendment/rezoning application in addition to five in-house OCP amendments to increase housing flexibility.

During 2024, Planning staff processed a Rezoning application which included a number of housekeeping amendments to the Zoning Bylaw. Staff also initiated a number of OCP amendments and Zoning Bylaw changes (application RDBN-01-24 – parts 1 and 2). Part 1 included Zoning Bylaw changes necessary to comply with amendments to the *Local Government Act* (Bill 44). Part 2 includes additional Zoning Bylaw changes and associated OCP amendments to increase housing flexibility. The part 1 Zoning Bylaw amendment was adopted in April 2024, and the part 2 bylaws received third reading in the fourth quarter.

Three Zoning amendment applications were adopted in 2024, one of which was a combined OCP/rezoning application from 2023. One combined OCP/rezoning application received third reading in 2024. Two zoning amendment applications from 2021 remain on hold and were carried over to 2024.

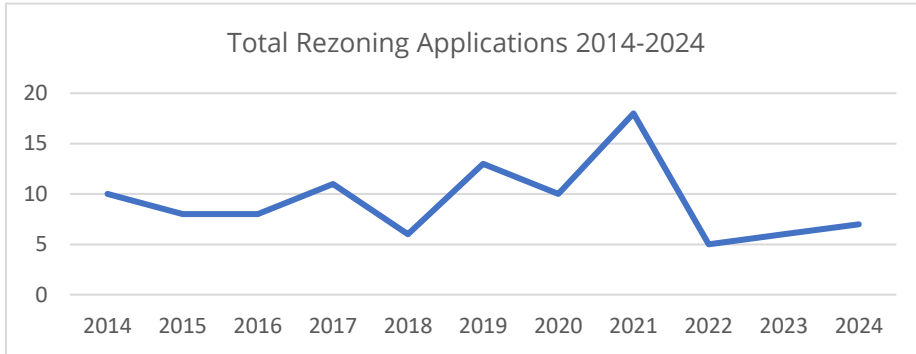
Official Community Plan Amendments 2014-2024

		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
	Total	1	1	3	2	1	5	2	3	2	2	7
Board Decisions	Denied	0	0	1	0	0	2	0	0	0	0	0
	Adopted	0	0	0	1	1	1	1	3	1	1	1
	In Process	1	1	2	1	0	2	0	0	1	1	5
	Withdrawn	0	0	0	0	0	0	1	0	0	0	1



Rezoning Applications 2014-2024

		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
	Total	10	8	8	11	6	13	10	18	5	6	7
Board Decision	Denied	0	1	3	2	0	3	0	2	0	0	0
	Adopted	2	2	0	7	4	4	1	12	1	4	3
	In Process	8	3	5	1	2	4	7	3	4	2	4
	Withdrawn	0	2	0	1	0	2	2	1	0	0	0



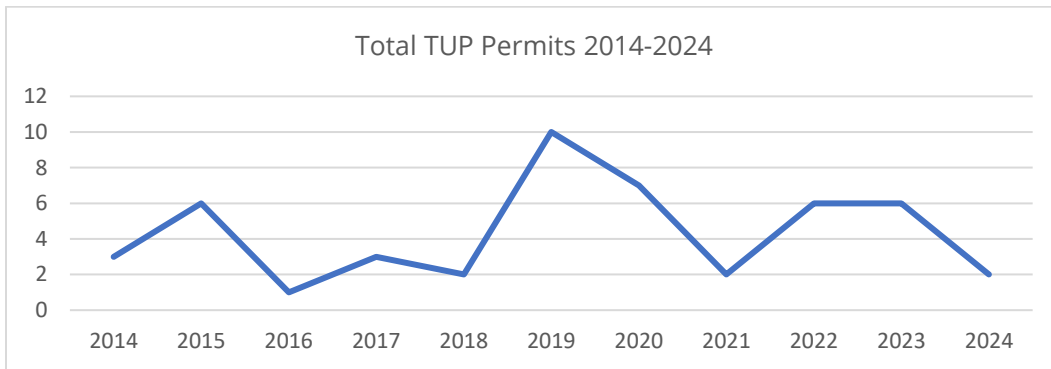
Temporary Use Permit (TUP) Applications

The Planning Department received two TUP applications and one TUP renewal request in the fourth quarter of 2024. One TUP has been approved by the Board, one TUP is under staff review, and the TUP renewal will be tentatively considered in early 2025.

In 2024, the Planning Department received a total of two TUP applications and one TUP renewal request. The TUP application numbers are lower than the 2023 and 2022 numbers, when six applications were received both years.

TUP Applications 2014-2024

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Total	3	6	1	3	2	10	7	2	6	6	2
Denied	0	0	0	1	0	0	0	0	0	0	0
Issued	1	5	0	2	0	7	6	1	2	0	1
Renewal	0	1	1	0	0	0	0	1	4	1	1
Withdrawn	2	0	0	0	0	3	1	0	0	0	0



Development Variance Permit (DVP) Applications

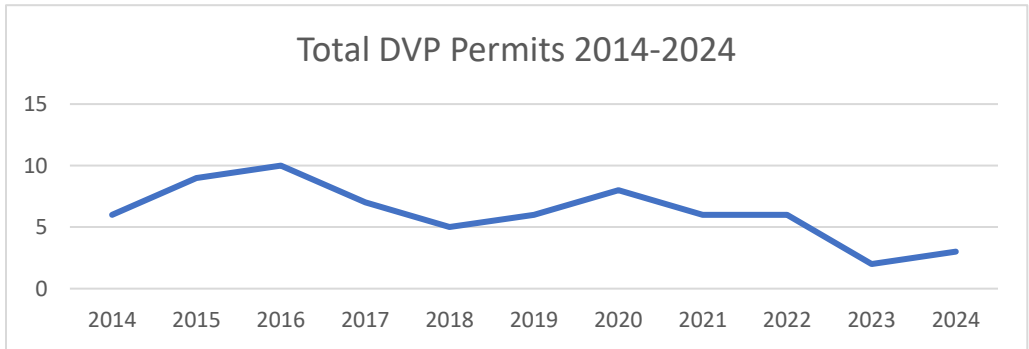
The Planning Department received no new DVP applications in the fourth quarter of 2024.

In 2024, three DVP applications were received, two of which have been issued and one is awaiting permit conditions for issuance. Two of the DVPs were to reduce setbacks and one was to reduce the minimum parcel area at subdivision. One DVP from 2023 was issued and one DVP from 2023 remains on hold at the applicant’s request.

The 2024 numbers are lower than the 2023 number when two DVP applications were received and lower than the 2022 numbers when six applications were received.

DVP Applications 2014-2024

		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
	Total	6	9	10	7	5	6	8	6	6	2	3
Board Decision	Denied	0	0	0	1	0	0	2	1	0	0	0
	Issued	5	5	7	5	4	4	3	5	3	2	2
	In Process	1	3	2	0	1	0	2	0	3	0	1
	Withdrawn	0	1	1	1	0	2	1	0	0	0	0



Subdivision Referrals

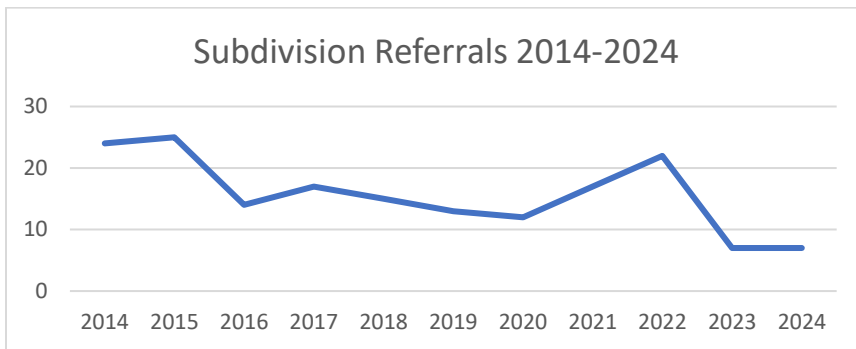
The Planning Department received one subdivision referral in the fourth quarter of 2024.

In 2024, the Planning Department received six subdivision referrals from the Ministry of Transportation and Transit (MoTT) and one subdivision referral from the Village of Telkwa. The 2024 numbers are unchanged from 2023.

In 2023, MoTI began requiring subdivision applicants to obtain letters from the Regional District confirming Regional District requirements have been satisfied prior to issuance of final subdivision approval. This change means subdivision referrals are now reviewed by Planning Staff at the preliminary stage and final stage. These additional reviews are not reflected in the above noted subdivision referral numbers.

Subdivision Referrals 2014-2024

		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
	Total	24	25	14	17	15	13	12	17	22	7	7
Staff	Denied/does not comply	8	6	4	6	3	3	4	6	1	0	3
Comments	No objections/ complies	16	18	9	11	12	9	8	9	17	6	2
	Conditional Approval	0	1	1	0	0	1	0	2	4	1	2



Land Use Reviews

The Planning Department completed 14 land use reviews for electoral area building permits in the fourth quarter of 2024. In total 78 building permit land use reviews were completed in 2024. This is a decrease from the 93 land use reviews completed in 2023 and a significant decrease from the 128 building permit land use reviews completed in 2022.

Referrals

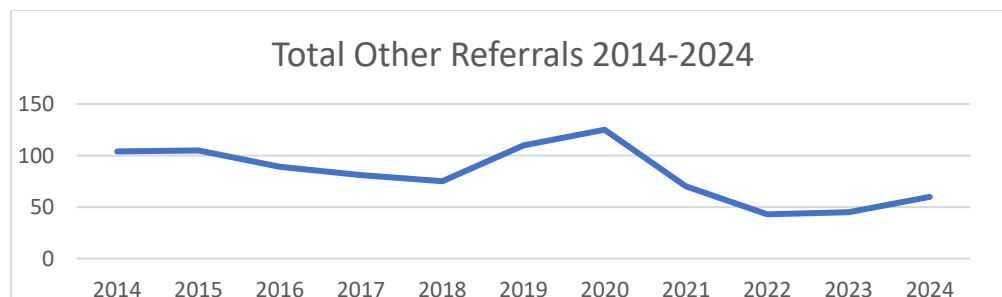
A total of 18 referrals were received in the fourth quarter of 2024. Eighteen referrals were processed in the fourth quarter, including one carried over from the third quarter. One referral from the fourth quarter remains in process. Ten referrals related to the energy sector, four referrals were for licences of occupation, two referrals related to woodlots, one was a municipal referral, and one related to a road closure.

The Planning Department received a total of sixty referrals in 2024. This is an increase from both 2023 and 2022, which saw 45 and 43 referrals received, respectively.

Sixty referrals were processed in 2024, including one referral carried over from 2023. One 2024 referral has been carried over to 2025. Twelve referrals were for natural resource extraction/energy infrastructure, nine referrals were water-related, five were related to woodlots, with the remaining referrals from various categories (licences of occupation, Right-of-Ways, land leases, etc.)

Referrals 2014-2024

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Total	104	105	89	81	75	110	125	70	43	45	60
Crown Land	41	33	29	44	28	25	43	17	13	16	13
Mining	4	4	3	3	3	3	8	1	7	6	6
Water Licence	3	9	11	6	9	5	12	14	7	3	9
Woodlot	12	15	4	8	3	8	1	4	2	0	5
Oil and Gas	41	40	42	20	23	61	55	23	7	10	12
Other-telecommunications, addition to reserve,municipal, liquor, ect.	3	4	0	0	9	8	6	11	7	10	15
Total	104	105	89	81	75	110	125	70	43	45	60



Land Use Applications and Services for Municipal Governments

No land use applications were completed in the fourth quarter on a contract basis for RDBN municipalities. In 2024, casual advice was provided on a regular basis to member municipalities.

Long Range Planning

The Rural Fort St James OCP review has come to an end and the bylaw was adopted in November 2024. The review process started in late 2021, and was undertaken in conjunction with the District of Fort St James OCP review process.

In February 2024, the OCP draft was sent to the working group for their review and the APC reviewed and provided comments on the draft plan. Invitations to provide comments on the draft were sent to agencies listed in the consultation strategy in April 2024. The draft was revised based on the comments received from the referral agencies, working group members and the APC.

The draft plan was presented to the public at a well-attended open house on July 31, 2024, in Fort St James and on the project webpage. Some additional fine-tuning of the draft was done following feedback from the public and referral agencies. The formal approval process was initiated in the fall of 2024 and the public hearing was held on October 15th.



Building Inspection

The RDBN received a total of 31 building permit applications in the fourth quarter of 2024, with a total construction value of **\$4,994,771**. This is comparable to the 27 building permit applications with a total construction value of **\$5,710,300** received in the fourth quarter of 2023.

Fourth Quarter Building Permit Data for 2024

Area	Total Permits	Total Construction Value (\$)
A	5	363,205
B	9	648,706
C	0	0
D	1	340,000
E	0	0
F	6	1,031,860
G	0	0
Burns Lake	4	46,000
Fort St. James	3	2,260,000
Fraser Lake	0	0
Granisle	0	0
Houston	3	305,000
Telkwa	0	0
Fourth Quarter RDBN Totals	31	4,994,771
Smithers	*	*
Vanderhoof	6	323,686
Total	37	5,318,457

*Smithers Building Permit Data not available at the time of writing report

In 2024 there were 93 building permits issued in the rural area. This is a decrease from the 108 permits issued in 2023, and 138 permits issued in 2022. Construction value under permit in Electoral Areas in 2024 totaled \$18,380,729, which is a decrease from the 2023 value of \$20,198,979.

A total of 76 permits were issued under contract for municipalities in 2024. This is a decrease from the 95 permits issued in 2023.

2024 Building Permit Data

Area	Total Permits	Total Construction Value (\$)
A	39	6,931,905
B	22	2,630,506
C	8	1,911,858
D	4	717,500
E	0	0
F	19	3,354,960
G	1	2,834,000
Burns Lake	15	342,066
Fort St. James	12	3,789,400
Fraser Lake	2	3,003,393
Granisle	8	7,168,448
Houston	19	767,672
Telkwa	20	2,624,500
2024 RDBN Totals	169	36,076,208
Vanderhoof	51	3,036,843
Smithers	*	*
Total		

*Smithers Building Permit Data not available at the time of writing report

Historical Electoral Area Building Permits by Year 2014-2024

Year	Number of New Permits	Construction Value (\$)	Permit Fees (\$)
2024	93	18,380,729	101,711
2023	108	20,198,978	106,744
2022	138	29,653,559	168,763
2021	147	30,238,356	163,668
2020	137	17,784,976	93,473
2019	128	17,665,394	97,935
2018	100	14,036,541	79,758
2017	102	13,699,822	84,353
2016	91	6,983,200	42,515
2015	101	8,555,444	47,927
2014	115	12,102,760	71,235

In 2024 the number of single-family dwellings constructed under permit in Electoral Areas was 25. This is comparable to the 24 constructed in 2023, and a decrease from the 50 constructed in 2022.

New Single-Family Dwelling Building Permits by Electoral Area 2014-2024*

YEAR	CONSTRUCTION VALUE (\$)	PERMIT VALUE (\$)	SINGLE FAMILY DWELLINGS CONSTRUCTED IN THE ELECTORAL AREAS							TOTAL SINGLE FAMILY DWELLINGS	PERMITS ISSUED
			A	B	C	D	E	F	G		
2024	7,802,858	37,427	10	4	3	2	0	6	0	25	93
2023	9,807,200	58,844	11	3	4	2	0	3	1	24	108
2022	29,653,559	168,763	28	7	2	2	0	11	0	50	138
2021	30,238,356	163,668	39	6	3	5	0	10	2	65	147
2020	17,784,976	93,473	21	4	4	1	0	9	2	41	137
2019	17,665,394	97,935	19	3	1	1	0	5	1	30	128
2018	14,036,541	79,758	15	1	2	3	0	7	1	29	100
2017	13,699,822	84,353	13	2	5	1	0	4	0	25	102
2016	6,983,200	42,515	15	0	0	0	0	5	1	23	91
2015	8,555,444	47,927	13	0	4	3	0	7	2	29	101
2014	12,102,760	71,235	16	1	4	3	0	8	1	33	115

The number of single-family dwellings constructed under permit in municipalities was 12. This is an decrease from the 19 constructed in 2023 and the 15 constructed in 2022.

New Single Family Dwelling Building Permits by Municipality*

MUNICIPALITIES	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
SMITHERS	11	5	9	8	4	10	15	10	6	6	*
TELKWA	5	5	6	6	4	1	4	1	0	5	5
HOUSTON	1	2	5	1	2	0	2	9	3	1	2
GRANSILE	0	0	0	0	0	0	0	0	0	0	1
BURNS LAKE	0	0	0	3	1	1	2	8	3	2	1
FRASER LAKE	0	0	0	0	0	0	0	0	1	0	0
VANDERHOOF	14	2	6	7	1	3	1	8	2	4	2
FORT ST JAMES	1	2	2	1	1	2	1	1	0	1	1
TOTAL	32	16	28	26	13	17	25	37	15	19	12

*Smithers Building Permit Data not available at the time of writing report

***Notes to Housing Starts Tables:**

- The tables refer to new single-family dwellings only and do not include multi-family units such as apartments, duplexes, etc.
- The tables do not account for new dwellings constructed outside of the Building Bylaw area, or on First Nation reserves.

Section 57s

In 2024 six Section 57 Notices of Bylaw Contravention were registered on title.

Parks and Trails

Cycle 16 Trail

During the spring of 2024 staff worked with Cycle 16 on the remaining land acquisition and archeological issues for Phases 2 and 3. In January, a Licence of Occupation application was submitted to FrontCounter BC for the 525-metre-long alternate route over Crown land, that is included in the Phase 3 detailed design. The ALC granted conditional approval for the construction of Phase 3 in March.

In April, staff and WSP did a 1-year-maintenance walkthrough of Phase 1 and recorded deficiencies, wear and required maintenance. It was noted that some repairs are urgently required, mainly due to erosion, slope sloughing and asphalt cracking.

General maintenance of Phase 1 of the trail in the 2024 season included seasonal installation and removal of bollards by RD staff and sweeping of the trail and weekly garbage removal by the Town of Smithers.

In June, the Province announced \$85 million in funding through the Active Transportation Capital Fund, and that the Cycle 16 trail will be completed by the Province as one of eleven selected active transportation projects on Ministry owned right of ways. It appears the Ministry is moving forward with the planning of Phase 2 and 3 of the Cycle 16 trail.

During the fall staff worked with Ministry of Transportation staff to seek clarification on a number of trail issues, including maintenance and trail ownership. To date, the Ministry has confirmed verbally that they will undertake the necessary repairs to Phase 1 of the trail. However, there is no information available regarding long term trail ownership moving forward.

Round Lake Park and Boat Launch

Staff continue to work with the Round Lake Community Association (RLCA) and the consultant on the "Round Lake Park Waterfront Upgrade Survey and Design Project".

The consultant is finishing up the design overview plans for the Round Lake Waterfront Upgrade and Survey Project and anticipate submitting the final report to the Regional District and the RLCA early in 2025. The plans will be presented to the public at a community open house this spring. This concludes Phase 1 of the project.

The Board received the proposed redevelopment plans for the Round Lake Park development at the October 10, 2024, Board meeting, and approved funds for an

archaeological assessment required by the Ministry of Transportation and Infrastructure for the park area in the highway right of way prior to a licence of occupation being granted and initiation of park construction. Archeologists from WSP Canada Ltd. undertook this archaeological work on-site late in October.

A surveyor is currently working on determining the ownership of a strip of accreted land between the road right-of-way and the lake boundary in consultation with the Surveyor General. If the land is determined to be privately owned a process to transfer ownership to the Province and make the land part of the road right of way will be required.

The proposed park, and Round Lake Community Hall property, are in the Agricultural Land Reserve (ALR), and ALC non-farm use approval is required for the park use, and the soil deposit needed to develop the park. The application was initiated in 2024 and is in process with the Planning Department. The Electoral Area A APC recommended approval of the application at their October meeting. The ALC application is expected to be considered by the Board in early 2025.

Trout Creek

Trout Creek park continues to be well used, especially during the fall fishing season. The need for an outhouse has been noted and the preferred location for the facility is on the riverside of the property. The most appropriate location is within a Ministry of Environment setback covenant area and during 2024 staff has successfully worked with the Province to amend the covenant to allow the construction of the outhouse in 2025, in the setback area.

A renovation to the rental house on the property was completed in 2024.

Quick Telegraph Cabin

The Regional District owns a property with a historic telegraph cabin in Quick, approximately 14 kilometres southeast of the Village of Telkwa. A rock of potential historical significance is also located on the property. In 1974, the Quick Women's Institute transferred ownership of the property and cabin to the Regional District on the condition that the Institute could keep using the cabin for meetings



and storage, but no formal agreement has ever been in place. During 2024 staff worked on drafting an agreement between the Institute and the Regional District so that the Institute may use the building in exchange for light caretaking and monitoring duties.

The cabin is in serious need of restoration. In May, staff and members of the Quick Women's Institute inspected the cabin and property and identified issues that need to be addressed to avoid further damage to the building and to ensure the safety of any occupants.

In August, a FireSmart assessment was conducted on the property by the Regional District's FireSmart Educator.

Imeson's Beach

In 2024 a pedestrian rail crossing design has been finalized and approved by CN and staff are currently working with CN on a Standard Crossing Construction Agreement. Staff has reached out to a CN approved contractor for cost estimates for construction of the crossing and re-construction of the existing trail on either side of the crossing (due to its steep grade).

The project started in March 2022 with a contract awarded to McElhanney. The consultant completed the survey work and developed pedestrian crossing design drawings which were submitted to CN in May 2022. CN responded in August 2022 and asked for some changes to the design including adding some steps to meet the approach grade requirements. The consultant submitted the revised drawings back to CN in the fall of 2022, and the project remained on hold for most of 2023 waiting for CN to provide feedback on the crossing design. In February 2024 staff were notified that CN's internal team and senior management discussed the feasibility of a crossing at this location. During the following months, CN and the consultant revised the crossing designs several times. A finalized version was presented by the consultant and approved by CN in November.

The beach area continues to be frequently used during the warm summer months.

Hospital Point

In 2024 a local contractor was hired to make improvements to the day use area above the beach. The project includes clearing the ground, removing trees, grading part of the access road, installing two fire rings and two picnic tables and grip strips on the Fitness Trail boardwalk. The work started in the fall of 2024 and will be completed in the spring of 2025.

The park, including the outhouse facility, was maintained weekly by the Lakes Outdoor Recreation Society for the 2024 season. The outhouse is now closed for the winter.

Highway 35 Multi-use Trail

The Highway 35 Multi-use Trail Conceptual Design Study was completed in the fall of 2024 and the consultant presented the conceptual design report to the Board at the September 26th Board meeting.

The trail is proposed to run between the Village of Burns Lake and Tchesinkut Lake (approximately 12 km) and is intended to provide residents with a recreation amenity and a safe and enjoyable alternative to commuting by motor vehicle.



The project got underway in the spring of 2023 when WSP Canada Inc., was engaged to develop a conceptual design. In November 2023 the consultant and RD staff met with key stakeholders and organizations to solicit comments and feedback on the initial conceptual design which outlined the key issues and constraints impacting the design options for the trail. A well-attended open house to introduce the concept design plans to residents and stakeholders was held in April 2024 in Burns Lake. An online community survey was also available to solicit input and feedback. The consultant submitted the Final Concept Design and Stakeholder Engagement Report as revised based on feedback from the public, stakeholders and staff in July.



In June 2024, the Province announced \$85 million in funding for active transportation projects on Ministry owned right of ways through the Active Transportation Capital Fund. The proposed Highway 35 trail is one of eleven selected active transportation projects in the province.

In the announcement the Province noted that the first phase of the project will be completing design for the Highway 35 multi-use pathway. To date, the Regional District has not received any further details about the Ministry of Transportation's plan for the trail.

Electoral Areas B and E Parks and Trails Master Plan

The Electoral Areas B and E Parks and Trails Master Plan was presented to the Board at the January 25th, 2024, Board meeting. The Plan will serve as a long-term guiding document for the Regional District's provision of parks and trails services in Electoral Areas B and E. It provides a strategy and action plan for recreation, parks, and trails, identifies the role of the Regional District in providing new and improved outdoor recreation services and establishes a priority list of projects and tasks to be undertaken to meet community recreation needs over the next ten years.

Recreation Contribution Service

Funds for the Recreation Contribution Grant Program were raised through taxation in 2023 and 2024 in consultation with the four Advisory Committees in preparation for funds distribution in 2024.

During spring 2024 staff worked with the Committees to finalize the budgets and to establish the process to distribute the grant funds to non-profit recreation service providers. The grant program issued its first call for applications for funding in April and eighteen applications were received. In July, the Board approved the funding requests and during the following months staff entered into funding agreements with the successful applicants. The Board also moved that funding agreements with the Backcountry Horsemen and the Burns Lake Airsoft Association not be entered into until Zoning Bylaw compliance issues were resolved to the Board's satisfaction. At their December meeting, the Board approved the issuance of a Temporary Use Permit to allow the operation of an airsoft park for the Burns Lake Airsoft Association. The club is currently reviewing the draft funding agreement. The Backcountry Horsemen are still considering options on how to achieve compliance with land use and building regulations.

In addition to the regular grant process, the Board approved an emergency funding request from the Houston Snowmobile Club in December 2024, for funds to plow a forest service road to the Telkwa Mountains snowmobile trail and cabin.

The total approved funding amounts in 2024 for each service area are shown in the following table.

Service Area	Applicants	Total approved funding 2024
Electoral Area A/Town of Smithers Service Area	Backcountry Horsemen NW Chapter* BV Bowmen BV Cross Country Ski Club BV Kayak and Canoe Club Smithers Golf and Country Club Tye Mountain Trail Society	\$61,550
Electoral Area B/Electoral Area E/Village of Burns Lake Service Area	Lakes Outdoor Recreation Society Burns Lake Airsoft Association* Omineca Ski Club Ride Burns (BLMBA) Tweedsmuir Rod and Gun Club	\$72,850
Electoral Area C/District of Fort St. James Service Area	Ft St James Snowmobile Club/Ft St James Sled Dog Association Ft St James Ski Club o/a Murray Ridge Ski Area* Stuart Lake Golf Club Stuart Lake Nordic Society	\$50,000
Electoral Area G/District of Houston/ Village of Granisle Service Area	Houston Hikers Houston Mountain Biking Association Houston Snowmobile Club*	\$27,500
Total		\$211,900

*funding not issued yet

The next call for recreation grant applications is not anticipated until 2026; however, the surplus funds are available for critical maintenance needs at the discretion of the Committees and Board.

Bylaw Enforcement

In 2024 Bylaw Enforcement continued to see an increase in file creation. Bylaw enforcement services continue to be provided to the District of Houston under agreement.

Bylaw enforcement files are created where enforcement action is warranted, and no immediate resolution is forthcoming following discussions with the property owner. A file is not created if the staff investigation determines that a bylaw infraction has not occurred and if further action is not justified, or if the infraction is resolved or is likely to be resolved through discussions with the property owner. It is noted that there are numerous bylaw enforcement issues dealt with which do not result in a file being created.

These statistics do not include the District of Houston issues.

RDBN Bylaw Enforcement Table:

YEAR	TYPE OF FILE			
	Carried Forward	New Files	Total Unresolved	Resolved
2020	12	3	15	3
2021	14	8	12	2
2022	26	15	41	4
2023	37	12	49	16
2024	33	32	43	22

The Chart below was created in 2023 to show the types of complaints that are received without the creation of a file but often requires a site visit to see if a bylaw infraction has occurred.

YEAR	TYPE OF COMPLAINT			
	Animal Control	Camping (Homeless)	Use of Firearms	Other
2023	18	16	6	13
2024	17	8	3	23

Formal Bylaw Enforcement

Staff are in the process of identifying a contractor to clean up a property on Sweder Road in Electoral Area C.

Legal action to obtain an injunction regarding a non-conforming use at Mackenzie Road in Electoral Area A is underway.

Geographic Information Systems (GIS)

Fourth Quarter Statistics:

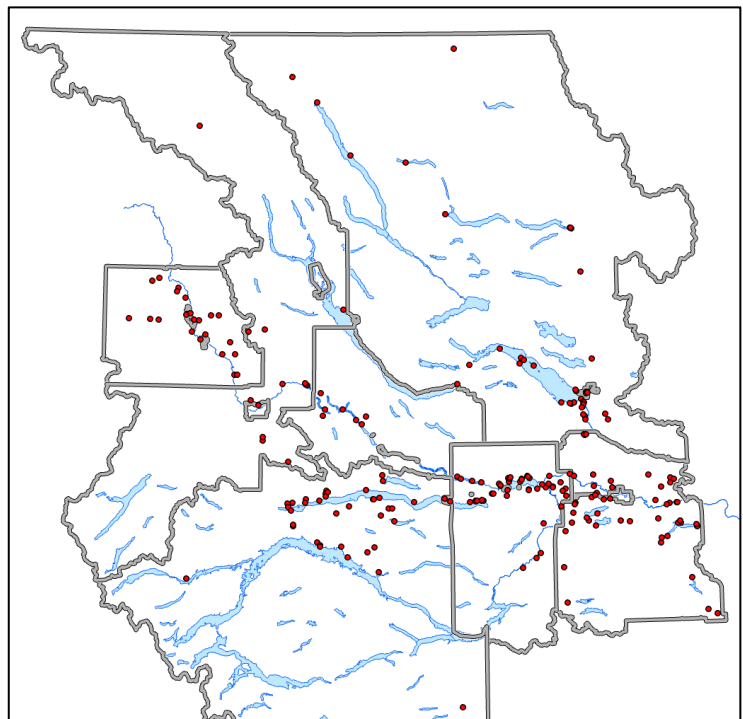
Thirteen new addresses were issued in the rural area, and 19 new addresses were processed for municipalities and First Nations. Three roads were found incomplete in the provincial data, and completed versions were delivered to GeoBC.

Year End Statistics:

Between Jan 1st, 2024, and Dec 31st, 2024 88 new house numbers were issued in the rural area. 94 in municipalities, and 90 in reserves. The RDBN issued an *additional* 202 addresses in the rural area based on an initiative to identify unaddressed development. A total of 474 new addresses were issued in 2024, not counting changes or corrections.

The GIS Technician responded to 139 external inquiries and mapping requests.

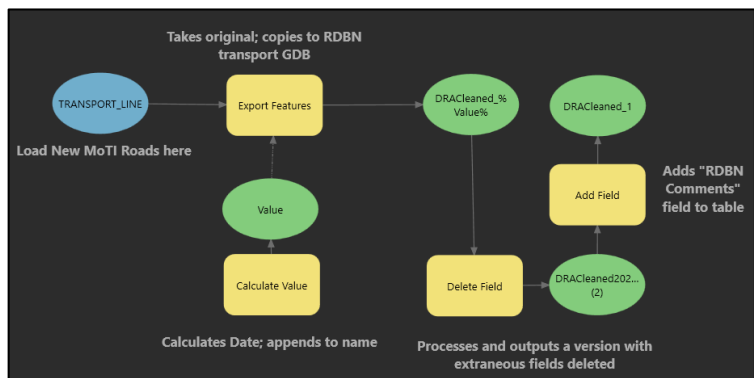
In 2024, approximately 57% of the GIS Technician’s time was dedicated to Planning & GIS maintenance. 27% was dedicated to Protective Services (Including NG911), and 8% was distributed among other departments. The remaining 8% was spent answering external inquiries and fulfilling data requests.



This map depicts the location of the structures located & issued addresses through the Unaddressed Structures Initiative

Projects, Upgrades, & Next Gen 9-1-1

Next Gen 9-1-1 (NG911) has remained GIS staffs’ main priority throughout 2024. At the start of 2025, we already met the majority of NG911 requirements. Over the last year, staff spent considerable time discussing NG911 responsibilities and requirements



with provincial agencies. The RDBN is well-prepared to make the transition to NG911 in November 2025. Additional miscellaneous upgrades continue to be made to our GIS.

Highlights include:

- Completing the 2024 *Unaddressed Structures Initiative*, issuing 202 addresses to previously unknown structures.
- Sorting and classification of locally stored geodata. We have amassed a large data library, so organization and comprehensive documentation is key to using it effectively.
- Writing a script that automatically edits deliveries of road data from GeoBC, making them suitable for use within our system and the NG911 framework.
- Establishing areas of responsibility between the RDBN, RDFFG, and member municipalities under NG911.
- Ongoing conversations with First Nations regarding NG911.

Transit

The RDBN is responsible for reviewing and approving service and performance standards based on operating and capital budgets set by BC Transit, establishing and collecting the fares and other revenues, and recommending the annual operating budget for BC Transit approval.

Ridership in the 4th quarter was 1,989 boardings. This is an increase compared to 1,646 in the 4th quarter of 2023.

Ridership in 2024 was 4,716 boardings on Route 161 and 2,545 boardings on Route 162. This is slightly lower than 2023 on Route 161 which was 4,825 boardings and slightly higher on Route 162 which was 2,155 boardings.

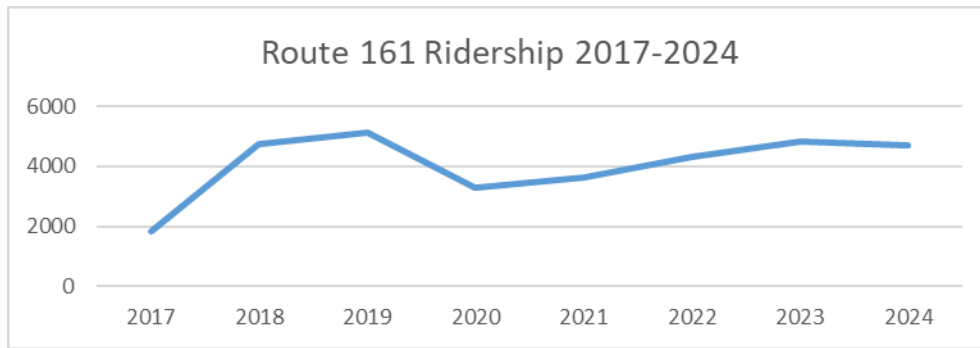
2024 Ridership

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Route 161 Burns Lake - Prince George												
Electoral Area "B" Burns Lake Rural Wet'suwet'en First Nation	12	10	2	15	8	8	3	9	6	10	11	8
Burns Lake/Lake Babine Nation/Burns Lake Band	87	82	105	101	129	119	127	125	70	128	116	111
Electoral Area "D" Fraser Lake Rural Stellat'en First Nation/Nadleh Whut'en/Endako, Fort Fraser	41	44	31	25	28	26	21	43	26	21	36	35
Fraser Lake	25	17	13	17	23	26	25	28	19	25	36	38
Vanderhoof	44	46	44	42	55	46	43	62	42	50	57	41
RDFFG - Electoral Area "C" Beverly Prince George	0	0	1	0	0	1	0	0	1	0	1	0
Total Passenger Boardings	366	350	349	371	403	388	390	468	302	464	446	419
Route 162 Burns Lake - Smithers												
Electoral Area "B" Burns Lake Rural Wet'suwet'en First Nation	4	4	2	3	0	4	0	3	4	12	0	1
Burns Lake/Lake Babine Nation/Burns Lake Band	15	27	8	12	20	17	28	30	13	18	16	19
Electoral Area "G" Houston Rural Houston	1	0	0	0	0	1	0	0	0	0	0	1
Electoral Area "A" Smithers Rural	93	78	86	91	92	72	107	93	56	79	96	93
Telkwa	0	1	1	0	0	1	0	0	0	0	0	1
Smithers	11	4	11	2	5	5	9	8	7	6	8	5
Total Passenger Boardings	200	182	205	209	232	191	272	242	152	221	225	214
162 Midday Run- Departs Smithers 11:30 am Departs Houston at 1:00 pm												
Houston	14	11	18	19	21	13	21	24	16	14	15	23
Electoral Area "A" Smithers Rural	0	0	0	0	0	0	0	0	0	0	0	0
Telkwa	9	2	10	2	3	5	9	1	0	4	6	3
Smithers	33	18	31	29	30	22	37	33	26	27	25	24
Total Passenger Boardings	56	31	59	50	54	40	67	58	42	45	46	50

Historical Ridership Data

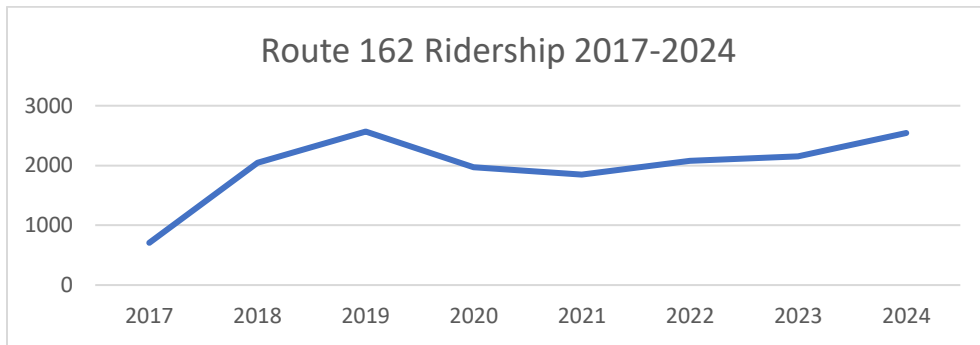
Route 161 Burns Lake to Prince George 2017-2024

	2017	2018	2019	2020	2021	2022	2023	2024
Total Boardings	1841	4733	5140	3289	3613	4318	4825	4716



Route 162 Burns Lake to Smithers 2017-2024

	2017	2018	2019	2020	2021	2022	2023	2024
Total Boardings	707	2046	2568	1972	1846	2078	2155	2545





Environmental Services

October 1 to December 31, 2024

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Priorities

All efforts made by Environmental Services staff are working towards improving “the 5 C’s”:

- Continuity – Minimize the impact of disruptive events/circumstances
- Capacity – Ensure that there is manpower and resources to maintain the services we provide
- Compliance – Ministry of Environment and Climate Change Strategy and WorkSafe BC
- Consistency – Establish equal and consistent region-wide access to diversion services
- Competency – Ensure a high level of competency of RDBN staff with a reliable training program that ensures a safe work environment.

Services Provided

Solid Waste Management:

- Operation of two (2) sub-regional landfills located near Houston (Knockholt) and Vanderhoof (Clearview) and one (1) local landfill in Manson Creek.
- Operation of eight (8) transfer stations located in Smithers/Telkwa, Houston, Granisle, Burns Lake, Southside, Fraser Lake, Ft. St. James and Vanderhoof,
- Operation of eight (8) recycling depots located in Smithers/Telkwa, Houston, Granisle, Burns Lake, Southside, Fraser Lake, Ft. St James and Vanderhoof.
- Waste hauling operations transport waste from Transfer Stations to Landfills
- Environmental monitoring and reporting to the Ministry of Environment and Climate Change Strategy as per RDBN Operational Certificates.

Liquid Waste Management:

- Operation of septage receiving facilities at Smithers/Telkwa, Houston, Burns Lake and Fort Fraser.

Fort Fraser Water and Wastewater Systems:

- Operation of a small water supply and distribution system
- Operation of small wastewater collection and treatment system

Somerset Sewer Collection & Distribution System

- Operation of small sewage collection and leach field distribution system

Staffing

Full-time Permanent:

- Director of Environmental Services – Alex Eriksen
- Waste Diversion Supervisor – Janette Derksen
- Operations Supervisor – Cole Minger
- Training & Safety Supervisor – Will Roberts
- Environmental Technician – Jay Finstad
- Recycling Program Coordinator – Sarah Brand
- Environmental Services Office Assistant – vacant (under review) - dormant
- Field Assistant West – Philip Peters
- Field Assistant East – Ken Wiebe
- 12 x Transfer Station & Recycling Depot Attendants (0 vacant)
- 2 x Landfill Operators (0 vacant)
- 4 x Landfill Attendants (0 vacant)
- 3 x Waste Haul Drivers (0 vacant)

Part-time Permanent

- 1 x Landfill Attendant (0 vacant)
- 8 x Transfer Station & Recycling Depot Attendants (0 vacant)
- 1 x Waste Haul Drivers (0 vacant)

Casual (holiday and sick coverage):

- 8 x Transfer Station and Recycling Depot Attendants (0 vacant)
- 2 x Landfill Attendant (0 vacant)
- 1 x gate check (0 vacant)

Temporary

- 2 x gate-check (0 vacant)

Notable Department Activity

- Management Staff focus on continuing operations
- Completion of various maintenance projects
- Winter site preparation
- 2025 operations and capital project plan including budget development
- Addressed several Safety concerns including the improvement of facilities, procedures, equipment and staff training
- Onboarding, familiarization and training of Recycling Coordinator
- 5-year renewal of RecycleBC Contracts
- Continued monitoring of the gate-check and load screening process
- Recruit and train new permanent and casual staff
- Department management strategy evaluation, planning and implementation
- Improve onsite training for new staff to ensure a strong foundational knowledge and proficiency and practical safety awareness
- Recruitment and training of permanent and casual attendants and cross-training of current Transfer Station and Recycling Depot Attendants continues
- Monitoring of the in-house maintenance plan for Manson Creek Landfill
- Monitored the existing and new Extended Producer Responsibility (EPR) recycling programs
- Somerset establishment
- Fort Fraser Water & Sewer maintenance projects
- Develop and implement air curtain burning procedure and program for 2023/2024 accumulated material
- Evaluate haul schedule and operations
- Quarterly ground water sampling of active landfills
- Efforts to complete backlogged landfill reporting
- Development of video surveillance program for waste facilities
- 2024 Capital Projects – Completion of various projects and purchases.
- 2025 Capital Projects – Planning and design of various projects
- 2025 Capital - Early 2025 purchase RFQ development

Solid Waste Management Plan Monitoring

The 2018 Solid Waste Management Plan (SWMP) is a long-term vision of how the RDBN would like to manage its solid waste in accordance with the pollution prevention hierarchy (Reduce, Reuse, Recycle, Recover and Residuals Management). Section 4 of the SWMP gives clear direction on how to achieve our regions goals via a series of strategies and recommendations, listed below along with an implementation update for this quarter.

Reduce, Reuse, Recycle Strategies

Strategy 1: Increase Reduction and Reuse

- Ongoing operations
- Planning for 2025 improvements to facilities

Strategy 2: Expand Access to Residential Recycling

- Continue to operate 8 Recycling Depots
- Planning for 2025 SSTS and GTS program expansion

Strategy 3: Increase Industrial Commercial Institution (ICI) Sector Recycling

- No actions

Strategy 4: Increase Organics Diversion

- Continue to accept brush and yard waste at Transfer Stations
- Support the Town of Smithers composting feasibility study
- Develop and implement intensive clean wood burning program

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

- No actions

Strategy 6: Support Expansion of Extended Producer Responsibility Programs

- Continue operating full range of available EPR programs
- Monitor recent implementation of Electronics, small appliances and power tools, CO2/smoke detectors, paint, lights/lamps and fixtures
- Planning for implementation of additional programs

Strategy 7: Support Household Hazardous Waste (HHW) Diversion

- Supplies have been received for program improvements preparing training program
- Improve safety procedures around HHW programs and preparing training program

Strategy 8: Support Recycling and Diversion of Agricultural Plastics

- Continued to host the CleanFarms agricultural plastics pilot program. This 3-year pilot program was scheduled to end on December 31 2024. The cost for an additional year (June 2024 to June 2025) is \$48,500.

- The Board approved \$50,000 for the extension of the program through 2025 as there is promising expansion of this program province wide which is positive for the establishment of a provincial EPR \program.

Strategy 9: Expand Regional Education and Behaviour Change Programs

- Staff has been working closely with communications to update the website, develop new and relevant educational material, and finalizing signage at sites

Supporting Policies and Bylaws

Assess Cost Recovery Through User Fees

- No actions
- The successful recruitment of a recycling coordinator will build department capacity toward User Pay implementation

Update Current Facility Regulation and User Fee Bylaw

- Completed in 2020. No new updates

Implement Disposal Charges for Camp Waste and Other Industries

- Completed in 2020. No new updates

Mitigate Illegal Dumping

- No actions
- Staff have received and investigated several reports of illegal dumping
- Strategies for mitigation have been discussed

2024 Capital Projects Update

The fourth quarter of 2024 has been used for completing small projects.

Environmental Services Capital - Q4 - October 1 to December 31, 2024					
Reference	Site	Project	Status	Budget	Cost
Rolling Stock	BLTS	Skidsteer for RD	Complete	\$110,000	\$117,000
Rolling Stock	FSJTS	Skidsteer for RD	Complete	\$110,000	\$117,000
Rolling Stock	HAUL	New Walking Floor Trailer for FLTS	Complete	\$220,000	\$176,000
Rolling Stock	Field Ops	New flat deck - replace P3	Complete	\$130,000	\$127,000
Rolling Stock	Field Ops	1/2 Ton Pick Up	Complete	\$85,000	\$66,000
Rolling Stock	Field Ops	Mini excavator	Complete	\$110,000	\$118,000
Floor resurfacing	VTS	Floor resurfacing	Complete	\$300,000	\$313,000
Clearview	CLF	Leachate collection lagoon	In-progress	\$400,000	\$75,000
Fraser Lake	FLTS	Transtor removal and roof structure	Deferred	\$150,000	\$16,000
Required Safety	Various	Safety Improvement (5 Projects)	Complete	\$130,000	\$200,000
Site Improvements	Various	Site Improvements (18 Projects)	Complete	\$490,000	\$729,500
Total				\$2,235,000	\$2,054,500

Note that the "Site Improvements" category is over budget due to unplanned purchases, projects and repairs. Due to WorkSafe requirements for asbestos exposure control, a number of large purchases were necessary to comply. Various small projects that were necessary, opportune or larger in scope than planned required labour and/or materials. In addition, this category includes several large capital repairs to vehicles and equipment that will extend their lifetime for 2 years or more.

The Clearview Landfill "Leachate Collection Lagoon" project faced delays due to lengthy land clearing application processes and so only a small portion of the planned works were completed. In addition to this, the final design of the next expansion, including leachate collection and treatment will be a significant cost and thus requires a robust procurement process that began this quarter.

The Fraser Lake "Transtore Removal and Roof Structure" project was deferred to 2025 due to time and capacity constraints.



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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: January 23, 2025
Subject: **Items to be brought forward to the public agenda from Special (In-Camera) Meeting**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

As per the Board recommendation, the following motion is being brought forward from the Special (In-Camera) meeting of December 12, 2024:

Amended Regular Hours of Work Policy

I.C.2024-16-3 "That the Board approve the proposed amendments to the Regular Hours of Work Policy."

Amended Overtime Policy

I.C.2024-16-4 "That the Board approve the proposed amendments to the Overtime Policy."

Establish a Separate Flex Time Policy

I.C.2024-16-5 "That the Board approve the Flex Time Policy."

ATTACHMENTS:

1. Amended Regular Hours of Work Policy
2. Amended Overtime Policy
3. Flex Time Policy



REGIONAL DISTRICT OF BULKLEY-NECHAKO

REGULAR HOURS OF WORK POLICY

Purpose:

The Regular Hours of Work Policy is designed to ensure employees of the Regional District of Bulkley-Nechako (RDBN) adhere to schedules that meet the business operational needs efficiently and fairly.

Business Hours:

Inside Staff: Office Employees are normally expected to be available and working during the core business hours Monday – Friday from 8:30 AM to 4:30 PM.

Outside Staff: Employees are normally expected to be available and working during the operational needs as defined in their employment offer letter.

Policy Statement:

To establish a policy regarding working hours for the employees that ensures fairness and equity while delivering RDBN service to the public and maintaining compliance with the *BC Employment Standards Act*.

i. Normal Workday

- Unionized employees: A standard workday normally consists of eight (8) hours per day, 40 hours per week with a full-time equivalent based on an annual total of 2,080 working hours per year.
- Non-unionized employees: A standard workday normally consists of seven (7) hours per day, 35 hours per week with a full-time equivalent based on an annual total of 1,820 working hours per year.

Breaks and Meal Periods

- Inside Staff:
 - Employees are entitled to a 1-hour unpaid lunch.
 - In addition, employees are entitled to two (2) 15-minute paid rest breaks, during the first half and second half of their shift in compliance with the applicable labour laws.

- An employee working Part-time or less than a full-time shift is entitled to one (1) 15-minute paid rest break for each continuous four-hour segment of their work time.
 - Outside Staff: Refer to the Collective Agreement for more information.
 - **Attendance and Punctuality**
 - Employees are expected to report to work on time and be ready to perform their duties and/or serve the public during their scheduled working hours.
 - Any anticipated absences or delays must be communicated to the employee's immediate supervisor as soon as possible.
 - **Leaves of Absence**
 - All leaves of absence must be approved in advance according to the policy.
- ii. Management Positions**
- These positions may have alternative work schedules, subject to approval by the Chief Administrative Officer.
- iii. Modified Work Schedules**
- Some employees may have modified work schedules, based on the specific needs and responsibilities of their positions or operational needs of the organization, and requires the approval of the Chief Administrative Officer.
- a) Four Day Work Week**
- Certain employees as per their employment terms and conditions are scheduled to work four nine (9) hour days each week. Employees working four nine (9) hour days (full-time equivalent based on an annual total of 1,872 working hours per year), will be required to complete an Averaging Agreement annually, in compliance with the *BC Employment Standards Act*.
 - Certain employees as per their employment terms and conditions are scheduled to work four ten (10) hour days each week. Employees working four ten (10) hour days (full-time equivalent based on an annual total of 2,080 working hours per year), will be required to complete an Averaging Agreement annually, in compliance with the *BC Employment Standards Act*.

b) 7 on 7 off Work Schedule

- Certain employees as per their employment terms and conditions are scheduled to work seven (7) days on and (7) days off.
- Employees working this shift will be required to complete an Averaging Agreement annually, in compliance with the *BC Employment Standards Act (Part 4, Section 37)*.
- Compensation for employees on seven (7) days on and (7) days off will have a yearly total calculated based on their hours worked.

iv. Overtime

- Any overtime worked must be in accordance with the RDBN Overtime Policy.

v. Vacation

- All leaves of absence must be approved in accordance with the RDBN Vacation and Leave of Absence Policy.

vi. Sick Time

- Any sick time taken must be in accordance with the RDBN Sick and Family Leave Policy.



REGIONAL DISTRICT OF BULKLEY-NECHAKO

OVERTIME POLICY

Purpose:

This policy outlines the rules and procedures regarding overtime for employees of the Regional District of Bulkley-Nechako (RDBN), in compliance with the *British Columbia Employment Standards Act* (ESA).

Scope:

This policy applies to all employees of the RDBN unless otherwise stated in an employment contract or collective agreement.

Policy Statement:

To set a policy regarding overtime work and compensation for the employees of the RDBN.

Definitions:

For the purposes of this policy, the following definitions shall apply:

OVERTIME - all time worked outside of the standard seven (7) hours per day (based on 35 hours per week) (non-unionized employees), the standard eight (8) hours per day (based on 40 hours per week) (unionized employees), or the standard hours per day or hours per week under an approved modified work schedule.

TRAVEL TIME – Mandatory Training & Professional Development - time spent traveling to or from events shall be considered work and may be subject to overtime for the purposes of this policy.

TRAVEL TIME – Optional Training & Professional Development - time spent traveling to or from events outside of the employee's regular work schedule will be paid at straight time.

EVENTS - time spent at Mandatory Training & Professional Development "events" including conventions, conferences, seminars, meetings or trade shows, shall be considered work for the purposes of this policy and is subject to overtime as per this policy.

EVENTS - time spent at Optional Training & Professional Development "events" including conventions, conferences, seminars, meetings or trade shows, shall be considered work for the purposes of this policy to a maximum of standard working hours.

CALL OUTS – an employee reporting to work during non-work time shall be entitled to claim a minimum of 2 hours at their regular wage. If the employee works longer than two hours, the actual time worked shall be claimed and may be subject to overtime as per this policy.

1. General Procedures:

- a) Overtime shall be kept to a minimum and should not form a regular part of the work schedule.
- b) Overtime, “when necessary”, shall be distributed as fairly as possible amongst those employees regularly performing the work.
- c) Overtime must be approved in advance by the Supervisor and/or the Department Head or the Chief Administrative Officer by email or text, except in emergency situations.
- d) Upon request from the Department Head or Chief Administrative Officer, employees may be required to work overtime. Such a request shall take into consideration any prior personal commitments that the employee may have made.
- e) To minimize the necessity to accumulate overtime hours, employees are encouraged to make every effort to reschedule the day’s activities (i.e. start later in the day to compensate for an evening meeting).
- f) In calculating overtime for hours worked beyond the standard work day and work week, paid leaves of absences (vacation, sick, etc.) and statutory holidays will be deemed days worked.
- g) Travel time is deemed to have started when you leave your normal work location for the destination. Travel time is deemed to have stopped when you would reasonably have arrived at your destination. When operationally viable, travel time during an employees regularly scheduled shift to minimize possible overtime should be considered prior to approving attendance at “events”.
- h) An employee is, first and foremost, encouraged to bank the overtime hours worked and subsequently take time off in lieu of overtime.
- i) Overtime hours will be converted to equivalent regular hours when recorded in the employee’s time bank.
- j) Employees must be compensated for overtime at the end of each December for time accumulated up to that time, subject to the approval of the Chief Administrative Officer.

2. Overtime Pay Calculations:

Employees are entitled to overtime pay as follows:

- Employees will be paid 1.5 times their regular hourly rate for hours worked over their regularly scheduled hours per day up to 12 hours, and for those first twelve (12) hours worked on a day of rest.
- Employees will be paid 2.0 times their regular hourly rate for any hours worked beyond 12 hours in a day.

3. Exceptions to Overtime Pay:

Overtime provisions may not apply to certain types of employees, such as:

- Employees that have a contract or agreement that provides an alternate method for compensation for overtime worked must follow the terms of their contract.

4. Approval Process for Overtime:

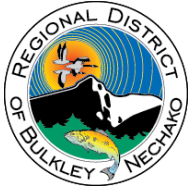
- All overtime must be approved in advance, except in emergency situations.
- Unauthorized overtime worked without prior approval may not be compensated, except where it is required by law.
- Supervisors/Managers are responsible for monitoring and controlling overtime to ensure that it is worked efficiently and only when necessary.

5. Record Keeping:

- Payroll will maintain accurate records of all hours worked, including regular and overtime hours.
- Employees are required to submit timesheets or use the designated time-tracking system accurately and promptly to ensure proper compensation for overtime.

6. Compliance:

This policy is in accordance with the *BC Employment Standards Act* and any changes to the Act or regulations will result in a review and update of this policy to maintain compliance.



REGIONAL DISTRICT OF BULKLEY-NECHAKO

FLEX TIME POLICY

Policy Statement:

To establish a policy for flex time working hours for the employees of the Regional District of Bulkley-Nechako (RDBN) that ensures fairness and equity while maintaining compliance with the *BC Employment Standards Act*.

Purpose:

The Flex Time Policy is designed to provide employees with greater flexibility in managing their work schedules, allowing for a better work-life balance while ensuring that business needs are met efficiently.

Eligibility:

- Full-time inside staff are eligible to participate in the Flex Time program.
- Employees should not have more than 1.5 years' worth of accrued vacation time in their vacation banks to be eligible for flex time.

Business Hours:

All employees are expected to be available during core business hours, from 8:30 am to 4:30 pm. Outside of the business hours, employees may start early or finish late, depending on the nature of their role and the needs of the department.

Responsibilities:

- Employees are responsible for ensuring that their work is completed on time and that flex time arrangements do not hinder team collaboration or overall productivity.
- Supervisors are responsible for evaluating requests for flex time and monitor the success of approved arrangements.

Terms and Conditions:

i. Mutual Benefit:

Flexible work arrangement must provide a mutual benefit to the employee and the employer, including members of the public where applicable. Some positions or departments may not meet required service levels with altered schedules. Thus, not all employees are eligible to participate.

ii. **Written Arrangements:**

If a flexible work arrangement can improve service levels and enhance employee satisfaction, the employee and their supervisor may collaborate to create a written agreement detailing the arrangement.

iii. **Temporary Nature of Arrangements:**

All flexible work arrangements are temporary and may be cancelled or require amendment to ensure maximum service levels.

iv. **Vacation and Sick Leave:**

Flex time does not replace, increase or reduce vacation, sick leave, or other benefits. Employees must adhere to standard policies regarding time off.

v. **No Additional Cost:**

Flexible work arrangements will not increase any salary, benefit or net operating cost or defer or accrue any salary or benefit obligation. It is the employee's responsibility to understand the effect that a flexible work arrangement may have on earnings, pension and other benefits.

vi. **Operating Hours:**

Flexible work arrangements may include starting early, reducing the lunch hour, or ending late, provided the hours are within the hours of 8:00 am to 5:00 pm.

vii. **Written Agreements and CAO Approval:**

A Flex Agreement Form must be completed by employees, outlining how the arrangement benefits clients, co-workers, and the employee. Approval from the Chief Administrative Officer (CAO) is required.

viii. **Limit on Accumulation of Flex Time:**

Flex time should not be accumulated; when one full day has been earned, it should be scheduled to be booked off, with no more than three days in total being banked at any time.

ix. **Vacation Bank Restriction:**

Employees whose vacation banks exceed the equivalent of 1.5 years' vacation entitlement, based on their years of service, must use their accrued vacation time before becoming eligible for or continuing with flex time.

x. **Payout on Termination:**

If the employee leaves the employment of the RDBN, any accumulated flex time will be paid out (as straight time worked).

Modifications and Termination of Flex Time:

- Flex time arrangements can be reviewed or modified at any time based on business needs, departmental changes, or employee performance.
- The RDBN reserves the right to revoke flex time privileges if it negatively impacts work performance or business operations.
- Flex time agreements will be reviewed annually to ensure alignment with the departmental needs and individual performance. Adjustments may be made at any time with adequate notice.



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January 3, 2025

Regional District of Bulkley-Nechako
PO Box 820
Burns Lake, BC V0J 1E0

Attention: Chair Mark Parker

**Subject: 2025 Business Façade Improvement Program
Northern Development Project Number 9370-50**

Northern Development Initiative Trust was created by the Province to be a catalyst for central and northern B.C. to grow a strong diversified economy by stimulating sustainable economic growth through strategic and leveraged investments.

We are pleased to advise you that the Regional District of Bulkley-Nechako's Business Façade Improvement application for the 2025 year is approved **effective January 1, 2025**, up to \$10,000 from the Northwest Regional Development Account.

Funding under this program is provided as a reimbursement upon Northern Development's receipt of reporting documents. Complete reporting is due by January 31, 2026. Reporting materials can be found on Northern Development's website at www.northerndevelopment.bc.ca/funding-programs/community-development/business-facade-improvement/.

We wish you every success with your project. We are excited to see how your Business Façade Improvement projects will stimulate economic growth and strengthen our region.

Sincerely,
Northern Development Initiative Trust

c: Curtis Helgesen, Chief Administrative Officer, Regional District of Bulkley-Nechako
Nellie Davis, Manager, Regional Economic Development, Regional District of Bulkley-Nechako