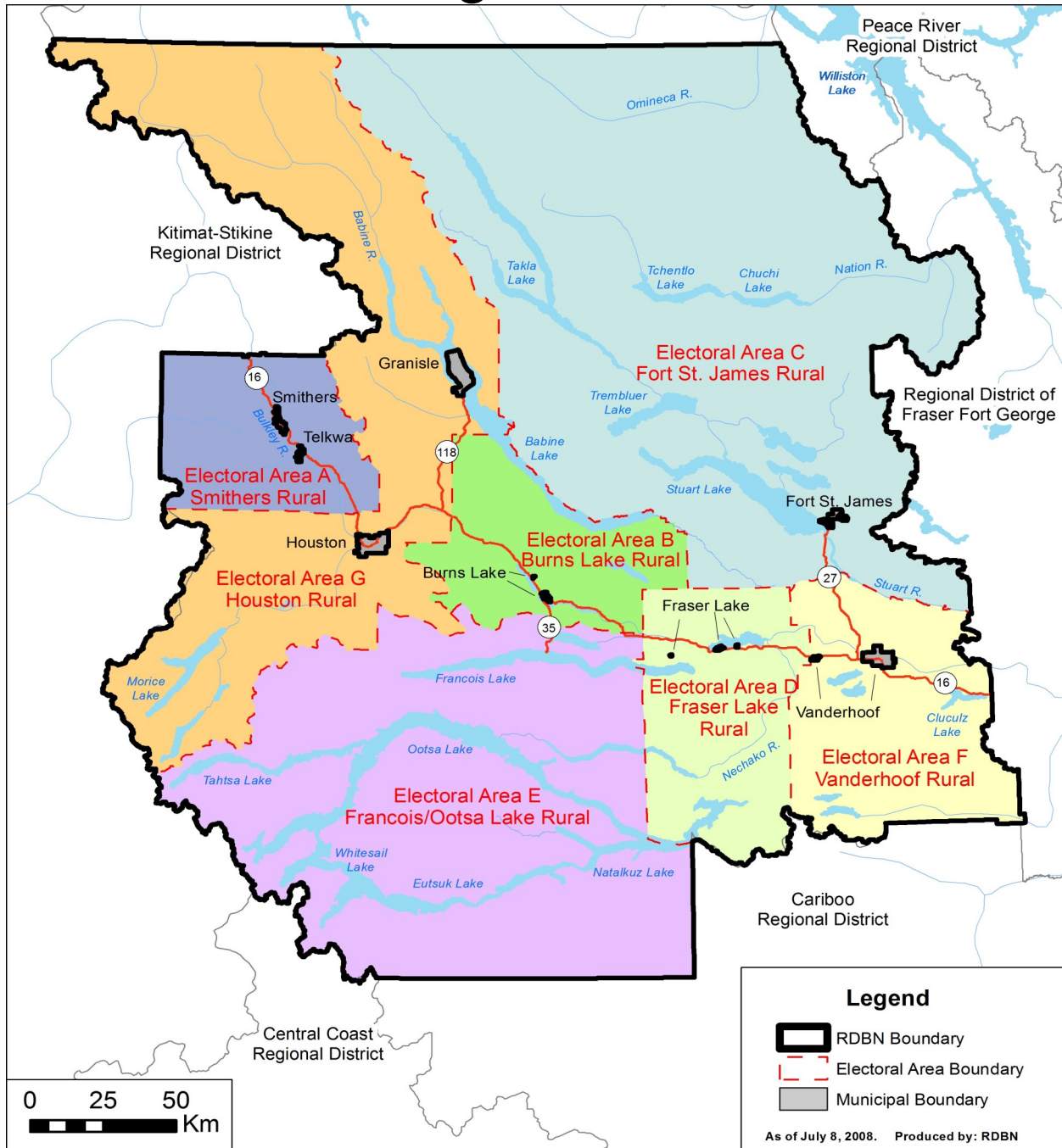


# Know Your Regional District - 2019





## Regional District of Bulkley-Nechako

The Regional District of Bulkley-Nechako is situated in central British Columbia. It was incorporated on February 1, 1966 under the *Municipal Act* (now *Local Government Act*) of British Columbia. It covers an immense area (estimated at 77,000 sq. kms.) and has an estimated population of 37,896 (2016 census data).

### Vision

"A World of Opportunities Within Our Region"

### Mission

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

## 2019 Board of Directors

Chair Gerry Thiessen

Municipality	Director	Contact
Town of Smithers	Mayor Taylor Bachrach	250-847-1600 <a href="mailto:mayor@smithers.ca">mayor@smithers.ca</a>
District of Houston	Mayor Shane Brienen	250-845-2238 <a href="mailto:mayor@houston.ca">mayor@houston.ca</a>
District of Vanderhoof	Mayor Gerry Thiessen	250-567-4711 <a href="mailto:gerry.thiessen@rdbn.bc.ca">gerry.thiessen@rdbn.bc.ca</a>
District of Fort St. James	Mayor Bev Playfair	250-996-8233 <a href="mailto:mayor@fortstjames.ca">mayor@fortstjames.ca</a>
Village of Burns Lake	Mayor Dolores Funk	250-692-7587 <a href="mailto:mayor@burnslake.ca">mayor@burnslake.ca</a>
Village of Fraser Lake	Councillor Kim Watt-Senner	250-699-2515 <a href="mailto:kwatt-senner@fraserlake.ca">kwatt-senner@fraserlake.ca</a>
Village of Telkwa	Mayor Brad Layton	250-846-5212 <a href="mailto:mayor@telkwa.ca">mayor@telkwa.ca</a>
Village of Granisle	Mayor Linda McGuire	250-697-2248 <a href="mailto:lmcguire@villageofgranisle.ca">lmcguire@villageofgranisle.ca</a>

Electoral Area	Director	Contact
"A" Smithers Rural	Mark Fisher	250-846-9045 <a href="mailto:mark.fisher@rdbn.bc.ca">mark.fisher@rdbn.bc.ca</a>
"B" Burns Lake Rural	Michael Riis-Christianson	250-692-9288 <a href="mailto:Michael.riischristianson@rdbn.bc.ca">Michael.riischristianson@rdbn.bc.ca</a>
"C" Fort St. James Rural	Tom Greenaway	250-996-8484 <a href="mailto:tom.greenaway@rdbn.bc.ca">tom.greenaway@rdbn.bc.ca</a>
"D" Fraser Lake Rural	Mark Parker	250-699-8419 <a href="mailto:mark.parker@rdbn.bc.ca">mark.parker@rdbn.bc.ca</a>
"E" Francois/Ootsa Lake Rural	Clint Lambert	250-694-3811 <a href="mailto:clint.lambert@rdbn.bc.ca">clint.lambert@rdbn.bc.ca</a>
"F" Vanderhoof Rural	Jerry Petersen	250-567-2357 <a href="mailto:jerry.petersen@rdbn.bc.ca">jerry.petersen@rdbn.bc.ca</a>
"G" Houston Rural	Rob Newell	250-845-2464 <a href="mailto:rob.newell@rdbn.bc.ca">rob.newell@rdbn.bc.ca</a>



## 2018 Active Services

FUNCTION OR SERVICE									Electoral Areas						
	Fort St James	Houston	Vanderhoof	Smithers	Burns Lake	Fraser Lake	Granisle	Teikwa	A	B	C	D	E	F	G
9-1-1 Service	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Airport					✓					✓			✓		
Aquatic Weed Harvesting									✓						
Arena Grant					✓					✓	✓		✓		
Building Inspection									✓	✓	✓	✓	✓	✓	✓
Building Numbering									✓	✓	✓	✓	✓	✓	✓
Cemetery												✓			✓
Community Hall												✓			
Development Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Economic Development	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Electoral Area Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Emergency Preparedness									✓	✓	✓	✓	✓	✓	✓
Emergency Road Rescue									✓	✓	✓	✓	✓	✓	✓
Environmental Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
General Government Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Grants-in-Aid									✓	✓	✓	✓	✓	✓	✓
Library	✓			✓	✓	✓			✓	✓	✓	✓	✓		
Liquid Waste Disposal	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Municipal Financing	✓	✓	✓	✓	✓	✓	✓	✓							
Museum				✓	✓				✓	✓			✓		
Para-Transit	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓				
Pedestrian Crosswalk								✓	✓						
Recreation/Culture			✓	✓					✓					✓	
Regional Pool & Recreation Centre				✓				✓	✓						
Rural Fire Protection									✓	✓	✓	✓	✓	✓	✓
Rural Government Services									✓	✓	✓	✓	✓	✓	✓
Street Lighting										✓	✓	✓			
Television Rebroadcasting	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓
Unightly Premises Bylaw									✓	✓	✓	✓		✓	✓
Victim Service				✓	✓				✓	✓			✓		
Water/Sewer System												✓			
Invasive Plant Control									✓	✓	✓	✓	✓	✓	✓

"A WORLD OF OPPORTUNITIES  
WITHIN OUR REGION"



## Administration Department

The Administration Department manages the affairs of the Regional District, which involves working closely with the Regional Board, staff, government agencies, and the general public. Responsibilities include efficient management of all Regional District and Regional Hospital District resources, ensuring appropriate procedures and programs are in place for efficient delivery of services to the public, greeting and directing visitors, assembling and distributing Board and Committee meeting agendas, preparing meeting minutes, drafting bylaws, conducting elections and referenda, and overseeing labour relations and personnel matters.

In addition, administration assists in the development, establishment, and operation of local services. This includes services which benefit specific areas/communities and which are paid for by the ratepayers within these areas. Some of the services are fire protection, street lighting, library services, cemetery services, community halls, water systems, and the local grants program.

### Elections and Referenda

Local government elections take place every four years as a result of new legislation. The Regional District conducts elections and referenda for its Electoral Areas, as well as the Fort Fraser Local Community Commission. The next local government elections will be held October, 2022

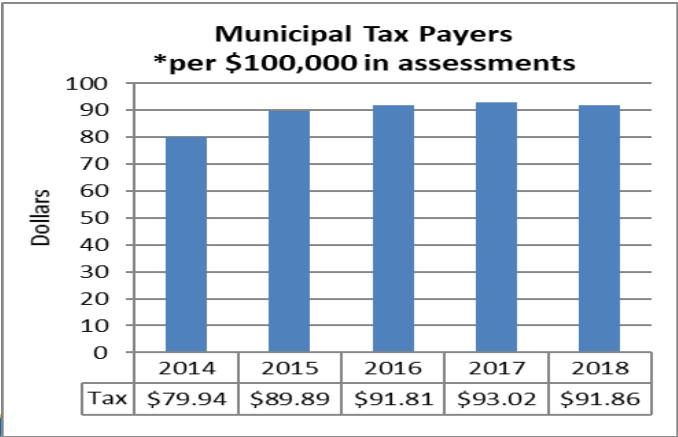
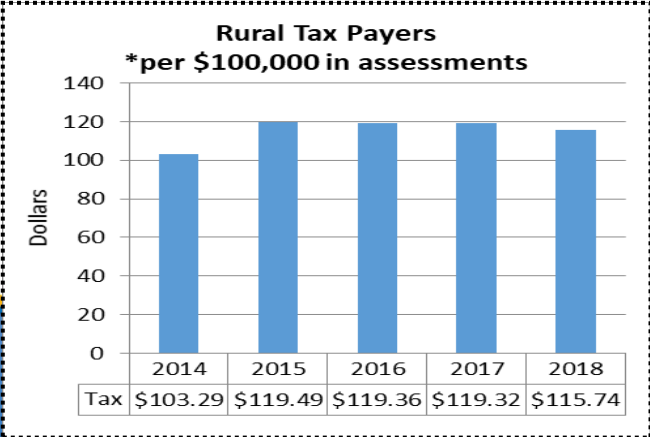
### Grants-in-Aid

Funding for grants-in-aid are budgeted annually. Grants-in-aid provide assistance to non-profit organizations for the purpose of benefiting and enhancing the community. For grants to be considered, an application must be submitted to the Regional District of Bulkley-Nechako. Staff will then refer the request to the Electoral Area Director. If the Electoral Area Director is supportive of the application it will be placed on the Board Agenda for consideration by the Regional Board.

## Financial Services Department

**The Finance Department is responsible for the following:**

- Financial administration of the Regional District, including preparation of monthly and annual financial statements, annual budgets and financial planning, tax requisitions, statutory financial reporting to the province, managing temporary financial investments, insurance, short and long term borrowing, computer systems and information technology, and relationships with the financial community as well as the more day to day activities such as bill payments, collections and payroll;
- The financial analysis and financial planning required for the establishment of new services and expansion of existing ones;
- In addition to the Regional District of Bulkley-Nechako, the Finance Department also oversees the administration of the Stuart-Nechako Regional Hospital District and prepares its annual financial statements and budgets.
- For further information on Financial Services, contact the Regional District of Bulkley-Nechako Chief Financial Officer at [john.illes@rdbn.bc.ca](mailto:john.illes@rdbn.bc.ca) or 1-800-320-3339.





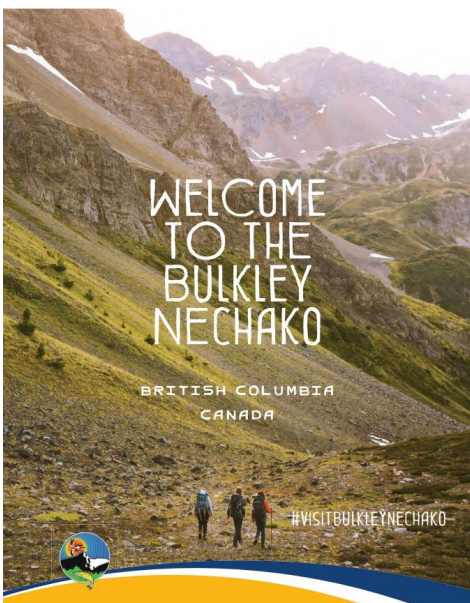


# Regional Economic Development

The Regional Economic Development Department was created to support initiatives that will attract and support new and existing businesses, increase tourism and assist non-profit organizations, resulting in increased quality of life for residents. The Manager of Regional Economic Development and Coordinator work with the RDBN Board of Directors and community economic development agencies to diversify the regional economy. For assistance or more information, contact Corrine Swenson, Manager of Regional Economic Development at [corrine.swenson@rdbn.bc.ca](mailto:corrine.swenson@rdbn.bc.ca), 1-800-320-3339 or [www.rdbn.bc.ca/economicdevelopment](http://www.rdbn.bc.ca/economicdevelopment)

## Ongoing Projects





- ⇒ Attendance at tradeshow and conferences promoting the RDBN. Watch for us at Minerals North, Carrots to Cattle, and the Vancouver Outdoor Adventure Show!
- ⇒ Regional Business Forum. This event provides networking and learning opportunities. Mark your calendars for Fall 2019 in Vanderhoof.
- ⇒ Opportunities in the RDBN Web Portal. Visit [opportunities.rdbn.bc.ca](http://opportunities.rdbn.bc.ca) to learn more about sector development, employment and supplier opportunities, events and media releases.
- ⇒ Bulkley-Nechako Directory. This online resource is an extensive listing of businesses and organizations operating within the region. Businesses/Organizations can submit and update their information (contact info, description, logo, photos, hours of operation, etc.) by creating a user account and claiming a listing at [directory.rdbn.bc.ca](http://directory.rdbn.bc.ca).
- ⇒ Regional Tourism Plan. This plan includes projects to increase tourism in the region and a regional website [visitbulkleynechako.ca](http://visitbulkleynechako.ca).
- ⇒ Bulkley Nechako Discovery App. This exciting online tool provides all-season activity ideas for both residents and visitors. [visitbulkleynechako.ca/discovery](http://visitbulkleynechako.ca/discovery)
- ⇒ Bulkley-Nechako Workforce Opportunities Table. This initiative reflects broad-based community leadership committed to, and advocating for, a skilled and resilient labour pool that is best positioned to meet local labour demand. [opportunities.rdbn.bc.ca/swot](http://opportunities.rdbn.bc.ca/swot)
- ⇒ Connecting Consumers and Producers. This program supports community agriculture events and provides an annual regional agriculture brochure that identifies where to purchase and how to store/preserve local food. [opportunities.rdbn.bc.ca/agriculture](http://opportunities.rdbn.bc.ca/agriculture)
- ⇒ Business Façade Program. Offered in partnership with Northern Development Initiative Trust, this grant program offers businesses the opportunity to improve their building façade through matching grants up to \$5,000.



## Regional Economic Development Plan

The RDBN proactively examined current and future economic opportunities in the region to develop an action-oriented "Economic Development Action Plan" that is tangible, practical and sustainable. Under the direction of the RDBN Board of Directors, the department completes key priority projects that benefit forestry, mining, agriculture and tourism sectors. The Regional Economic Development Action Plan was completed in 2014, and is scheduled to be updated in 2019.

### Follow us on Social Media:

-  [Bulkley Nechako Opportunities](#)
-  [Connecting Consumers and Producers](#)
-  [Visit Bulkley-Nechako](#)
-  [Visit Bulkley-Nechako](#)
-  [visitbulkleynechako](#)
-  [visitbulkleynechako](#)

### Non-profit Assistance

The RDBN Proposal Writer assists non-profit organizations within the RDBN to identify funding sources and write grant applications for projects. Visit [www.rdbn.bc.ca/economicdevelopment](http://www.rdbn.bc.ca/economicdevelopment) Under the "Assistance for Non Profit Societies" click on "Grant Writing Assistance" and fill out the "Request for Assistance" form.



# Planning Department

The Planning Department is responsible for the planning and regulation of land use and development within the Regional District of Bulkley-Nechako. This service ensures that the region's growth and development occurs in a manner that meets the social, economic, and environmental needs of residents.

Each Electoral Area has an Official Community Plan (OCP), which are regularly reviewed with the rural community, to ensure that they reflect the rural community's vision for the future, and appropriately identify how the community aims to reach that vision as the area develops over time. The OCPs contain the rural community's goals and objectives, and establish land use and development policies to achieve those goals.

Issues dealt with in an OCP typically include the following:

- Ensuring the positive character and quality of life in existing rural areas are protected;
- Ensuring there is appropriate land available for industry, tourism, and other economic development initiatives;
- Ensuring there is appropriate land identified for rural residential growth;
- Protecting and preserving farm land for farm use;
- Organizing land use to avoid conflict and maximize efficiency;
- Maximizing the ability of the region to sustain itself socially, economically, and environmentally in the long term.

The OCP's are critical to informing the Planning Department and the Regional District Board regarding how the rural community wants the Regional District to implement and apply land use and development regulations in the region.

The Planning Department organizes its activities into the following categories:

- Long Range Planning;
- Current Planning;
- Geographic Information Systems;
- Building Inspection;
- Special Projects.



**Long Range Planning** includes the preparation, review, and administration of the Regional District's seven Official Community Plans (OCPs). It also includes the development of planning studies and policy development.

**Current Planning** involves the administration of the following land use

and development related bylaws:

- RDBN Zoning Bylaw No. 700, 1993;
- RDBN Floodplain Management Bylaw No. 1300, 2004;
- RDBN Manufactured Home Park Bylaw No. 740, 1993;
- RDBN Development Procedures Bylaw No. 1422, 2007;
- RDBN Board of Variance Bylaw No. 1275, 2003;
- RDBN Advisory Planning Commission Bylaw No. 1501, 2009;
- RDBN Unightly Premises Bylaw No. 1567, 2010.

This work includes processing, evaluating and developing recommendations to the Regional District Board regarding the following land use and development applications:

- OCP amendments and rezoning;
- Development Variance Permit applications;
- Temporary Use Permit applications;
- ALR exclusion, subdivisions and non-farm use applications;
- Liquor License applications;
- Special Event Permit applications.

Current Planning involves advising the Regional District Board and the Rural Directors Committee regarding the RDBN response to Crown Land referrals, Recreation Sites and Trails referrals, Ministry of Energy, Mines and Responsible for core review referrals, and ALR referrals.

Current Planning also involves responding to public inquiries regarding planning and other related issues, and dealing with bylaw enforcement issues.

The **Geographic Information Systems (GIS)** function involves the digital storage, management, and mapping of spatial and other data, and management of building numbering. This activity provides vital support to all Regional District departments. Residents also rely on this service to obtain house numbering, maps, and other information regarding their property and community. The Planning Department maintains a web based mapping system for public use at [www.rdbn.bc.ca](http://www.rdbn.bc.ca).

The **Building Inspection** function primarily involves implementation and enforcement of Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012 and the Regional District of Bulkley-Nechako Floodplain Management Bylaw No. 1300, 2004 through the building permit and inspection process. The Regional District of Bulkley-Nechako provides

# Protective Services Department

The Protective Services Department is responsible for developing and implementing the Emergency Program which includes the following:

## Emergency Management

The Protective Services Department develops and maintains an emergency management plan that is implemented in the event of an emergency or disaster within the Regional District.

As part of the emergency management program, the Protective Services department facilitates emergency operations training for Regional District staff and volunteers.

The Protective Services department also develops public education initiatives and outreach programs to encourage resiliency within our communities and to ensure residents are as prepared as possible.



As per the *Emergency Program Act* and the RDBN's *Emergency Management Bylaw No. 1201*, the Protective Services department is developing and maintaining a Regional Emergency Support Services (ESS) Program which includes volunteer training, volunteer recruitment and volunteer management.

## Emergency Response

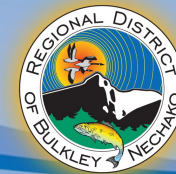
In the event of a disaster or emergency, the RDBN activates an Emergency Operation Centre (EOC). An EOC is where strategic coordination of an emergency or disaster response takes place.

## Rural Fire Protection

The rural fire protection service ensures all rural fire departments adhere to the BC Competency and Training Playbook standards in addition to maintenance and development of Standard Operating Guidelines. The rural fire protection service also liaises with the municipal and rural fire departments to ensure fire protection, and road rescue services are provided within the fire service areas.

## 9-1-1 Services

The Protective Services Department ensures 9-1-1 maintenance and service contracts are in place to provide 9-1-1 service to residents and member municipalities within the RDBN. The department also ensures that the RDBN implements and complies with new 9-1-1 technology initiatives so that residents are provided with the most up-to-date 9-1-1 service that can



## Environmental Services Department

The Environmental Services Department administers services including solid waste management, liquid waste management, invasive plant management, as well as drinking water and sewer works in the unincorporated community of Fort Fraser.

### Solid Waste Management

The primary service administered by the Environmental Services Department is Solid Waste Management, which is governed by the RDBN's Solid Waste Management Plan (SWMP). Over the past number of years the RDBN has focussed on completing landfill closure works, landfill phase development and transfer station construction. In 2018, an update of the SWMP has begun. A Regional Solid Waste Advisory Committee was formed to help with this process. A draft plan will be ready for public consultation in early summer. Currently, the RDBN maintains a fleet of three tractors and eight 53ft walking floor trailer units for waste hauling activities in addition to operating seven transfer stations and three landfill facilities. Hours of operation for the solid waste management facilities can be found on the RDBN website (<http://www.rdbn.bc.ca/environmentalservices>).



### Liquid Waste Management

Liquid waste management primarily involves the operation and management of septage receiving facilities which provide for the disposal of sewage based wastes from primarily rural residents with private sewage treatment systems.

### Waste Reduction

A key component of solid waste management is waste reduction. The Environmental Services Department participates in waste reduction by supporting community recycling groups, promoting recycling and reuse at RDBN transfer stations and encouraging composting and recycling in-office.

There is a changing landscape in the field of recycling in BC, with increasing materials being managed under industry-led extended producer responsibility (EPR) programs. It is the goal of the Environmental Services Department to ensure that residents of the RDBN are aware of and have access to these EPR programs.

In 2018, two Recycle BC Depots were opened at RDBN Transfer Stations, both in Smithers/Telkwa and in Vanderhoof. Some privately-run depots serve other communities.



### Sustainability

Another important aspect of the Environmental Services Department is a focus on sustainability, which can be seen through waste reduction and recycling activities, in addition to the following initiatives:

#### Public Education

Through the updated SWMP, future emphasis will be made toward public education on waste reduction in the Region.

- Quarterly [Sustainability Newsletter](#)
- (visit [www.rdbn.bc.ca/environmentalservices/recycling/sustainability-newsletter](http://www.rdbn.bc.ca/environmentalservices/recycling/sustainability-newsletter))
- Sustainable RDBN Facebook Page

#### Climate Change Initiatives

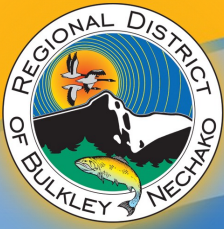
- Commitments under the BC Climate Action Charter
- Reduction in carbon emissions from corporate operations
- Water conservation education in Fort Fraser

### Invasive Plant Management

Invasive plant control and public education services are conducted through a joint effort between the RDBN and the Northwest Invasive Plant Council. If you have an invasive plant concern, please call the weed hotline (Toll free: 1-866-449-3337).







# Regional District of Bulkley-Nechako Meeting Schedule—2019

January 3, 2019 -RDBN Committees  
 January 17, 2019 RDBN Board/In-Camera/SNRHD  
 February 7, 2019—RDBN Committees  
 February 21, 2019— RDBN Board/In-Camera/SNRHD  
 March 7, 2019— RDBN Committees  
 March 21, 2019—RDBN Board/In-Camera/SNRHD  
 April 4, 2019— RDBN Committees  
 April 18, 2019— RDBN Board/In-Camera/SNRHD  
 May 2, 2019— RDBN Committees  
 May 16, 2019— RDBN Board/In-Camera/SNRHD  
 June 6, 2019— RDBN Committees  
 June 20, 2019— RDBN Board/In-Camera/SNRHD

July 18, 2019—RDBN Board/In-Camera/SNRHD/RDBN Committees  
 August 15, 2019—RDBN Board/In-Camera/SNRHD/RDBN Committees  
 September 5, 2019— RDBN Committees  
 September 19, 2019—RDBN Board/In-Camera/SNRHD  
 October 10, 2019—RDBN Committees  
 October 24, 2019—RDBN Board/In-Camera/SNRHD  
 November 7, 2019—RDBN Committees  
 November 21, 2019—RDBN Board/In-Camera/SNRHD  
 December 12, 2019 -RDBN Board/In-Camera/SNRHD/RDBN Committees

## Questions? Please Contact Us!



**Telephone Number:** (250) 692-3195 or 1-800-320-3339



**Fax Number:** (250) 692-3305



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



**General Email:** [inquiries@rdbn.bc.ca](mailto:inquiries@rdbn.bc.ca)

### For More Information...

Brochures are available on the Regional District of Bulkley-Nechako website or at the RDBN office:

- Land Development
- Agricultural Land Reserve Applications
- Geotechnical Reports
- Official Community Plans
- Civic Addressing
- Waterfront Development
- Temporary Use Permit Applications
- Archeological Sites
- Development Variance Permit Applications
- Rezoning and OCP Amendment Applications
- Building Permit Applications
- Residential Building Accessibility
- Sustainable Rural Land Development Checklist
- Solid Waste Disposal Policies/Recycling Opportunities



**Address:** Regional District of Bulkley-Nechako  
 PO Box 820, 37-3rd Avenue  
 Burns Lake, BC V0J 1E0



**Office Hours:** 8:30 a.m. to 4:30 p.m.

**Monday to Friday**  
 Except Statutory Holidays

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