

REGIONAL DISTRICT
OF BULKLEY & NECHAKO

AGENDA

MEETING NO. 2

FEBRUARY 20, 2020

P.O. BOX 820
BURNS LAKE, BC V0J 1E0
PHONE: (250) 692-3195 OR 1-800-320-3339
FAX: (250) 692-3305
www.rdbn.bc.ca

"A WORLD OF OPPORTUNITIES
WITHIN OUR REGION"

VISION

“A World of Opportunities
Within Our Region”

MISSION

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



REGIONAL DISTRICT OF BULKLEY-NECHAKO

AGENDA

Thursday, February 20, 2020

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – February 20, 2020</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
8-24	Board Meeting Minutes – January 23, 2020	Adopt
25-28	Committee of the Whole Meeting -February 6, 2020 (Unapproved)	Receive
29-33	Rural/Agriculture Committee Meeting Minutes -February 6, 2020 (Unapproved)	Receive

BUSINESS ARISING OUT OF THE MINUTES

DELEGATIONS

34-36	<u>NORTHWEST BC RESOUC E BENEFITS ALLIANCE (RBA)</u> Kris Boland, Project Manager (Deputy CAO, RDKS) Ron Poole, Chief Administrative Officer, Regional District of Kitimat-Stikine RE: Update	
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MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS & RURAL DEVELOPMENT

David Johnson, Senior Authorization Specialist, Stuart Nechako Resource District
RE: Shovel Fire Ecosystem Reforestation Plan

<u>PAGE NO.</u>	<u>PLANNING (All Directors)</u>	<u>ACTION</u>
	<u>Building Inspection Section 57 Notice on Title</u>	
37-49	Steve Davis, Building Inspector Section 57 Notice on Title Block P, DL 2531, Range 5, Coast District (135 Prairie Road) Electoral Area "A" <i>Call to gallery for comments</i>	Recommendation

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<u>PAGE NO.</u>	<u>PLANNING (All Directors) (CONT'D)</u>	<u>ACTION</u>
	<u>Building Inspection Section 57 Notice on Title (Cont'd)</u>	
50-63	Steve Davis, Building Inspector Section 57 Notice on Title Lot 13, DL 4973, Cariboo District, Plan 25016 (46550 Marsolais Drive) Electoral Area "F" <i>Call to gallery for comments</i>	Recommendation
64-72	Steve Davis, Building Inspector Section 57 Notice on Title Lot 5, DL 1423, Cariboo District, Plan PGP47307 (1755 Meier Road) Electoral Area "F" <i>Call to gallery for comments</i>	Recommendation
	<u>Temporary Use Permit Application</u>	
73-81	Jennifer MacIntyre, Planner 1 Temporary Use Permit Application A-01-17 (B&A Rentals) Electoral Area "A" <i>Call to gallery for comments</i>	Recommendation
	<u>Bylaw for Adoption</u>	
82-95	Jason Llewellyn, Director of Planning Development Procedures Bylaw No.1898, 2020	Recommendation
	<u>Bylaws for 1st and 2nd Reading</u>	
96-155	Maria Sandberg, Planner New Zoning Bylaw for 1 st and 2 nd Reading	Recommendation
156-169	Jennifer MacIntyre, Planner 1 1 st and 2 nd Reading Report – Bylaws 1899 & 1900, 2020 Rezoning Application B-01-19 (Kornelsen)	Recommendation
170-181	Jennifer MacIntyre, Planner 1 1 st and 2 nd Reading Report – Bylaw 1901 and 1902, 2020 Rezoning Application A-07-19 (Hansen North Valley)	Recommendation
	<u>Bylaw Enforcement</u>	
182-186	Jason Llewellyn, Director of Planning Unightly Premises, 7239 Stella Road Electoral Area "D"	Recommendation

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Crown Land Application Referral

- | | | |
|---------|--|----------------|
| 187-204 | Jennifer MacIntyre, Planner 1
Crown Land Application Referral 6409175
(CTL Contractors) Electoral Area “E” | Recommendation |
| 205-222 | Jennifer MacIntyre, Planner 1
Crown Land Application Referral 6409186
(Tower Communication Ltd.)
Electoral Area “E” | Recommendation |

Other

- | | | |
|---------|--|----------------|
| 223-232 | Jason Llewellyn, Director of Planning
Proposed NCLGA Resolution on the BC Energy
Step Code | Recommendation |
| 233-260 | Jason Llewellyn, Director of Planning
Housing in the RDBN: A Discussion Paper | Receive |
| 261-280 | Planning Department Year-End Report for 2019 | Receive |

ADMINISTRATION REPORTS

- | | | |
|---------|--|----------------|
| 281 | Wendy Wainwright, Executive Assistant
- Committee Meeting Recommendations
- February 6, 2020 | Recommendation |
| 282 | Wendy Wainwright, Executive Assistant
- Minerals North 2020
- Quesnel, B.C – April 29-May 1, 2020 | Recommendation |
| 283 | Wendy Wainwright, Executive Assistant
-North Central Local Government Association
AGM and Convention – Prince George, B.C.
-May 13 -15, 2020 | Recommendation |
| 284-287 | Wendy Wainwright, Executive Assistant
- Charge North – Bridge Funding Work Plan
Request | Recommendation |
| 288-290 | Cheryl Anderson, Manager of Administrative
Services – Burns Lake Rural Fire Protection
Local Service Establishment Amendment
Bylaw No. 1887, 2020 | Recommendation |

Meeting No. 2
February 20, 2020

<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS</u>	<u>ACTION</u>
291-292	Nellie Davis, Regional Economic Development Coordinator – CityWest Letter of Support Request	Recommendation
293	Nellie Davis, Regional Economic Development Coordinator – Federal Gas Tax Funds – Electoral Area “A” (Smithers Rural), Smithers Community Services Association	Recommendation
294-301	John Illes, Chief Financial Officer - 2020 Budget Bylaw 1903 for First and Second Reading	Recommendation
302-303	Jason Blackwell, Regional Fire Chief - Southside Fire Department Application to Nechako-Kitimaat Development Fund	Recommendation
304-305	Rebecca Rodriguez, Acting Emergency Services Manager – UBCM Emergency Operations Centre Funding Application	Recommendation
306	Nellie Davis – Regional Economic Development Coordinator – Grant in Aid Update – February 2020	Receive
307-317	Shari Janzen – Regional Economic Development Assistant – 2019 Connecting Consumers and Producers Project Report	Receive
318	John Illes, Chief Financial Officer - Investment Summary – Year Ending December 31, 2020	Receive
<u>ENVIRONMENTAL SERVICES</u>		
319-320	Janette Derksen, Deputy Director of Environmental Services – Berman Lake Transfer Station – Contract Renewal	Recommendation
321-337	Janette Derksen, Deputy Director of Environmental Services – Northwest Invasive Plant Council – 2020 Funding & Field Scabious Plan	Recommendation
<u>VERBAL REPORTS</u>		
<u>RECEIPT OF VERBAL REPORTS</u>		

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<u>PAGE NO.</u>	<u>ADMINISTRATION CORRESPONDENCE</u>	<u>ACTION</u>
338	Canadian Cancer Society, BC and Yukon – Peace of Mind Campaign	Receive
339-340	Canadian Cancer Society, BC and Yukon -Peace of Mind Campaign Progress Report -January 2020	Receive

ACTION LISTS

341-345	January 2020
346-347	December 2019

SUPPLEMENTARY AGENDA

NEW BUSINESS

IN-CAMERA MOTION

In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Section 90(1)(e) – the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality (Southside Seniors Housing Society); and 90(2)(b) – the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (Boundary Expansion); may/must be closed to the public, therefore exercise their option of excluding the public for this meeting.

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEETING NO. 1****Thursday, January 23, 2020**

PRESENT: Chair Gerry Thiessen

Directors Shane Brienen
Mark Fisher
Dolores Funk
Brad Layton
Clint Lambert
Linda McGuire
Andrea Newell
Mark Parker
Jerry Petersen
Bev Playfair
Michael Riis-Christianson

Directors Gladys Atrill, Town of Smithers
Absent Tom Greenaway, Electoral Area "C" (Fort St. James Rural)
Kim Watt-Senner, Village of Fraser Lake

Alternate Directors Bob Hughes, Electoral Area "C" (Fort St. James Rural)
Frank Wray, Town of Smithers

Staff Curtis Helgesen, Chief Administrative Officer
Nellie Davis, Regional Economic Development Coordinator
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services
Jason Llewellyn, Director of Planning – arrived at 11:05 a.m., left at 1:00 p.m.
Sashka Macievich, Recovery Manager
Wendy Wainwright, Executive Assistant

Others Shawn Trottier, Resource Manager, Nadina Region, Ministry of Forests, Lands, Natural Resource Operations & Rural Development – left at 11:30 a.m.
Kris Garneau, Authorizations Technologist, Field Operations Nadina, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – left at 11:30 a.m.
Mike Robertson, Senior Policy Analyst, Cheslatta Carrier Nation – left at 12:05 P.M.
Tiell Glover, Sr. Resource Coordination Officer, Ministry of Indigenous Relations and Reconciliation – arrived at 12:55 p.m.
Tom McCarthy, Divisional Chief Negotiator, Negotiations Regional Operations Division, Ministry of Indigenous Relations and Reconciliation – arrived at 12:55 p.m.
Cory Waters, Chief Negotiator, North, Negotiations and Regional Operations Division, Ministry of Indigenous Relations and Reconciliation – arrived at 12:59 p.m.
Lori Borth, Director of Strategic Initiatives, Ministry of Indigenous Relations and Reconciliation – arrived at 12:59 p.m.

CALL TO ORDER

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

**AGENDA &
 SUPPLEMENTARY AGENDA**

Moved by Director Petersen
 Seconded by Director Layton

2020-1-1

“That the Board Meeting Agenda of January 23, 2020 be approved; and further, that the Supplementary agenda be received and dealt with at this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes
 -December 12, 2019

Moved by Director McGuire
 Seconded by Director Layton

2020-1-2

“That the Board Meeting Minutes of December 12, 2019 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Committee Meeting
 Minutes

Moved by Director Parker
 Seconded by Alternate Director Wray

2020-1-3

“That the Regional District of Bulkley-Nechako Board of Directors receive the following Committee Meeting Minutes:

- Agriculture Committee Meeting Minutes
 -October 10, 2019 (unapproved)
- Broadband Committee Meeting Minutes
 -January 9, 2020 (unapproved)
- Committee of the Whole Meeting Minutes
 -January 9, 2020 (Unapproved)
- Committee of the Whole Meeting Minutes
 - November 7, 2019
- Rural Directors Committee Meeting Minutes
 - January 9, 2020 (unapproved)
- Rural Directors Committee Meeting Minutes
 - November 7, 2019
- Waste Management Committee Meeting Minutes
 -December 12, 2019 (unapproved)
- Waste Management Committee Meeting Minutes
 -September 5, 2019.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

BUSINESS ARISING OUT OF THE MINUTES

Director Lambert referenced the four pillars of agriculture. Staff will follow up and provide the information to the Board of Directors.

DELEGATIONS

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS & RURAL DEVELOPMENT – Shawn Trottier, Resource Manager, Nadina Region and Kris Garneau, Authorizations Technologist, Field Operations Nadina RE: Update Wildfire Salvage

Chair Thiessen welcomed Shawn Trottier, Resource Manager, Nadina Region, and Kris Garneau, Authorizations Technologist, Field Operations, Nadina, Ministry of Forests, Lands, Natural Resource Operations & Rural Development.

Mr. Trottier provided a PowerPoint Presentation.

Nadina District 2019 Harvest Summary and Fires Impact

- Nadina Timber Supply Area
 - Lakes TSA
 - Morice TSA
- Impacts of the 2018 Fires on Timber Supply and Forests in B.C.
- Recent and Planned Harvest of Burned Timber
 - Lakes TSA
 - Combined Nadina, Verdun and Chelaslie Fires
 - Morice TSA
 - Nadina Fire and Hautete Fire
- Utilization by Major Licensees
 - Canfor Licence A16828
 - Fraser Lake Sawmill Site #493
 - Hampton Forest Products (Babine) Site #247
- Harvest Summary
 - Lakes
 - Morice
- Why not more burnt/dead wood being processed?
- The Cutting Permit Process.

The following discussion took place:

- Shelf life of burnt timber
- Bringing forward concerns to the Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development
- Softwood Lumber agreement impacts
- Working with Cheslatta Carrier Nation to utilize fiber for Pinnacle Pellet
- Mr. Trottier expressed an interest in returning to provide further information in regard to wildfire risk reduction/recovery/rehabilitation efforts taking place
- Request for copy of PowerPoint – Mr. Trottier will forward to staff
- What volume was harvested in the Cariboo?
 - Mr. Trottier will follow up and provide the information
- Concerns were brought forward in regard to all the volume allocated to existing licensees and the potential high volume of burned timber left standing after expired shelf life
- Ongoing recovery efforts – younger stands have a more marketable timber value
- Permit tracking
 - Timeline, delays and variables
 - FLNRORD keeps statistics
- Encouraging the removal of burned timber
- Fire behavior of potential fires in areas that have burned timber remaining in the forest
- Controlled/broadcast burning
- Utilization of products on the logging block
 - Pinnacle Pellet, Cheslatta Carrier Nation, etc. are working to develop new opportunities
 - Need for innovation
- FLNRORD works to approve permits.

Chair Thiessen thanked Messrs. Trottier and Garneau for attending the meeting.

PLANNING (All Directors)

Crown Land Application Referrals

Crown Land Application Referrals- Electoral Area "F"

Moved by Director Petersen
 Seconded by Director Brienen

2020-1-4

"That the following Regional District of Bulkley-Nechako Comment Sheet be provided to the Province regarding following Crown Land Referrals:

- o 7410106
- o 7410049
- o 7410112
- o 7410054
- o 7410114
- o 7410025
- o 7410053."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Planning Other

Community Charter Section 94 – Requirements for Public Notice

Discussion took place in regard to potential changes to the *Community Charter* Section 94 – Requirements for Public Notice. CAO Helgesen mentioned that the Local Government Management Association (LGMA) has been working on the topic. Staff will follow up and bring forward information for the Board's consideration.

Regional District of Bulkley-Nechako Development Procedures Bylaw No. 1898, 2020

Moved by Director Fisher
 Seconded by Director Layton

2020-1-5

"That "Regional District of Bulkley-Nechako Development Procedures Bylaw No. 1898, 2020" be given first, second, and third Reading this 23rd day of January, 2020."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Cheslatta Land Transfer

Moved by Director Riis-Christianson
 Seconded by Director Lambert

2020-1-6

"That the Board:

1. Direct staff to inform the Ministry of Indigenous Relations and Reconciliation that the Board has no objection to the proposed land dispositions provided that the lands being transferred into fee simple ownership are zoned to the Board's satisfaction prior to land transfer; and,
2. Direct staff to initiate the zoning process in consultation with the Cheslatta Carrier Nation."

Planning Other (Cont'd)

Moved by Director Lambert
Seconded by Director Riis-Christianson

2020-1-7

“That Motion 2020-1-6 be amended to include in the letter to the Ministry of Indigenous Relations and Reconciliation that the Board encourages the province to consult with impacted property owners and mitigate any concerns that may exist.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

“That the question be called on Motion 2020-1-6 as amended.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

UBCM Housing Needs Reports Program

Moved by Alternate Director Wray
Seconded by Director Playfair

2020-1-8

“That the Board:

1. Support the application to UBCM’s Housing Needs Reports Program to undertake housing needs reports for Electoral Areas A, B, C, D, E, F, and G in order to meet provincial requirements
2. Will provide overall grant management
3. Authorize RDBN staff to enter into an agreement with UBCM for any grants received for the above purpose.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Tiny Homes in the RDBN

Moved by Director Fisher
Seconded by Director Playfair

2020-1-9

“That the Board direct staff to send the attached letter to the Honourable Selina Robinson Minister of Municipal Affairs and Housing urging the Province to undertake a review of the BC Building Code to better accommodate tiny homes.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Coastal GasLink Pipeline -Socio-economic Effects Management Plan (SEEMP)

Moved by Director McGuire
Seconded by Alternate Director Wray

2020-1-10

“That the Board invite TC Energy to the April Board meeting to discuss the SEEMP implementation process.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Recent Agriculture Decisions

Moved by Director Parker
Seconded by Director Playfair

2020-1-11

“That the Board receive the Planner 1’s January 13, 2020 memo titled “Recent Agricultural Land Commission Decisions.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS

Committee Meeting
 Recommendation
 - December 12, 2019
 and January 9, 2020

Moved by Director Fisher
 Seconded by Director Wray

2020-1-12

“That the Board approve December 12, 2019 and January 9, 2020 Committee Meeting Recommendations 1 through 11 as written:

Waste Management Committee Meeting – December 12, 2019

Recommendation 1:

Re: Stewardship Program Agreements to be offered at RDBN Transfer Stations

“That the Board direct staff to:

- 1) enter into service agreements, agreeing to the terms and conditions for the following future Extended Producer Responsibility programs at the RDBN’s Vanderhoof, Burns Lake and Smithers/Telkwa Transfer Station recycling depots:
 - a. Lightcycle -Residential Lamp/Lightbulbs
 - b. Call2Recycle – Household Batteries
 - c. Alarmcycle – Household Smoke/CO2 Alarms
- 2) negotiate and enter into a service agreement, agreeing to the terms and conditions with ProductCare Recycling to offer the PaintPlus Program at the Vanderhoof Transfer Station.”

Broadband Committee Meeting – January 9, 2020

Recommendation 2:

Re: RDBN Broadband Study

“That the Board prioritize the following projects for 2020 grant applications: Fort St. James Cellular Coverage; Buck Flats Cellular and LTE Coverage; Grassy Plains and Ootsa Lake Cellular and LTE Coverage; Industrial Cellular and LTE Coverage for Clearview Landfill, Pinkut Lake and Taltapin Lake; fibre to the home for Area B/Area E – Highway 35 and Southbank, and east end of Francois Lake.”

Recommendation 3:

Re: Invite Rio Tinto to an Upcoming Broadband Committee Meeting

“That the Board invite Rio Tinto to an upcoming Broadband Committee meeting to discuss cellular coverage on the Southside of Francois Lake.”

Committee of the Whole Meeting – January 9, 2020

Recommendation 4:

Re: Asset Management Policy and Strategy

“That the Board direct staff to implement the Asset Management Policy and Strategy.”

ADMINISTRATION REPORTS (CONT'D)

Committee of the Whole Meeting – January 9, 2020 (Cont'd)

Recommendation 5:

Re: Modernizing BC's Emergency Management Legislation

"That the Board direct staff to:

1. send the letter of response to the Honourable Minister Farnworth regarding the Modernizing BC's Emergency Management Legislation – Discussion Paper, as attached to the staff report dated January 9, 2020 as amended to include the following:
RDBN Comments (Page 4 of the letter)
 There are many residents that live in remote rural areas with historical knowledge, how will these local knowledge experts be included?
2. And, prepare and submit the same response letter regarding the Modernizing BC's Emergency Management Legislation – Discussion Paper to EmergencyProgramAct@gov.bc.ca prior to the comment period deadline of January 31, 2020."

Recommendation 6:

Re: Minerals Roundup – Vancouver, B.C. – January 20-23, 2020

"That the Board authorize Director Greenaway's attendance at Minerals Roundup in Vancouver January 20-23, 2020."

Rural Directors Committee – January 9, 2020

Recommendation 7:

Re: Agricultural Community Meeting on Water Sustainability Act – February 5, 2020 – Vanderhoof, B.C.

"That the Board authorize Chair Parker and any Directors wanting to attend the Agricultural Community Meeting on the *Water Sustainability Act* in Vanderhoof, B.C. on February 5, 2020."

Recommendation 8:

Re: Regional Agriculture Forum Oct 23-24, 2020 "Soil to Table – Celebrating Local Agriculture"

"That the Board approve the 'draft' agenda for Soil to Table – Celebrating Local Agriculture October 23 & 24, 2020 in Burns Lake."

Recommendation 9:

Re: RDBN Food Hub and Food Economy Assessment

"That the Board approve:

1. The RDBN Food Hub and Food Economy Assessment
2. Staff to proceed with a Request for Proposal on BC Bid."

ADMINISTRATION REPORTS (CONT'D)

Rural Directors Committee – January 9, 2020 (Cont'd)

Recommendation 10:

Re: Rural/Agriculture Committee

“That the Rural Directors Committee be renamed the Rural/Agriculture Committee to reflect the work of the Committee.”

Recommendation 11:

Re: Fire Department Emergency Services

“That the Board repeal the following:

- a. “Topley Rural Road Rescue and Medical First Responders Service Establishment Bylaw No. 1745, 2015”
- b. “RDBN Electoral Area C (Fort St. James Rural) Road Rescue Contribution Service Establishment Bylaw No. 1651, 2012” and “RDBN Electoral Area D Emergency Extrication Service Area Establishment Bylaw No. 1516, 2009”; and
- c. “Electoral Area ‘A’ Emergency Response Contribution Local Service Amendment Bylaw No. 853, 1995.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to Rural Directors Committee Recommendation 12: RE: Fire Department Emergency Services. Staff will follow up with each Electoral Area Director in regard to Fire Department Emergency Services.

Break for lunch – 12:05 p.m.

Reconvened at 12:40 p.m.

Federation of Canadian
 Municipalities 2020
 -June 4-7, 2020 in Toronto, ON

Moved by Director Riis-Christianson
 Seconded by Director McGuire

2020-1-13

“That Chair Thiessen be authorized to attend the Federation of Canadian Municipalities 2020 Convention in Toronto, Ontario June 4 to 7, 2020 paid for from general government.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

BC Broadband Conference
 2020-April 21 & 22, 2020
 Richmond, B.C.

Moved by Director Lambert
 Seconded by Director Layton

2020-1-14

“That Director Riis-Christianson, Chair, Broadband Committee be authorized to attend the BC Broadband Conference 2020 in Richmond, BC April 21 & 22, 2020 paid for from general government.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

2020 COFI (BC Council of Forest Industries) Convention April 1-3, 2020 Prince George, B.C. Moved by Alternate Director Hughes
 Seconded by Director Playfair

2020-1-15 "That Director Greenaway be authorized to attend the 2020 COFI Convention in Prince George, B.C. April 1-3, 2020."
 (All/Directors/Majority) CARRIED UNANIMOUSLY

North Central Local Government Association Moved by Director Fisher
 Seconded by Alternate Director Wray
RE: 2020 Solid Waste Management Forum Correspondence

2020-1-16 "That the Board contribute \$4,000 from the Environmental Services Budget to the North Central Local Government Association for costs associated with its 2020 Solid Waste Management Forum."
 (All/Directors/Majority) CARRIED UNANIMOUSLY

Charge North Advisory Committee Moved by Alternate Director Wray
 Seconded by Director McGuire

2020-1-17 "That Director Atrill and Cheryl Anderson, Manager of Administrative Services be appointed to the Charge North Advisory Committee for 2020."
 (All/Directors/Majority) CARRIED UNANIMOUSLY

Economic Development Bylaw -Electoral Area "D" (Fraser Lake Rural) Moved by Director Petersen
 Seconded by Director Playfair

2020-1-18 "That "Regional District of Bulkley-Nechako Electoral Area "D" (Fraser Lake Rural) Economic Development Service Area Establishment Bylaw No. 1884, 2019" be adopted this 23rd day of January, 2020."
 (All/Directors/Majority) CARRIED UNANIMOUSLY

Economic Development Bylaw -Electoral Area "C" (Fort St. James Rural) Moved by Director Petersen
 Seconded by Director Playfair

2020-1-19 "That "Regional District of Bulkley-Nechako Electoral Area "C" (Fort St. James Rural) Economic Development Service Area Establishment Bylaw No. 1885, 2019" be adopted this 23rd day of January, 2020."
 (All/Directors/Majority) CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Economic Development Bylaw -Electoral Area "F" (Vanderhoof Rural) Moved by Director Petersen
 Seconded by Director Playfair

2020-1-20

"That "Regional District of Bulkley-Nechako Electoral Area "F" (Vanderhoof Rural) Economic Development Service Area Establishment Bylaw No. 1886, 2019" be adopted this 23rd day of January, 2020."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2020 Grant Writing Services Contract

Moved by Director Riis-Christianson
 Seconded by Alternate Director Wray

2020-1-21

"That the Board authorize a contract renewal for Grant Writing Services with the District of Fort St. James for 2020."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2019 Regional Business Forum Report

Moved by Director Fisher
 Seconded by Director Funk

2020-1-22

"That the Board direct staff to begin preparations for the 2021 Regional Business Forum and invite a member municipality to host as per the following order:

1. Telkwa
2. Houston."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Vanderhoof Flying Club Letter of Support Request

Moved by Director Petersen
 Seconded by Director Parker

2020-1-23

"That the Board provide Letters of Support to the Vanderhoof Flying Club for their Aviation Fuel System Purchase Project applications to Northern Development Initiative Trust and the Nechako Kitimaat Development Fund."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Burns Lake Rural Fire Service

Moved by Director Riis-Christianson
 Seconded by Director McGuire

2020-1-24

1. "That the Board approve the Burns Lake Rural Fire Service to be included in the 2020 Regional District Budget; and
2. That "Burns Lake Rural Fire Protection Service Establishment Amendment Bylaw No. 1887, 2020" be given first, second, and third reading this 23rd day of January 2020."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Funding for Telkwa Pedestrian
Crosswalk

Moved by Director Fisher
Seconded by Director Brienien

2020-1-25

“That the Board provide \$25,000 from General Government Grant-in-aid to the Village of Telkwa for the purpose of providing funding for the Telkwa Pedestrian Crosswalk; and that staff are directed to bring back a bylaw to repeal Bylaw 646, Telkwa Pedestrian Crosswalk at a future Board meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Regional Mass
Communications Program

Moved by Director Layton
Seconded by Director Brienien

2020-1-26

“That the Board approve the implementation of a Regional Mass Communications Program to be paid through the “Regional District of Bulkley-Nechako 911 Emergency Telephone Response Service Establishment Bylaw No. 1483, 2008” when commitment from all member municipalities is confirmed.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Southside Fire Department
Maintenance Reserve

Moved by Director Lambert
Seconded by Director Riis-Christianson

2020-1-27

“That the Board approve the withdrawal of \$3,695.95 from the Southside Fire Department Repairs and Maintenance Reserve for cost of parts and labour to inspect and repair the compressed air foam system on their Rescue truck.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

UBCM Emergency Support
Services Funding Application

Moved by Alternate Director Wray
Seconded by Director Fisher

2020-1-28

“That the Board supports the collaborative application to UBCM’s Community Emergency Preparedness Fund – Emergency Support Services stream – for \$174,999.88 to support the further development of the Regional ESS Program in the Regional District of Bulkley-Nechako, and that the Board provide overall grant management.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Grant in Aid Update – Month of
December 2019

Moved by Director Layton
Seconded by Director McGuire

2020-1-29

“That the Board receive the Regional Economic Development Coordinator’s January 23, 2020 memo titled “Grant in Aid Update – month of December 2019.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ENVIRONMENTAL SERVICES

Fort Fraser – Utility Charge for 363 – 3rd Avenue Moved by Director Parker
Seconded by Alternate Director Wray

2020-1-30 “That the Board deny the request made by Anton Barlescu to reverse the 2018 utility charges for the property located at 363 - 3rd Avenue.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS

Local Government Class at Smithers Secondary School Director Fisher and Councillor Casda Thomas, Town of Smithers participated in a mock local government exercise at the Smithers Secondary School that included topics regarding tiny homes, recreation and recycling. It was a good exercise and opportunity to bring forward discussions regarding local government.

Smithers District Chamber of Commerce Meeting and Local Government Update Director Fisher attended the Smithers District Chamber of Commerce meeting February 5th and provided an RDBN update.

Stuart Lake Hospital Replacement Announcement Director Petersen mentioned that he attended Premier Horgan's announcement in Fort St. James on January 18, 2020 of the funding for the Stuart Lake Hospital Replacement Project. Shovels will be in the ground in 2021. The Healthcare facility will have primary, extended and long-term care beds. Alternate Director Hughes and Playfair also expressed their happiness in regard to the announcement. Director Playfair thanked everyone in the region for their support.

Town of Smithers – By-Election Alternate Director Wray noted that the Town of Smithers is awaiting to move forward with a By-Election for Mayor. They are awaiting the results of a grant application to determine if they will also need to hold a referendum at the same time as a by-election.

Village of Granisle Wildfire Mitigation Director McGuire reported that the Village of Granisle wildfire mitigation is underway to help to protect the community.

Recycle BC Letter to the Village of Telkwa Director Layton mentioned that the Village of Telkwa has received a letter from Recycle BC indicating that if the Village of Telkwa wanted to continue to recycle it would need to send its recyclables to the City of Terrace for consolidation. Recycle BC has indicated it would be willing to negotiate a kilometre rate. He noted that Telkwa is not willing to truck its recyclables to Terrace.

Bailey Bridge over the Bulkley River in Telkwa Director Layton reported that he working to schedule a meeting with the Ministry of Transportation and Infrastructure regarding the Bailey Bridge over the Bulkley River in Telkwa. It is one of three bailey bridges remaining in B.C. On February 5th a cross member was hit by a commercial vehicle and is now under load restrictions.

Three Nations Community Meeting on Southside of Francois Lake Director Lambert mentioned that he met with the three First Nations communities, Skin Tyee Nation, Nee Tahi Buhn and Cheslatta Carrier Nation on the Southside of Francois Lake to discuss various initiatives.

VERBAL REPORTS (CONT'D)

Premier Horgan Visits
 Fraser Lake

Director Parker commented that Premier Horgan met with Village of Fraser Lake Mayor and Council along with himself. Premier Horgan also visited the Fraser Lake Legion and toured Autumn Services. It was a good meeting.

Meeting with Ministry of
 Transportation and
 Infrastructure - Highway 16
 Transit Bus

Chair Thiessen mentioned that he participated in a meeting with the Ministry of Transportation and Infrastructure in regard to the Highway 16 Transit Bus. He mentioned that it was a good meeting and a report will be brought forward at the next Transit Committee Meeting.

Premier Horgan Visits
 Vanderhoof

Chair Thiessen noted that Premier Horgan also visited Vanderhoof. He mentioned that he has visited Vanderhoof twice in his term in office.

Conference Call with the
 Honourable Seamus O'Regan,
 Minister of Natural Resources

Chair Thiessen participated in a conference call with the Federal Minister of Natural Resources, the Honourable Seamus O'Regan. Topics discussed: the lack of rail cars and challenges with the Canadian National Railway and the doubling of the Federal Gas Tax fund and that the amount needs to remain in place.

Receipt of Verbal
 Reports

Moved by Director Brien
 Seconded by Director Layton

2020-1-31

"That the verbal reports of the various Regional District of Bulkley-Nechako Board of Directors be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

Administration Correspondence, Moved by Director Layton
 Seconded by Director Lambert

2020-1-32

"That the Board receive the following Administration Correspondence:
 -Ministry of Environment and Climate Change Strategy – RDBN Solid Waste Management Amendment
 -Ministry of Public Safety and Solicitor General Receive-Meeting at 2019 Union of British Columbia Municipalities (UBCM) Convention."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION- Tlell Glover, Sr. Resource Coordination Officer, North Regional Negotiations Team, Smithers and Tom McCarthy, Divisional Chief Negotiator, Negotiations & Regional Operations Division RE: Update LBN Foundation Agreement

Chair Thiessen welcomed Tlell Glover, Sr. Resource Coordination Officer, North Regional Negotiations Team, Smithers and Tom McCarthy, Divisional Chief Negotiator, Negotiations & Regional Operations Division, Ministry of Indigenous Relations and Reconciliation

Mr. McCarthy provided a PowerPoint Presentation.

Lake Babine Nation Foundation Agreement

- Context: BC/Canada's Approach to Reconciliation
- Lake Babine Nation
- Previous Work with Lake Babine
- What is the Foundation Agreement?
- Topics to be included in the Foundation Agreement
- Immediate Commitments
- Agreement Milestones and Steps
- Land Transfer Process
- Next Steps and Contacts.

Discussion took place in regard to:

- Importance of communication
- Requirement for discussions and understanding to move forward smoothly
- Mr. McCarthy spoke of exploring ideas on moving forward with engagement
 - Northeast B.C. developed a roundtable with provincial agencies, Ministry of Indigenous Relations and Reconciliation and key leaders
 - Explore engagement options
 - All stakeholders need to be at the table in order to understand
 - Important for the average resident to be able to understand
 - Early engagement necessary
- Land transfer
 - Crown Land Harvesting
 - Transferring land to fee simple
 - Crucial to negotiate land access
 - Make function for all people and users of the land
- LBN wanting to use ownership of timber on the property to build stronger partnerships with the forest sector
- LBN has not filed a Title Claim and prefer to negotiate an orderly transition
- Encouraged open communication
- Local Government capacity
 - Tax base is only option to build capacity
 - How does local government build capacity to participate in the process?
 - Revenue stream is needed to build capacity.
- Gap between indigenous/non-indigenous peoples in Canada
- Close the socioeconomic gap
- Town Hall meeting in Granisle – Mr. McCarthy will work with Director McGuire over the next 3-4 months.

Chair Thiessen thanked Ms. Glover and Mr. McCarthy for attending the meeting.

IN-CAMERA MOTION

Moved by Director Parker
Seconded by Director Layton

2020-1-33

“In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Section 90(1)(c) – labour relations or other employee relations and 90(2)(b) - the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (Resource Benefits Alliance) must/may be closed to the public therefore exercise their option of excluding the public for this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Break for In-Camera 1:50 p.m.

Reconvened 3:10 p.m.

SUPPLEMENTARY AGENDA

ADMINISTRATION REPORTS

BC Natural Resources Forum
January 28-30, 2020
Prince George

Moved by Director McGuire
Seconded by Director Playfair

2020-1-34

“That Director Clint Lambert be approved to attend the BC Natural Resources Forum January 28-30, 2020 in Prince George, B.C. and further, that Director Brad Layton, Chair, RDBN Forestry Committee be approved to attend the scheduled meeting with the Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development and “The Future of Forestry” event with Herb Hammond, Forest Ecologist, RPF, on January 29, 2020 in Prince George, B.C.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Fraser Basin Council Meeting
February 27, 2020
Vancouver, B.C.

Moved by Alternate Director Wray
Seconded by Director Funk

2020-1-35

“That Director Tom Greenaway be authorized to attend the Fraser Basin Council Meeting February 27, 2020 in Vancouver, B.C.”

Opposed: Director Fisher

CARRIED

(All/Directors/Majority)

SUPPLEMENTARY AGENDA (CONT'D)

ADMINISTRATION REPORTS (CONT'D)

Vanderhoof International
Airshow Letter of Support
Request

Moved by Director Petersen
Seconded by Director Layton

2020-1-36

“That the Board provide a Letter of Support to the Vanderhoof Airshow for their 2020 Vanderhoof International Airshow application to the Arts and Culture intake of the Community Gaming Grants Program.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2020 BUDGET PRESENTATION

John Illes provided a PowerPoint Presentation

The following was discussed:

- \$75,000 – spare bobcat – grant funding
- Capital cost of Houston Recycling option to defer
- Staffing costs
 - No surplus
 - Staff turnover/training costs/vacation payout
- Building maintenance
- Directors remuneration and supplies
 - Changes by Canada Revenue Agency (CRA)
 - Number of meetings increased in 2019
 - Value of conferences
 - Staff tracking rural directors travel expenses to be provided to the Board
- Continue 2020 Budget Discussion's at the February 6th Committee of the Whole Meeting
- Schedule Rural/Agriculture Committee meeting prior to the Committee of the Whole Meeting on February 6th
- Cost of Living increase.

2020 Budget Presentation

Moved by Director Layton
Seconded by Director Fisher

2020-1-37

“That the surplus for Financial Administration, Electoral Area Planning, Development Services, 911 Service and Building Inspection be appropriated to Operational Reserves.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Dze L K'ant Friendship
Center Letter of Support
Request

Moved by Director Fisher
Seconded by Director Layton

2020-1-38

“That the Board provide a Letter of Support to Dze L K'ant Friendship Center for their application to Northern Development Initiative Trust for funding to support a Commercial Kitchen Upgrade Project.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS (CONT'D)

Lakes District Rural
Endoscopy Working Group
– Request for Letter of Support

Moved by Director Fisher
Seconded by Director Layton

2020-1-39

“That the Board provide a Letter of Support in principal to the Lakes District Rural Endoscopy Working Group; and further, that any budget consideration be brought forward to the Stuart Nechako Regional Hospital District Board of Directors for consideration.”

Opposed: Alt. Director Wray CARRIED
 Director Lambert

(All/Directors/Majority)

ADJOURNMENT

Moved by Director Layton
Seconded by Director Lambert

2020-1-40

“That the meeting be adjourned at 3:59 p.m.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, February 6, 2020**

PRESENT: Chair Gerry Thiessen

Directors Gladys Atrill
Shane Brienen
Mark Fisher
Dolores Funk
Tom Greenaway
Clint Lambert
Brad Layton
Linda McGuire
Andrea Newell
Mark Parker
Jerry Petersen
Bev Playfair
Kim Watt-Senner

Director Absent Michael Riis-Christianson, Electoral Area "B" (Burns Lake Rural)

Staff Curtis Helgesen, Chief Administrative Officer
Nellie Davis, Regional Economic Development Coordinator
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services
Jason Llewellyn, Director of Planning
Rory McKenzie, Director of Environmental Services
Wendy Wainwright, Executive Assistant

CALL TO ORDER

Chair Thiessen called the meeting to order at 11:12 a.m.

AGENDAMoved by Director Layton
Seconded by Director Playfair**C.W.2020-2-1**

"That the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of February 6, 2020 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Committee of the Whole
Minutes – January 9, 2020**Moved by Director Parker
Seconded by Director Watt-Senner**C.W.2020-2-2**

"That the Committee of the Whole meeting minutes of January 9, 2020 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DISCUSSION ITEMS

1. Broadcasting Meetings

- Provide an option to residents within the RDBN to view meetings
- Public engagement
 - How engaged are residents
 - Value of investment
 - Minutes are requested once or twice per year
 - Determining number of people reviewing information on website
 - Limited number of people attend public meetings
 - May view online – no travel required
- Facebook Live an option
 - Town of Smithers utilizes Facebook Live and a phone to record Town of Smithers Council meetings
 - Recorder is focused on the Town of Smithers Council as a whole
- Fee options/budget funding
 - Staff time to implement and monitor
 - Complicated systems will have budget implications
 - Budget considerations to review potential options to prepare for future implementation of technology
 - Option - low cost pilot project
- Pros and cons.

Broadcasting Meetings

Moved by Director Fisher
 Seconded by Director Layton

C.W.2020-2-3

“That the Committee of the Whole recommend that the Board direct staff to conduct a pilot/test recording of a future RDBN meeting utilizing free technology; and further, that the test recording be brought forward to the Board for review.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2. 2020 Budget and (January 23, 2020 Board Meeting) PowerPoint Presentation

John Illes, Chief Financial Officer provided a brief overview.

Discussion took place regarding:

- Staffing
 - Economic Development Assistant Positions – Permanent
 - Sharing Bylaw Enforcement Officer with District of Houston
 - Retirement of Director of Environmental Services Position and the start of the new Director
 - Waste Coordinator Position
 - New Director to review
 - Agriculture Coordinator
 - Banked Vacation time
 - Staff utilizing banked vacation time
 - Staff providing a budget cost analysis to the Board when considering staffing positions and potential budget increases in dollars and percentages
- CPI (Consumer Price Index) – 2.1%

DISCUSSION ITEMS (CONT'D)

2020 Budget (Cont'd)

- Current proposed tax increase
- Options to reduce the proposed increase in taxation
- Houston Recycling Centre for 2020
 - o Discussed with Directors Brien and Newell and District of Houston Chief Administrative Officer
 - o Due to a number variables project could be delayed until 2021
- RDBN debt repayments complete in 2020
- Maintaining stable and level tax adjustments
- Avoiding significant tax increases in the future
- Other potential options to reduce taxation.

Break for lunch at 12:02 p.m.

Reconvened at 12:53 p.m.

Discussion continued in regard to the following:

- Landfill closure and post closure works/reserves
 - o Reviewing long term costs
- Reserves currently in place and the importance of building further reserves
- Long term reserve planning
- Northern Capital Planning Grant fully allocated.

2020 Budget Change

Moved by Director Brien
Seconded by Director Newell

C.W.2020-2-4

“That the Committee of the Whole recommend that the Board direct staff to remove the capital cost for the Houston Recycling Centre from the 2020 Budget and revisit in 2021”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bylaw Enforcement Officer Position

Discussion took place in regard to:

- Increased need for bylaw enforcement
- Direction provided by the Board for staff to move forward with potentially partnering with municipalities for a Bylaw Enforcement Officer
- Consideration on a case by case and cost recovery basis, staff time permitting, assistance may be provided to other municipalities
- Cost breakdown of the position
- Continue moving forward with the Bylaw Enforcement Officer Position.

Revenue/cost recovery

- Solid waste revenue from pipeline camps
 - o Consider the potential cost for future landfill development due to increased volumes of camp waste
- Revenue for 2020 based on 2019
- Will be a potential increase in revenue – not yet determined
- Clearview and Knockholt Landfills can take camp waste
- Tax assessment and revenue for camps
 - o 2021 will provide an estimate of potential tax assessments for camps
- Traffic flow numbers at RDBN Landfills and Transfer Stations have been accumulated
 - o Consultants are currently completing the report

DISCUSSION ITEMS (CONT'D)

2020 Budget (Cont'd)

- Metal salvaging at RDBN Landfills and Transfer Stations
 - o Increase of metal at sites due to the banning of salvaging
- Waste Diversion Coordinator
- Implementing Tipping Fees
 - o Costs to implement tipping fees
 - o Tipping fees equals less waste potentially
 - o Illegal dumping.

2020 Budget

Moved by Director Lambert
Seconded by Director Playfair

C.W.2020-2-5

"That the Committee of the Whole recommend that the Board direct staff to bring forward the 2020 budget for first and second reading at the February 20th Board meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Recycle BC -Letter RE: Consolidation in the western Portion of the RDBN

Director Layton mentioned that the Village of Telkwa and Town of Smithers has provided a letter indicating that it will not be transporting recycling to Terrace for consolidation. Staff will follow up with the Ministry of Environment and Climate Change Strategy. Discussion took place in regard to determining a specific ask from the Minister of Environment and Climate Change Strategy.

Director Layton indicated that the Village of Telkwa is developing a media release in regard to the issue.

Electoral Area "A" (Smithers Rural) – Tax Assessment Concern

Director Fisher brought forward a request from a resident in Electoral Area "A" (Smithers Rural) for a letter of support in regard to their increased tax assessment notice and BC Assessment not having adequate staffing to assess land and improvements in the region accurately. Discussion took place in regard to BC Assessment's assessment and appeal process and bringing forward the issue to UBCM. Staff will invite BC Assessment to a future RDBN Meeting.

ADJOURNMENT

Moved by Director Playfair
Seconded by Director Layton

C.W.2020-2-6

"That the meeting be adjourned at 1:42 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL/AGRICULTURE COMMITTEE MEETING****Thursday, February 6, 2020**

PRESENT: Chair Mark Parker

Directors Mark Fisher
Tom Greenaway
Clint Lambert
Andrea Newell
Jerry Petersen
Gerry Thiessen

Director Absent Michael Riis-Christianson, Electoral Area "B" (Burns Lake Rural)

Staff Curtis Helgesen, Chief Administrative Officer
Jason Blackwell, Regional Fire Chief – arrived at 9:34 a.m.
Debbie Evans, Agriculture Coordinator – left at 9:27 a.m.
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services
Jason Llewellyn, Director of Planning
Rory McKenzie, Director of Environmental Services – arrived at 9:12 a.m.
Wendy Wainwright, Executive Assistant

Others Penny Anquish, Chief Operating Officer, Northern Interior Health Service Delivery Area, Northern Health - arrived at 9:43 a.m.
Dolores Funk, Village of Burns Lake - left at 9:15 a.m.

CALL TO ORDER

Chair Parker called the meeting to order at 9:02 a.m.

AGENDAMoved by Director Petersen
Seconded by Director Fisher**RDC.2020-2-1**

"That the Rural/Agriculture Committee Agenda for February 6, 2020 be approved."

(All/Directors/Majority) CARRIED UNANIMOUSLY

MINUTES**Rural Directors Committee Meeting Minutes -January 9, 2019**Moved by Director Lambert
Seconded by Director Newell**RDC.2020-2-2**

"That the minutes of the Rural Directors Committee meeting of January 9, 2020 be received."

(All/Directors/Majority) CARRIED UNANIMOUSLY

AGRICULTURE CORRESPONDENCE

Ministry of Agriculture Policy Intentions Paper Residential Flexibility in the ALR

- Staff provided a brief overview
- No change as of yet concerning regulations regarding gravel
- Providing a thank you letter to the Ministry of Agriculture
 - o Including the positive impact to succession and long-term planning for farms
 - o Staff will bring forward a letter at a future Board Meeting
- Opportunity to provide feedback through the Ministry of Agriculture's website
- RDBN Zoning Bylaw
 - o Housing under H1 zoning
 - o Bare land strata.

More Help for B.C. Farmers when they Need it Most

- Staff provided an overview of the Ministry of Agriculture's January 30, 2020 News Release in regard to "More Help for B.C. Farmers when they Need it Most"
 - o Ministry staff indicated that the program will not jeopardize Agri-Recovery Programs that are reviewed on a case by case basis during emergency events
- More education is required in regard to Ministry Programs
- Concerns in regard to the amount of paperwork required for Ministry Programs
- Advocating for streamlining information/application processes and providing educational webinars.

Agriculture Correspondence

Moved by Director Lambert
 Seconded by Director Greenaway

RDC.2020-2-3

"That the following Agriculture Correspondence be received:
 -Ministry of Agriculture Policy Intentions Paper Residential Flexibility in the ALR
 -Ministry of Agriculture – Supporting B.C. Farmers Public Engagement – "What we Heard" Report."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

AGRICULTURE DISCUSSION ITEM

Agriculture Update – Verbal Report – Chair Parker

- Agriculture Save the Date Events provided by staff
- Agriculture Community Meeting – *Water Sustainability Act* in Vanderhoof on February 5th was cancelled
 - o The meeting will be rescheduled
 - o Chair Parker will provide an update when the meeting is rescheduled.

PLANNING DEPARTMENT (Rural Directors)

Crown Land Application Referrals

Crown Land Application Referral 7410116 (Blue Jay Farm) – Electoral Area "C"

Moved by Director Greenaway
 Seconded by Director Fisher

RDC.2020-2-4

"That the Comment Sheet for Crown Land Application Referral 7410116 be provided to the Province as the Regional District's comments on Crown Land application 7410116; as amended to include asking the province to consider the agriculture capacity of the land in their decision making process."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Crown Land Application Referrals (Cont'd)

Crown Land Application Referral 7410117 (TBT Enterprises) – Electoral Area “C” Moved by Director Greenaway
 Seconded by Director Lambert

RDC.2020-2-5 “That the Comment Sheet for Crown Land Application Referral 7410117 be provided to the Province as the Regional District’s comments on Crown Land application 7410117.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Crown Land Application Referral 7409873 (BC Hydro Takla Lake) – Electoral Area “C” Moved by Director Greenaway
 Seconded by Director Petersen

RDC.2020-2-6 “That the Comment Sheet for Crown Land Application Referral 7409873 be provided to the Province as the Regional District’s comments on Crown Land application 7409873.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Crown Land Application Referral 6409180 (BC Hydro) – Electoral Area “A” Moved by Director Fisher
 Seconded by Director Greenaway

RDC.2020-2-7 “That the Comment Sheet for Crown Land Application Referral 6409180 be provided to the Province as the Regional District’s comments on Crown Land application 6409180.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Mines Application Referral 1640462-202001 (Kwanika Copper Corp) Moved by Director Greenaway
 Seconded by Director Lambert

RDC.2020-2-8 “That the Comment Sheet for Mines Application Referral 1640462-202001 be provided to the Province as the Regional District’s comments on Mines application 1640462-202001.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

RURAL REPORTS

Protective Services – Rescind and/or New Bylaws

“RDBN Electoral Area “D” Emergency Extrication Service Area Establishment Bylaw No. 1516, 2009

- Remain in place until Budget 2020 is complete
- Rescind By-law No. 1516 and establish an Electoral Area Service Bylaw to be undertaken in 2020 and approved prior to the 2021 budget

“RDBN Electoral Area “C” (Fort St. James Rural) Road Rescue Contribution Service Establishment Bylaw No. 1651, 2012

- Remain in place until Budget 2020 is complete
- Rescind By-law No. 1651 and establish an Electoral Area Service Bylaw to be undertaken in 2020 and approved prior to the 2021 budget
- Further discussion required

RURAL REPORTS (CONT'D)

“Topley Rural Road Rescue and Medical First Responders Service Establishment Bylaw No. 1745, 2015”

- Remain in place until Budget 2020 is complete
- Electoral Area “G” (Houston Rural) in coming Director to review
- Potentially rescind and review other options to be undertaken in 2020 and approved prior to the 2021 budget
- Further discussion required

“Electoral Area “A” Emergency Response Contribution Local Service Amendment Bylaw No. 853, 1995

- Remain in place
- Continue to review options
- Further discussion required

Staff will follow-up with Electoral Area Directors.

Electoral Area Allocation of
 Federal Gas Tax Funds
 Fourth Quarter 2019

Moved by Director Petersen
 Seconded by Director Greenaway

RDC.2020-2-9

“That the Rural/Agriculture Committee receive the Accounting Clerk 2’s January 24, 2020 memo titled “Electoral Area Allocation of Federal Gas Tax Funds Fourth Quarter 2019.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

RURAL DISCUSSION ITEM

2020 Rural Budget

John Illes, Chief Financial Officer mentioned that he is currently awaiting some municipal budgets.

Topics considered and discussed:

- Rural Directors unscheduled Travel – Rural Legislative
- Building Numbering
- Unsightly Premises
 - o Included 2020 Draft Budget sharing of a Bylaw Enforcement position with the District of Houston
 - o \$30,000 added to staff costs in each of the Electoral Area (Rural) planning budget and the Unsightly Premises budget
 - o Budget includes all anticipated costs
 - o Electoral Area “E” (Francois/Ootsa Lake Rural) will not participate
- Northwest Invasive Plant Council (NWIPC) – is interested in starting a new program and is requesting an additional \$12,000 above 2019 Budgeted amount
- Potential Electoral Area increase of 8.2%
- Potential Municipal increase of 7.1%
- Determining a tax increase threshold
- Cost of living increase
- First Responders Café
 - o Working with RDBN Economic Development department to determine potential grant funding
 - o Encouraged to discuss with municipalities if wanting to provide a First Responder Café within municipalities
 - o Potential for further discussion during budget discussions.

ADJOURNMENT

Moved by Director Newell
Seconded by Director Lambert

RDC.2020-2-10

“That the meeting be adjourned 9:56 a.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Executive Assistant

TO: RBA Members
FROM: Kris Boland, RBA Project Manager
DATE: February 5, 2020
RE: RBA Update

RECOMMENDATION:

This report is provided for information only.

BACKGROUND:

This report provides an update on recent events and activities pertaining to the Northwest BC Resource Benefits Alliance (the “RBA”). This report is being distributed to all 21 local government members of the RBA. The RBA Project Manager will attend each of the member-regional district meetings in February 2020, to address any questions that the regional district boards or municipal councils may have, as follows:

- Regional District of Bulkley-Nechako, February 20, 2020
- North Coast Regional District, February 21, 2020
- Regional District of Kitimat-Stikine, February 28, 2020

DISCUSSION AND ANALYSIS:

Provincial Government Update

Staff at the Ministry of Finance and Ministry of Municipal Affairs and Housing are currently reviewing the RBA’s recently published *Infrastructure Needs Analysis Report for Northwest BC Local Governments*. This review is intended to wrap up in February 2020. Following this review, Ministry staff are expected to carry out an internal analysis of RBA members’ financial capacity. The outcome of these reviews will be brought to an executive meeting of the provincial government for consideration and direction as to how to move forward with some form of revenue sharing agreement. The executive meeting is expected to occur towards the end of March 2020.

January 29, 2020 Meeting with Premier Horgan and the RBA Steering Committee

The RBA Steering Committee and the RBA Project Manager had a 30-minute meeting with Premier Horgan in Prince George at the BC Natural Resources Forum on January 29, 2020. Premier Horgan also invited Bruce Ralston, Minister of Energy, Mines and Petroleum



NORTHWEST BRITISH COLUMBIA
RESOURCE BENEFITS ALLIANCE

Resources, and Michelle Carr, Assistant Deputy Minister for the LNG Canada Implementation Secretariat.

The meeting was intended as an informal conversation to ensure we remain on track to meet the Premier's commitment to get an agreement in place within the current term of government. The meeting was positive, and the message was consistent with the commitment that was made at the September 2019 UBCM Convention. The Premier reiterated the March 2020 decision point that Ministry staff are working towards. At this point, staff are not clear on what future activities would take place following the March 2020 decision point in order to work towards an agreement.

2019 Financial Results

Preliminary results indicate that total expenditures on the RBA project in 2019 were \$343,353, as compared to an approved budget of \$770,000. These expenditures include project management costs, the preparation of the *Infrastructure Needs Analysis Report for Northwest BC Local Governments* by CitySpaces Consulting Ltd., as well as miscellaneous costs including communications, meetings and travel. Further details will be provided at the next RBA Committee meeting.

Provisional 2020 Budget

A provisional 2020 budget for the RBA has been prepared and reviewed with the RBA Steering Committee. Staff have requested that each of the three regional districts include the same base amount of funding that was included in the 2019 budget (\$420,000 in total), as well as carrying-forward the unspent amount of Northern Capital and Planning Grant funds that were approved in April 2019 towards the *Infrastructure Needs Analysis Report for Northwest BC Local Governments*.

The provisional 2020 budget includes over \$200,000 of the \$420,000 base amount that is not currently committed to any activities, however there is currently some uncertainty as to what activities might be required following the provincial government's March decision point. Further details will be provided at the next RBA Committee meeting.

Northwest BC Regional Exports and Provincial Revenue Analysis

On February 4, 2020, the RBA Steering Committee approved spending of up to \$36,425 to prepare a *Northwest BC Regional Exports and Provincial Revenue Analysis*. Vann Struth Consulting Group has been selected to carry out this analysis. Vann Struth has over 20 years' experience in preparing various kinds of economic analysis and was also a sub-consultant to CitySpaces on the RBA's *Infrastructure Needs Analysis Report for Northwest BC Local Governments*.

The concept of analyzing the amount of revenue generated from the RBA region for the provincial government has been discussed by the RBA many times in the past, and forms part



NORTHWEST BRITISH COLUMBIA
RESOURCE BENEFITS ALLIANCE

of the collaborative research plan that was agreed to with the provincial government in 2018. The scope with Vann Struth was expanded to also include an analysis of the export value generated in the region, which is a key aspect of BC's overall economic performance given that a large portion of the province's export value is derived from natural resources. This export analysis is based on a similar report that was prepared for the Peace River region in 2014, for which they are also considering a current update. This report is intended to give the RBA solid evidence in terms of the amount of economic value for the province that is generated in Northwest BC. The report is expected to be complete by late-spring/early-summer 2020.

Next RBA Committee Meeting

The RBA Steering Committee has called the next RBA Committee meeting for March 20, 2020, to coincide with the Northwest Regional Hospital District meeting schedule. The main topic of discussion will be the RBA's internal allocation formula. The RBA's CAO Advisory Group is scheduled to meet on February 14, 2020 to review the allocation formula and determine options that would be presented for the RBA Committee's consideration.

FINANCIAL IMPLICATIONS:

There are no financial implications directly associated with this report.

Prepared by: Kris Boland, RBA Project Manager

Approved by: Ron Poole, RDKS CAO



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Regional District Board and Cheryl Anderson, Corporate Officer
FROM: Jason Llewellyn, Director of Planning and Steve Davis, Building Inspector
DATE: January 20, 2020
SUBJECT: Section 57 Notice on Title – 135 Prairie Rd.
 Block P, DL 2531, Range 5, Coast District, Electoral Area A

RECOMMENDATIONS

1. That the Chair provide the property owners with an opportunity to be heard by the Board, if present.
2. That the Board confirm the recommendations of the Building Inspector and pass the attached resolution directing the Corporate Officer to file a notice in the Land Title Office for the property at Block P, DL 2531, Range 5, Coast District (135 Prairie Rd).

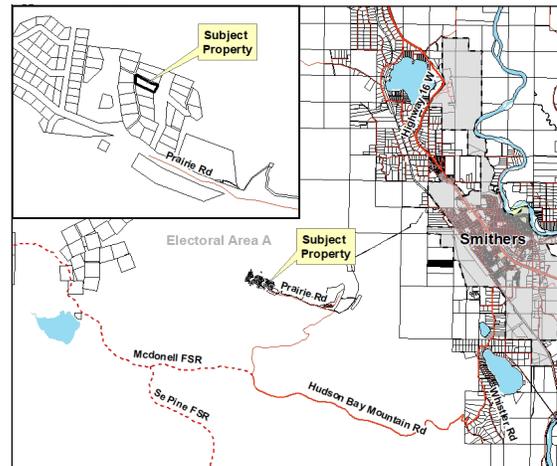
VOTING

All Directors / Majority

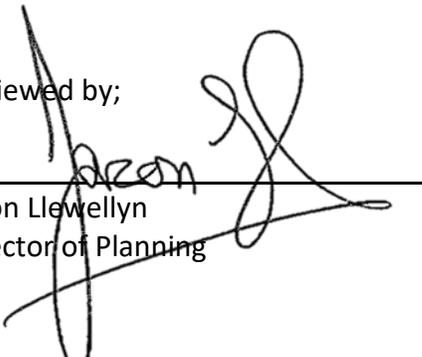
EXECUTIVE SUMMARY

Several buildings have been constructed without the benefit of the required building permits or inspections at Block P, DL 2531, Range 5, Coast District (135 Prairie Rd.) located 6 km west of the Town of Smithers on Hudson Bay Mountain in the Prairie Village.

This report is recommending that notice be placed on title to advise interested parties that there are outstanding issues relating to “Regional District of Bulkley Nechako Building Bylaw 1634, 2012.”

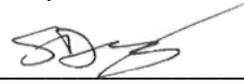


Reviewed by;



 Jason Llewellyn
 Director of Planning

Written by;



 Steve Davis
 Building Inspector

DISCUSSION

The following is a summary of the situation:

July 2016

In 2016, during an inventory of development at the Hudson's Bay Mountain Prairie Village, it was noted that two yurts and several accessory buildings had been constructed without the required Building Permits.



November 1, 2016

A letter (attached) was sent to the property owner informing them of the need for a building permit for construction on the property.

January 23, 2019

It was noticed that a third yurt, in addition to the two previously constructed yurts, had been constructed without the required building permit. A stop Work Order was placed on the structures and a letter (attached) was sent to the property owners regarding the need for a building permit.

February 20, 2019

A meeting was held at the RDBN office with a property owner. The Building Code violations, building bylaw violations, and zoning bylaw violations were discussed. In accordance with the RDBN's zoning regulations only one seasonal dwelling is permitted, and buildings are too close to property lines.

It was discussed that Ms. Mulder submit the building permit application with the supporting documentation, as well as a rezoning and a development variance permit application to deal with the zoning issues.

July 25, 2019

An application was not received from the property owners. Therefore, staff sent a letter dated July 17th, 2020 and undertook a site visit to better understand the situation. Several notable building code violations were apparent.

**August 11, 2019**

The Building Inspector received a letter (attached) from a property owner with a site plan. The letter questioned whether the buildings and their use were contrary to zoning.

August 19, 2019

The Director of Planning sent a letter (attached) to the property owners explaining the zoning bylaw contraventions and asking for immediate steps to be taken to bring the property into compliance with RDBN Bylaws.

October 14, 2019

After numerous emails back and forth with Ms. Mulder, a building permit application was received by the building inspector. The permit was missing key documentation and was only for the platforms to support the yurts, not for the yurts themselves.

October 15, 2019

An email (attached) was sent to Ms. Mulder outlining the deficiencies of the building permit application.

November 7, 2019

A meeting was held at the RDBN with a property owner to discuss the outstanding issues. After the discussion, Ms. Mulder submitted a letter withdrawing her building permit application, as it appeared it was going to be too difficult to meet all of the building code and zoning requirements for the permit to be issued. The next steps of enforcement were explained to her, including the notice on title.

NOTICE ON TITLE

“Regional District of Bulkley Nechako Building Bylaw 1634, 2012” states that:

6.1 No person shall commence or continue any work related to the construction, erection, replacement, reconstruction, alteration, repair, moving or demolition, of a building or change the occupancy of any building or structure unless a valid and subsisting building permit has been issued by a building official for the work.

6.4. No person shall occupy or use any building, structure or part thereof without an occupancy permit issued by a building official.

6.5. No person shall occupy or use a building, structure or part thereof contrary to the terms of any building permit, notice, order or certificate issued under this bylaw.

Under section 57 of the *Community Charter*, which applies to regional districts, the Regional District Board may direct the Corporate Officer to file a notice on title of a property that serves to inform any interested persons that there are certain issues with a structure (or structures) on the property.

The *Community Charter* requires the following with respect to the filing of a notice on title:

- The Building Inspector for the Regional District must provide a recommendation in writing to the Corporate Officer that the Regional District Board consider a resolution directing the Corporate Officer to file a notice in the land title office stating that a resolution relating to the non-compliance of the property to the BC Building Code and the Regional District’s Building Bylaw has been made, and further information about it may be inspected at the Regional District offices. This report serves as the written recommendation from the Building Inspector to the Corporate Officer.
- The Corporate Officer must give notice to the registered owner of the land to which the recommendation relates that the Board will be considering a recommendation that notice be placed on title pursuant to Section 57 of the *Community Charter*, and subsequently place the matter before the Regional District Board for consideration. This notice has been given to the property owner by the Building Inspector on behalf of the Corporate officer.
- Once the Regional District Board has provided the Building Inspector and the owner with an opportunity to be heard, the Board may confirm the recommendations of the Building Inspector and pass a resolution directing the Corporate Officer to file a notice in the land title office.
- The RDBN must then ensure that all public records relating to the resolution and the reason for the resolution are available for public view.

If the property owner provides the missing information, and completes the building permit process, the Section 57 Notice can be removed from title.

RESOLUTION REGARDING NOTICE ON TITLE

WHEREAS:

1. The Building Inspector has submitted to this Board a report dated October 1, 2019, (the "Report") regarding the buildings situated on Block P, DL 2531, Range 5, Coast District, 135 Prairie Rd. (the "Land") and that he discovered that construction of buildings had occurred on the Land without a permit required under *Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012*, section 6.1;
2. The Building Inspector has requested that the Board confirm his recommendations and pass a resolution directing the Corporate Officer to file a notice on title at the Land Title Office under Section 57 of the Community Charter; and
3. The Corporate Officer notified Jared Lalik, Robyn Mulder, and Jennifer Mulder, the registered owners of the Land, in accordance with section 57 of the *Community Charter*.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Report and the recommendations of the Building Inspector are accepted and confirmed by this Board, and;
2. The Corporate Officer shall file a notice in the Land Title Office stating that a Resolution has been passed under section 57 of the *Community Charter* by this Board relating to land legally described as Block P, DL 2531, Range 5, Coast District (135 Prairie Rd).



37, 3RD AVE, PO Box 820
BURNS LAKE, BC
VOJ 1E0

BULKLEY NECHAKO
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

November 1, 2016

Jared Lalik
PO Box 4956
Smithers, B.C.
VOJ 2N0

**RE: BUILDING ACTIVITY ON BLOCK P, DISTRICT LOT 2531, RANGE 5,
135 PRAIRIE RD**

Please be advised that the Regional District of Bulkley-Nechako has noticed activity on the above noted property. If any structures are to be constructed on this property a building permit must be obtained through the Regional District Building Inspection Department. Find an enclosed building permit application for your convenience in obtaining a building permit.

Please contact the undersigned if you have any questions or comments regarding this matter.

Yours truly,

Jason Berlin,
Chief Building Inspector.

encl: Building Permit Application,

copy: Mark Fisher – Rural Director Electoral Area 'A';
Jason Llewellyn – Director of Planning.



MUNICIPALITIES:

SMITHERS FORT ST. JAMES
VANDERHOOF FRASER LAKE
HOUSTON TELKWA

ELECTORAL AREAS:

A - SMITHERS RURAL E - FRANCOIS/OOTSA LAKE RURAL
B - BURNS LAKE RURAL F - VANDERHOOF RURAL
C - FORT ST. JAMES RURAL G - HOUSTON RURAL

INQUIRIES@RDBN.BC.C

WWW.RDBN.BC.C

PH: 250-692-319

FX: 250-692-330



37, 3RD AVE, PO Box 820
BURNS LAKE, BC
VOJ 1E0

BULKLEY-NECHAKO
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

January 23, 2019

Jared Lalik
Robyn Mulder
Jennifer Mulder
PO Box 4956
Smithers, B.C.
VOJ 2N0

**RE: REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW
NO. 1634, 2012 INFRACTION, ON BLOCK P, DL 2531, RANGE 5, 135 PRAIRIE
RD**

It has come to our attention that the developments on the above noted property are in contravention of Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012. Specifically, the item in contravention is:

- 1) Construction of a several structures without the benefit of required building permit.

The Regional District of Bulkley-Nechako has placed a **STOP WORK ORDER** on the above noted structures as per Building Bylaw No. 1634, 2012, Section 19 (enclosed). The Building Inspector shall not remove the stop work order until supplied with satisfactory evidence that the violation giving rise to the order has been corrected, or a proposal for correction of the violation is approved by the Building Inspector.

As you are currently listed in our files as the registered property owners, this letter is addressed to you. You have 30 days to submit a building permit application or further steps will be taken. Please contact the undersigned if you have any questions regarding this matter.

Yours truly,

Steve Davis,
Building Inspector.

encl: Building Permit Application, Building Bylaw sections 6, 19

MUNICIPALITIES:

SMITHERS FORT ST. JAMES
VANDERHOOF FRASER LAKE

ELECTORAL AREAS:

A - SMITHERS RURAL E - FRANCOIS/OOTSA LAKE RURAL
B - BURNS LAKE RURAL F - VANDERHOOF RURAL
C - FORT ST. JAMES RURAL G - HOUSTON RURAL

INQUIRIES@RDBN.BC.C
WWW.RDBN.BC.C

PH: 250-692-319
FX: 250-692-330

RECEIVED

August 11, 2019

AUG 15 2019

REGIONAL DISTRICT
BULKLEY-NECHAKOJennifer Mulder
Robyn Mulder
Jared Lalik
1965 Van Gaalen Road
Smithers, B.C.
V0J 2N6Steve Davis
Building Inspector / Bylaw Enforcement Officer
Regional District of Bulkley Nechako
37, 3rd Avenue
P.O. Box 820
Burns Lake, B.C.
V0J 1E0**RE:** Your letter dated July 17, 2019 concerning Building Bylaw No. 1634, 2012
Infraction, on Block P, DL 2531, Range 5, 135 Prairie Rd

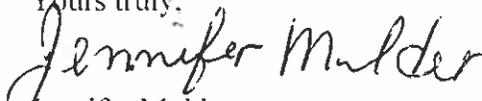
On February 20, 2019 I attended a meeting in your Burns Lake office with Jason Berlin, Jason Llewellyn and Jennifer MacIntyre to discuss the building of the yurts on my Hudson Bay Mountain ski hill lot as described above. It was agreed that I should prepare a site plan this summer to establish the location of the existing improvements on the property.

Please find attached a copy of the site plan dated August 11, 2019.

We also discussed the need for a Development Variance Permit. The issue was related to Zoning Bylaw No 700, Section 11.1.05 (1) (a) Setback of 7.5 metres of any parcel line which abuts a highway. I have since examined a copy of the survey plan of Lots 2530, 2531 and 2532 Range 5, Coast District with specific reference to the strip of vacant crown land (VCL) located along the northern boundary of Block P. There is no land designation recorded. I have also checked the Parcel Map and here too I found the land to be undesignated VCL. As such I feel the appropriate zoning bylaw section to apply in this case is 11.1.05 (1) (b) which specifies a set back of 1.5 metres. The attached site plan indicates a minimum distance of 2.8 metres to the nearest parcel line. Therefore a variance permit would be unnecessary.

Thank you for your patience and attention to this matter. I submit the site plan for your approval and look forward to undertaking the work necessary to bring the developments on my ski hill lot into compliance. I would be happy to meet with you in Burns Lake at your convenience. In future please send any correspondence to the address above.

Yours truly,


Jennifer Mulder

250-847-4495

Copy: Jason Llewellyn – Director of Planning

LEGAL DESCRIPTION:

45

2001, Plan 5, Co. 1000

YANAGI LINDA LAND
2003



110

110

110

110





37, 3RD AVE, PO Box 820
BURNS LAKE, BC
V0J 1E0

REGIONAL DISTRICT OF BULKLEY-NECHAKO
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

August 19th, 2019

Jennifer Mulder
Robyn Mulder
Jared Lalik
1965 Van Gaalen Road
Smithers, BC
V0J 2N6

RE: Bylaw Contraventions at 135 Prairie Road

Thank you for your letter dated August 11th, 2019. The RDBN appreciates your response and attention to the bylaw contraventions on the above noted property. The apparent bylaw infractions are discussed below.

Setbacks (Section 11.1.05 of Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993)

The setback required pursuant to Section 11.1.05 is from a "highway" as defined in the "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993." This bylaw defines "highway" as a street, road, lane, bridge, viaduct or any other way open to public use..." The Crown Land in question meets this definition in our opinion; therefore, the noted setback applies.

Permitted Uses (Section 11.1.01 of Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993)

It appears that more than one of the structures on the property are being used as a dwelling. Only one seasonal dwelling is permitted on the property.

Building Permit (Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012)

The RDBN has no record of any building permits issued for the structures on the property. Based on a preliminary inspection of the construction it appears that a building permit could not be issued for all the structures given obvious building code violations. We are also aware that yurts do not meet building code requirement in a number of ways.

MUNICIPALITIES:

SMITHERS FORT ST. JAMES
VANDERHOOF FRASER LAKE
HOUSTON TELKWA

ELECTORAL AREAS:

A - SMITHERS RURAL E - FRANCOIS/OOTSA LAKE RURAL
B - BURNS LAKE RURAL F - VANDERHOOF RURAL
C - FORT ST. JAMES RURAL G - HOUSTON RURAL

INQUIRIES@RDBN.BC.CA

WWW.RDBN.BC.CA

PH: 250-692-3191

FX: 250-692-3301

We ask that you take immediate steps to obtain the required building or demolition permits as necessary to legalize the structures and bring them into compliance with the BC Building Code. It is expected that you may have to seek the advice of a structural engineer to make the necessary determinations. The use of these buildings must also be in compliance with zoning for the building permit to be issued.

Given the length of time that these issues have been ongoing we can be expected to take further enforcement action in the immediate future if the non-compliance issues are not addressed.

Yours truly,

A handwritten signature in blue ink, appearing to read "Jason Llewellyn", is written over a horizontal line. The signature is stylized and cursive.

Jason Llewellyn
Director of Planning

Steve Davis

From: Steve Davis
Sent: Tuesday, October 15, 2019 2:57 PM
To: 'jen mulder'
Cc: Jason Berlin; Richard Wainwright; Jason Llewellyn; Jennifer MacIntyre
Subject: RE: Building permit for 135 Prairie Rd

Good morning Jennifer,

I am writing in response to your October 7, 2019 Building Permit Application. There are some areas of concern with the application which I will discuss below.

- You have applied for building permits for the platforms on which the yurts are built. We could not issue a building permit for the platforms without removing the yurts or including the yurts in the building permit applications. Please confirm if the yurts are to be removed or dealt with in your building permit application.
- We require the following information if the application is for the platform only, and the yurts are to be removed. Please note that the platforms will require BC Building Code compliant guard railings.
 - As the high snow loads on Hudson Bay Mountain exceed the BC Building Code parameters, all permitted structures including dwellings on the ski hill require professional design and review by an engineer for structural.
 - The engineer will also have to certify that the platform meets or exceeds the BCBC requirements, including stating that it meets the snow loads. The stamped and sealed drawings that you have supplied with your application will need to be accompanied by a Schedule B for Structural Review.
- We require the following information if the application is for the platform and the yurts.
 - As the high snow loads on Hudson Bay Mountain exceed the BC Building Code parameters, all permitted structures including dwellings on the ski hill require professional design and review by an engineer for structural.
 - The engineer will also have to certify that the platform meets or exceeds the BCBC requirements, including stating that it meets the snow loads. The stamped and sealed drawings that you have supplied with your application will need to be accompanied by a Schedule B for Structural Review. The yurts will need Schedule B for Architectural and Structural, and Schedule C-B prior to occupancy, indicating that the engineer has fully reviewed the structural and architectural aspects of the construction.
 - The engineer will also need to certify that the wall assemblies of the structures meet insulation values as outlined in Section 9.36 of the BC Building Code, and that the windows meet NAFs (North American Fenestration) standards for this zone.
 - The dwellings will require the appropriate ventilation required in the BC Building Code Section 9.32.
 - The wood burning appliances will need to be reviewed to ensure they are compliant with the manufacturer's specifications and Canada B-365 standards, so they will require an inspection from a WETT qualified inspector. We will need a copy of the report from that inspection.
 - We will need confirmation in writing from BC Housing that they do not require the additional structures to be registered with the BC Home Warranty program, and an indication of which dwelling the current owner-builder registration applies to.

The permit application you submitted is missing several other items, as listed on the application. These include:

- Signed Schedule C (Owner's Undertaking of Building Foundation) and Schedule D (Owners Undertaking of Building Siting);
- A copy of Covenant R814, as referenced on your Certificate of Title;
- Building plans, drawn to scale, including floor plans, exterior elevations, and cross sections showing all structural details and finishes, including proposed guard railings for the platforms;

- An additional \$250 permit application fee, as the work was commenced without first obtaining a building permit, and as a Stop Work Notice was issued and remained outstanding for more than 30 days as per RBDN Building Bylaw No. 1634, 2012, Section 20. The permit fee for the \$50,000.00 construction value you estimated on your application form would work out to be \$300, calculated at 0.6% of construction value. 50% of that would be \$150, for a total building permit application fee of \$450. You sent a cheque for \$500, \$300 of which was for the Variance Permit application, so there is still \$250 outstanding;
- The site plan you include in your application was missing measurements from the buildings to all property lines and roads, and measurements to all adjacent buildings. Please update your site plan to include measurements from each building to all other adjacent buildings and property lines.

If you make the decision that you wish to bring the yurts into compliance with the BC Building Code we advise you to work with the Planning Department to address the Zoning Bylaw restrictions on the number of dwellings permitted in the R8 Zone. Please note that a building permit cannot be issued to allow more than one dwelling on the property without a zoning change. However, the building permit and a rezoning application can be processed concurrently. As the building permit and the land use approvals processed are so closely related I suggest that a telephone call with a building inspector and a planner would be helpful. This would help your understanding of the process and options available to you.

Please confirm how you wish to proceed with regard to the yurts, and provide the required information as soon as possible.

If you have any questions about any of the items, please do not hesitate to contact me at by email at steve.davis@rdbn.bc.ca or by phone at 250-692-3195.

Thanks very much,

Steve Davis, Building Inspector
Regional District of Bulkley-Nechako
PO Box 820 Burns Lake, BC VoJ 1E0
Tollfree: 1-800-320-3339
Phone: 250-692-3195
Fax: 250-692-1220

From: jen mulder <jenhouse52@gmail.com>
Sent: Friday, September 20, 2019 6:43 PM
To: Steve Davis <steve.davis@rdbn.bc.ca>
Subject: Re: Buildings permit for 135 Prairie Rd

I will still send in the building permit.

Sent from my iPhone

On Sep 19, 2019, at 9:08 AM, Steve Davis <steve.davis@rdbn.bc.ca> wrote:

Good morning Jennifer,

I am wondering what your plans are to rectify the zoning and bylaw contraventions, as noted in the August 19th letter to you from Jason Llewellyn, Director of Planning. These include setbacks and having more than one seasonal dwelling. These issues will need to be resolved in order for a building permit to be considered. As far as I understand, the Regional District has not received any rezoning applications from you.

Regards,

Steve Davis, Building Inspector
Regional District of Bulkley-Nechako
PO Box 820 Burns Lake, BC VoJ 1E0
Tollfree: 1-800-320-3339



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
STAFF REPORT**

TO: Corporate Officer and Regional District Board
FROM: Steve Davis, Building Inspector
DATE: January 20, 2020
SUBJECT: Section 57 Notice on Title - 46550 Marsolais Drive
 Lot 13, DL 4973, Cariboo District, Plan 25016, Electoral Area F

RECOMMENDATION

1. That the Chair provide the property owners with an opportunity to be heard by the Board, if present.
2. That the Board confirm the recommendations of the Building Inspector and pass the attached resolution directing the Corporate Officer to file a notice in the Land Title Office for the property at 46550 Marsolais Drive.

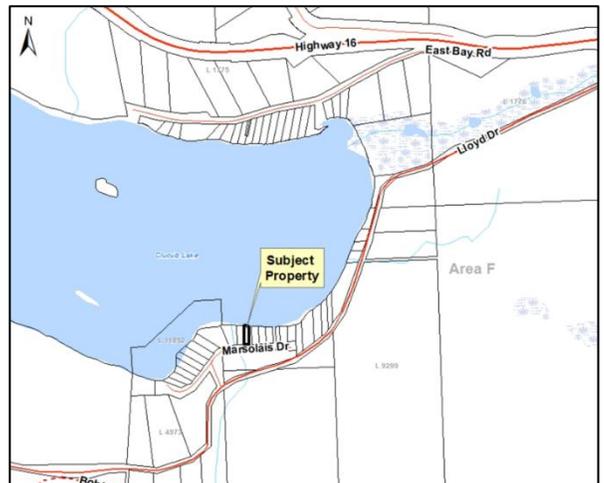
VOTING

All Directors / Majority

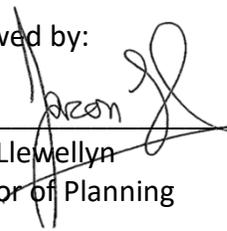
EXECUTIVE SUMMARY

A new foundation for an existing building, and an addition to the building were constructed without the benefit of the required building permits or inspections at 46550 Marsolais Drive (Lot 13, DL 4973, Cariboo District, Plan 25016).

This report recommends that a notice be placed on title to advise interested parties that there are outstanding issues relating to "Regional District of Bulkley Nechako Building Bylaw 1634, 2012."



Reviewed by:


 Jason Llewellyn
 Director of Planning

Written by:


 Steve Davis
 Building Inspector

DISCUSSION:

The following is a summary of the situation.

October 27, 2018

A public complaint led to the discovery that a new foundation and addition (including a deck) had been built on the subject property without a building permit. A sewage holding tank had also been constructed and plumbing added to the dwelling without a permit from the RDBN or Northern Health. A Stop Work Notice was placed on the house. A letter (attached) was delivered to the house and mailed to the owner outlining the need for a building permit.

**November 23, 2018**

The previous property owner Colin Kinsley contacted the Building Inspector by phone and promised to take care of the building permit with the help of his son, Chad Kinsley. An email was sent to the property owner with a copy of the building permit application form. No Response was received.

December 11, 2018

A second letter was delivered to the house and mailed to the owner. The letter (attached) stated that further action would be taken, which could include filing a notice on title.

December 11, 2018

An email was received from the property caretaker asking that any correspondence be sent to the owner's son, Chad Kinsley. A copy of the Stop Work Order and October 26th letter were emailed to Chad Kinsley along with a copy of a Building Permit Application.

December 27, 2018

An incomplete building permit application was received by the RDBN.

January 2, 2019

The Building Inspector sent an email (attached) to the property owner and Chad Kinsley, with a list of the documentation required to complete the application. This included the need for a valid permit from Northern Health to construct a sewage disposal system.

January 30, 2019

An email was sent to Chad Kinsley letting him know that the building permit on file for the dwelling from 1981 specifically stated that no water was to be supplied to the cabin, including no indoor plumbing. It was reconfirmed that a permit for the recently installed holding tank would be required from Northern Health as part of the building permit process.

March 1, 2019

The son of the property owner provided an email with some of the documentation required for the application, including truss drawings and a sketch of the new footings. The building inspector's email response (attached) outlines some of the missing information.

June 17, 2019

An email (attached) was sent to Chad Kinsley reminding him that the majority of information necessary to process the Building Permit application has not been provided.

July 10 and 30, 2019

Emails (attached) were sent to the Building Inspector from Chad Kinsley saying that an engineers had been retained to write an engineering report, and deal with the sewage disposal issues. He also re-submitted the truss drawings.

August 2, 2019

Ownership of the property transferred from Colin Kinsley to Chad and Liane Karren Kinsley.

September 27, 2019

An email (attached) was sent to Chad Kinsley requesting the missing information.

November 29, 2019

An email was received from Chad Kinsley containing some information from the engineer.

December 2, 2019

An email (attached) was sent to Chad Kinsley outlining the missing information.

January 14, 2020

A phone call was made to Chad Kinsley outlining the need for immediate action to complete the application. A follow-up email requesting the required documentation was also sent to Chad Kinsley. No response was received.

January 27, 2020

Notice (attached) was sent to the property owners informing them that the Board would be considering the Building Inspector's recommendation for a notice on title, and that they may provide representations to the RDBN Board in writing or at the Regional District Board meeting concerning the matter.

NOTICE ON TITLE

"Regional District of Bulkley Nechako Building Bylaw 1634, 2012" states that:

- 6.1 No person shall commence or continue any work related to the construction, erection, replacement, reconstruction, alteration, repair, moving or demolition, of a building or change the occupancy of any building or structure unless a valid and subsisting building permit has been issued by a building official for the work.*
- 6.4. No person shall occupy or use any building, structure or part thereof without an occupancy permit issued by a building official.*
- 6.5. No person shall occupy or use a building, structure or part thereof contrary to the terms of any building permit, notice, order or certificate issued under this bylaw.*

Under section 57 of the *Community Charter*, which applies to regional districts, the Regional District Board may direct the Corporate Officer to file a notice on title of a property that serves to inform any interested persons that there are certain issues with a structure (or structures) on the property.

The *Community Charter* requires the following with respect to the filing of a notice on title:

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

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

At the time of the writing of this report the Building Permit application is missing the following key information.

1. The covenants registered on the Certificate of Title. These include Covenant 021987 and Restrictive Covenant R11408.
2. A valid permit to construct a sewage disposal system for the building; or evidence that an Authorized Person has filed plans and specifications pursuant to section 8 of the B.C. Sewage Regulations.
3. A site plan, indicating setbacks from property lines, roads, adjacent buildings, and bodies of water / watercourses.
4. Building plans, drawn to scale, and specifications (as applicable) with a stamp and seal from an engineer, to detail the scope of the project. These include:
 - i) foundation plan,
 - ii) floor plans of each level, including proposed and / or existing uses of all rooms,
 - iii) exterior elevations, and
 - iv) cross sections showing all structural details and finishes.

If the property owner provides the missing information, and completes the building permit process, the Section 57 Notice can be removed from title.

RESOLUTION REGARDING NOTICE ON TITLE

WHEREAS:

1. The Building Inspector has submitted to this Board a report dated January 20, 2020, (the "Report") regarding the buildings situated at Lot 13, DL 4973, Cariboo District, Plan 25016 - 46550 Marsolais Drive (the "Land") and that he discovered that construction of buildings and structures occurred on the Land without a permit required under *Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012*, section 6.1;
2. The Building Inspector has requested that the Board confirm his recommendations and pass a resolution directing the Corporate Officer to file a notice on title at the Land Title Office under Section 57 of the Community Charter; and

3. The Corporate Officer notified Chad and Liane Kinsley, the registered owners of the Land in accordance with Section 57 of the *Community Charter*.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Report and the recommendations of the Building Inspector are accepted and confirmed by this Board, and;
2. The Corporate Officer shall file a notice in the Land Title Office stating that a Resolution has been passed under Section 57 of the *Community Charter* by this Board relating to land legally described as Lot 13, DL 4973, Cariboo District, Plan 25016, (46550 Marsolais Drive).



37, 3RD AVE, PO Box 820
BURNS LAKE, BC
VOJ 1E0

REGIONAL DISTRICT
OF BULKLEY NECHAKO
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

October 26, 2018

Colin Kinsley
3789 Fairburn Place
Prince George, B.C.
V2K 4G5

**RE: CONTRAVENTION OF REGIONAL DISTRICT OF BULKLEY NECHAKO
BUILDING BYLAW NO. 1634, 2012, SITUATED ON LOT 13, DISTRICT LOT
4973, PLAN PGP25016 (46550 MARSOLAIS DRIVE).**

It has come to our attention that the developments on the above noted property are in contravention of the Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012. Specifically, the item in contravention is:

- 1) Construction of, or additions to a structure without the benefit of a required building permit.

The Regional District of Bulkley-Nechako has placed a **STOP WORK ORDER** on the above noted structure as per Building Bylaw No. 1634, 2012, Section 19 (enclosed). The Building Inspector shall not remove the stop work order until supplied with satisfactory evidence that the violation giving rise to the order has been corrected, or a proposal for correction of the violation is approved by the Building Inspector. If a building permit is not obtained within 30 days further action will be taken.

Please contact the undersigned if you have any questions regarding this matter.

Yours truly,

Steve Davis,
Building Inspector.

copy: Jerry Petersen – Rural Director Electoral Area 'F',
Melany De Weerd – C.A.O.,
Jason Llewellyn – Director of Planning.

MUNICIPALITIES:

SMITHERS FORT ST. JAMES
VANDERHOOF FRASER LAKE
HOUSTON TELKWA
BURNS LAKE GRANISLE

ELECTORAL AREAS:

A - SMITHERS RURAL E - FRANCOIS/OOTSA LAKE RURAL
B - BURNS LAKE RURAL F - VANDERHOOF RURAL
C - FORT ST. JAMES RURAL G - HOUSTON RURAL
D - FRASER LAKE RURAL

INQUIRIES@RDBN.BC.CA
WWW.RDBN.BC.CA

PH: 250-692-3195
FX: 250-692-3305
TF: 800-320-3339



37, 3RD AVE, PO Box 820
BURNS LAKE, BC
VOJ 1E0

REGIONAL DISTRICT
OF BULKLEY NECHAKO
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

December 12, 2018

Colin Kinsley
3789 Fairburn Place
Prince George, B.C.
V2K 4G5

ATTENTION:

**RE: CONTRAVENTION OF REGIONAL DISTRICT OF BULKLEY NECHAKO
BUILDING BYLAW NO. 1634, 2012, SITUATED ON LOT 13, DISTRICT LOT 4973,
PLAN PGP25016 (46550 MARSOLAIS DRIVE).**

Dear Mr. Kinsley,

The Regional District of Bulkley-Nechako has placed a **STOP WORK ORDER** on the new structure at the above address, as per Building Bylaw No. 1634, 2012, Section 19. See attached Letter dated October 26, 2018. Due to the lack of response on your part in contacting our office for the necessary building permits as requested, further action will be taken. This may include notice on property title, pursuant to Section 57 of the Community Charter. In order to avoid this action, please contact our office immediately.

Thank you in advance for your cooperation with this matter. I look forward to hearing from you. Please contact the undersigned at steve.davis@rdbn.bc.ca or at 250-251-1071 if you have any questions regarding this matter.

Yours truly,

Steve Davis
Building Inspector/ Bylaw Enforcement Officer

copy: Jerry Petersen Rural Director Electoral Area 'F';
Jason Llewellyn Director of Planning.

MUNICIPALITIES:

SMITHERS FORT ST. JAMES
VANDERHOOF FRASER LAKE
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TF: 800-320-3339

Steve Davis

From: Steve Davis
Sent: Wednesday, January 2, 2019 9:29 AM
To: ckinsley
Cc: Colin; Craig Christie; Jason Berlin; Richard Wainwright
Subject: RE: 46550 Marsolais drive building permit application

Good morning Chad, and Happy New Year.

Thanks for getting back to me. As laid out in the application, you will need to submit the following:

- a) Proof of property ownership, in the form of the Certificate of Title, from within 30 days of the date of application.
- b) Any covenants, easements, right of ways that are registered on the Certificate of Title.
- c) A valid permit to construct a sewage disposal system for the building; or evidence that an Authorized Person has filed plans and specifications pursuant to section 8 of the B.C. Sewage Regulations; or details of connection to a community sewage disposal system.
- d) A site Plan, indicating setbacks from property lines, roads, adjacent buildings, and bodies of water / watercourses.
- e) Building Plans, drawn to scale, and specifications (as applicable). For example: i) foundation plan, ii) floor plans of each level, including proposed and / or existing uses of all rooms, iii) exterior elevations, and iv) cross sections showing all structural details and finishes.

This will give you a place to start. We will also need photos of any of the parts of the structure that are now hidden, including foundations and footings. There may be an need for an engineer to sign off on elements of the structure depending on how much the photos show.

You will also need to pay the building permit fee of \$1080.00. The permit fee is calculated at 0.6% of the construction value (\$6.00 per \$1000), with an additional charge equal to 50% of the building permit fee as laid out in RDBN Bylaw No. 1634, 2012, Section 20.4.

" 20.4. Every person who commences work requiring a building permit without first obtaining a building permit shall, if a Stop Work Notice is issued and remains outstanding for 30 days because a complete building permit application has not been submitted pay an additional charge equal to 50% of the building permit fee prior to obtaining the required building permit. "

The permit fee can be paid by cash, cheque or debit to the Regional District of Bulkley Nechako.

Once the application is complete we will need to conduct a site visit to review the residence.

Please let me know if you have any questions. Have a great day!

Steve Davis, Building Inspector
 Regional District of Bulkley-Nechako
 PO Box 820 Burns Lake, BC V0J 1E0
 Tollfree: 1-800-320-3339
 Phone: 250-692-3195
 Fax: 250-692-1220

-----Original Message-----

From: ckinsley [REDACTED]
Sent: Thursday, December 27, 2018 10:09 AM
To: Steve Davis <steve.davis@rdbn.bc.ca>

Steve Davis

From: Steve Davis
Sent: Friday, March 1, 2019 1:34 PM
To: 'ckinsley'
Subject: RE: 46550 Marsolais

Good afternoon Chad,
 Thank you for submitting the drawings. As the drawings of the grade beam as shown do not conform to the BC Building Code, we will need an engineer to sign off on the design and undertake a site visit to review. I will also need a more detailed drawing of the construction details of the addition, including a cross section showing wall and insulation components. Do you know if any soil gas control measures were installed? I will need details on that as well. I will also need a signed sealed copy of the truss drawings from the manufacturer.
 Thanks very much,

Steve Davis, Building Inspector
 Regional District of Bulkley-Nechako
 PO Box 820 Burns Lake, BC V0J 1E0
 Tollfree: 1-800-320-3339
 Phone: 250-692-3195
 Fax: 250-692-1220

-----Original Message-----

From: ckinsley [REDACTED]
 Sent: Friday, March 1, 2019 7:40 AM
 To: Steve Davis <steve.davis@rdbn.bc.ca>
 Subject: 46550 Marsolais

Steve

Sorry this has taken so long, please see attached footing and truss drawings along with materials list used.

I will gather the rest as I can for you.

YOURS TRULY
 CHAD KINSLEY
 President

"Safe thinking creates safe work environments"

[REDACTED]
 PRINCE GEORGE B.C.
 [REDACTED]
 [REDACTED]
 [REDACTED]

Steve Davis

From: Steve Davis
Sent: Monday, June 17, 2019 12:00 PM
To: 'ckinsley'
Cc: Jason Berlin; Richard Wainwright
Subject: RE: 46550 Marsolais

Good morning Chad,
I am still waiting to receive the information I requested for the permit application for 46550 Marsolais Drive. If the application is not completed, my next step is to move forward with a Notice on Title.

The information still needed includes;

- Copies of the Covenants registered on Title -A site plan with measurements to all property lines, roads, adjacent buildings, and bodies of water.
- Building Plans, with exterior elevations and cross sections, including construction details and finishes
- Pictures of the footing and foundation
- A valid permit to construct a sewage disposal system
- Soil gas control measures
- Signed sealed copies of the truss drawings
- An engineer's design plans for the grade beam and a report reviewing the footings and foundation, including a site visit.

Thanks for your assistance,

Steve Davis, Building Inspector
Regional District of Bulkley-Nechako
PO Box 820 Burns Lake, BC V0J 1E0
Tollfree: 1-800-320-3339
Phone: 250-692-3195
Fax: 250-692-1220

-----Original Message-----

From: Steve Davis
Sent: Friday, March 1, 2019 1:34 PM
To: 'ckinsley' [REDACTED]
Subject: RE: 46550 Marsolais

Good afternoon Chad,
Thank you for submitting the drawings. As the drawings of the grade beam as shown do not conform to the BC Building Code, we will need an engineer to sign off on the design and undertake a site visit to review. I will also need a more detailed drawing of the construction details of the addition, including a cross section showing wall and insulation components. Do you know if any soil gas control measures were installed? I will need details on that as well. I will also need a signed sealed copy of the truss drawings from the manufacturer.
Thanks very much,

Steve Davis, Building Inspector
Regional District of Bulkley-Nechako
PO Box 820 Burns Lake, BC V0J 1E0
Tollfree: 1-800-320-3339
Phone: 250-692-3195
Fax: 250-692-1220

Steve Davis

From: ckinsley [REDACTED]
Sent: Tuesday, July 30, 2019 2:02 PM
To: Steve Davis
Subject: RE: 46550 marsolais drive Stamped truss drawings

Steve

Just want to give you an update, I have Simon Yu (Simon Co Engineering) doing up an engineering report, he was on site 2 weeks ago so I should see it asap, & L&M engineering are drawing up and applying for my septic system, we should see it next week. soon as I get the info I will have it to you.

Thanks again

Chad

YOURS TRULY
CHAD KINSLEY
President

“Safe thinking creates safe work environments”

[REDACTED]
PRINCE GEORGE B.C
[REDACTED]
[REDACTED]
[REDACTED]

Please consider the environment before printing this email

-----Original Message-----

From: ckinsley
Sent: Wednesday, July 10, 2019 3:49 PM
To: Steve Davis (steve.davis@rdbn.bc.ca) <steve.davis@rdbn.bc.ca>
Subject: 46550 marsolais drive Stamped truss drawings

Steve

Thanks for being patient with me on this, I have L&M engineering designing and helping with the application for the pump and haul sewer system and Simon Yu (simonco engineering) reviewing the structural foundation ect.

Attached is the stamped engineered trusses for your review. I hope to have the rest by early next week

Steve Davis

From: Steve Davis
Sent: Friday, September 27, 2019 9:18 AM
To: 'Colin'; 'ckinsley'
Cc: Jason Berlin; Richard Wainwright
Subject: 46550 Marsolais Drive
Attachments: building bylaw 1634, 2012 ScheduleC.pdf; APPOINTMENT OF AGENT.pdf

Good morning Colin and Chad,

I am still waiting to receive the plans and other documentation to complete the permit application for the dwelling at 46550 Marsolais Drive. Your email of July 30 assured me you were having an engineer review the structure, but I have not received any reports. I will be asking the RDBN Board to place a notice on title on the property unless I hear back from you with the following items:

- Copies of the covenants registered on title, including Covenant 021987 and Restrictive Covenant R11408.
- A site plan with measurements to all property lines, roads, adjacent buildings ,and bodies of water.
- Building plans, including exterior elevations and cross sections, including construction details and finishes.
- Pictures of the footings and foundations and other hidden structural elements.
- A valid permit to construct a sewage disposal system.
- A signed copy of Schedule C (attached). The copy you sent did not have the owner's signature.
- An engineer's report including design plans for the grade beam, and a review of the footings and foundation and any other hidden structural details indicating that they meet the requirements of the BC Building Code part 9.

The report should include a review of the soil gas control measures.

As the application was not signed by the property owner, I will also need an Appointment of Agent form (attached) filled out by the property owner.

Thank you in advance for your prompt reply,

Steve Davis, Building Inspector
Regional District of Bulkley-Nechako
PO Box 820 Burns Lake, BC V0J 1E0
Tollfree: 1-800-320-3339
Phone: 250-692-3195
Fax: 250-692-1220

Steve Davis

From: Steve Davis
Sent: Monday, December 2, 2019 10:25 AM
To: 'ckinsley'; 'Colin'
Cc: Jason Berlin; Richard Wainwright
Subject: RE: 46550 Marsolais Drive

Good Morning Chad,

Thank you for sending the Engineering Schedules and the Schedule C. I will need the original copies of the Schedules from Simon Yu, you can mail them to the address below.

I also still need the rest of the documentation as requested. This includes:

1. The covenants registered on the Certificate of Title. These include Covenant 021987 and Restrictive Covenant R11408.
2. A valid permit to construct a sewage disposal system for the building; or evidence that an Authorized Person has filed plans and specifications pursuant to section 8 of the B.C. Sewage Regulations; or details of connection to a community sewage disposal system. This still needs to be obtained from Northern Health. In a prior email you mentioned that L&M Engineering was going to help you with this, but I have not received any documents from them to this date.
3. A site plan, indicating setbacks from property lines, roads, adjacent buildings, and bodies of water / watercourses. The site plan you submitted does not have any setback measurements indicated.
4. Building plans, drawn to scale, and specifications (as applicable) with a stamp and seal from your engineer, to detail the scope of the project. These include :
 - i) foundation plan,
 - ii) floor plans of each level, including proposed and / or existing uses of all rooms,
 - iii) exterior elevations, and
 - iv) cross sections showing all structural details and finishes. Plans of the original building are not necessary, but plans for the foundation and the addition are required.

As it has been over a year from the start of this process, I am hoping you can move quickly to submit the rest of the documentation. Once we have received all of it we will need to do a site visit in order to approve occupancy.

Regards,

Steve Davis, Building Inspector
 Regional District of Bulkley-Nechako
 PO Box 820 Burns Lake, BC V0J 1E0
 Tollfree: 1-800-320-3339
 Phone: 250-692-3195
 Fax: 250-692-1220

-----Original Message-----

From: ckinsley [REDACTED]
Sent: Friday, November 29, 2019 7:57 AM
To: Steve Davis <steve.davis@rdbn.bc.ca>
Subject: [EXTERNAL EMAIL]: 46550 Marsolais Drive



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Regional District Board and Cheryl Anderson, Corporate Officer
FROM: Steve Davis, Building Inspector
DATE: January 21, 2020
SUBJECT: Section 57 Notice on Title - 1755 Meier Rd.
 Lot 5, DL 1423, Cariboo District, Plan PGP47307, Electoral Area F

RECOMMENDATIONS

1. That the Chair provide the property owners with an opportunity to be heard by the Board, if present.
2. That the Board confirm the recommendations of the Building Inspector and pass the attached resolution directing the Corporate Officer to file a notice in the Land Title Office for the property at Title Lot 5, DL 1423, Cariboo District, Plan PGP47307 (1755 Meier Rd.)

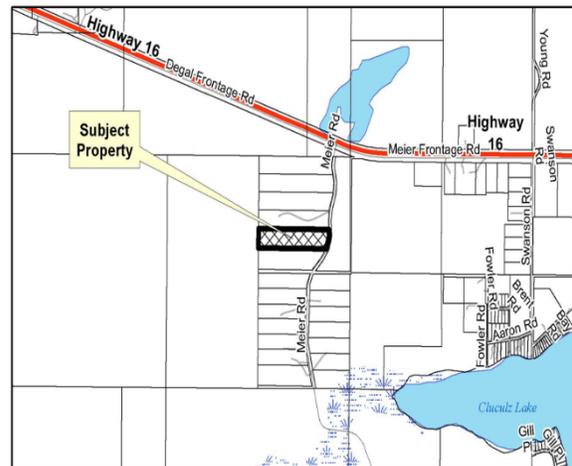
VOTING

All Directors / Majority

EXECUTIVE SUMMARY

A building was constructed without the benefit of the required building permit or inspections at 1755 Meier Rd (Lot 5, DL 1423, Cariboo District, Plan PGP47307).

This report recommends that a notice be placed on title to advise interested parties that there are outstanding issues relating to "Regional District of Bulkley Nechako Building Bylaw 1634, 2012."



Reviewed by;

 Jason Llewellyn
 Director of Planning

Written by;

 Steve Davis
 Building Inspector

DISCUSSION:

The following is a summary of the situation.

June 7, 2019

A new dwelling on the subject property was noticed by the building inspector. The building inspector met with Brandy Harms, the property tenant, on the property, and informed her of the need for a building permit in order to construct a dwelling. A copy of the building permit application was given to Ms. Harms. She was asked to stop construction of the dwelling until a building permit was approved. Ms. Harms was already living in the dwelling.

June 11, 2019

A Stop Work Order letter was mailed to the property owner by registered mail. The letter (attached) informed the owner of the need for a building permit for the new dwelling being constructed at her property.

June 12, 2019

A copy of the Stop Work Order was placed on the dwelling, along with a copy of the letter.

**June 13, 2019**

The June 11th registered letter was picked up, but no response was received.

September 20, 2019

Another registered letter (attached) was sent to the property owner requesting that she take action to obtain the required building permit. The letter raised the possibility of a notice on title pursuant to Section 57 of the *Community Charter* if a building permit was not obtained.

September 26, 2019

The September 19th letter was picked up on September 26, 2019. No response was received.

October 2, 2019

Notice was sent to the property owner that the Board will be considering a request to register a notice on title of the subject property at their October 24th, 2019 meeting.

October 24, 2019

The RDBN Board received a staff report from the Building Inspector and directed staff to place a notice on title. Staff subsequently realized that the street address on the October 2nd notice letter was incorrect. To ensure procedural fairness staff made the decision to resend the notice and ask the Board to pass another motion directing staff to place the notice on title.

January 27, 2020

Notice (attached) was sent to the property owner informing her that the Board would be considering the Building Inspector's recommendation for a notice on title, and that he or a representative may provide representations to the RDBN Board in writing or at the Regional District Board concerning the matter. This notice was mailed and delivered to the subject property.

NOTICE ON TITLE

"Regional District of Bulkley Nechako Building Bylaw 1634, 2012" states that:

- 6.1 No person shall commence or continue any work related to the construction, erection, replacement, reconstruction, alteration, repair, moving or demolition, of a building or change the occupancy of any building or structure unless a valid and subsisting building permit has been issued by a building official for the work.*
- 6.4. No person shall occupy or use any building, structure or part thereof without an occupancy permit issued by a building official.*
- 6.5. No person shall occupy or use a building, structure or part thereof contrary to the terms of any building permit, notice, order or certificate issued under this bylaw.*

Under section 57 of the *Community Charter*, which applies to regional districts, the Regional District Board may direct the Corporate Officer to file a notice on title of a property that serves to inform any interested persons that there are certain issues with a structure (or structures) on the property.

The *Community Charter* requires the following with respect to the filing of a notice on title:

- The Building Inspector for the Regional District must provide a recommendation in writing to the Corporate Officer that the Regional District Board consider a resolution directing the Corporate Officer to file a notice in the land title office stating that a resolution relating to the non compliance of the property to the BC Building Code and the Regional District's Building Bylaw has been made, and further information about it

may be inspected at the Regional District offices. This report serves as the written recommendation from the Building Inspector to the Corporate Officer.

- The Corporate Officer must give notice to the registered owner of the land to which the recommendation relates that the Board will be considering a recommendation that notice be placed on title pursuant to Section 57 of the *Community Charter*, and subsequently place the matter before the Regional District Board for consideration. This notice has been given to the property owner by the Building Inspector on behalf of the Corporate officer.
- Once the Regional District Board has provided the Building Inspector and the owner with an opportunity to be heard, the Board may confirm the recommendations of the Building Inspector and pass a resolution directing the Corporate Officer to file a notice in the land title office.
- The RDBN must then ensure that all public records relating to the resolution and the reason for the resolution are available for public view.

If the property owner provides the missing information, and completes the building permit process, the Section 57 Notice can be removed from title.

RESOLUTION REGARDING NOTICE ON TITLE

WHEREAS:

1. The Building Inspector has submitted to this Board a report dated October 1, 2019, (the "Report") regarding the buildings situated at Lot 5, DL 1423, Cariboo District, Plan PGP47307 - 1755 Meier Rd. (the "Land") and that he discovered that construction of a building had occurred on the Land without a permit required under *Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012*, section 6.1;
2. The Building Inspector has requested that the Board confirm his recommendations and pass a resolution directing the Corporate Officer to file a notice on title at the Land Title Office under Section 57 of the *Community Charter*; and
3. The Corporate Officer notified Carol Zigler, the registered owner of the Land, in accordance with section 57 of the *Community Charter*.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Report and the recommendations of the Building Inspector are accepted and confirmed by this Board, and;

2. The Corporate Officer shall file a notice in the Land Title Office stating that a Resolution has been passed under section 57 of the *Community Charter* by this Board relating to land legally described as Lot 5, DL 1423, Cariboo District, Plan PGP47307 (1755 Meier Rd).



37, 3RD AVE, PO BOX 820
BURNS LAKE, BC
VOJ 1E0

"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

June 10, 2019

Carol Ann Zigler
P.O. Box 1653
Vanderhoof, BC
VOJ 3A0

ATTENTION:
REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW NO. 1634, 2012, CONTRAVENTION ON LOT 5, DL 1423, CARIBOO DISTRICT, PLAN PGP47307

It has come to our attention that the developments on the above noted property are in contravention of the Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012. Specifically, the item in contravention is:

- 1) Construction of a new residence without the benefit of required building permit.

The Regional District of Bulkley-Nechako has placed a **STOP WORK ORDER** on the above noted structure as per Building Bylaw No. 1634, 2012, Section 19 (enclosed). The Building Inspector shall not remove the stop work order until supplied with satisfactory evidence that the violation giving rise to the order has been corrected, or a proposal for correction of the violation is approved by the Building Inspector. If a building permit is not obtained within 30 days further action will be taken.

Please contact the undersigned if you have any questions regarding this matter.

Yours truly,

Steve Davis,
Building Inspector.

copy: Jerry Petersen – Rural Director Electoral Area 'F';
Jason Llewellyn – Director of Planning



37, 3RD AVE, PO Box 820
BURNS LAKE, BC
VOJ 1E0

"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

September 19, 2019

Carol Ann Zigler
P.O Box 1653
Vanderhoof, B.C.
VOJ 3A0

ATTENTION:

RE: CONTRAVENTION OF REGIONAL DISTRICT OF BULKLEY NECHAKO
BUILDING BYLAW NO. 1634, 2012, SITUATED ON LOT 5, DISTRICT LOT 1423,
CARIBOO DISTRICT, PLAN PGP47303 (1601 MEIER RD).

Dear Ms Zigler,

The Regional District of Bulkley-Nechako has placed a STOP WORK ORDER on the new structure at the above address, as per Building Bylaw No. 1634, 2012, Section 19. See attached Letter dated June 10, 2019. Due to the lack of response on your part in contacting our office for the necessary building permits as requested, further action will be taken. This may include notice on property title, pursuant to Section 57 of the Community Charter. In order to avoid this action, please contact our office immediately.

Thank you in advance for your cooperation with this matter. I look forward to hearing from you. Please contact the undersigned at steve.davis@rdbn.bc.ca or at 250-251-1071 if you have any questions regarding this matter.

Yours truly,

Steve Davis
Building Inspector/ Bylaw Enforcement Officer

copy: Jerry Petersen – Rural Director Electoral Area 'F';
Jason Llewellyn – Director of Planning.

MUNICIPALITIES:

SMITHERS FORT ST. JAMES
VANDERHOOF FRASER LAKE
HOUSTON TELKWA
BURNS LAKE GRANISLE

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37, 3RD AVE, PO Box 820
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VOJ 1E0

REGIONAL DISTRICT
OF BULKLEY-NECHAKO
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

January 27, 2020

Carol Ann Zigler
P.O. Box 1653
Vanderhoof, BC
VOJ 3A0

Registered owner of Lot 5, DL 1423, Cariboo District, Plan PGP47307 (1755 Meier Rd)

**Re: Section 57 Community Charter Notice
Contravention of Section 6.1 of *Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012.***

Dear Ms. Zigler:

NOTICE IS HEREBY GIVEN that the Board of the Regional District of Bulkley-Nechako will, at its Regular Meeting, tentatively beginning at 10:30 am, on February 20, 2020 in the Board Chambers at the Regional District Offices, at 37 3rd Avenue, Burns Lake, BC, consider a request from the Building Inspector to register a notice on the title to Lot 5, DL 1423, Cariboo District, Plan PGP47307 (1755 Meier Road) concerning alleged contravention of Section 6.1 of *Regional District of Bulkley-Nechako Building Bylaw No. 1634-2012*, namely that a new residence has been constructed at 1755 Meier Road without the required building permit.

As the registered property owner you have the opportunity to attend the meeting and provide comment. You may also provide a written submission to the Regional District office in Burns Lake by mail or email to inquiries@rdbn.bc.ca. Written submission must be received by the Regional District by 12:00 pm, Wednesday, February 19, 2020. At the meeting the Building Inspector will present evidence in support of his request. At the same meeting you, as the affected property owner, will be provided an opportunity to make representations to the Regional District Board concerning the matter.

After hearing the representations of the Building Inspector and the owner, if any, the Regional District Board may pass a resolution directing the Corporate Officer to file a Notice of the

MUNICIPALITIES:

SMITHERS FORT ST. JAMES
VANDERHOOF FRASER LAKE
HOUSTON TELKWA
BURNS LAKE GRANISLE

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FX: 250-692-3305
TF: 800-320-3339

Resolution in the Land Title Office indicating that further information concerning the matter may be inspected by interested parties at the RDBN Office.

A copy of the Building Inspector's report and section 57 of the *Community Charter* is enclosed. Further information may be obtained from the Office of the undersigned, at 37 3rd Avenue, Burns Lake, BC, during normal business hours, 8:30 am to 4:30 p.m. Monday through Friday, except statutory holidays.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Llewellyn", written over a horizontal line.

Jason Llewellyn, Director of Planning

M:\Planning\Property Issues\Enforcement\Building Inspection\Section 57\Section 57 files completed\Meier Road 1755\notice section 57 1755 Meier Rd.docx



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
STAFF REPORT**

TO: Chair Thiessen and Board of Directors
FROM: Jennifer MacIntyre, Planner I
DATE: February 3, 2020
SUBJECT: Temporary Use Permit Renewal Application for A-01-17 (B&A Rentals Ltd.)

RECOMMENDATION

That the Regional District Board renew Temporary Use Permit A-01-17 for the property legally described as 'Lot A, Section 17, Township 4, Range 5, Coast District, Plan PRP 12817' for three years or upon expiry of ALC approvals, whichever comes first.

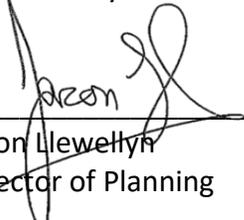
VOTING

All Directors / Majority

EXECUTIVE SUMMARY

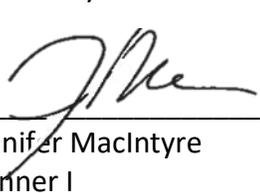
This Temporary Use Permit (TUP) application proposes to renew TUP A-01-17 which expires in April 2020 to continue the operation of a gravel crusher within an existing gravel pit on the subject property for another 3 years. Given that the ALC approvals for the gravel crusher expire on April 30, 2021 staff support the Permit to be issued for 3 years or upon expiry of the ALC approvals, whichever comes first.

Reviewed by:



 Jason Llewellyn
 Director of Planning

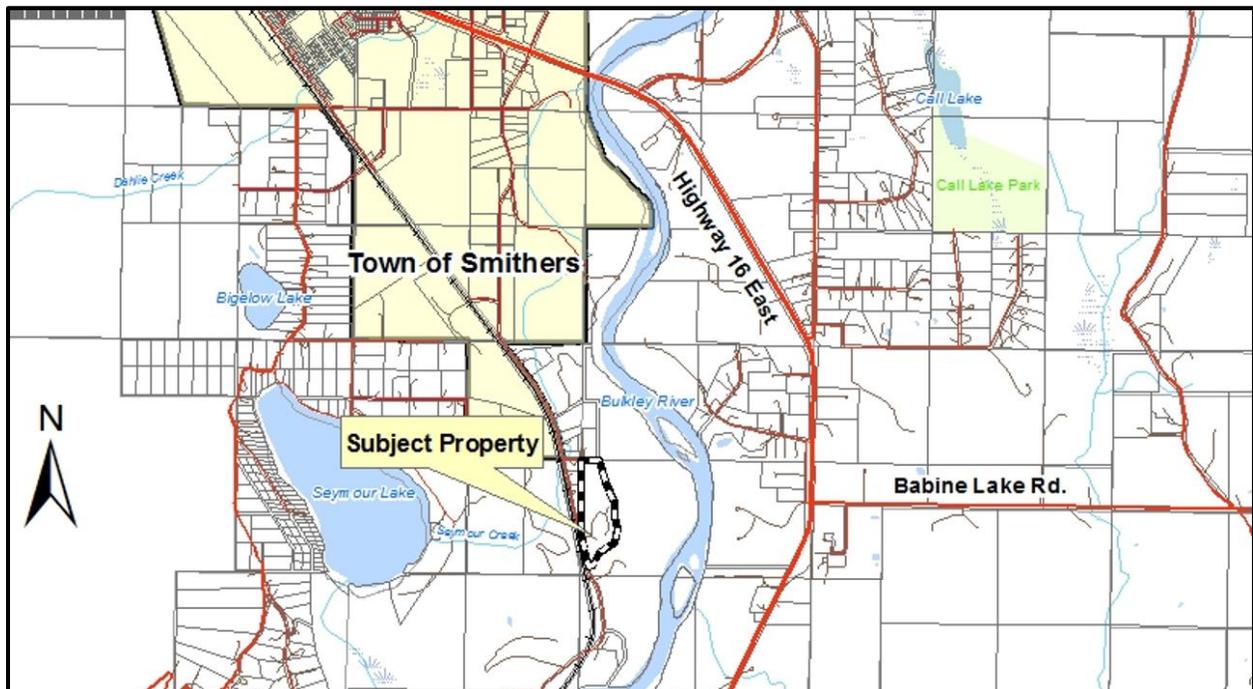
Written by:



 Jennifer MacIntyre
 Planner I

APPLICATION SUMMARY

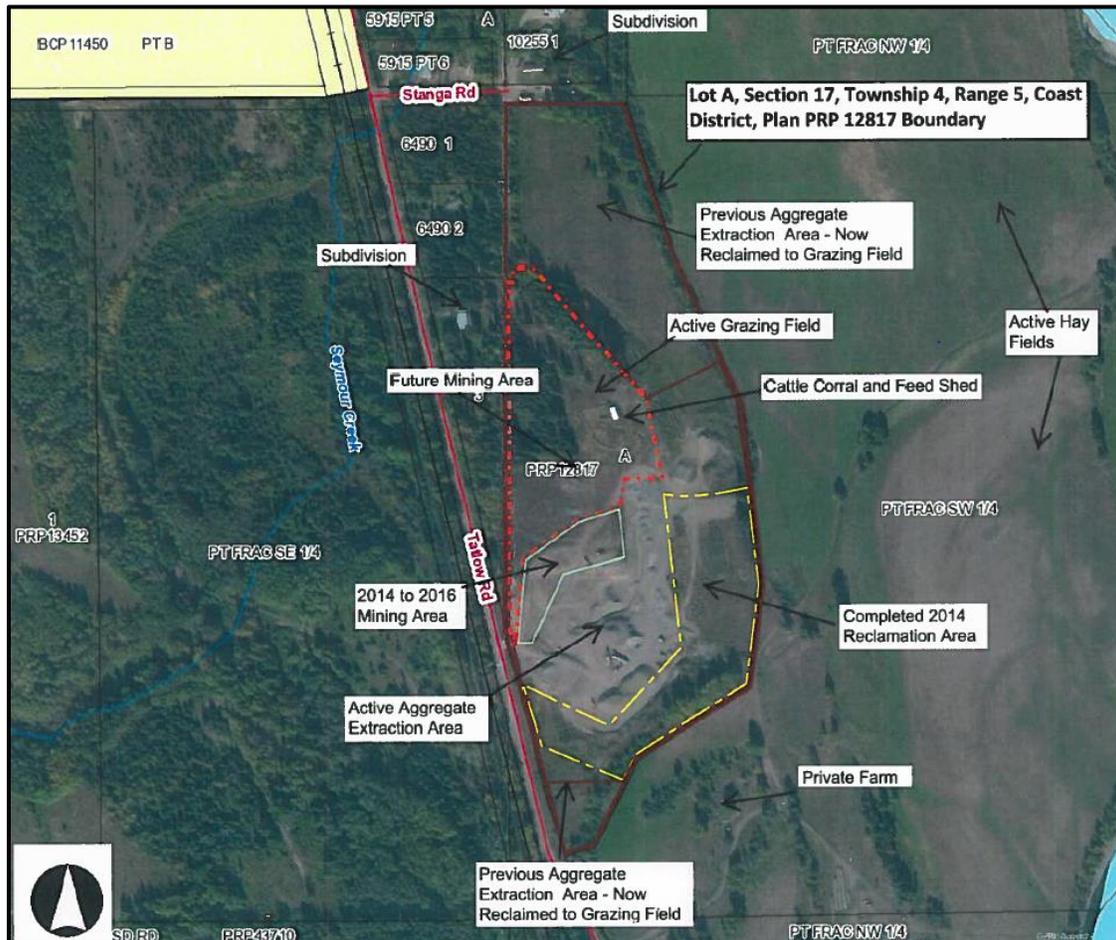
Name of Owner:	B&A Rentals Ltd.
Name of Agent:	Willy VanderGaag
Electoral Area:	A
Subject Property:	Lot A, Section 17, Township 4, Range 5, Coast District, Plan PRP 12817. The property is ±13.22 ha (±32.67 acres) in size.
O.C.P. Designation:	Agricultural (Ag) in the Smithers Telkwa Rural Official Community Plan 1704, 2014
Zoning:	Agricultural (Ag1) in Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993
Existing Land Use:	Gravel Extraction and Agriculture
ALR Status:	The property is located in the Agricultural Land Reserve, and the ALC has approved gravel extraction on the subject property for a 5-year term ending on April 30, 2021.
Location:	The subject property is located along Tatlow Road, approximately 0.5 km south of the Town of Smithers

Location Map

THE PROPOSAL

The crushing of gravel is not a permitted use in the Agricultural (Ag1) Zone. Temporary Use Permit (TUP) A-01-17 was issued in 2017 to allow the operation of a gravel crusher. This permit will expire on April 25, 2020. Therefore, the applicant has requested that the permit be renewed for another 3-years. The permit terms are not proposed to change.

Detailed Site Plan



Temporary Use Permits Explained

A TUP allows the use to continue for up to three years, after which a subsequent request can then be made to have the Board consider renewing the permit for an additional three years. After the six years, a new application, with public consultation, can be made to allow the use to continue.

The permit should only be issued in accordance with the policy identified in the Smithers Telkwa Rural Official Community Plan, which allows for the issuance of a Temporary Use Permit on the following basis:

- (1) Temporary use permits may be issued for temporary uses, pursuant to Section 497 of the *Local Government Act*, under the following circumstances.
 - (a) The proposed temporary use will not create an amount of traffic that will adversely affect the natural environment, or rural character of the area;

- (b) The environment would not be negatively affected by the proposed temporary use.
- (c) The proposed temporary use will not have adverse effects on neighbouring land uses or property owners.
- (d) The applicant has provided, for consideration as part of the application process, a decommissioning and reclamation plan, if the temporary use requires a significant amount of capital investment in a particular location, or otherwise results in the need for site reclamation.
- (e) The need for security in the form of an irrevocable letter of credit with an automatic extension clause has been considered to ensure that required decommissioning and reclamation is completed.
- (f) The proposed temporary use has the support of the Agricultural Land Commission if the land is within the Agricultural Land Reserve (ALR).

The Approval Process

Renewal of a TUP is not required to go through a public notification process; however, this can be required by the Board.

BACKGROUND

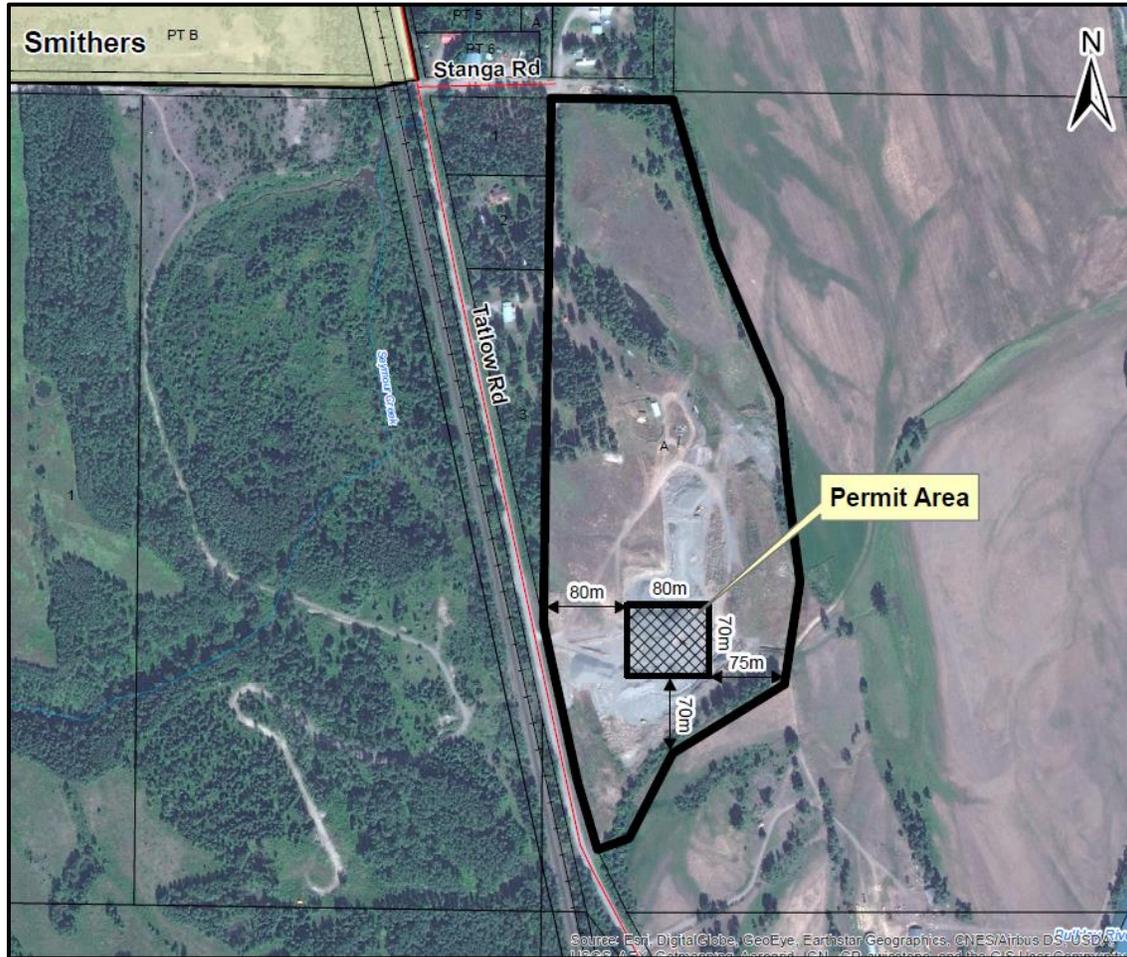
Agricultural Land Commission

The Regional District Board first issued a temporary use permit (TUP A-03-14) for the subject property in July 2014. The permit was not issued until confirmation was received from the ALC that the soli removal and crushing had ALC approval. This was received in April 26, 2016 and the permit was issued. The ALC approval expires on April 2021. The applicant intends to seek can ask for another extension with the ALC without going through the formal NOI request.

TUP A-03-14 expired in 2017, and the current TUP was issued following a public consultation process. TUP A-01-17 includes the following terms:

- a. Ensure that an industrial access permit is obtained from the Ministry of Transportation and Infrastructure.*
- b. Not set up the crusher on a permanent foundation.*
- c. Limit the hours of operation to 8 A.M. to 6 P.M. from Monday to Friday.*
- d. Operate the crushing plant for a maximum of 35 days between May 1 and October 31 of each year.*
- e. Maintain the treed area on the north end of the property throughout the life of the permit (this section does not apply to the removal of dangerous trees for safety reasons).*
- f. Construct a 4-metre-high berm within 100 metres of the crushing equipment on the western and northern boundaries.*
- g. Keep records of the hours and days when the crushing equipment is in use, and provide to the Regional District upon request.*

Site Plan for TUP A-01-17



PLANNING DEPARTMENT COMMENTS

Land Use

There are active farming operations along the east and south boundaries of the subject property. A residential area is also located north and northwest of the property. The closest residence is located on Tatlow Rd. and is approximately 300 metres from the current gravel pit area.

Inactive gravel extraction areas on the subject property have been reclaimed and are now grazing fields. The property also contains a cattle corral and feed shed.

The proposed development does not require a significant amount of capital investment in the property. Crushing equipment is brought onto the property as needed and removed when crushing is completed. There are no permanent structures proposed as part of the temporary use. Therefore, the use can be relatively easily removed from the site at the end of the permit period.

In 2014 the applicant agreed to maintain a treed area on the north end of the subject property and construct a 4-metre-high berm within 100 metres of the crushing plant on the western and northern boundaries of the permit area. These mitigation efforts were constructed. The pit is visible from Tatlow Road.

Staff have no record of public complaints regarding the gravel pit or past crushing activity. The Planning Department has no concerns regarding this application.

Given that the ALC approvals for the gravel extraction and crushing expire on April 30, 2021, staff are concerned that the Temporary Use Permit will allow the use of a gravel crusher that is not in compliance with the ALC Act and Regulations. Therefore, it is recommended that the Permit be issued for 3 years or upon expiry of the ALC approvals, whichever comes first.



REGIONAL DISTRICT OF BULKLEY-NECHAKO
TEMPORARY USE PERMIT NO. A-01-17 (renewed 2020)

ISSUED TO: William Vandergaag, B&A Rentals Ltd.
 PO Box 2680
 Smithers, BC V0J 2N0

WITH RESPECT TO THE FOLLOWING LANDS:

Lot A, Section 17, Township 4, Range 5, Coast District,
 Plan PRP 12817

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

The operation of a gravel crusher.
2. The temporary use identified in Section 1 may only operate within the area identified in Schedule A, which forms part of this permit.
3. 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 the terms of this permit are not met the permit shall be void.
4. The permit holder shall, as a term of this permit:
 - a. Ensure that an industrial access permit is obtained from the Ministry of Transportation and Infrastructure.
 - b. Not set up the crusher on a permanent foundation.
 - c. Limit the hours of operation to 8 A.M. to 6 P.M. from Monday to Friday.
 - d. Operate the crushing plant for a maximum of 35 days between May 1 and October 31 of each year.
 - e. Maintain the treed area on the north end of the property throughout the life of the permit (this section does not apply to the removal of dangerous trees for safety reasons).
 - f. Construct a 4-metre-high berm within 100 metres of the crushing equipment on the western and northern boundaries.
 - g. Keep records of the hours and days when the crushing equipment is in use and provide to the Regional District upon request.

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

If a term or provision of this permit is contravened or not met, or if the Applicant or property owner suffers or permits any act or thing to be done in contravention of or in violation of any term or provision of this permit, or refuses, omits, or neglects to fulfill, observe, carry out or perform any duty, obligation, matter or thing prescribed or imposed or required by this permit the Applicant and / or property owner are in default of this permit, and the permit shall be void and of no use or effect.

6. As a term of this permit the owner of the land must remove all gravel crushing equipment from the land upon which the temporary industrial use is occurring, or has occurred within two months from the date of the expiration of this permit, unless this permit is renewed by the Board.
7. This permit is not a building permit nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District of Bulkley-Nechako applicable thereto, except as specifically varied or supplemented by this permit.

AUTHORIZING RESOLUTION passed by the Regional Board on the _____ day of _____, 2020.

PERMIT RENEWAL ISSUED on the ____ day of _____, 2020

Corporate Administrator

January 12, 2020

Regional District of Bulkley Nechako
PO Box 820
Burns Lake, BC
VOJ 1E0

Attn: Jennifer MacIntyre RPP, MCIP
jennifer.macintyre@rdbn.bc.ca

Re: Temporary Use Permit (TUP) –A-01-17 Renewal Application – Tatlow Sand and Gravel Pit

This application is in regards to a request for renewal of a “crushing” temporary use permit for the above active sand and gravel (aggregate) operation located on Lot A Section 17, Township 4, Range 5, Coast District, Plan 12817, located approximately 3.6 km south of Smithers, BC just off Tatlow Road, see Figures A and B of the attached TUP application.

B&A Rentals Ltd. is providing through this notification, all required pertinent information relating to a (Renewal) Temporary Use Application (TUP), which was notified in a letter of January 2, 2020 – Temporary Use Permit - A-01-17 (B&A Rentals Ltd.).

B&A Rentals Ltd., in 2017 requested and obtained the right to bring to the site a “temporary portable crusher under contract”, to crush for a period of up to five (5) weeks sometime during the period of May 1 to October 31. The timing of crushing was to be from 8:00 am to 6:00 pm during the five (5) week period. **It should be noted however, that “no crushing activities” were undertaken on-site between the time of issuance of A-01-17 and the present.** The reason is the market conditions have been slower over this period than originally expected in 2017.

However, through this letter B&A Rentals Ltd. would like an extension to its TUP A-01-17.

All mining of materials for the crusher will comply with the *Mines Act* and **Health Safety and Reclamation Code for Mines in BC, 2017.**

If you have any questions, please contact the undersigned at [REDACTED] or [REDACTED]

Yours Truly,



Willy VanderGaag, CPA, CGA, CFP
President & Secretary
B&A Rentals Ltd.

Attachments

FILE COPY

[REDACTED]



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
STAFF REPORT**

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: February 4, 2020
SUBJECT: Regional District of Bulkley-Nechako
 Development Procedures Bylaw No. 1898, 2020

RECOMMENDATION

That “Regional District of Bulkley-Nechako Development Procedures Bylaw No. 1898, 2020 be adopted.

VOTING

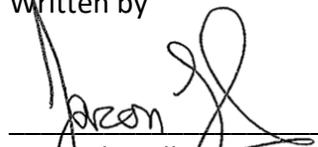
All Directors / Majority

EXECUTIVE SUMMARY

Staff recommend that the Board repeal Regional District of Bulkley-Nechako Development Approval Procedures Bylaw No. 1422, 2007 and adopt in its place “Regional District of Bulkley-Nechako Development Procedures Bylaw No. 1898, 2020”.

The proposed new bylaw is updated in response to recent case law and experience working with the existing bylaw. The proposed new bylaw more fully addresses the issues that arise during the application acceptance and review process, provides clear direction to staff and applicants, and has updated fees for applications processed by the Planning Department.

Written by


 Jason Llewellyn
 Director of Planning

DISCUSSION

Bylaw Content

Section 460 of the **Local Government Act** requires a local government to adopt a bylaw that defines procedures regarding the receiving and processing of applications to amend an official community plan or zoning bylaw, or the issuance of a permit. Section 462 of the **Local Government Act** requires a local government to establish fees by bylaw. It is noted that a public input process is not required for the adoption of this bylaw.

The proposed new bylaw applies to the following types of applications.

- Official Community Plan amendments
- Zoning Bylaw amendments
- Land Use Contract amendments or cancellations
- Land Use Permits (Development Permit, Development Variance Permit, and Temporary Use Permits)
- Approval for strata conversions
- Exemption from floodplain regulations
- Discharges or amendments of covenant
- Board of Variance applications

Strata conversions, exemption from floodplain regulations, and the discharge of covenants are not addressed in the current bylaw.

The Development Procedure bylaw deals with the following issues.

- Application procedures, including who must authorize an application, the application forms, and the required application information.
- Application fees and refunds.
- Public hearing notice requirements
- Land Use Application notice requirements.
- The re-application process.

Proposed Changes

The proposed new Development Procedures Bylaw differs from the current bylaw in the following ways.

1. The bylaw has been re-organized to separate the notice requirements for a public hearing (OCP amendment and rezoning) from that required for the issuance of a permit.
2. The Application Fees have been added or increased as follows:
 - OCP amendment: \$900 to \$1000
 - Zoning and LUC amendment: \$700 to \$1000
 - Combined OCP and Zoning amendment: \$1100 to \$1500

- Development Variance Permit: \$300 to \$500
- Development Permit: remaining at \$200
- Temporary Use Permit: \$500 to \$700
- Board of Variance: \$300 to \$1000
- Strata conversion: new \$500
- Covenant amendment: new \$500
- Exemption from a floodplain regulation: new \$500

It is noted that the fee for newspaper ads required for an OCP or rezoning amendment often exceeds \$900. A table showing application fees from other jurisdictions is attached as Schedule A to this report.

3. Section 6.1 increases the public hearing notice requirement for tenants from 50 metres to 200 metres.
4. Section 6.3 reduces the minimum sign dimensions from 1.2 x 1.2 metres to 1.2 x 0.9 metres, and the lettering height from 6 cm to 5.5 cm. This was done as a convenience to applicants as the new signs can now fit within a car or SUV.
5. Section 7.1 increases the permit notice requirement from 50 metres to 100 metres.
6. Section 7.2 adds the requirement for a sign to notify the public of development variance permit applications involving minimum parcel size.
7. Section 7.3 adds the requirement for a sign to notify the public of a temporary use permit application.
8. Enforcement provisions have been added to the bylaw.
9. Schedules containing examples of permits have been removed from the bylaw.

Title searches

Section 4.3 of the existing and proposed Development Procedures Bylaw requires the applicant to provide a current Certificate of Title and copies of applicable charges on title. It is noted that staff frequently obtain these documents from the Land Title Office for residents at a cost to the RDBN. Staff plan to continue this practice (unless directed otherwise by the Board) as the staff time required to help applicants obtain the documents themselves is notable, and in certain situations it is more cost effective for staff to obtain the documents directly from the Land Title Office.

Application Fee Overview (2018 data)

	OCP	Rezoning	OCP + Rezoning	TUP	DVP	BoV	Flood-plain Bylaw	DP
CRD	\$1,400	\$1,400	\$1,900	\$700	\$550	\$750	N/A	\$200
100 Mile House	\$800	\$800	\$1,000	N/A	\$400	\$400	N/A	\$300-500
Quesnel	\$1,000	\$850	\$1,200	\$500	\$400	\$350	N/A	\$250-450
Wells	\$850	\$850	N/A	N/A	\$125	N/A	N/A	\$125
Williams Lake	\$850	\$850	\$1,150	\$500	\$500	\$500	N/A	\$500
PRRD	\$1,000	\$650	\$1,050	\$350	\$165	\$90	N/A	\$165
Chetwynd	\$500	\$500	\$1,000	\$500	\$350	\$250	N/A	\$250
Dawson Creek	\$1,300	\$1,300	\$2,000	\$400	\$300	\$200	N/A	\$400
Fort St. John	\$1,000	\$1,000	\$1,500	\$1,500	\$1,500	N/A	N/A	\$1,500
Hudson's Hope	\$750	\$750	\$1,500	\$500	\$400	\$450	N/A	\$450
Taylor	\$750	\$750	\$1,000	\$500	\$500	\$250	N/A	N/A
Tumbler Ridge	\$500	\$500	\$1,000	\$300	\$300	\$300	N/A	\$300
Burns Lake	\$825	\$825	\$1,750	\$330	\$300	\$330	N/A	\$300
Fort St. James	\$250	\$250	\$500	\$100	\$250	N/A	N/A	N/A
Fraser Lake	\$300	\$300	\$600	N/A	\$100	N/A	\$200	N/A
Granisle	\$50	\$50	\$100	N/A	N/A	N/A	N/A	\$50
Houston	\$250	\$400	\$600	\$100	\$200	\$200	N/A	\$100-750
Smithers	\$1,200	\$1,000	\$1,500	\$600	\$400	\$400	N/A	\$400
Vanderhoof	\$600	\$600	\$750	N/A	\$250	\$250	N/A	\$250
RDFFG	\$900	\$900	\$1,200	\$600	\$350	\$350	N/A	\$75-225
Mackenzie	\$400	\$400	\$400	\$200	\$200	\$50	N/A	N/A
McBride	\$500	\$500	\$1,000	\$250	\$500	N/A	N/A	N/A
Prince George	\$1,400	\$1,400	\$2,000	\$800	\$500	\$800	N/A	\$100-\$1,800
Valemount	\$450.0	\$450	\$900	\$450	\$300	N/A	N/A	\$200
RDKS	\$700	\$700	\$800	\$700	\$250	N/A	N/A	N/A
Hazelton	\$1,000	\$1,000	\$1,200	\$350	\$350	N/A	N/A	\$250
Kitimat	\$1,700	\$1,500	N/A	\$500	\$350	\$150	N/A	\$700
Terrace	\$1,000	\$1,000	\$1,600	\$1,000	\$250	\$250	N/A	\$250-\$10,000
SQCRD	\$900	\$900	\$1,200	\$1,200	\$600	\$600	N/A	\$450
Prince Rupert	\$1,100	\$1,100	\$1,400	N/A	\$330	N/A	N/A	\$60-250
Port Edward	\$250	\$250	\$500	N/A	\$250-700	N/A	N/A	\$250-750
Queen Charlotte	\$1,200	\$1,000	N/A	\$600	\$350	\$250	N/A	N/A
Masset	\$250	\$250	\$500	N/A	N/A	N/A	N/A	N/A
Port Clements	\$450	\$450	\$600	\$120	\$175	N/A	N/A	\$175

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REGIONAL DISTRICT OF BULKLEY-NECHAKO DEVELOPMENT PROCEDURES BYLAW NO. 1898, 2020

*A bylaw to establish procedures for
land use and development applications*

WHEREAS Section 460 of the *Local Government Act* requires that a local government define by bylaw the procedures under which an Owner of land may apply for an amendment to the official community plan or zoning bylaw, or for the issuance of a permit under Part 14 of the *Local Government Act*;

AND WHEREAS under Section 462 of the *Local Government Act* a local government may adopt a bylaw which imposes certain application, administration, inspection, and other fees;

AND WHEREAS the *Local Government Act* and the *Community Charter* provide local governments with various authority pertaining to matters dealt with in this bylaw;

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

1. TITLE

- 1.1. This bylaw may be cited as “Regional District of Bulkley-Nechako Development Procedures Bylaw No. 1898, 2020”.

2. REPEAL AND DATE OF EFFECT

- 2.1. The “Regional District of Bulkley-Nechako Development Procedures Bylaw No. 1422, 2007” and any amendments thereto are hereby repealed.

3. GENERAL PROVISION

- 3.1. This Bylaw shall apply to all lands within the Regional District of Bulkley-Nechako.
- 3.2. Any person wishing to do any of the following must make application to the Regional District in accordance with this Bylaw.
 - 3.2.1 Amend an official community plan or zoning bylaw.
 - 3.2.2 Amend or discharge a land use contract.
 - 3.2.3 Receive a land use permit (development permit, temporary use permit, development variance permit).



-
- 3.2.4 Obtain Board approval for a strata conversion, or the marketing of a shared interest in land.
- 3.2.5 Obtain an exemption from a flood plain specification pursuant to Section 524 (7) of the *Local Government Act*.
- 3.2.6 Obtain the Board's approval for an amendment to, or discharge of, a Covenant.
- 3.3. In this bylaw the following definitions apply:
- "Applicant"** means the property owner(s), or the property owner's agent, making application pursuant to this bylaw.
- "Board"** means the elected and appointed Directors of the Regional District of Bulkley-Nechako acting as the Regional District of Bulkley-Nechako Board of Directors in assembled meetings thereof.
- "Director"** means the Director of Planning for the Regional District of Bulkley-Nechako, the deputies of the Director of Planning as appointed by the Director of Planning, or another person appointed by the Regional District of Bulkley-Nechako to act in place of the Director of Planning.
- "Owner"** mean the registered owner of land as verified by the Regional District either through a Certificate of Title or the BC Assessment Roll.
- "Regional District"** means the Regional District of Bulkley Nechako.
- 3.4. Unless otherwise defined in this bylaw, all words and phrases in this bylaw shall have the meaning given to them in the *Local Government Act*.

4. APPLICATION PROCEDURES

- 4.1. Applications must be made using the application form prescribed by the Director.
- 4.2. The application form must be signed by the Owner(s) of the land involved or an agent acting on behalf of the Owner(s) provided that the agent has written authorization to represent the Owner(s) regarding the application. All joint tenants and tenants in common must sign the application form or provide written authorization to an agent acting on their behalf. Sections 4.1 and 4.2 do not apply to application forms submitted by the Regional District of Bulkley-Nechako.
- 4.3. The following information shall be submitted, at the property Owner's expense, with an application form. The Director or the Board may waive the requirement to provide information if the Director or the



Board determines the information is not necessary to assist in evaluation or consideration of the application.

- 4.3.1. A copy of the certificate of title dated within 30 days of the date of the application, and copies of applicable charges on title.
- 4.3.2. A complete application form.
- 4.3.3. Documents and plans that clearly describe the application, and any proposed use or development.
- 4.3.4. Documents and plans that clearly demonstrate compliance with the existing or proposed regulations, as applicable.
- 4.4. The Director or the Board may request additional information determined to be necessary to assist the Director or the Board in their consideration of the application.
- 4.5. Every application shall be made to, and be processed under the direction of the Director.
- 4.6. Where an Owner is registering a covenant or other charge involving the Regional District on title of a property in association with an application, the Regional District must sign the covenant prior to registration, and it shall be the Owner's responsibility to prepare and file the document and provide proof of Land Title registration to the satisfaction of the Regional District. The Owner shall reimburse the Regional District for its legal fees to prepare or review these legal documents.

5. FEES

- 5.1. Applications shall include the fee identified in Schedule 'A,' which forms part of this bylaw. Fees are not required for applications submitted by the Regional District of Bulkley-Nechako.
- 5.2. The application fee prescribed in Schedule 'A' may be waived or reduced by an affirmative vote of at least two-thirds (2/3) of Board members eligible to vote.
- 5.3. An application shall be deemed not to have been made until the required application fee and information required pursuant to Section 4.3 of this bylaw has been received by the Regional District.
- 5.4. The application fee for an official community plan or zoning bylaw amendment, a land use contract amendment or discharge, and an amendment to a covenant shall be refunded as follows.



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- 5.4.1. 50% of the fee shall be refunded if the application is withdrawn or denied by the Board prior to the provision of notice of a public hearing.
 - 5.4.2. no fee shall be refunded once notice of a public hearing has been provided.
 - 5.5. The application fee for a land use permit or an exemption from a flood plain specification shall be refunded as follows.
 - 5.5.1. 50% of the fee shall be refunded if the application is withdrawn prior to provision of notice of Board consideration of a permit.
 - 5.5.2. no fee shall be refunded once notice of a permit has been provided, or the permit has been considered by the Board.
 - 5.6. The application fee for an official community plan or zoning bylaw amendment, or land use contract amendment or discharge, includes the holding of one public hearing in association with the application. Where another public hearing is required, as a result of the actions of the applicant, an additional fee is required as prescribed in Schedule A.
 - 5.7. Where a public hearing is required prior to the amendment of a covenant, an additional fee is required as prescribed in Schedule A.
 - 5.8. Where an application is for the purpose of legalizing an existing bylaw contravention, the application fee shall be one and a half times the total amount prescribed in Schedule A.
 - 5.9. Application fees are non-refundable once the application review process has been initiated by staff, except as stated in Section 5 of this bylaw.

6. PUBLIC HEARING NOTICE AND SIGNAGE

- 6.1 Where notice of a public hearing is required to be mailed or otherwise delivered in accordance with Section 466 (4) of the *Local Government Act* that notice must be delivered to parcels within a distance of 200 metres of the area that is subject to the bylaw alteration.
- 6.2 Where notice of a public hearing is required in accordance with Section 466 (4) of the *Local Government Act* the Applicant shall post, and maintain, a sign at least 10 days before the public hearing.



-
- 6.3 A sign required under Section 6.2 must be posted, and removed, in accordance with the following:
- 6.3.1 The sign shall be a minimum of 1.2 x 0.9 metres in dimension.
 - 6.3.2 The sign shall be constructed of plywood, corrugated plastic, or other such durable material.
 - 6.3.3 The sign shall have clearly visible lettering that is not less than 5.5 cm in height.
 - 6.3.4 The sign shall contain the following wording.
“This site is the subject of an application that may impact the use or development of land. For further information please contact the Regional District of Bulkley-Nechako at (insert phone number).”
 - 6.3.5 The sign shall be located within 3 metres of a property line abutting a public road in a location facing and clearly visible from the road.
 - 6.3.6 If the placement of the notice in accordance with Section 6.3.5 is not feasible the sign shall be located on the nearest abutting road or in another location approved by the Director.
 - 6.3.7 The sign shall be placed so as not to interfere with pedestrian or vehicle traffic flow, or obstruct visibility from a highway, lane, walkway or driveway.
 - 6.3.8 The sign shall be installed in a safe and sturdy manner, and be capable of withstanding typical wind and other weather conditions.
 - 6.3.9 The sign shall be removed within 3 days of the conclusion of the related public hearing.
 - 6.3.10 Prior to the public hearing the applicant shall provide the Director with a letter signed by the applicant stating that the sign has been posted in accordance with this bylaw, and a photograph of the posted sign.
- 6.4 Failure to post and keep posted the sign in accordance with this bylaw may result in the postponement of the public hearing. Any additional notification costs incurred by the Regional District of Bulkley-Nechako resulting from a failure to post, and keep posted, the sign shall be paid by the applicant prior to the advertising of the public hearing.
- 6.5 Where a sign required under this bylaw is removed, destroyed, or altered due to vandalism or theft the validity of any bylaw that is the subject of the relevant application and public hearing shall not be impacted.



- 6.6 If no members of the public attend a public hearing at the time and location of the hearing the public hearing shall be adjourned after 15 minutes and the public hearing shall be considered to have been held as required.

7 LAND USE PERMIT NOTICE, SIGNAGE, AND SECURITY

- 7.1 Where notice relating to a land use permit is required to be mailed or otherwise delivered in accordance with Section 494 or 499 of the *Local Government Act* that notice must be delivered to parcels within a distance of 100 metres of the area that is subject to the permit.
- 7.2 Where an application for a development variance permit proposes to reduce a minimum parcel area requirement the applicant shall post and maintain, in accordance with Section 7.4 of this bylaw, a sign at least 10 days before the Board considers the permit.
- 7.3 Where an application is for a temporary use permit the applicant shall post and maintain, in accordance with Section 7.4 of this bylaw, a sign at least 10 days before the Board considers the permit.
- 7.4 A sign required under Section 7.2 and 7.3 of this bylaw must be posted, and removed, in accordance with the following:
- 7.4.1 The sign shall be a minimum of 1.2 x 0.9 metres in dimension.
- 7.4.2 The sign shall be constructed of plywood, corrugated plastic, or other such durable material.
- 7.4.3 The sign shall have clearly visible lettering that is not less than 5.5 cm in height.
- 7.4.4 The sign shall contain the following wording.
“This site is the subject of an application that may impact the use or development of land. For further information please contact the Regional District of Bulkley-Nechako at (insert phone number).”
- 7.4.5 The sign shall be located within 3 metres of a property line abutting a public road in a location facing and clearly visible from the road.
- 7.4.6 If the placement of the notice in accordance with Section 7.4.5 is not feasible the sign shall be located on the nearest abutting road or in another location approved by the Director.



-
- 7.4.7 The sign shall be placed so as not to interfere with pedestrian or vehicle traffic flow, or obstruct visibility from a highway, lane, walkway or driveway.
- 7.4.8 The sign shall be installed in a safe, sturdy, manner and be capable of withstanding typical wind and other weather conditions.
- 7.4.9 The sign shall be removed within 3 days of the Board's consideration of the related land use permit.
- 7.4.10 Prior to the Board's consideration of the related land use permit the applicant shall provide the Director with a letter signed by the applicant stating that the sign has been posted in accordance with this bylaw, and a photograph of the posted sign.
- 7.5 Failure to post and keep posted the sign in accordance with this bylaw may result in the postponement of the Board's consideration of the related land use permit. Any additional notification costs incurred by the Regional District of Bulkley-Nechako resulting from a failure to post, and keep posted, the sign shall be paid by the applicant prior to the Board's consideration of the related land use permit.
- 7.6 Where a sign required under this bylaw is removed, destroyed, or altered due to vandalism or theft the validity of any bylaw that is the subject of the relevant application and public hearing shall not be impacted.
- 7.7 Security required by permits will be in the form of a certified cheque, or an irrevocable letter of credit that is clean and unconditional, automatically renewing and redeemable at a bank located within the Village boundaries. The letter of credit may be subject to additional conditions to be specified by the CAO or Council.

8 BYLAW LAPSE AND RE-APPLICATION

- 8.1 Where the Board has considered an application that is subject to this bylaw, and that application is denied or defeated, the Board shall not give consideration to another application that is the same or similar for a period of one year following the Board's consideration of that application.
- 8.2 The time limit specified in Section 8.1 may be varied in relation to a specific re-application by an affirmative vote of at least two-thirds (2/3) of Board Members eligible to vote.



- 8.3 If a bylaw amending an official community plan or zoning bylaw is not adopted within a period of 24 months after the date of first reading of that bylaw the bylaw shall lapse and will be of no force or effect and the application shall be cancelled. A new application and fee shall be required to proceed with the amendment that was the subject of the lapsed bylaw.

9 SEVERABILITY

- 9.1 If any section, subsection, paragraph, subparagraph or clause of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remaining portions of this Bylaw.

10 ENFORCEMENT

- 10.1 The Director or Bylaw Enforcement Officer may enter any land, building or other structure at any reasonable time for the purpose of ascertaining whether this bylaw, a land use regulation, or any terms or conditions of a land use permit issued pursuant to this bylaw are being observed, or have been met.
- 10.2 No person shall interfere with or obstruct the entry of the Director or Bylaw Enforcement Officer onto any land or into any building or other structure to which entry is made or attempted pursuant to the provisions of this bylaw.
- 10.3 No person shall suffer or permit any land, building or other structure to be used, occupied, developed, constructed, erected, altered, modified, replaced, located, enlarged, or maintained in a manner contrary to any term or condition of a land use permit issued pursuant to this bylaw.
- 10.4 Every person who violates any provision of this Bylaw; permits, suffers or allows any act to be done in violation of any provision of this Bylaw; or neglects to do anything required to be done by any provision of this Bylaw; commits an offence punishable upon summary conviction and is subject to a fine not less than \$2,000.00 and not more than \$10,000.00.
- 10.5 Each day during which any violation, contravention or breach of this Bylaw continues shall be deemed a separate offence.



READ A FIRST TIME this 23 day of January, 2020

READ A SECOND TIME this 23 day of January, 2020

READ A THIRD TIME this 23 day of January, 2020

I hereby certify that the foregoing is a true and correct copy of

“Regional District of Bulkley-Nechako Development Procedures Bylaw No. 1898, 2020”.

Dated at Burns Lake, B.C. this day of , 2020

Corporate Administrator

ADOPTED this day of , 2020

Chairperson

Corporate Administrator

Schedule A
to Regional District of Bulkley-Nechako
Development Procedures Bylaw No. 1898, 2020

APPLICATION FEES

APPLICATION TYPE	FEE*
Official community plan (OCP) Amendment	\$1,000
Zoning bylaw / Land Use Contract (LUC) Amendment	\$1000 plus the following fees for the potential new Parcels the proposed amendment would allow. Parcels 1-50 = \$20 per Parcel Parcels 51 and up = \$10 per Parcel
Combined OCP and Zoning bylaw / LUC Amendment	\$1,500 plus the following fees for the potential new Parcel the proposed amendment would allow. Parcels 1-50 = \$20 per Parcel Parcels 51 and up = \$10 per Parcel
Additional Public Hearing	\$800 per additional public hearing
Exemption from a flood plain specification	\$500
Development Variance Permit	\$500
Development Permit	\$200
Temporary Use Permit	\$700
Board of Variance	\$1000
Strata Conversion or Marketing of a shared interest in land.	\$500
Covenant Amendment	\$500

*For applications to legalize an existing bylaw contravention the fee is increased by an additional 50% (see Section 5.8).



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
STAFF REPORT**

TO: Chair Thiessen and Board of Directors
FROM: Maria Sandberg, Planner
DATE: February 5, 2020
SUBJECT: New Zoning Bylaw for 1st and 2nd Reading

RECOMMENDATIONS

That “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020” be given first and second reading and subsequently be taken to Public Hearing.

That the Public Hearing for “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1800, 2020” be delegated to the Chair or Vice Chair of the RDBN Board.

VOTING

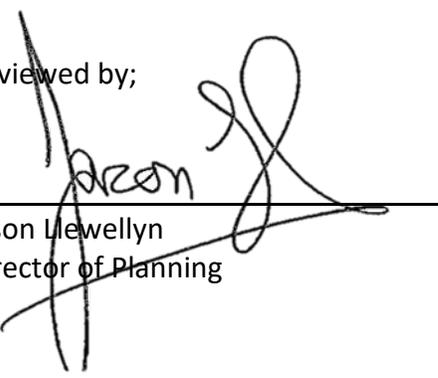
All Directors / Majority

EXECUTIVE SUMMARY

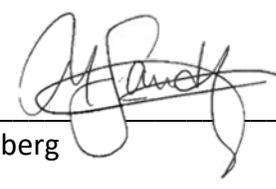
Over the past several years the Planning Department has been working on a draft of a proposed new zoning bylaw intended to replace [“Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993”](#). A draft of the new bylaw has been provided to the Board on several occasions for comment. A referral and public consultation process has been ongoing over the past year and the draft zoning bylaw has been amended based on the input received.

Staff are now presenting [“Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020”](#) to the Board for consideration of first and second reading. Should the bylaw receive first and second reading, a single Public Hearing is proposed to occur in Burns Lake in March.

Reviewed by;


 Jason Llewellyn
 Director of Planning

Written by;


 Maria Sandberg
 Planner

The text document (Schedule A) of “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020” is available on-line at: [“Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020”](#) .

The maps (Schedule B) are available at the Planning Department or on-line at: www.rdbn.bc.ca/departments/planning/zoning-bylaw-review and will be available at the Board meeting.

THE ZONING BYLAW REVIEW PROCESS

The Regional District Board has reviewed previous drafts of the proposed new zoning bylaw in 2012, 2015, 2018 and 2019. The draft was also reviewed by interested Advisory Planning Commissions in 2015 and 2016. At each stage of the review the bylaw was amended based on comments received.

At the November 29, 2018 Board meeting the Board directed staff to undertake the referral and public consultation process for the draft new zoning bylaw. Over the past year the Planning Department has completed a referral and public consultation process and amended the draft zoning bylaw based on the input received.

At the October 24, 2019 Regional District of Bulkley-Nechako Board meeting the RDBN Board of Directors passed the following resolution:

“That the Board direct staff to begin the formal approval process for the draft zoning bylaw, as discussed in the Planning Department’s October 15, 2019 staff report”.

Staff has made some additional changes to the draft after the October 24, 2019 meeting. These changes are outlined in Appendix C attached to this report.

THE 2019 PUBLIC CONSULTATION PROCESS

The Planning Department hosted public open houses in Fort St James, Vanderhoof, Burns Lake, Smithers and Houston in January 2019. These open houses were an opportunity for residents, property owners, business owners and others to review the draft bylaw, ask questions, and provide comment regarding the draft bylaw prior to the formal public hearing process. The open houses were advertised through the RDBN website, the Planning Department Facebook page, local newspapers, and notices placed in public places. Staff also sent notices directly to real estate offices across the region. In addition, select property owners that may be notably impacted by the proposed bylaw were contacted directly by letter to inform them of the proposed changes and to solicit their input.

First Nations, and stakeholders such as provincial government ministries and municipalities, were provided with a copy of the draft bylaw for comment and were invited to attend the open

houses. The written comments received from the public, and staff's responses, are attached to this report, as Appendix A. The written comments received from government agencies and First Nations, including staff's responses, are attached as Appendix B.

The Ministry of Transportation and Infrastructure requested detailed information regarding some of the proposed mapping changes, for parcels close to the highway corridors. Staff has worked with the Ministry throughout 2019 to provide the requested information and explain the rationale behind the proposed changes. Staff have successfully addressed their concerns.

OVERVIEW OF THE PROPOSED NEW ZONING BYLAW

Changes to the Definition Section (Section 1.0.2 - pages 4-20)

The most significant change in the proposed new zoning bylaw is the expansion of the definitions section. Many definitions were amended for clarification, and many new definitions have been added so that each land use permitted in a zone is defined in the draft bylaw.

Several uses permitted in the existing zoning bylaw were renamed or incorporated into other uses to improve simplicity and interpretation. This was done without notably altering the uses permitted in the zones.

These definitions will make it easier for Board, staff, and the public to interpret the bylaw in a consistent manner over time and make it easier for the public to interpret.

Portable Sawmill (page 14 and 25)

A new definition for Portable Sawmill. This definition in the proposed bylaw clarifies the intention that Portable Sawmills, which are permitted in the Large Holdings Zone (H2), Agricultural Zone (Ag1), and the Rural Resource Zone (RR1), are portable and temporary in nature, and are not intended to be long term permanent operations.

The draft bylaw could also contain a requirement that a portion of the wood processed in these mills come from the property upon which the sawmill is located. This was not included in the draft as it was considered too restrictive.

It is noted that during the public input process, some property owners objected to the limit of six consecutive months of operation per year, while other property owner wanted increased restrictions.

Waste Disposal (definition on page 19)

Waste Disposal has been removed as a permitted use from the Large Holdings Zone (H2), the Agriculture Zone (Ag1), and the Rural Resource Zone (RR1) and remain as a permitted use in the

Heavy Industrial Zone (M2). The use was removed from the H2, Ag1, and RR1 zones because staff do not consider the use appropriate for these zones.

Staff assume that the use was permitted in these zones on the assumption that only the Regional District would be providing such operations. Staff are unaware of any existing private Waste Disposal sites that would be impacted by this change. All Regional District facilities are proposed to be rezoned to M2 in the proposed new bylaw. This zoning makes it clear to the public that these sites may be used for purposes that are industrial in nature.

Changes to the Home Occupation Regulation (Section 3.0.2, pages 23-25)

The home occupation regulations are proposed to be divided into two categories based on parcel size. Under the existing bylaw the same home occupation regulations apply to all properties. This “one size fits all approach” results in the regulations being unnecessarily restrictive for large parcels, and not restrictive enough in higher density areas. The new bylaw proposes two sets of home occupation regulations: one set for home occupations on properties less than 2.5 hectares (6.18 acres) in size; and one set for properties greater than 2.5 hectares (6.18 acres) in size. It is noted that a maximum size limitation for Home Occupations on larger parcels has been established at 200 sq. m. of floor area.

It is anticipated that these new regulations will reduce the number of complaints received regarding disruptive home occupations in areas of small lot development, and also address the demand for more flexibility to operate a home occupation on larger parcels.

Addition of Parcel Line Adjustment Regulations (Section 3.0.7, pages 26-27)

A section was added to allow minor boundary adjustments involving an undersized parcel. Boundary adjustments of this nature do not defeat the intent of the Zoning Bylaw. This change would significantly streamline the process for certain boundary adjustment subdivisions.

Changes to the Setback from a Lake (Section 3.0.8, page 27)

The setback from a lake, marsh, pond or dyke is proposed to be increased from 7.5 metres to 15 metres. This would bring the proposed zoning bylaw in line with the minimum standards recommended by the BC Ministry of Environment, and most other zoning bylaws in the region. There is an exception for properties that are smaller than 2,025 m² in size where the setback remains at 7.5 metres.

Changes to the Setbacks for Certain Unobtrusive Structures (Section 3.0.10, page 28)

A section has been added to exclude certain structures or portions of structures (bay windows, roof overhangs, chimneys, etc.) from the required property line setbacks in the bylaw. This section also clarifies that certain structures such as swimming pools and hot tubs are not subject to setback requirements. This is proposed to clarify bylaw interpretation and reduce the need of a Development Variance Permit application for very minor encroachments.

Short Term Accommodation (Section 3.0.12, page 29)

This section was added to allow tents or camping vehicles to be used as accommodation under certain circumstances and conditions. The existing bylaw does not allow for this to occur.

Allowing Livestock and Poultry in the Rural Residential and Country Residential Zones and the Addition of Livestock and Poultry Regulations (Section 3.0.13, pages 29-30)

Currently livestock are not permitted in the Country Residential zone (R5). The Rural Residential zone (R6) restricts animals to non-commercial farm livestock. The proposed bylaw allows agriculture and the keeping of livestock in the R5 and R6 zones as a secondary use. However, Section 3.0.13 has been added to limit the number of animals that may be kept on these smaller parcels to protect the adjacent residential properties from nuisances associated with livestock and poultry.

Regulations Regarding Wind Turbines and Wind Farms (Section 3.0.14, pages 30)

The Regional District may see applications for large scale wind farms in the future. Also, the technology has advanced so that medium and small wind turbines are practical sources of power for individual properties. The existing bylaw is silent regarding these structures. The new bylaw proposes to allow wind turbines as follows.

Large Wind Turbines and Wind Farms: The proposed bylaw requires large wind turbines and wind farms on zoned lands to go through a rezoning process. In staff's opinion these larger scale operations and structures have significant potential to negatively impact area residents if they are inappropriately located. Large Wind Turbines are defined as those with a rotor diameter of over 20 m in diameter.

Medium Wind Turbines: The proposed bylaw permits medium wind turbines (those with a rotor diameter of 6 m to 20 m) in certain select zones.

Small Wind Turbines: The proposed bylaw permits up to 6 small wind turbines (with a rotor diameter of less than 6 m) on any property. The regulations regarding the number of turbines per property or the height of medium or small wind turbines may be amended by development variance permit.

The Ministry of Transportation and Infrastructure provided feedback regarding wind turbines and wording was added to the bylaw to add a setback from highways as requested.

Town of Smithers expressed concerns regarding the establishment of wind turbines around the Smithers airport. Staff offered to have separate comprehensive discussions regarding height and other regulations on land use around the Smithers Airport at the municipality's discretion.

Property Size Required for a Kennel (Section 14.0.1(2)(a) – page 48)

Kennels are permitted in the Small Holdings Zones (H1, H1A, H1B), the Large Holdings Zone (H2), the Agricultural Zone (Ag1), and the Rural Resource Zone (RR1).

There are many properties that are zoned H1 and are smaller than 2 hectares (4.94 acres) in size, and the existing zoning bylaw allows Kennels on H1 zoned properties regardless of lot size. The draft bylaw only allows a Kennel use as a secondary use on a Parcel that is 2 hectares or larger in size, and where a residence is a principal use on the property.

New Zones

A Special Civic / Institutional Zone (P1A) (Section 25.1, page 68) is added to accommodate community uses with the potential of notable negative impact on adjacent properties (such as fire halls and ambulance stations), which is separate from the institutional uses which have the potential for less impact (community halls, churches, etc.). The five rural fire hall locations (Southside, Topley, Fort Fraser, Luck Bay and Cluculz Lake) have been zoned P1A in the draft.

The Motor Sport Zone was renamed the Special Recreation Zone (P2A) (Section 26.1, page 70) and the permitted uses were expanded to include recreational uses with the potential to have a notable negative impact on adjacent residential development. There are no properties with the Motor sport Zone in the existing bylaw. The Burns Lake Rod and Gun Clubhouse parcel is proposed to be rezoned from H2 to the new P2A zone in the draft bylaw.

The Service Commercial Zone is removed from in the proposed new bylaw and the service commercial use was added to the General Commercial zone. The Service Commercial zone does not currently apply to any property.

APPROVAL PROCESS

If the Board supports the proposed new zoning bylaw at first and second reading, the Planning Department will schedule a Public Hearing for March. Staff are proposing that a single public hearing for the new zoning bylaw be held in Burns Lake, once the bylaw has received first and second readings. The extensive public consultation process held in 2019 was, in part, to facilitate a timely formal approval process to avoid procedural difficulties and inconvenience to the public.

Proposed timeline (tentative and subject to change)

February 20, 2020	<i>Present the proposed new zoning bylaw to the Board for consideration of 1st and 2nd reading.</i>
Week of March 9, 2020	<i>Public hearing in Burns Lake for the bylaws.</i>
March 21, 2020	<i>Bylaws for consideration of 3rd reading</i>
April, 2020	<i>Ministry of Transportation approvals of bylaws.</i>
April 18, 2020	<i>Consideration of adoption of bylaw.</i>

LAND USE CONTRACTS (LUC)

Land Use Contracts were a means of legally changing the use of a property without rezoning. The legislation allowing the creation of land use contracts was repealed in 1978. However, existing land use contracts remain valid, and supersede zoning regulations. In 2014, the Provincial government amended the *Local Government Act* to provide that all LUCs will expire in 2024. The new legislation also establishes a process that enables local governments to undertake optional early termination of LUCs prior to 2024.

Staff have worked with property owners to transition the LUCs into the new zoning bylaw. The majority of the LUCs can just be removed as they are no longer relevant, but some have uses that have been specifically addressed in the new zoning bylaw so that the uses will remain legal when the LUCs expire in 2024.

ATTACHMENTS:

Appendix A - Written submissions from the public

Appendix B – Written submissions from government agencies and First Nations

Appendix C - Table of text changes made to draft after October 2019 meeting



REGIONAL DISTRICT OF BULKLEY-NECHAKO BYLAW NO. 1800

WHEREAS the Board of the Regional District may, pursuant to Part 14 of the *Local Government Act* establish zoning, off-street parking, screening and other development regulations;

AND WHEREAS the Board of the Regional District has deemed it advisable to replace the existing zoning bylaw, cited as "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993";

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

1. Title

This Bylaw may be cited as "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" or "Zoning Bylaw No. 1800, 2020".

2. Application

This bylaw shall be applicable within the entire area of the Regional District of Bulkley-Nechako as defined by the Letters Patent.

3. Schedules

The following Schedules are attached to and forms part of this bylaw

(a) Schedule A – Zoning Bylaw Text

(b) Schedule B – Zoning Bylaw Maps

4. Severability

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

5. Repeal

"Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" and all amendment bylaws thereto are repealed.

6. Readings and Adoption

READ A FIRST TIME this day of

READ A SECOND TIME this day of

PUBLIC HEARING HELD this day of

READ A THIRD TIME this day of

I hereby certify that the foregoing is a true and correct copy of “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020”.

DATED AT BURNS LAKE this day of

Corporate Administrator

APPROVED BY THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE
this day of

ADOPTED this day of

Chairperson

Corporate Administrator

APPENDIX A – WRITTEN SUBMISSIONS FROM THE PUBLIC

- Henry Klassen and Art Wiens
- Jay Gilden
- Brant Dahlie
- Jeremy Penninga
- Rick Brise
- Written comment from open house
- Jeremy Shriber
- Bob Beemer
- Doug Campbell
- Ben Forsyth
- Kyle Muysson
- Kenneth Guenter
- Bob Frederick
- Bobbi Bradley
- Bob Frederick (second submission)



37, 3RD AVE, PO Box 820
BURNS LAKE, BC
VOJ 1E0

REGIONAL DISTRICT
OF BULKLEY & NECHAKO
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

March 25, 2019

Henry Klassen
16321 Blackwater Road
Vanderhoof, BC V0J 3A1

Art Wiens
1039 Stewart Road
Vanderhoof, BC V0J 3A2

Dear Mr Klassen and Mr Wiens

Thank you for providing important feedback regarding the proposed draft of the Rezoning Bylaw. The Planning Department will review Section 3.0.3 Portable Sawmill further.

Sincerely

Jason Llewellyn
Director of Planning

MUNICIPALITIES:

SMITHERS FORT ST. JAMES
VANDERHOOF FRASER LAKE
HOUSTON TELKWA
BURNS LAKE GRANISLE

ELECTORAL AREAS:

A - SMITHERS RURAL E - FRANCOIS/OOTSA LAKE RURAL
B - BURNS LAKE RURAL F - VANDERHOOF RURAL
C - FORT ST. JAMES RURAL G - HOUSTON RURAL
D - FRASER LAKE RURAL

INQUIRIES@RDBN.BC.CA

WWW.RDBN.BC.CA

PH: 250-692-3195

FX: 250-692-3305

TF: 800-320-3339

2019/03/09

Henry A. Klassen
16321 Blackwater Road, Vanderhoof BC, V0J 3A1

Jason Llewellyn and Maria Sandberg
Planners, Regional District of Bulkley-Nechako
37, 3rd Avenue, PO Box 820, Burns Lake BC, V0J 1E0

RECEIVED

MAR 20 2019

REGIONAL DISTRICT OF
BULKLEY-NECHAKO

Mr. Llewellyn and Ms. Sandberg,

Re. Regional District of Bulkley-Nechako Zoning Bylaw Preliminary Draft
Section 3, Subsection 3.0.3 (Portable Sawmill)

Restriction a): Strike this clause completely, for the following reasons;

- The clause is illogical. If six consecutive months of operation harms no one, how would seven or twelve consecutive months give harm or discomfort to anyone?
- Portable mills can be and often are moved to different sites on large holdings – like farms and ranches – to avoid transporting logs at any time of the year as needed for repair of corrals and buildings
- With respect, any restriction at all to the scheduling of portable sawmill operations is unreasonable, punitive, unwise, and, quite frankly smacks of third world oppression.
- The clause is practically unenforceable unless the RDBN plans to assign a full-time bylaw enforcement officer to each portable sawmill owner/operator.

At the same time, Clauses 3.0.3. b) through f) do not pose interference to the profitable and reasonable operation of a portable sawmill.

Personally, I prefer to work and live in compliance with common laws, bylaws and regulations as they apply to a civilized society in general. From what I have experienced in 30 years of portable sawmill operations in Russia, Europe, USA, across Canada and most extensively throughout central British Columbia, Clause a) in Section 3.0.3 does not make any sense whatsoever.

Yours truly,



Henry A. Klassen

Electoral Area F

Art Wiens



Electoral Area F

Maria Sandberg

From: Jason Llewellyn
Sent: Friday, March 1, 2019 2:46 PM
To: Jay Gildea
Cc: Maria Sandberg; Jennifer MacIntyre
Subject: RE: Proposed Zoning Changes

Thanks for these thoughtful comments Jay.

Cheers

Jason

From: Jay Gildea
Sent: Thursday, February 28, 2019 3:41 PM
To: Jason Llewellyn <jason.llewellyn@rdbn.bc.ca>
Subject: Proposed Zoning Changes

Hi Jason:

Thank you for your earlier response to my inquiry about the proposed zoning changes for our area of the Regional District. Here are my comments :

Please accept the below comments:

Item No. in Summary	Rule Changes
5. Camping Vehicles	Allow up to 2 for up to 6 months in all zones

Concern: All residential zones have limits on the number of residences allowed. This is to preserve the rural nature of the area. Creating exceptions for RVs would effectively circumvent those restrictions on additional residences for at least 1/2 the time each year. Who will keep track and who will enforce? This seems likely to result in allowing mini-trailer parks ro spring up throughout the area.

6. Livestock	Allows livestock and other domesticated farm animals on residential parcels.
--------------	--

Concern: Previously, such farm animals were generally not allowed on residential lots (except H1 and H2). Now, starting at .5 hectares and increasing up to >5 hectares would allow farm animals on residential lots (R5 and R6 in addition to H1 and H2) as follows:

Parcel size	Livestock	Poultry	Rabbits
0 – 2000 m ² (0.49 ac.)	0	10 hens	10
2000 m ² - 0.5 ha. (0.49 - 1.2 ac.)	0	25	25
0.5 ha - 1 ha. (1.2 - 2.47 ac.)	2	25	25
1 ha. – 1.5 ha. (2.47 - 3.7 ac.)	4	100	100
1.5 ha. – 2 ha. (3.7 - 4.9 ac.)	6	100	100
2 ha. – 2.5 ha. (4.9 - 6.1 ac.)	8	No limit	No limit
2.5 ha. – 3 ha. (6.1 - 7.4 ac.)	10	No limit	No limit
3 ha. – 3.5 ha. (7.4 - 8.6 ac.)	12	No limit	No limit
3.5 ha. – 4 ha. (8.6 - 9.8 ac.)	14	No limit	No limit
4 ha. – 4.5 ha. (9.8 - 11.1 ac.)	16	No limit	No limit
5 ha. or larger (12.3 ac. or larger)	No limit	No limit	No limit

According to the RD, this rule will actually decrease the limits in H1 and H2 zones since the number of livestock in those areas was previously unlimited. However, it will add some new locations (as noted R5 and R6 zoned areas) where keeping livestock and other farm animals was previously prohibited. Moreover, given the acreage needed to maintain a cow and other large livestock, the limits seem to correspond to the maximum potential for lots of the size described in any event. So, the limits are really not all that meaningful. Under Provincial law, owners are not responsible to keep animals fenced in. Neighbours have to fence out. Fencing requirements could be added to the proposed change.

Also, there are no restrictions on manure or odor. Also, no restrictions for riparian areas that are very sensitive to damage by livestock and are important for fish and wildlife conservation, and to some domestic water sources.

7. Wind Turbines Allows Installation of Wind Power Towers

Concern: Small (rotor diameter of less than 15 m - height up to 20 metres): up to 6 small wind turbines/property in all zones. Set back is 10 metres from parcel line.

Medium (rotor diameter of 15 m to 30 m - height up to 30 metres): up to 3 per parcel in certain select zones. Set back is no closer to property line than height of tower (up top 30 metres).

Wind turbines raise noise and bird and bat conservation issues. Due to noise, the standard set back for wind turbines is 200 metres from the nearest house. Bird and bat conservation requires careful siting. No studies have been performed for this proposal. It poses a danger to bird concentrations such as the large flocks of sandhill cranes that visit the Valley each fall, as well as to threatened and endangered species such as Goshawks and bats. This does not seem to be well thought out. The rule as proposed would not create sufficient set backs to mitigate noise in many locations, would allow very tall turbines to obstruct views and would not require bird or bat conservation measures such as careful selection of siting and size. A wind power generation program for the Valley should come about in conjunction with careful study and a thorough public review process, not through a piecemeal approach.

11. Portable Sawmills Allows such mills on large holdings H2, AG1, RR1

Concern: The change clarifies that they are temporary. Temporary is defined as limiting operation to 6 consecutive months out of 12. This is not much of a limit. Obviously, such operations raise a noise concern. Here the set back is set at no closer than 30 metres from the property line. Noise of 100 decibels (this is the likely minimum level for this kind of equipment) is reduced to 60 decibels at 100 metres. 60 decibels is about the level of a human conversation, but would you like even that much noise constantly for 6 months? The definition of temporary should be reduced significantly and requirements should be in place to prohibit operation at night. The set back should be at least 100 metres from both property lines and the nearest habitation.

If you have questions, please let me know.

Jay Gilden

--

BRANT + TENKEY DAHLIE
2535 DAHLIE RD.
SMITHERS, B.C.
V0J2N4



RECEIVED
FEB 27 2019
REGIONAL DISTRICT OF
BULKLEY-NECHAKO

Comment Sheet

Any comments on the proposed zoning bylaw?

Tell us what you think!

DEAR JENNIFER

IT WAS NICE TO MEET YOU AT THE OPEN HOUSE IN SMITHERS. WE ARE CONCERNED ABOUT YOUR LOT SIZE CHANGE. IT WILL CHANGE LOT SIZE AND THUS CHANGE SHOP SIZE FOR HOME OCCUPATION. THE PROPOSED SMALLER SIZE EVEN RESTRICTS THE SIZE OF PRODUCTS MADE, NO MORE THAN 10 KILOS. MY FURNITURE (TABLES, WAPE CHESTS, SCULPTURE) CAN AND ARE HEAVIER THAN 10 KILOS. WHO THOUGHT OF THIS? EVEN THE LARGER SHOP SIZE ON 2.5 HECTARES IS TOO RESTRICTIVE FOR A BUSINESS HAVING BIG EQUIPMENT. (LOGGING EQUIPMENT, DIAMOND DRILLERS ETC). NOT KNOWING OF MANY 2.5 HECTARE LOTS WE SEE MORE OF THESE KIND OF BUSINESSES BUYING FARMS AND CERTAINLY THIS COULD AFFECT THE PRICE OF FARM LAND FOR FARMERS.

PLEASE ENCOURAGE SMALL BUSINESS. DO NOT CHANGE THE EXISTING BYLAW AND LOT SIZE.

REGARDS

BRANT DAHLIE

Maria Sandberg

From: Jason Llewellyn
Sent: Monday, February 25, 2019 12:30 PM
To: Jeremy Penninga
Cc: Mark Fisher; Maria Sandberg
Subject: RE: Smithers property zoning review P-1

I expect that most of the uses on your property are already non-conforming, and others may be non-conforming and illegal because the use began after the bylaw was in place. If you can provide us with a list of the uses that legally occurring on your property that are allowed under the current P-1 zone I can give you an indication if the proposed bylaw change will make any of these uses non-conforming.

Cemeteries are still allowed under the new Institutional definition. Baseball diamonds, tennis courts, riding arenas, and skating rinks are allowed under the new Community Recreation definition. Fraternal lodges and clubs are accommodated by the Clubhouse definition. In most cases fire suppression crews are allowed in any zone pursuant to section 3.0.1.1.f) of the proposed new bylaw.

The uses being removed from the P-1 zone are hospital, fire halls, police station, correctional centre, and government offices. I don't think you have any of these uses.

Cheers

Jason

From: Jeremy Penninga
Sent: Saturday, February 23, 2019 7:41 PM
To: Jason Llewellyn <jason.llewellyn@rdbn.bc.ca>
Cc: Mark Fisher <mark.fisher@rdbn.bc.ca>
Subject: Smithers property zoning review P-1

Hello Jason.

I truly hope you are doing well.

I was speaking with Maria a few weeks ago after getting the letters in the mail regarding the Smithers Zoning review. As you know I have a very unique property (PID 009-943-480) and as far as I can tell it has never conformed to the zoning bylaw as it has existed long before the bylaw was created. Maria didn't feel that now would be the time to deal with it as it might just complicate the review. I can agree but I am also wanting some assurance that when the new zoning bylaw passes it doesn't make my property non-conforming.

Regarding the P-1 zone (Section 25).

When I look at the principle uses in the P-1 zone that are proposed compared to the existing ones it looks to me like there are quite a few changes and it seems to me that the zone is

losing potential uses. I am not in favour of reducing uses in this zone. There needs to be places in the Regional District for all types of uses as communities are diverse and that makes them strong. For example, I see the following uses in the old zoning but not in the new/proposed one:

Hospitals

Fire halls

Police stations

Correctional Centers

Cemeteries

Recreation facilities (baseball diamonds, tennis courts, riding rings, skating rinks)

Fraternal lodges and clubs

Fire suppression crew camps,

Government offices, storage structures and compounds.

That is quite a list and in fact there could even be more when I read the definitions carefully they seem to be even more restricted than the public would think when they just look at the names for the principal uses. This concerns me as it just makes it more difficult to do things in the region.

Why can't we keep as many uses as were in the previous zoning bylaw in the new one?

Thanks for your work on our behalf.

Jeremy Penninga

Area A

Maria Sandberg

From: Jason Llewellyn
Sent: Wednesday, February 6, 2019 11:19 AM
To:
Cc: Maria Sandberg; Mark Fisher; Jennifer MacIntyre
Subject: FW: Zoning concern

Hello Mr. Brise. Thank you for your letter. A critical factor regarding the area in question is that it is in the Agricultural Land Reserve, which is a Provincial form of zoning implemented in the 1970s which is managed by the Agricultural Land Commission. Our records indicate that the ALC approved the subdivision of your family's land into 7 lots in 1984, and the subdivision was registered in 1987. The majority of the smaller lots that surround your family's subdivision were created before the ALR came into effect.

It appears that the H1 and H2 zoning that was applied in 1993 Zoning Bylaw was based on the size of the existing parcels. This would be a typical approach to make it clear that there is little subdivision potential given that the land is in the ALR. There would have also been the desire to not create a discrepancy between the RDBN's zoning and the ALR's desire to limit the subdivision of ALR lands. This is still the ALC's position, and I expect that they would object to any rezoning that created the expectation that the lands could be subdivided. Even if your zoning was changed to H1 the land could not be subdivided without ALC approval.

The current zoning bylaw review process is focusing on updating and modernizing the bylaw, and is not intended to change the zoning of land (with some exceptions for situations where non-conforming uses already exist, where zoning does not align with parcel boundaries, and where zoning is replacing land use contracts). However, you may, at any time, make application to the ALC to subdivide your property, and apply to rezone to H1 if the ALC allows the subdivision.

Please do not hesitate to give me a call at 250-62-1225 if you wish to discuss this further.

Cheers

Jason Llewellyn
 Director of Planning

From: Mark Fisher
Sent: Tuesday, January 29, 2019 9:48 AM
To: Jason Llewellyn <jason.llewellyn@rdbn.bc.ca>; Richard Brise <richard.brise@rdbn.bc.ca>
Cc: Maria Sandberg <maria.sandberg@rdbn.bc.ca>; Jennifer MacIntyre <jennifer.macintyre@rdbn.bc.ca>
Subject: FW: Zoning concern

Hi Rick,

Thanks for the letter.

I am forwarding to our staff. Jason is Director of Planning.

At this point I can't comment other than to say that the current process is about streamlining and consistency, so I will ask staff to look at your situation and the appropriate zoning. That said, there are many factors, density as you mentioned being one, but also implications to ALR, to public infrastructure, etc. so there may be other reasons that you zoned the way you are.

In either case, staff will respond with thoughts. (Please cc me, thanks).

We can go from there.

Thanks again. Always to get feedback.

Thanks.
Mark

Mark Fisher
Area A Director (Smithers / Telkwa Rural)
Regional District Bulkley Nechako
mark.fisher@rdbn.bc.ca
250-877-8434 (c)
250-846-9045 (h)

From: Richard Brise <rick.brise@rdbn.bc.ca>
Date: Tuesday, January 29, 2019 at 9:45 AM
To: Mark Fisher <mark.fisher@rdbn.bc.ca>
Subject: Zoning concern

Hi Mark I am attaching a letter to the Regional District and asking if you could pass it on to the appropriate dept. and people. It is self explanatory , I think. Any help is appreciated.
Thanks Rick Brise.

Jan 28 2019

To The Regional District of Bulkley Nechako Planning Dept.

I am writing this letter as a submission to the rezoning committee, I recently was made aware that the RDBM was considering a review of its zoning policies. The case I am bringing to your attention started many years ago, I believe the decision made then was a error in judgment and should be reconsidered and corrected.

Our family moved to Tyhee Lake in the very early fifties. No Electricity, No running Water, almost no road, Thank goodness for coal. My father had purchased a farm on Tyhee Lake and eventually we were able to get Electricity at a very significant cost. Time pasted, My father died and my mother following his wishes tried to subdivide the Lake shore part of the farm for the children. Eventually she was successful and approval was given. I being a Drafting teacher had the Job of drawing up the subdivision plan prior to approval. **I first consulted with our local regional district RDBN to get a recommendation for lot sizes.** At that time the minimum lot size could be very small, only a couple acres I believe. **The Regional District Planner at that time said they were aiming at minimum size lots of approx. five acres for around Tyhee Lake.** This advice guided the size of all of the lots in the proposed family subdivision. We all had felt we could live with those sizes as it left open the possibility of dividing our property for a family member as we aged.

When deciding the lot size and layout there was obviously give and take due to topography, (swamps etc.). But as a family we came to an acceptable subdivision plan. All lots being Ten acres or larger.

A number of years later we noticed that the Regional District was doing a review of its Zoning, In the paper it stated **any rezoning would be minimal and changes would would not be significant.** My brother attended the meeting and he noticed the rezoning for our properties seemed a little out of line with all the other properties. The presenter dismissed him and stated it was about density and that was the way it was. Somebody in the crowd who wasn't impressed said "we'll call that the Brise zoning". My brother said he did not even know the person but they obviously saw it as unfair.

This brings us to present day and another review of RDBN zoning.

This letter is asking for fairness and to have our lots be rezoned to fall in line with others who own property on Bulkley Valley Lakes.

Please consider changing our zoning from H2 to H1.

Here's the case as I see it.

When we were planning our Family subdivision we consulted with the RDBN planner to ensure we planned for the future, (I thought that was the right thing to do).

There are approximately 200 properties on lake shore in the Valley, Many are Zoned H1 (small holdings)

Of the 200 properties only our small family subdivision (7 lots) is zoned H2 (large holdings).

I don't think rezoning them to H1 would bother anyone, Everyone I've asked see the present zoning as unfair. It can't be setting a precedent as there are no other H2 lots on lake waterfront.

The Lots in question are on the east side of Tyhee Lake, They are easy to identify as they are the only H2 lots on the Lake shore. I'm traveling and am not at home right now but wanted to bring my concerns up while you are working on the zoning issue. All our family agree that this zoning issue should be addressed and resolved and feel a change from H2 to H1 is a reasonable request.

Thanks for your consideration.

Richard Brise
5753 Tyhee Lake Rd
Telkwa BC
V0J 2X1

Also from Larry,Gerald,Rob and Don Brise



Comment Sheet

Any comments on the proposed zoning bylaw?

Tell us what you think!

- ① Approve of 15 metre setback from lake shore lines.
- ② Should have a mandatory minimum "green belt" of native vegetation along all lake shore

Maria Sandberg

From: Jason Llewellyn
Sent: Friday, May 10, 2019 11:24 AM
To: Maria Sandberg
Subject: FW: input on zoning bylaw review

From: Jeremy Shriber [mailto:.,
Sent: Monday, January 28, 2019 7:37 PM
To: Jason Llewellyn <jason.llewellyn@rdbn.bc.ca>
Cc: Maria Sandberg <maria.sandberg@rdbn.bc.ca>; Jennifer MacIntyre <jennifer.macintyre@rdbn.bc.ca>
Subject: Re: input on zoning bylaw review

Jason,
 Thanks for your timely and thorough reply. I look forward to an opportunity for some more public input on the riparian zone planning.

Jeremy

On Mon, Jan 28, 2019 at 2:03 PM Jason Llewellyn <jason.llewellyn@rdbn.bc.ca> wrote:

Hi Jeremy. The establishment of development permit areas is not within the scope of the zoning bylaw review. This regulation is dealt with in official community plans and has been discussed as part of the official community plan review process. The decision to date has been to not establish such regulations. The key considerations is the limited net benefit achieved from the regulations given the lack of enforcement options when someone does cut down vegetation, the impact on residents, and the notable staffing and taxation implications to manage the permitting process. I do expect that this issue will be discussed at some time in the near future with regards to Lake Kathlyn.

Please do not hesitate to call if you want to discuss this further. 250-692-3195.

Cheers

Jason

From: Maria Sandberg
Sent: Monday, January 28, 2019 1:41 PM
To: Jason Llewellyn <jason.llewellyn@rdbn.bc.ca>
Subject: FW: input on zoning bylaw review

From: Geraldine Craven

Sent: Friday, January 25, 2019 10:21 AM

To: Jennifer MacIntyre <jennifer.macIntyre@rdbn.bc.ca>; Maria Sandberg <maria.sandberg@rdbn.bc.ca>;

Jason Llewellyn <jason.llewellyn@rdbn.bc.ca>

Subject: FW: input on zoning bylaw review

From: Jeremy Shriber <jeremyshriber@gmail.com>

Sent: Friday, January 25, 2019 8:01 AM

To: inquiries <inquiries@rdbn.bc.ca>

Subject: input on zoning bylaw review

RDBN Planning,

Thank you for inviting comment on the zoning law update. I'm concerned about lack of regulation around development that affects riparian zones. I believe a setback of 30m for structures is the only rule in place for rivers, lakes, streams, etc. Please see the example attached from Squamish Lillooet Regional District for riparian development permit for an idea of possible further protection for these important areas. Currently, I believe it is well within our zoning for someone to change their riverside property from forest to all grass. I know enforcement is always an issue, but I do believe it would be wise for us to try to preserve some of the natural habitat that many of the humans and other critters really love about our region.

Thanks,

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Jeremy Shriber

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Jeremy Shriber

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From: Jason Llewellyn
To:
Cc: Jennifer Macmillan, Maria Sandberg
Subject: RE: new rbdn bylaws
Date: Monday, January 28, 2019 1:47:55 PM
Attachments: [Unsightly Premises Bylaw No. 1649, 2012.pdf](#)

HELLO BOB. I HAVE INSERTED MY CAPITALIZED COMMENTS INTO YOUR TEXT FOR EASE OF READING. THANK YOU FOR YOUR INPUT.

Hello Jennifer I am just responding to the handouts you gave me last week in Smithers. I didn't know there are so many rules governing our little part of world.

So most of it was of no concern to me as a small property holder, H1, out here on Jackpine Rd southwest of Telkwa. Lot 12, plan prp10149, district lot 408, range 5 I will mention a few items that jumped out.

I was having a hard time finding rules on Outdoor storage and a definition of derelects or wrecks. Seems to me this rule is not enforced too much. Does enforcement require a complaint, is the complaint kept private?

THERE ARE LIMITED ZONING BYLAW REGULATIONS RELATING TO OUTDOOR STORAGE PROVIDED THE STORAGE IS ASSOCIATED WITH A PERMITTED PRINCIPAL USE OF THE PROPERTY. THE BYLAW THAT REGULATES UNSIGHTLYNESS IS A SEPARATE BYLAW WHICH IS ATTACHED. THIS BYLAW IS ENFORCED ON A COMPLAINT BASIS. COMPLAINTS ARE KEPT PRIVATE.

I guess my biggest concern is changes to small lots. The idea that 2 ha and up can have unlimited poultry or rabbits is a little scary. Also the use of kennels seems to me a little lax. There is a kennel about 3 km away, Spruce Rd off Coal Mine Rd, I can hear the dogs barking everynight but at least this kennel is isolated with few close neighbours. I can't imagine living next door to something like this.

I think the problem here is even though we have 2 ha we are living in a subdivision of about 20 lots. These are not small farms and we are not that isolated from our neighbours that a large flock of chickens or a 30/40 dogs would not have a negative impact on ones enjoyment of a rural life which most people would agree starts with some peace and quiet.

Perhaps your zoning should recognize holdings which are part of a subdivision unlike isolated 2 ha properties. Surprisingly 2 ha does not give you as much privacy as you would think.

I'm sure I could comment on all sorts of items in your draft but this is what jumped out at me.

THE EXISTING BYLAW CURRENTLY DOESN'T LIMIT THE NUMBER OF POULTRY AND RABBITS ON 2 HA. PARCELS, AND THE REGULATIONS FOR KENNELS ARE ACTUALLY PROPOSED TO BE TIGHTENED IN THE NEW DRAFT. WE WILL GIVE YOUR CONCERNS CONSIDERATION. I NOTE THAT IN THE H2 ZONE ON PARCELS SMALLER THAN 8 HA. KENNELS ARE LIMITED TO 10 ADULT DOGS. THIS IS A NEW REGULATION.

You also mentioned that you would welcome comments on the proposed Allegiance Coal mine. I could go on forever about this. there are so may issues;

- water extraction out of Goathorn and Four creek
- coal dust and its impact on our gardens, clothes drying, cleanliness in general etc

- the large containment pond and its potential for a disaster like Mt Polly or what is currently happening in Brazil.

Acid mine drainage which never goes away, look at Equity Silver mine.

- an application that is mostly concerned with Goathorn creek but does not do enough to address long term plans re. development of the Tenas pit.

Right now though my biggest concern is the new proposed mine haul road to railhead. Our lot looks out on this hillside south of the Helps farm and we would most probably see and hear the traffic and would be impacted by coal/road dust. We also see wolves and elk, moose, deer and I cannot imagine a busy haul road not having an impact on the wildlife. We have also seen Caribou but very few. A map will show that Helps creek drains this hillside and then settles into a wetland where I have seen geese and swans landing, from a distance. I think this wetland is quite important to wildlife because of its isolation and difficulty of access. I am worried about drainage issues during construction and during its use as a haul road.

Considering there is already a paved road into Telkwa, Coal Mine Rd, why do we have to impact more land and wildlife.

Well I am going to leave you with this, hopefully not too much of a rant and if you do read through it all thank you.

Bob Beemer

THANK YOU FOR THESE COMMENTS. PLEASE DO NOT HESITATE TO CONTACT US IF YOU WISH TO DISCUSS ANY OF THE ABOVE FURTHER. 250-692-3195

CHEERS

JASON

From: Jennifer MacIntyre

Sent: Monday, January 28, 2019 1:23 PM

To: Jason Llewellyn <jason.llewellyn@rdbn.bc.ca>; Maria Sandberg <maria.sandberg@rdbn.bc.ca>

Subject: FW: new rdbn bylaws

Input from the preliminary draft of the zoning bylaw review. Bob came out to the Smithers Open House and lives near Telkwa

Jason, would you like to respond to Bob?

From: Susan & Robert Beemer

Sent: January 28, 2019 11:47 AM

To: Jennifer MacIntyre <jennifer.macintyre@rdbn.bc.ca>

Subject: new rdbn bylaws

Hello Jennifer I am just responding to the handouts you gave me last week in Smithers. I didn't know there are so many rules governing our little part of world.

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southwest of Telkwa. Lot 12, plan prp10149, district lot 408, range 5 I will mention a few items that jumped out.

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I guess my biggest concern is changes to small lots. The idea that 2 ha and up can have unlimited poultry or rabbits is a little scary. Also the use of kennels seems to me a little lax. There is a kennel about 3 km away, Spruce Rd off Coal Mine Rd, I can hear the dogs barking everynight but at least this kennel is isolated with few close neighbours. I can't imagine living next door to something like this.

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Considering there is already a paved road into Telkwa, Coal Mine Rd, why do we have to impact more land and wildlife.

Well I am going to leave you with this, hopefully not too much of a rant and if you do read through it all thank you.

Bob Beemer

Feedback Received

Jan 24, 2019 – Doug Campbell came in and inquired if his property was affected by the Proposed Zoning Bylaw. (PID 005-832-993). He requested the Proposed Bylaw and the Current Bylaw for his review.

Jan 28, 2019 – Returned both documents and provided the following feedback.

Section 4.01 of the current bylaw does not appear to be in the proposed bylaw.

From: [Jason Llewellyn](#)
To:
Cc: [Maria Sandberg](#), [Jennifer MacIntyre](#)
Subject: RE: Proposed zoning bylaw question
Date: Thursday, January 24, 2019 9:50:00 AM

Hi Ben.

The new setback would apply only to new building. The existing dwelling would not become illegal, or be required to meet the new setback. The word "maintained" in the section may be a bit misleading. We will look at that wording.

Thanks for the question and the input!!!

Cheers

Jason

From: Geraldine Craven
Sent: Thursday, January 24, 2019 9:02 AM
To: Maria Sandberg <maria.sandberg@rdbn.bc.ca>; Jennifer MacIntyre <jennifer.macIntyre@rdbn.bc.ca>
Cc: Jason Llewellyn <jason.llewellyn@rdbn.bc.ca>
Subject: FW: Proposed zoning bylaw question

From: Ben Forsyth <ben.forsyth@rdbn.bc.ca>
Sent: Wednesday, January 23, 2019 9:21 PM
To: inquiries <inquiries@rdbn.bc.ca>
Subject: Proposed zoning bylaw question

I'm curious what happens if an existing residence does not meet the proposed setback from a lake but does meet the current setback. The language in proposed section 3.0.8 makes it sound like one could not live in their house if it fails to meet the new setback? (Emphasis added)

"No Building or other Structure, or part thereof, shall be used, **occupied**, developed, constructed, erected, altered, modified, replaced, located, enlarged or maintained within:..."

Obviously it is unreasonable to make a residence that conforms to the existing setback regulations become uninhabitable with a change to the zoning bylaws, so what is the process to allow occupation of buildings that are within 15m of a lake?

Maria Sandberg

From: Jason Llewellyn
Sent: Thursday, January 24, 2019 1:20 PM
To: Jennifer MacIntyre
Cc: Jennifer MacIntyre; Maria Sandberg
Subject: RE: Bylaw/Zoning Review

Thanks for the input Kyle. The regulations in the new bylaw were developed with the intent of minimizing impact on residents. We have tried to balance the rural areas desire for land use and development flexibility with the desire to also protect community values. It is not apparent how the draft new bylaw would negatively impact the use of alternative energy sources or the implementation of permaculture, result in surveying or engineering costs, or impact taxation.

It would help our understand of your concerns if you could identify the specific zoning bylaw rules which you see as problematic. Please do not hesitate to give us a call if you have any questions. 250-692-3195.

Cheers

Jason Llewellyn

From: Northern Explorer <northernexplorer@rdbn.bc.ca>
 Sent: January 23, 2019 12:33 PM
 To: Jennifer MacIntyre <jennifer.macintyre@rdbn.bc.ca>
 Subject: Bylaw/Zoning Review

Greetings Jennifer,

I spoke with you a few days ago in regards to the zoning review being carried out by the district.

We live on Hibiscus Road which is West of Fort St James on the Tachie Road.

I'm emailing to say thank you for your help. You were friendly and very understanding of the situation. It's nice to speak with someone with a good handle on what's happening.

That being said, I would like to dig a little deeper into what's been causing all the stir. Most of us located in the district are of a self sufficient mind set. Many of the things we are doing here in regards to solar and sustainable living came from the financial savings from not having permits, surveying costs, engineered development and affordable taxes.

I believe a lot of negatives are focused on by the district and all of the pros are ignored.

By avoiding some of these zoning and bylaw rules we are able to move forward with projects that have a long lasting positive impact. Many of us are 100 percent off-grid with solar, there is plenty of good research and development being done in regards to permaculture projects, water usage and solar energy.

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I believe the district should look at this as a major upside to moving into the Bulkley-Nechako area. There are thousands of residents in BC that would love to purchase land with the ability to live this sustainable lifestyle.

I feel the district should not only leave things the way they are but I strongly urge them to be proud and advertise the fact that this district is as free as it is. The District could work towards being a model for the rest of Canada in terms of sustainable development instead of imposing heavy handed regulation.

Sincerely,

Kyle Muysson

Sent from my iPhone

From: [Jason Llewellyn](#)
To: [Kenneth Guenter](#)
Cc: [Maria Sandberg](#); [Jennifer MacIntyre](#)
Subject: RE: Just observations that may cause your department a little grief? and 1 question
Date: Wednesday, January 23, 2019 9:03:39 PM

HI KEN. THANKS FOR YOUR THOUGHTFUL INPUT. YOUR COMMENTS CAUSE NOT EVEN A LITTLE GRIEF. THE POINT OF THE PUBLIC INPUT PROCESS IS TO GET PUBLIC INPUT. YOUR COMMENTS ARE APPRECIATED AND WILL HELP MAKE THE BYLAW BETTER – WHICH IS OUR GOAL. MY COMMENTS ARE CAPITALIZED AND INSERTED FOLLOWING EACH OF YOUR COMENTS FOR EASE OF READING.

The interactive map appears to have no legend for ALR land...would it be correct to state the bylaws do not apply the ALR?

Please advise

CORRECT. THE ZONING BYLAW DOES NOT APPLY THE ALR REGULATIONS. THE ALR REGULATIONS ARE APPLIED BY THE PROVINCE. BOTH THE ALR REGULATIONS AND RDBN ZONING APPLY. WE TRY TO MAKE ZONING CONSISTANT WITH THE ALR REGULATIONS WHERE IT MAKES SENSE BUT THERE ARE SITUATIONS WHERE OUR BYLAWS ALLOW USES NOT PERMITTED BY THE ALR. IF THERE IS A SITUATION WHERE THE REGULATIONS ARE IN CONFLICT THE ALR REGULATIONS TRUMP THE RDBN REGULATIONS.

General observations:

There is no definition for Accessory Building(s)

THE DEFINITION FOR ACCESSORY BUILDING IS ON PAGE 2 OF THE DRAFT BYLAW (BUILDING, ACCESSORY).

General Provisions:

1(g) Many properties have existing shop/garages in excess of 592 sq ft. See 4(h) Too many variances would be required.

SECTION 3.0.1(1)G ALLOWS A BUILDING USED FOR STORAGE ON ANY PARCEL. THIS SECTION BECOMES RELEVANT FOR A PARCEL WHERE STORAGE IS NOT A PERMITTED PRINCIPAL USE SUCH AS RESIDENTIAL AREAS. FOR EXAMPLE ON A RESIDENTIAL PROPERTY WITHOUT A HOUSE YOU CAN HAVE A STORAGE BUILDING. IF YOU HAVE A PRINCIPAL USE SUCH AS A HOUSE AN ACCESSORY BUILDING IS NOT SUBJECT TO THE 592 SQ FT SIZE RESTRICTION. THIS SECTION CURRENTLY EXISTS IN THE EXISTING BYLAW.

1(k) Many recreational vehicles are covered with temporary and/or permanent fixed (usually open) covers to prevent winter damage. The canopies or similar structures do not prevent removal of the units. The wording as written appears to be onerous and intrusive with respect to quiet enjoyment by the owner of the property. Recreational use of land has less impact on the ecosystem than

permanent homes with sewer and water systems installed. (Although no increase in taxes)

I UNDERSTAND YOUR POINT HERE. WE WILL HAVE SOME INTERNAL DISCUSSIONS ON THIS POINT. I ALSO NOTE WE HAVE A NUMBERING ISSUE WE NEED TO FIX HERE.

3(c) The draft as written would not permit garbage receptacles to be stored outdoors. One would assume this applies to municipalities. Many homes both rural and urban do not have enclosed unheated storage for garbage.

THE INTENT OF SECTION 3.0.1(3).(C) IS NOT TO RESTRICT ANY GARBAGE RECEPTACLE FROM BEING OUTSIDE, AND I CANT IMAGINE A SITUATION WHERE IT WOULD BE INTERPRETED THIS WAY. THE INTENT IS TO PROHIBIT GARBAGE OUTSIDE OF A BUILDING OR A RECEPTACLE. HOWEVER, WE WILL LOOK AT THE WORDING TO MAKE IT ULTRA CLEAR.

3(d) HOME OCCUPATION means the use of land, Building or other Structure, in accordance with Section 3.0.2 of this bylaw, by a resident of a Dwelling Unit on the same Parcel, to conduct a business activity or occupation. A Bed And Breakfast is a Home Occupation. The restrictions listed is not clear as to size of parcel or zone. Many of these restrictions are permitted in the ALR or other zones and the bylaw would be in conflict.

HOME OCCUPATIONS ARE NOT ALLOWED OR RESTRICTED BASED ON ZONE (WITH THE EXCEPTION OF THE R2 AND R9 ZONE). THEY ARE ALLOWED IN ASSOCIATION WITH ANY LEGAL DWELLING ON A PARCEL REGARDLESS OF SIZE. HOME OCCUPATIONS ON PARCELS LARGER THAN 2.5 HA HAVE MORE FLEXIBILITY. I WILL NEED MORE INFO IF YOU THINK CLARITY IS LACKING AND HOW THE WORDING COULD BE IMPROVED. I DO NOT THAT SECTION 3.0.1(1)(I) MAY NEED TO BE AMENDED TO CHANGE "OCCUPIED BUILDING" TO "OCCUPIED DWELLING."

4.(b) Outdoor storage of raw materials (ie woodpile?) , containers? (many in place) finished products (no definition) and usually would refer to a commercial enterprise.

Believe this is too onerous and intrusive.....and will result in serious objections to the bylaw changes

- PLEASE NOTE THIS RESTRICTION ONLY APPLIES TO MATERIALS AND FINISHED PRODUCTS USED AS PART OF A BUSINESS. THESE RESTRICTIONS DON'T APPLY TO A PERSONS WOODPILES OR CONTAINERS OR ANYTHING ELSE THAT SOMEONE HAS AS PART OF THEIR RESIDENTIAL USE OF THE PROPERTY. HOWEVER, WE WILL TAKE A LOOK AT THIS SECTION.

- 4(h) Cannot wash your car or lawnmower? The restriction is too onerous. Commercial business is one thingownership of the vehicle or equipment is another.

Almost every 5 acre parcel in the area has a shop for owner operated equipment. Not sure if this bylaw is appropriate.....too onerous and intrusive. And how will the current lawfully constructed buildings and uses be addressed?

PEOPLE CAN WASH THEIR CARS AND LAWNMOWERS AND OWNER OPERATED EQUIPMENT. THESE RESTRICTIONS ONLY APPLY TO A COMMERCIAL BUSINESS BEING OPERATED FROM THE HOME AS A

HOME OCCUPATION. A PROPERTY OWNER BRINGING HIS LOGGING TRUCK OR OTHER PIECE OF EQUIPMENT HOME DOES NOT CONSTITUTE A HOME OCCUPATION AND THESE REGULATIONS WOULD NOT APPLY. HOWEVER, FOR EXAMPLE, A LOGGING CONTRACTOR BRINGING MULTIPLE PIECES OF HIS EQUIPMENT HOME AND USING HIS PROPERTY AS A DEPOT OR STORAGE YARD FOR THE BUSINESS WOULD BE A HOME OCCUPATION. HOWEVER WE WILL TAKE A GOOD LOOK AT THIS.

5(c) Is the description to read "dwelling and accessory buildings" ? Also 2152 sq ft is less than 1% of the land base (6.18 acres)

Define floor area. Two and three storey homes will exceed 2152 sq ft of floor area. Base area? Does not appear reasonable?

YES- ACCESSORY BUILDINGS. THERE IS NO RESTRICTION ON THE SIZE OF THE HOME OR ACCESSORY BUILDINGS. THE RESTRICTION IS ON THE AREA OF THE HOME OR ACCESSORY BUILDING USED FOR THE COMMERCIAL BUSINESS.

GIVE ME A CALL IF YOU WANT TO DISCUSS ANY OF THIS FURTHER. 250-692-1225

CHEERS

JASON

From: Kenneth Guenter [mailto:kguenter@rdn.bc.ca]
Sent: Wednesday, January 23, 2019 1:12 PM
To: Jason Llewellyn <jason.llewellyn@rdn.bc.ca>
Subject: Just observations that may cause your department a little grief? and 1 question

The interactive map appears to have no legend for ALR land...would it be correct to state the bylaws do not apply the ALR?

Please advise

General observations:

There is no definition for Accessory Building(s)

General Provisions:

1(g) Many properties have existing shop/garages in excess of 592 sq ft. See 4(h) Too many variances would be required.

1(k) Many recreational vehicles are covered with temporary and/or permanent fixed (usually open) covers to prevent winter damage. The canopies or similar structures do not prevent removal of the units. The wording as written appears to be onerous and intrusive with respect to quiet enjoyment by the owner of the property. Recreational use of land has less impact on the ecosystem than

permanent homes with sewer and water systems installed. (Although no increase in taxes)

3(c) The draft as written would not permit garbage receptacles to be stored outdoors. One would assume this applies to municipalities. Many homes both rural and urban do not have enclosed unheated storage for garbage.

3(d) HOME OCCUPATION means the use of land, Building or other Structure, in accordance with Section 3.0.2 of this bylaw, by a resident of a Dwelling Unit on the same Parcel, to conduct a business activity or occupation. A Bed And Breakfast is a Home Occupation. The restrictions listed is not clear as to size of parcel or zone. Many of these restrictions are permitted in the ALR or other zones and the bylaw would be in conflict.

4.(b) Outdoor storage of raw materials (ie woodpile?) , containers? (many in place) finished products (no definition) and usually would refer to a commercial enterprise.

Believe this is too onerous and intrusive..... and will result in serious objections to the bylaw changes

-

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Almost every 5 acre parcel in the area has a shop for owner operated equipment. Not sure if this bylaw is appropriate.....too onerous and intrusive. And how will the current lawfully constructed buildings and uses be addressed?

5(c) Is the description to read "dwelling and accessory buildings" ? Also 2152 sq ft is less than 1% of the land base (6.18 acres)

Define floor area. Two and three storey homes will exceed 2152 sq ft of floor area. Base area? Does not appear reasonable?

Thanks ken

Sent from [Mail](#) for Windows 10

Maria Sandberg

From: Maria Sandberg
Sent: Friday, January 11, 2019 10:15 AM
To:
Subject: RE: Zoning Bylaw Review
Attachments: non-conforming use.pdf

Hi Bob!

Thanks for your email. The Local Government Act has provisions for uses that are legal at the time a new land use regulation bylaw is adopted and those uses may continue as a non-conforming use. However, the uses are subject to certain restrictions and the intent is that these uses will be phased out over time and the properties will eventually conform with the new bylaw. I have attached that excerpt from the legislation.

Hope to see you on Monday!

Do not hesitate to contact me if you need further information.

Maria Sandberg, MCIP, RPP
 Planner

Regional District of Bulkley-Nechako Phone (250) 692-3195
 PO Box 820 Toll Free 1-800-320-3339
 Burns Lake, BC, V0J 1E0 Website www.rdbn.bc.ca



From: rlakehd@telus.net <rlakehd@telus.net>
Sent: Thursday, January 10, 2019 4:01 PM
To: Maria Sandberg <maria.sandberg@rdbn.bc.ca>
Subject: Re: Zoning Bylaw Review

Maria;

Thanks very much for the opportunity to be involved in this process. I have reviewed some of the draft plan and have a couple questions that I'm hoping you might be able to answer. The mapping would seem to indicate that my property Lot2, Plan PRP12402, District lot 1665A, Coast Range 5 Land District and a large number of others on the south shore of Stuart Lake will be classified as R4 Residential Lakefront under the new zoning bylaw. I also notice that it appears that these properties will be restricted to residential use only with no ability to raise livestock other than some basic use for chickens and rabbits. If this is the case I am completely in agreement with this change and I am wondering if and when this bylaw comes into effect what action will be taken with respect to property owners that are currently using their property to raise livestock. Will they be grandfathered in as they had their properties under different regulations or will they have to phase out their livestock

use. I hope to attend the open house here in Fort St. James and will take a closer look at the draft bylaw to see if I have any other input.

Thanks

Bob Frederick

Maria Sandberg

From: Bradley, Bobbi <[REDACTED]>
Sent: Tuesday, January 29, 2019 4:05 PM
To: Maria Sandberg
Subject: Re: [EXT] RE: Zoning Bylaw Review

Will do. Thank you. I will contact him sometime this week when I get a moment

Bobbi Bradley**Owner**

NAPA Associate Vanderhoof

2550 Burrard Street
 PO BOX 599
 Vanderhoof, BC V0J 3A0

PHONE (250) 567-2288
FAX (250) 567-9104
TOLL FREE 1-800-919-8799

From: Maria Sandberg <maria.sandberg@rdn.bc.ca>
Sent: Tuesday, January 29, 2019 2:29 PM
To: Bradley, Bobbi
Subject: [EXT] RE: Zoning Bylaw Review

Hi Bobbi,

Thanks for sending the pictures and the detailed explanation of the existing kennel use on your property: LOT 4 SECTION 21 TOWNSHIP 1 RANGE 4 COAST DISTRICT PLAN 4988 (9982 Sinkut Frontage Rd), in regards to our zoning bylaw review. It will be added to your property file.

We do have to note that your re-build of the kennel structure may have triggered the requirement for a building permit. For more information about this, please contact Jason Berlin, building inspector at 250-692-3195 or 1-800-320-3339.

Do not hesitate to contact me if you need further information.

Maria Sandberg, MCIP, RPP
 Planner

Regional District of Bulkley-Nechako
 PO Box 820
 Burns Lake, BC, V0J 1E0

Phone (250) 692-3195
 Toll Free 1-800-320-3339
 Website www.rdn.bc.ca



From: Bradley, Bobbi <BoBradley@napacanada.com>
Sent: Friday, January 18, 2019 12:57 PM
To: Maria Sandberg <maria.sandberg@rdbn.bc.ca>
Subject: Re: Zoning Bylaw Review

Bobbi Bradley

Owner

NAPA Associate Vanderhoof
 2550 Burrard Street
 PO BOX 599
 Vanderhoof, BC V0J 3A0

PHONE (250) 567-2288
FAX (250) 567-9104
TOLL FREE 1-800-919-8799

From: Maria Sandberg <maria.sandberg@rdbn.bc.ca>
Sent: Thursday, January 10, 2019 1:05 PM
To: Bradley, Bobbi
Subject: [EXT] RE: Zoning Bylaw Review

Hello!

Thanks for your email! What is the address or legal description of the property?

It would be good to document what is currently on the property. If you want to provide some pictures and a description of the business operation, we would keep it in your property file, and then, if an issue arises in the future, the legal non-conforming use is well-documented.

Do not hesitate to contact me if you need further information.

Maria Sandberg, MCIP, RPP
 Planner

Regional District of Bulkley-Nechako
 PO Box 820
 Burns Lake, BC, V0J 1E0

Phone (250) 692-3195
 Toll Free 1-800-320-3339
 Website www.rdbn.bc.ca



From: Bradley, Bobbi
Sent: Wednesday, January 9, 2019 1:43 PM
To: Maria Sandberg <maria.sandberg@rdbn.bc.ca>
Subject: Re: Zoning Bylaw Review

Thanks Maria;

I have reviewed the draft. In terms of section 3.0 - General Provisions, Home Occupations 3.0.2 section d, kennels.

This is what we spoke about and it was stated that when and if the new by-laws came in, I was already a fully operating Kennel, that I would be grandfathered. Can I just confirm this please and if you require anything can you let me know? We have been operational since Summer of 2018.

Bobbi Bradley

Owner

NAPA Associate Vanderhoof

2550 Burrard Street
PO BOX 599
Vanderhoof, BC V0J 3A0

PHONE (250) 567-2288
FAX (250) 567-9104
TOLL FREE 1-800-919-8799

From: [Maria Sandberg](#)
To:
Subject: RE: RDBN Zoning Bylaw Review
Date: Wednesday, November 20, 2019 9:15:00 AM

Hello Robert!

Thanks for your email. I am sorry for the delay in response, I thought I had sent it already!

We will provide your comments to our Board as part of the approval process of the new bylaw and there will be further opportunities for input once the bylaw goes to public hearing.

I note that your and your neighbouring properties along the lake are zoned R4 and that there are larger properties zoned H1 on the other side of Sowchea Rd, across from you. There are no plans to rezone any of those properties in the area as part of the zoning bylaw process and agriculture is not proposed to be a permitted use in the R4 zone. Typically smaller properties along lakes are zoned R4, as yours is.

For the larger properties zoned H1 (across the road), agriculture is a principal permitted use in the current zoning bylaw which contains no limits on livestock. The new proposed bylaw ties the number of allowed livestock to the size of the parcel for the parcels which have agriculture as a permitted use, as you can see in the table on page 30.

The R6 zone in the current bylaw allows the keeping of non-commercial farm livestock as a principal use, and there are no limits on the number of animals. In the new zoning bylaw the R6 zone you are only allowed to have an agricultural use if you have a dwelling on the property and there are also the limits tied to the parcel size as mentioned before.

So overall, the new bylaw can be said to represent an increased control of agricultural impacts on smaller parcels by tying the parcel size to the number of animals and also to provide clarity on how many chickens are allowed on a parcel which the current zoning bylaw does not spell out. In regards to chicken farming on the R4 zoned property adjacent to your property – under the new bylaw they would be allowed 10 female chickens as agriculture is not a permitted use in the R4 zone.

Do not hesitate to contact me if you need further information.

Maria Sandberg, RPP, MCIP
Planner

Regional District of Bulkley-Nechako
PO Box 820
Burns Lake, BC, V0J 1E0

Phone (250) 692-3195
Toll Free 1-800-320-3339
Website www.rdbn.bc.ca

**From:****Sent:** Monday, November 4, 2019 10:32 AM**To:** Maria Sandberg <maria.sandberg@rdbn.bc.ca>**Subject:** Re: RDBN Zoning Bylaw Review

Maria;

Thank you for sending me the updated draft of the zoning bylaw. I would appreciate if you would pass on my concerns and comments to the decision makers again. With respect to Sec. 3.013, I have reviewed the draft and notice that it allows for no limit on Rabbits & Poultry on parcels 2ha - 2.5ha or greater with respect to Rural Residential Properties and 100 on parcels of 1.5ha - 2ha. This may be acceptable in some rural residential areas however if my property is considered RURAL RESIDENTIAL ZONE (R6) and not WATERFRONT RESIDENTIAL II ZONE (R4) this bylaw would allow someone to create a chicken farm on the 5 acres of land next door. I reside on almost 5 acres of lakefront property on Stuart Lake on Sowchea Road in Fort St. James, Lot 2, Plan PRP12402, District lot 1665A, Coast Range 5 Land District. This property along with most of the lakefront properties on Stuart Lake are clearly held by single families who do not participate in agricultural pursuits but rather enjoy the pleasures of owning lakefront property. My neighbor has 6 acres on one side of me and should someone decide to move in and develop a chicken ranch with the associated barns etc, seems it would be allowed under this bylaw. I do hope that I am missing something in the bylaw that restricts something like that from happening in these types of parcels of land. It is enough that property owners adjacent to me can have up to 8 cows, horses or other animals at any time. Can you imagine having 8 cows bellowing next door every day!

At any rate thanks for passing on my comments and concerns

Robert Frederick

From: "Maria Sandberg" <maria.sandberg@rdbn.bc.ca>
To: "Maria Sandberg" <maria.sandberg@rdbn.bc.ca>**Sent:** Friday, October 25, 2019 1:51:25 PM**Subject:** RDBN Zoning Bylaw Review

*****Please note that you are receiving this email because you have indicated an interest in the zoning bylaw review process.
Good afternoon,

The Planning Department took a report yesterday, on October 24, 2019, to the Regional District Board regarding the completion of the public consultation and referral process for the new zoning bylaw and received direction to enter the formal approval process. The report with all the written comments received and details of changes made, as well as the updated draft can be found on our webpage at:

<https://www.rdbn.bc.ca/departments/planning/zoning-bylaw-review>

If you have any comments or questions, please email inquiries@rdbn.bc.ca, or mail them to the RDBN Planning Department at PO Box 820, Burns Lake, BC, V0J 1E0, or call the Regional District of Bulkley-Nechako Planning Department at 250-692-3195 or 1-800-320-3339.

Do not hesitate to contact me if you need further information.

Maria Sandberg, RPP, MCIP
Planner

Regional District of Bulkley-Nechako
PO Box 820
Burns Lake, BC, V0J 1E0

Phone (250) 692-3195
Toll Free 1-800-320-3339
Website www.rdbn.bc.ca



APPENDIX B –

WRITTEN SUBMISSIONS FROM GOVERNMENT AGENCIES AND FIRST NATIONS

- Ministry of Transportation and Infrastructure
- Ministry of Agriculture
- Town of Smithers
- West Moberly First Nation
- Takla Nation
- Village of Burns Lake

Maria Sandberg

From: Ireland, Katie TRAN:EX <Katie.Ireland@gov.bc.ca>
Sent: Wednesday, December 4, 2019 9:37 AM
To: Maria Sandberg
Cc: Helkenberg, Leanne TRAN:EX
Subject: [EXTERNAL EMAIL]: RE: RDBN Draft Zoning Bylaw

Hi Maria,

Thanks for the phone chat this morning! As discussed, the MoTI Fort George District has no further comments on the proposed draft zoning bylaw.

To close the loop on a few items in your letter dated November 14th, 2019:

- For the 4th list item regarding existing active/inactive waste disposal sites, we understand a covenant is not possible as they are provincial leases and not titled parcels. Due to the nature of the use/ownership of the land, we have no further comments.
- Please keep us in the loop with the LUC release plans.

If you have any questions please let me know.

Cheers,

Katie Ireland

A/Senior Development Officer
 Fort George District
 Phone: 250-565-7282
 Email: Katie.Ireland@gov.bc.ca



Ministry of
 Transportation
 and Infrastructure

From: Maria Sandberg <maria.sandberg@rdbn.bc.ca>
Sent: November 15, 2019 10:49 AM
To: Ireland, Katie TRAN:EX <Katie.Ireland@gov.bc.ca>; Helkenberg, Leanne TRAN:EX <Leanne.Helkenberg@gov.bc.ca>; Johnson, Kristen TRAN:EX <Kristen.Johnson@gov.bc.ca>
Subject: RDBN Draft Zoning Bylaw

Hello,

Please see the attached letter re the outstanding items for the draft zoning bylaw. Thanks and have a great weekend!

Do not hesitate to contact me if you need further information.

Maria Sandberg, RPP, MCIP
 Planner

Regional District of Bulkley-Nechako Phone (250) 692-3195

Maria Sandberg

From: Maria Sandberg
Sent: Wednesday, November 20, 2019 11:39 AM
To: Jason Llewellyn
Subject: FW: RDBN Draft Zoning Bylaw

From: Helkenberg, Leanne TRAN:EX <Leanne.Helkenberg@gov.bc.ca>
Sent: Wednesday, November 20, 2019 11:34 AM
To: Maria Sandberg <maria.sandberg@rdbn.bc.ca>
Subject: RE: RDBN Draft Zoning Bylaw

Hi Maria,

Thanks for the phone call.

As discussed, the listed actions for the Bulkley-Stikine District seem in line with what was previously agreed. In short, no further information is required.

To note is determining and finalizing the process for releasing the Land Use Contracts.

Thanks again and Happy Wednesday!

Leanne Helkenberg

Sr. Development Officer

Development Services, Ministry of Transportation and Infrastructure

P: (250) 847-7396/ C: (250) 877-2474

From: Maria Sandberg <maria.sandberg@rdbn.bc.ca>
Sent: November 15, 2019 10:49 AM
To: Ireland, Katie TRAN:EX <Katie.Ireland@gov.bc.ca>; Helkenberg, Leanne TRAN:EX <Leanne.Helkenberg@gov.bc.ca>;
 Johnson, Kristen TRAN:EX <Kristen.Johnson@gov.bc.ca>
Subject: RDBN Draft Zoning Bylaw

Hello,

Please see the attached letter re the outstanding items for the draft zoning bylaw. Thanks and have a great weekend!

Do not hesitate to contact me if you need further information.

Maria Sandberg, RPP, MCIP
 Planner

Regional District of Bulkley-Nechako
 PO Box 820
 Burns Lake, BC, V0J 1E0

Phone (250) 692-3195
 Toll Free 1-800-320-3339
 Website www.rdbn.bc.ca



Your File #:

eDAS File #: 2019-00100

Date: Feb/01/2019

Regional District of Bulkley-Nechako
37 3rd Ave
PO Box 820
Burns Lake, BC V0J 1E0

Re: Proposed Zoning Bylaw for Replacement of Zoning Bylaw No. 700

Thank you for the opportunity to review the draft zoning bylaw proposed to replace the current Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.

After a preliminary review of the RDBN Zoning Bylaw Preliminary Draft and Memorandum dated November 19th 2018, MoTI offers the below comments:

- Minimum Parcel Size for Un-zoned Land:
 - Although this item is not proposed as part of the replacement of Zoning Bylaw No. 700, if it is expected to move forward, consultation with MoTI will be required.
- MoTI policies and regulations will apply where applicable, for example:
 - Addition of Parcel Line Adjustment Regulations – MoTI subdivision approval would still be required.
 - Changes to the Setbacks for Certain Unobtrusive Structures – Ministry of Transportation and Infrastructure approvals will still be required pursuant to setbacks outlined in the Provincial Public Undertakings Regulation B.C. Reg. 513/2004.
- Regulations Regarding Wind Turbines and Wind Farms:
 - MoTI is currently reviewing policy and regulations on wind turbines/farms.
- Land Use Contracts:
 - LUCs that are proposed to be discharged must be referred to MoTI separately for review and approval.
- Definition Changes:
 - Community Water and Community Sewer System: Does this still include systems serving more than one user?
 - Park definition: Parking and access requirements must be considered.
- The zoning boundaries should extend only to the property lines rather than extending to the highway centre line.

Local District Address
<p>Fort George District</p> <p>Phone: (250) 565-4410 Fax: (250) 565-6820</p>

- Minimum parcel sizes proposed for P1 and P2 zones (items 35 and 38 of Memo) seem small (350m²) to accommodate building envelope and servicing. Please confirm, and if correct please provide additional information on how this will be addressed.
- The Ministry understood the proposed mapping changes in zoning bylaw were to be small mapping corrections, however many of the proposed changes involve rezoning of large parcels or significant changes in use. Proposed rezonings, subject s.52 of the *Transportation Act*, must be referred separately for the Ministry's review.
- After reviewing the list of mapping changes, there appear to be errors on the proposed draft zoning map. Some proposed revisions appear to either already be in effect on the current zoning map, or they are misrepresented on the proposed map.

If you have any questions, please feel free to call Katie Ireland at (250) 565-7282.

Yours truly,

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

Katie Ireland
District Development Technician

Maria Sandberg

From: Maria Sandberg
Sent: Wednesday, January 29, 2020 3:04 PM
To: 'Tabe, Karen L AGRI:EX'
Cc: Bailey, Reed AGRI:EX
Subject: RE: [EXTERNAL]: Referral of draft zoning bylaw

Hi Karen and Reed,

Thank you for your response in regards to our referral of our proposed new zoning bylaw. Please note that the Regional District does not intend to add the below noted bullets to the Ag1 and RR1 zone. Properties in the Regional District are subject to numerous pieces of legislation by different levels of government and it would not be beneficial to reference those in the new zoning bylaw.

Do not hesitate to contact me if you need further information.

Maria Sandberg, RPP, MCIP
 Planner

Regional District of Bulkley-Nechako Phone (250) 692-3195
 PO Box 820 Toll Free 1-800-320-3339
 Burns Lake, BC, V0J 1E0 Website www.rdbn.bc.ca



From: Tabe, Karen L AGRI:EX <Karen.Tabe@gov.bc.ca>
Sent: Friday, January 24, 2020 4:33 PM
To: Maria Sandberg <maria.sandberg@rdbn.bc.ca>
Cc: Bailey, Reed AGRI:EX <Reed.Bailey@gov.bc.ca>
Subject: [EXTERNAL]: Referral of draft zoning bylaw

Hi Maria

Thank you for the additional time needed to look at the RDBN's Zoning Bylaw Review, my apologies for the delay in responding, I discussed the review with our Land Use Planner, Reed Bailey and we suggest the following changes:

Section 16.0 – Agricultural Zone (Ag1):

Add an additional bullet (perhaps labelled 16.0.5) stating the following:

Parcels within the Agricultural Land Reserve are subject to the Agricultural Land Commission Act and Agricultural Land Reserve Use and General Regulations.

Section 17.0 – Rural Resource Zone (RR1):

Add an additional bullet (perhaps labelled 17.0.5) stating the following:

Parcels within the Agricultural Land Reserve are subject to the Agricultural Land Commission Act and Agricultural Land Reserve Use and General Regulations.

Thanks

Karen Tabe, Regional Agrologist
Ministry of Agriculture
Vanderhoof
Tel. (236) 409-2004

Maria Sandberg

To: Jennifer MacIntyre
Subject: RE: Zoning Review

From: DeFord, Darren AGRI:EX <Darren.DeFord@gov.bc.ca>
Sent: February 27, 2019 9:31 AM
To: Jennifer MacIntyre <jennifer.macintyre@rdbn.bc.ca>
Cc: Stevenson, John J AGRI:EX <John.J.Stevenson@gov.bc.ca>; Bailey, Reed AGRI:EX <Reed.Bailey@gov.bc.ca>
Subject: FW: Zoning Review

Hi Jennifer,

I'm forwarding a few thoughts from the AGRI crew regarding the zoning bylaw review. Sorry for the late response:

- **Portable Sawmill:** The change to ensure that portable sawmills are temporary in nature is positive. However, as per the Agricultural Land Reserve Use, Subdivision and Procedure Regulation, the operation of a temporary sawmill is only a permitted non-farm use if "at least 50% of the volume of timber is harvested from the farm or parcel on which the sawmill is located". The RDBN is encouraged to further amend the definition of portable sawmill to better align with the definition in the ALR Regulations;
- **"Small Lot Agriculture":** The proposed changes for "small lot agriculture" (i.e. allowing livestock and poultry in the Rural Residential (R6) and Country Residential (R5)) do not impact land within the ALR. Thus, it stands to reason that we support allowing additional agricultural activities within zones that previously did not allow all types of agriculture (i.e. livestock in the R5 zone). With regards to the specific thresholds that they have allowed for livestock, poultry and rabbits on various parcel sizes (as per the table in Section 3.0.13) I believe that these are reasonable threshold levels;
- Nice to see the RDBN add Agriculture as a permitted use in various zones where it was previously not allowed (i.e. M3 and R5); and
- The ALC Act and Regulations are currently undergoing a comprehensive update and as a result, many of the farm and non-farm uses that are currently permitted will not be permitted when the Act and Regulations are formally amended. The RDBN is undoubtedly aware of the update to the ALC Act and Regulations, a reminder that as they review and update the zoning bylaw that they can ensure consistency with the ALC Act and Regulations.

Darren DeFord P.Ag
Regional Agrologist | Sector Development Branch
BC Ministry of Agriculture – Prince George
T: 250.614.7438 | 1-888-221-7141
AgriServiceBC@gov.bc.ca

January 14, 2020

Town of Smithers File No. 3010-01/20

SENT VIA EMAIL: inquiries@rdbn.bc.ca

Regional District of Bulkley-Nechako
Planning Department
PO Box 820
Burns Lake, BC V0J 1E0

RE: Referral response request for drafted zoning bylaw intended to replace "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993"

Thank you for forwarding a referral request to the Town of Smithers (the Town) for the above Regional District of Bulkley-Nechako (the Regional District) proposed zoning bylaw. Town staff have reviewed the proposed bylaw and have the following comments:

Removal of the Service Commercial Zone: Staff have no concerns with the Service Commercial Zone being deleted and the addition of "service commercial use" being included in the General Commercial zone. Staff do not foresee any land use conflicts that would arise between residents/business owners of the Town or Regional District due to this minor change to the General Commercial Zone.

Property Size Requirements for a Kennel (S 14.0.1(2)(a)): Staff are in support of the proposed minimum parcel size requirement of 2 hectares or greater for properties zoned H1, H1A, and H1B zones to have a kennel. Staff find this size limit would help ensure adequate space for kennelled animals; help reduce the potential for nuisances with neighbouring properties; and ensure that there is adequate area for the principal uses listed in the H1, H1A, and H1B zones.

Short Term Accommodation (S. 3.0.12): Staff are in support of the requirement for a valid building or demolition permit for the temporary use of camping vehicles for accommodation within the Regional District. Such regulations provide an affordable short-term housing solution for Regional District residents during construction/demolition of dwellings while providing clarity and limitations for such scenarios.

Changes to the Home Occupations Regulation (S. 3.0.2): Staff have no objections to the division of home occupation into two categories based on parcel size. In addition, staff support the proposed expanded regulations for Home Occupations, especially those related to noise, nuisance, and hazards, which are likely to benefit both those operating home occupations as well as their neighbours and residents of nearby communities.

Waste Disposal Sites (Definitions): Staff support the removal of waste disposal sites from the H2, Ag1, and RR1 to ensure that waste disposal sites are limited to industrially zoned properties. In addition, this change may remove ambiguities related to the use of rural residential and agricultural properties for private waste disposal sites or waste disposal businesses, while reducing the likelihood that such operations would not meet the required regulations of the Ministry of Environment and Climate Change Strategy.

Regulations Regarding Wind Turbines and Wind Farms (S.3.0.14): Staff support the use of alternative energy sources and the Town Official Community Plan (OCP) supports emissions reduction and management strategies for the Smithers area. While staff are

generally in support of the use of wind turbines and wind farms in the Bulkley-Nechako Regional District, staff raise the following points:

- Staff have concerns about the effects of Wind Turbines on noise levels, light pollution, and visual impact on scenic views in the Smithers area. This includes concerns related to the secondary use of small wind turbines on properties H1-zoned properties adjacent to Town of Smithers boundaries;
- Staff request the Regional District refer future proposed Wind Farm zoning amendments to the Town for comment; and
- While staff recognizes that aviation and the regulation for tall structures near airports/flight paths is under the jurisdiction of Transport Canada, staff encourage the Regional District to create buffers where wind turbines are not permitted near airfields, municipal airports, and municipal zones that permit aircraft. An example of such areas would be the Town' Airport Lands and M2-A Heliport (see attached maps). This is proposed to reduce light pollution related to the additional safety lighting that may be required for aircraft, the limitations that such light pollution can place on future placement of aerodromes and airport towers, and the effect of lighting on residents. In addition, staff have concerns about the potential effects of wind turbines on existing GPS, radar, VOR systems and the ability to make changes to approved flight paths and landing systems in the future.

Change in Zoning of Properties Located along Hwy 16: Staff support the change in zoning to H1 Small Holdings for those properties located on Map Sheet A13, in order to prevent commercial and industrial sprawl on properties abutting and adjacent to the sections of Highway 16 near Town boundaries.

Properties Adjacent to Town of Smithers Airport Lands: With exception to the above comments related to wind turbines, staff have no concerns with the zoning of properties near the Smithers Regional Airport, as it appears no changes to zoning are proposed. Staff would like to take this opportunity to reiterate the potential for noise pollution to effect properties adjacent to in the Airport Lands and that noise covenants would be required.

Once again, thank you for the opportunity to comment on the proposed zoning bylaw and continued updates its progress. Please call (250) 847-1622 or email me directly at planner@smithers.ca if you have any questions regarding this referral response.

Sincerely,



Danielle Patterson
Planner
Town of Smithers

Attachments: Town of Smithers Schedule 'A' Maps for OCP BL 1614 & Zoning BL 1403

C: M. Allen, Director of Development Services, Town of Smithers
R. Blackburn, Airport Manager, Town of Smithers



37, 3RD AVE, PO Box 820
BURNS LAKE, BC
VOJ 1E0

150

REGIONAL DISTRICT OF BULKLEY & NECHAKO
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

January 27, 2020

Danielle Patterson, Planner
Town of Smithers
PO Box 879
Smithers, BC, V0J 2N0

COPY

RE: Town of Smithers referral response

Thank you for your referral response regarding the draft proposed new zoning bylaw for the rural area of the RDBN. Regional District staff considered the impact of noise and light pollution when drafting the regulations for wind turbines. Please note that these wind turbine regulations are new restrictions that do not exist in the current bylaw. We expect that the restrictions on the size, setback, and height of Small Wind Turbines is appropriate, and will protect residents from notable negative land use impact, while facilitating the generation of sustainable energy.

The maximum height for a Medium Wind Turbine in the proposed zoning bylaw is 30 metres. This is well below the 45 metre height restriction in place in proximity to the airport, and well below the height that would require safety lighting. We do not expect Medium Wind Turbines to create any of the nuisances referenced in your letter in relation to aeronautics. If you have reason to believe any of the above is incorrect, we would be happy to discuss this with you further.

The proposed new zoning bylaw does not allow Large Wind Turbines near the airport or on any other lands in the region. Large Wind Turbines can only be permitted through the rezoning process. The Regional District would refer any such application to the Town if it were in proximity to the airport or other Town lands.

As noted in your letter Transport Canada has regulation that restricts the height of structures near airports and flight paths. If the Town of Smithers wishes the RDBN to establish height and other regulations on land use in the rural area, in addition to those of Transport Canada, we can have those discussions at your discretion. However, we do not wish to undertake this work as part of the process to replace the existing zoning bylaw.

Please do not hesitate to contact the Planning Department if you have any questions or comments.

Sincerely,

Jason Llewellyn
Director of Planning

MUNICIPALITIES:

- SMITHERS
- VANDERHOOF
- HOUSTON
- BURNS LAKE
- FORT ST. JAMES
- FRASER LAKE
- TELKWA
- GRANISLE

ELECTORAL AREAS:

- A - SMITHERS RURAL
- B - BURNS LAKE RURAL
- C - FORT ST. JAMES RURAL
- D - FRASER LAKE RURAL
- E - FRANCOIS/DOTSA LAKE RURAL
- F - VANDERHOOF RURAL
- G - HOUSTON RURAL

INQUIRIES@RDBN.BC.CA

WWW.RDBN.BC.CA

PH: 250-692-3195

FX: 250-692-3305

TF: 800-320-3339

Maria Sandberg

From: jwebb@incentre.net
Sent: Monday, January 13, 2020 9:57 AM
To: Maria Sandberg; Tamara Dokkie
Cc: Eric Rehwald; Jason Llewellyn
Subject: [EXTERNAL]: RE: Re: WMFN has no further comments/concerns related to the draft zoning bylaw to West Moberly First Nations Treaty rights within the Bulkley Nechako Regional District

Maria,

Thank you for your response.

Please advise WMFN in the future, if/when zoning decisions within this portion of the Regional District are being considered.

Jim Webb

 On 2020-01-13 10:26, Maria Sandberg wrote:

> Jim,

>

> Eric created a map with the extent of the proposed zoning symbolized
 > by the gray hatched area, which is attached. As far as we can see
 > there is only one property that is proposed to have zoning in the
 > general area you described in your email below. That property is
 > marked on the attached map, and is an RDBN active waste disposal
 > facility- the Manson Creek Landfill. The draft zoning bylaw proposes
 > that all waste disposal facilities in the region be rezoned to Heavy
 > Industrial (M2) to make it clear to the public that these sites may be
 > used for purposes that are industrial in nature. The Manson Creek
 > Landfill is located at 188653 THUTADE FOREST SERVICE RD, is 9.88 acres
 > in size, a Licence to Occupy on Crown land, and is currently not
 > zoned.

>

> Do not hesitate to contact me if you need further information.

>

> Maria Sandberg, RPP, MCIP

> Planner

>

> Regional District of Bulkley-Nechako Phone (250) 692-3195

> PO Box 820

> Toll Free 1-800-320-3339

> Burns Lake, BC, V0J 1E0

Website

> www.rdbn.bc.ca

>

>

>

Maria Sandberg

From: Jason Llewellyn
Sent: Wednesday, January 15, 2020 12:45 PM
To: gmoperations@taklafn.ca
Cc: Curtis Helgesen; Maria Sandberg
Subject: RE: [EXTERNAL]: Re: Draft Zoning Bylaw and other

Thank you for your response Scott. We appreciate the comments and suggestions.

Please note that RDBN Zoning Bylaw does not apply on reserve lands, and has limited application on Crown Lands. The RDBN Zoning Bylaw focuses on the use and development of privately owned property, and is not intended to address the issues you have raised. The RDBN would be very interested in discussing these issues, and establishing consultation protocols between the Takla Nations and the RDBN at any time.

Sincerely,

Jason Llewellyn
 Director of Planning
 Regional District of Bulkley-Nechako
 P.O. Box 820
 37 3rd Avenue
 Burns Lake, B.C. V0J 1E0
www.rdbn.bc.ca
 Ph: 250.692.3195
 Toll Free: 1.800.320.3339
 Direct: 250.692.1225
 Cell: 250.692.6044
jason.llewellyn@rdbn.bc.ca

From: Scott Hickling <gmoperations@taklafn.ca>
Sent: Wednesday, January 15, 2020 8:36 AM
To: inquiries <inquiries@rdbn.bc.ca>; Melinda Nealis <eaoperations@taklafn.ca>; W. Abraham <capital@taklafn.ca>
Subject: [EXTERNAL]: Re: Draft Zoning Bylaw and other

My apologies, the message sent prior to our submission

Good Morning

Takla Nation is keenly interested in supporting Bulkley Nechako in their bylaws and management of the land. By way of introduction, we will be applying for additions to reserve around our territory in the near future and look to you to advise who we would contact in your office to begin those conversations. Please let me know at your earliest convenience.

In terms of the Draft Bylaws, we wish to commend you on the content and structure of them in principal. In addition, we would like to offer the following for consideration:

Here are the following items for consideration:

1. That a recognition be declared within the bylaws to include consultation with First Nations around the use of lands and waters, and recognize the inherent rights, title and interest held by these nations. Consultation will be including land management strategies, water use strategies, animal rights and historical occupation of lands prior to any designation of use.
2. That Best management Practises filed with the Provincial Government by Takla Nation be referenced in the materials and practices around the allocation of properties and significant projects in the region.
3. That uses defined in the Bylaw allows for First Nations to adopt their own site uses, and have the Bylaws as a guideline for reference of acceptable practices, recognizing that traditional uses may take preference over established Bylaws.
4. That First Nations will have a say in future developments, uses and changes to the Bylaws and Applications subject to Rights, Title and Interest in traditional territories in a spirit of collaboration.

We also recognize that this draft zoning bylaw does not directly impact Takla Landing or Takla Narrows, but that in the near future it may have implications.

Thank you for the opportunity to submit our comments, we look forward to ongoing and continuing participation in discussions of these matters.

Yours truly

Scott Hickling
GM Operations
Takla Nation

On Wed, Jan 15, 2020 at 8:20 AM Scott Hickling <gmoperations@taklafn.ca> wrote:

Good Morning

Takla Nation is keenly interested in supporting Bulkley Nechako in their bylaws and management of the land. By way of introduction, we will be applying for additions to reserve around our territory in the near future and look to you to advise who we would contact in your office to begin those conversations. Please let me know at your earliest convenience.

In terms of the Draft Bylaws, we wish to commend you on the content and structure of them in principal. In addition, we would like to offer the following for consideration:

- 1.



January 10, 2020

Regional District of Bulkley-Nechako
Box 820
Burns Lake, Bc V0J 1E0

To Whom It May Concern,

Please accept this letter as confirmation that the Village of Burns Lake does not have any concerns regarding the RDBN Draft Zoning Bylaw.

The following resolution was passed unanimously at the regular council meeting on January 07, 2020:

2020-01-07: 19

THAT a letter be written to the RDBN stating that the Village of Burns Lake has no concerns regarding the draft zoning bylaw referred to the Village in December of 2018.

Carried

Contact me via email, sworthing@burnslake.ca, should you require any additional information.

Sincerely,

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

Sheryl Worthing
CAO

RECEIVED

JAN 13 2020

REGIONAL DISTRICT OF
BULKLEY-NECHAKO

2020

APPENDIX C – TEXT CHANGES MADE TO DRAFT AFTER OCT 24, 2019

SECTION	CHANGE MADE
Definition of Cabin	Changed “maximum Gross Floor Area of 80 square metres or 110 square metres when located in the R8 zone” to “having a maximum Total Floor Area of 95 square metres or 167.23 square metres when located in the R8 zone” to be consistent with the R8 zone.
Section 2.0.2.3	Removed “or is” and added “unless that use is”
Section 3.0.2.2.d)	Added “Crematorium” as a not permitted home occupation business.
Section 3.0.2.3.a)	Changed “Home occupations may only be carried on by the resident(s) of the Dwelling Unit on the same Parcel” to “Home Occupations may only be carried on by the resident(s) of the Dwelling Unit on the same Parcel with or without the assistance of not more than one person who do not reside in Dwelling Units on the same Parcel.”
Section 3.0.2.3.c)	Added “all” in front of Home Occupations to “The combined floor area, of the <u>Dwelling Unit</u> and <u>Accessory Buildings</u> , which are used for <u>Home Occupations</u> must not exceed 200 square metres (2,152 square feet)”.
Section 3.0.14.2	Added section “A <u>Large Wind Turbine</u> shall not be located within a distance of 300 metres (984.25 feet) from a <u>Highway</u> ”, as requested by MoTI.
Section 15.0.1.1f)	Added Intensive Agriculture as a permitted principal use in the H2 zone but only on a Parcel that has an area equal to or greater than 8 hectares (19.77 acres).



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
STAFF REPORT**

TO: Chair Thiessen and Board of Directors
FROM: Jennifer MacIntyre, Planner I
DATE: January 20, 2020
SUBJECT: Rezoning Application B-04-19 (Kornelsen)
 1st and 2nd Reading Report for Rezoning Bylaws 1899 and 1900, 2020

RECOMMENDATION

1. That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1899, 2020” be given first and second reading and subsequently be taken to Public Hearing.
2. That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1900, 2020” be given first and second reading and subsequently be taken to Public Hearing.
3. And, that the Public Hearing for “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1899, 2019” and “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1900, 2020” be delegated to the Director or Alternate Director for Electoral Area B.

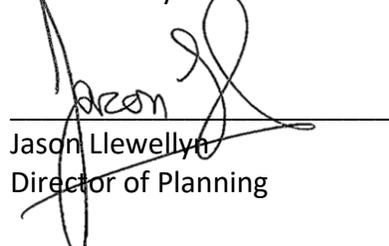
VOTING

All Directors / Majority

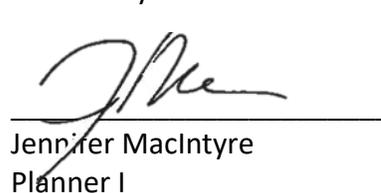
EXECUTIVE SUMMARY

This rezoning application proposes to allow the cultivation of cannabis under the Micro Cannabis Production and Processing Licence on the subject property. Staff support 1st and 2nd reading of the bylaws to amend the Small Holdings (H1) Zone in the existing and proposed new zoning bylaw to allow the use on the subject property. This will allow the application to proceed to the public hearing stage so that residents can provide their input on the proposed use for the Board’s consideration.

Reviewed by:

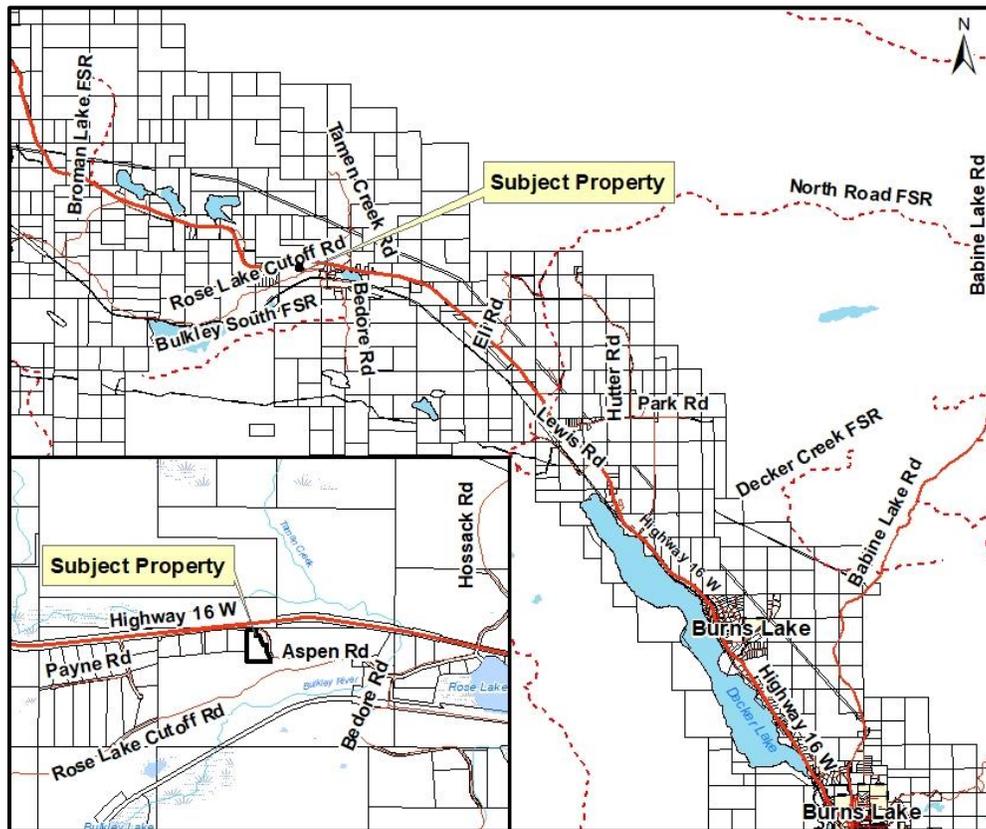

 Jason Llewellyn
 Director of Planning

Written by:


 Jennifer MacIntyre
 Planner I

APPLICATION SUMMARY

Name of Applicant: Aaron Kornelsen
 Name of Agent: Neal Neudorf
 Electoral Area: B
 Subject Property: Lot A, District Lot 3534, Range 5, Coast District, Plan 10696
 Property Size: 2.487 ha.
 Location: Subject property is located at 17621 Aspen Road, near the community of Rose Lake, approximately 27 kilometres northwest from the Village of Burns Lake



O.C.P. Designation: Rural Residential (RR) in the Francois Lake (North Shore) and Burns Lake Rural Official Community Plan Bylaw No. 1785, 2017
 Zoning: Small Holdings (H1) in the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993
 Existing Land Use: Vacant
 ALR Status: Outside the ALR

THE PROPOSAL

The applicant wishes to rezone the property to allow the cultivation of cannabis and the making of cannabis products as allowed under a Micro Cultivation and Micro Processing Licence.

Micro Cultivation and Micro Processing Licence Requirements

The applicants wish to produce dried, fresh cannabis plants and seeds on a small scale. The applicant has indicated that the appropriate licence classification under the Cannabis Act for this type of operation is the Micro-Cultivation Licence. A Micro-Cultivation Licence allows the licence holder to do the following:

- Possess cannabis
- Obtain dried/fresh cannabis, cannabis plants/seeds by propagating, cultivating, harvesting
- Alter the chemical or physical properties for the cannabis for testing purposes
- Sell and distribute dried/fresh cannabis, cannabis plants/ seeds to other licence holders (cultivators, processors, analytical testers, researchers, cannabis drug licence holders), except for selling dried/ fresh cannabis to licenced nursery is not permitted
- Sell and distribute cannabis plants and/or seeds to a licenced nursery
- Sell and distribute cannabis products that are cannabis plants/seeds to a licence holder that is authorized to sell cannabis for medical purposes or to a person authorized to sell cannabis under a provincial or territorial Act
- Send and deliver cannabis plants/seeds to the purchaser at the request of a licence holder that is authorized to sell cannabis for medical purposes or to a person authorized to sell cannabis under a provincial or territorial Act
- Conduct ancillary activities (e.g., drying, trimming, milling, etc.)
- Conduct cultivation indoors or outdoors

In addition, the applicants wish to manufacture cannabis products for sale on a small scale. It is acceptable to combine some types of licence classes at a single site. Both the Micro-Cultivation and Micro-Processing licencing are considered acceptable to be combined by Health Canada.

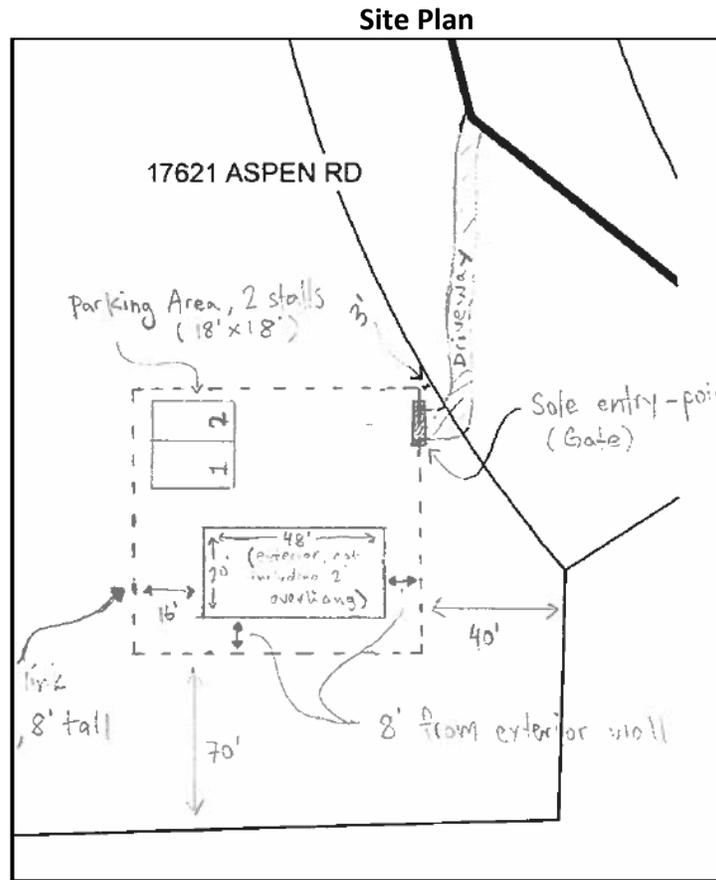
Micro-Processing Licence allows the licence holder to do the following authorized activities:

- Produce cannabis, other than obtaining it by propagating, cultivating or harvesting
- Sell, send and deliver cannabis products to the purchaser at the request of a licence holder that is authorized to sell cannabis for medical purposes or to a person authorized to sell cannabis under a provincial or territorial Act
- For micro-processing, the cannabis cannot be obtained by synthesis

Site and security requirements for Micro Licences include the following

- Plant surface area cannot exceed 200 m² (2,050 ft²) (includes multiple surfaces such as surfaces vertically arranged)
- Physical security provisions such as, walls or fences with secured entry points to prevent unauthorized access

- Access is restricted to employees to perform job duties (eg. Key card, key)
- Specified employees must hold a valid security clearance



OCP

The property is designated Rural Residential (RR) in the Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Bylaw No. 1785, 2017. The OCP states that lands designated Rural Residential may be considered for rezoning to allow residential dwellings, agricultural and recreational uses. In staff's opinion the growing and processing of cannabis can be considered an agricultural use; therefore, the proposed rezoning is consistent with the OCP.

The Existing and Proposed Zoning Bylaws

The Planning Department is preparing to recommend that the Board give 1st and 2nd readings to a proposed new zoning bylaw. It is unclear whether the existing or proposed new zoning bylaw will be in place when this rezoning process is completed. Therefore, staff are proposing that the Board consider amending both zoning bylaws as part of this application process. This is being done to ensure that, if the application is supported, the use is allowed in whichever zoning bylaw is in place at that time.

The existing and proposed zoning bylaws allows Cannabis Production as a defined use where Intensive Agriculture is a permitted use (H2, RR1, M1A, M2, and M3 zones). The definition does not limit the scale of the operation.

Cannabis Production – means the use of land, buildings or structures for the propagation, production, cultivation, or harvesting of cannabis or any part of a cannabis plant as permitted by the Access to Cannabis for Medical Purposes Regulations (ACMPR) and Bill C-45 (the Cannabis Act), and any subsequent regulations or acts which may be enacted henceforth, but excludes the growing of cannabis by an individual for their personal use and consumption. This use includes the processing, packaging, storage, or distribution of cannabis produced and harvested on the same property.

The Proposed Rezoning Bylaws

The property is zoned Small Holdings (H1). This zone accommodates 2 ha. parcels used for residential and agricultural uses. Cannabis Production is not permitted in the H1 Zone; however, agricultural uses are permitted. Rezoning Bylaw No. 1899, 2020 amends the existing “Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993,” and Rezoning Bylaw No. 1900, 2020 amends the proposed new “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020”.

Bylaws 1899 and 1900 amend the existing and proposed zoning bylaws as follows:

1. The below definition for Micro Cannabis Production is added to the Definitions Section.

Micro Cannabis Production – means Cannabis Production which is contained entirely within a building where the production and growing of cannabis products is limited to no more than 200 m² of gross floor area per parcel.

2. **Micro Cannabis Production** is added to the Permitted Uses Section of the Small Holdings Zone to allow that use only on the parcel legally described as Lot A, District Lot 3534, Range 5, Coast District, Plan 10696.

REFERRAL COMMENTS

Advisory Planning Commission

Resolution: Motion to support application as an acceptable use in the area provided that the odors associated with growing cannabis can be controlled.

Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

Interests unaffected by the Bylaw.

Ministry of Transportation and Infrastructure

Approval recommended subject to conditions below:

- The Ministry has no objections to this application however, as this will be a commercial operation, the applicant will be required to apply for an Access Permit with the Ministry of Transportation and Infrastructure.
- Only one access will be permitted.

Northern Health Authority

No comments received at the time of writing this report.

RDBN Environmental Services Department

Will appear on supplemental agenda.

PLANNING DEPARTMENT COMMENTS

Land Use Considerations

The subject property is surrounded by residential properties that range in size from 196 acres to 5 acres. There are two residents within 0.5 kilometres of the production facility. Only one property is developed adjacent to the subject property. The applicant proposes to construct the building close to Aspen Road on the southeastern corner of the property furthest away from the neighbouring developed property. The building siting meets the setback provisions listed under the H1 Zone. The neighbouring property to the south is larger and used for agriculture purposes and is significantly lower than the proposed building site.

The building is a simple two-story building with minimum windows that looks like a shop. Given that there is no residential use on the property the proposal may impact the look and character of the area. A dwelling may be permitted on the property with the micro-cannabis production facility, as long as the site containing any activities associated with micro cannabis licence is separate from all other uses on the property. The Micro Cannabis Production use is limited to 200 m² of gross floor area of a building. This size is based on the Health Canada licensing regulations.

Odor control - Cannabis in all stages of cultivation and processing can emit a strong odour. This is particularly true when the plant is budding or flowering, which coincides with harvesting. Activities such as cannabis oil extraction/concentration can involve the use of chemical solvents such as butane or distillation using alcohol which can also contribute to the overall odour emitted from a production facility. Ventilation systems and filters that reduce nuisance smells are required under Section 85(1) of the *Cannabis Regulation*. However, staff can not ensure that Health Canada would effectively address any odor related concerns that may occur.

The applicant has stated that they will use a combination of commercial grade High Efficiency Particulate Absorbing (HEPA) and High Efficiency Gas Absorbing (HEGA) filters at the intakes and

at the exhaust of the building's ventilation system to remove any cannabis odour before it is released outdoors.

Staff do not anticipate that the odors from a Micro Cannabis Production facility would be stronger than other smells associated with agricultural operations. However, the smell of cannabis is unique and unfamiliar, and may be more noticeable.

Disposal of cannabis waste - Waste from the Cannabis production process involves rendering the waste unusable by grinding and combining it with other waste products (food, yard, paper, or plastic wastes, or soil) which will mask or dilute odour producing compounds. This waste is then typically disposed of in landfills, or by composting.

Water usage - The applicants intend to use a shallow well for the operation. The applicants may be required to register the well with FLNRO and may be charged a user fee for agriculture purposes. It is unknown if there is adequate quantity and quality of water on the property. Research has indicated that one cannabis plant requires an estimated 22 liters of water per plant per day during its growing season. However, the applicant has stated that they will need less water than the research suggests. This application was referred to the Ministry Forests Lands Natural Resource Operations and Rural Development's Water Stewardship Division for comment, who specified their interests were unaffected.

Security – The site must be designed in a manner that prevents unauthorized access. Health Canada will not issue a licence if the onsite security measures do not meet the *Cannabis Act Regulations*. Staff do not foresee any issues with security given the Federal Regulations, the site will be fenced and cultivation and production occur within the building.

Micro production facilities take up a smaller footprint and are generally less intensive than macro scale operations. However, given the close proximity to nearby residents, and the residential nature of the neighbourhood, an odor control plan conducted by a registered professional engineer is recommended to be required as a condition of use, to be provided through the building permit process. As part of the permitting process, odour control plans can be reviewed to determine whether emissions are adequately treated such that cannabis odours are not perceptible outside the exterior of the building.



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1899

A Bylaw to Amend “Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993”

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

1. That “Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993” be amended such that the following definition be added to Section 1.0.2

MICRO CANNABIS PRODUCTION means Cannabis Production which is contained entirely within a building where the production and growing of cannabis products is limited to no more than 200 m² of gross floor area per parcel.

2. That “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020” be amended such that the following text is added to Section 14.0.1

- e. Micro Cannabis Production only on the Parcel legally described as ‘Lot A, District Lot 3534, Range 5, Coast District, Plan 10696.’

This bylaw may be cited as the “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1899, 2020”.

READ A FIRST TIME this day of , 2020

READ A SECOND TIME this day of , 2020

PUBLIC HEARING HELD this day of , 2020

READ A THIRD TIME this day of , 2020

I hereby certify that the foregoing is a true and correct copy of “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1899, 2020”

DATED AT BURNS LAKE this day of 2020

Corporate Administrator

ADOPTED this day of , 2020

Chairperson

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1900

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:

1. That “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020” be amended such that the following definition be added to Section 1.0.2

MICRO CANNABIS PRODUCTION means Cannabis Production which is contained entirely within a building where the production and growing of cannabis products is limited to no more than 200 m² of gross floor area per parcel.

2. That “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020” be amended such that the following text is added to Section 14.0.1

- e. Micro Cannabis Production only on the Parcel legally described as ‘Lot A, District Lot 3534, Range 5, Coast District, Plan 10696’

This bylaw may be cited as the “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1900, 2020”.

READ A FIRST TIME this day of , 2020

READ A SECOND TIME this day of , 2020

PUBLIC HEARING HELD this day of , 2020

READ A THIRD TIME this day of , 2020

I hereby certify that the foregoing is a true and correct copy of “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1900, 2020”

DATED AT BURNS LAKE this day of 2020

Corporate Administrator

ADOPTED this day of , 2020

Chairperson

Corporate Administrator

Regional District of Bulkley-Nechako
Planning Department
37 3rd Ave, PO Box 820
Burns Lake, BC
VOJ 1E0

November 4, 2019

To the Regional District of Bulkley-Nechako Planning Department,

We are applying for a site specific zoning amendment, seeking to include licensed micro-cultivation of cannabis as a permitted use on 17621 Aspen Road. The current zoning of the land, cultivation of cannabis as a permitted use on 17621 Aspen Road. The current zoning of the land, is small holdings, H1, which includes agriculture and horticulture as primary uses of the land, and the Official Community Plan is Rural Residential (RR). The RDBN's zoning bylaws declare legal cannabis production under intensive agriculture, excluding medicinal growing by individuals. There are no specific accommodations to the micro-cultivation of cannabis, which is a license issued by Health Canada which limits the cannabis grow area to 200 m² (2152 ft²) or less.

The vision of a cannabis micro-cultivation facility is the same as a small-scale agricultural operation, which is well suited to both the H1 zoning and the RR designation of 17621 Aspen Rd. The operation will be of low disturbance to the surrounding area due to its small and quiet nature. Our proposed facility is a two-story building totaling less than 2000 ft² of floor space, isolated on a 2.49-hectare lot. The total size of the cannabis grow area is 1280 ft² which will accommodate less than 500 plants. The water and septic demands are relatively low, and we will use a carbon filtered exhaust system that will remove any aroma from the air before being released. For reference, an individual's medicinal license can allow for growing over 400 plants indoors, and there are no regulations on quality, cleanliness or aroma management.

Since we are a simple partnership with no employees, the traffic around the site and the security risks will be low. We will visit the site a few times a week to attend to the plants, and the only visitors will be from Health Canada for their periodic site visits of licensed production facilities. We will surround the entire building and parking area with a chain link fence, use a combination of locks/keys and passcodes at entry points, use 24-hour security camera monitoring, and use an alarm system that will notify us of a potential break-in. Furthermore, the amount of cannabis in inventory and the cannabis that is sold is monitored by Health Canada to ensure it is all accounted for and not diverted to an illegal distributor.

The differences between standard cannabis cultivation and micro-cultivation can be astronomical in terms of their impact to the surrounding area. Because of this, there should be specific zoning and planning designations for each. The micro-cultivation license was implemented by Health Canada to allow for smaller cannabis production businesses to start up

and compete, to maintain a "craft cannabis" culture adding to market diversity, and to help meet the legal cannabis demand to end the illicit market.

We propose that the zoning be amended to allow for licensed micro-cultivation of cannabis on 17621 Aspen Rd. Thank you for your consideration.

Sincerely,



Aaron Kornelsen

[Redacted]

[Redacted]

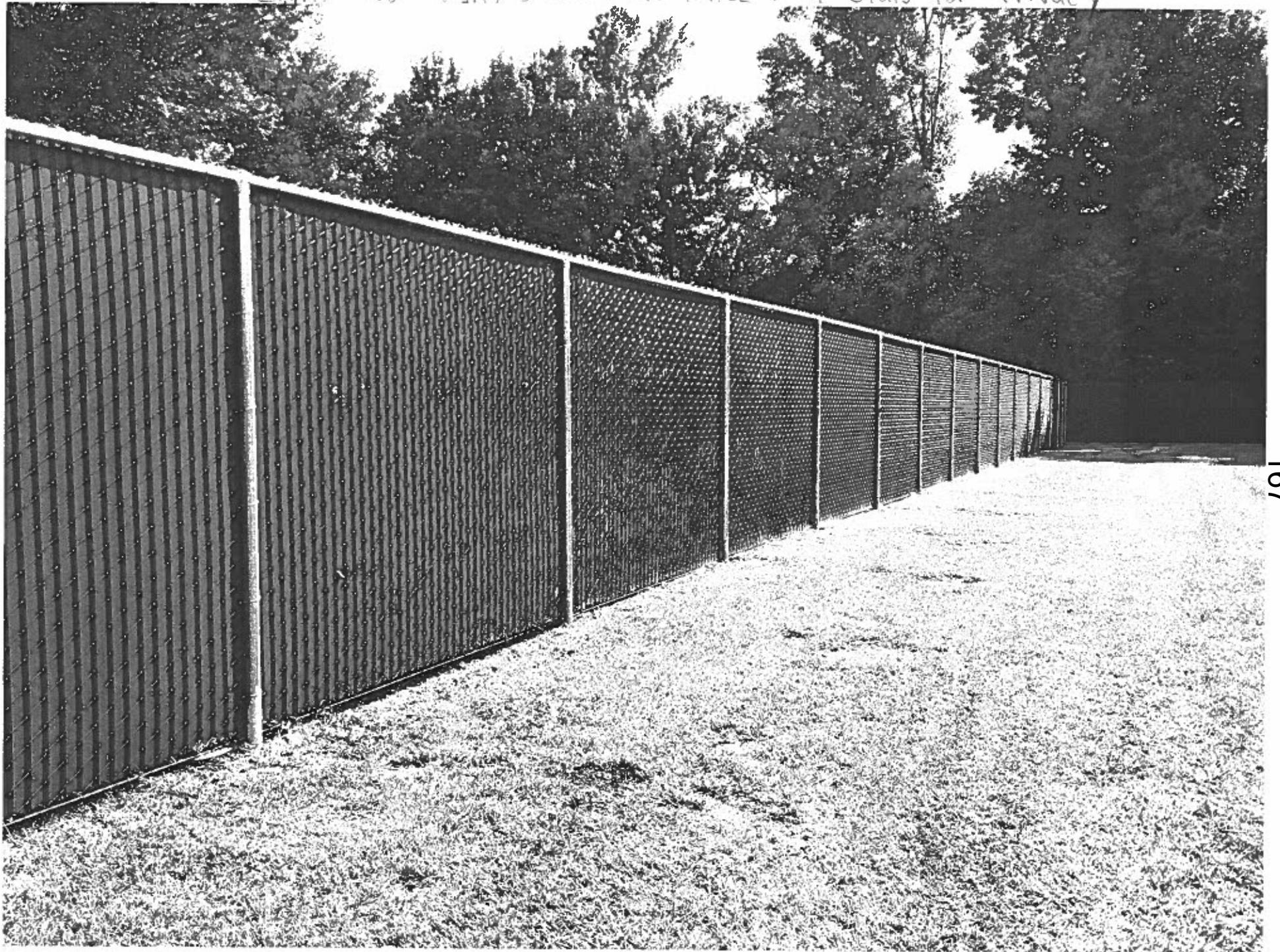


Neal Neudorf

[Redacted]

[Redacted]

Eight foot high, Chain Link Fence with Slats for Privacy



Regional District of Bulkley-Nechako
Planning Department
37 3rd Ave, PO Box 820
Burns Lake, BC
VOJ 1E0

NOV 04 2019
REGIONAL DISTRICT OF
BULKLEY-NECHAKO

November 4, 2019

RE: Building Permit Application No. 113-2019
Lot A, District Lot 3534, Range 5, Coast District, Plan 10696

To whom it may concern,

We have submitted building permit applications for a horticulture facility on 17621 Aspen Rd. We acknowledge the RBDN Zoning Bylaw No. 700, 1993 stating that horticulture does not include Cannabis Production. Under the current H1 zoning of the subject property Cannabis Production is prohibited, and we confirm that we will not break this rule.

As discussed, we plan to apply for a zoning amendment to include licensed micro-cultivation of cannabis as a permitted use of the land. If this is granted, we plan to convert the proposed horticulture facility into a micro-cultivation facility as it would no longer contradict the zoning specifications. However, if the zoning amendment is denied, we again confirm that we will not use the horticulture facility for Cannabis Production.

Sincerely,



Aaron Kornelsen

[Redacted contact information]



Neal Neudorf

[Redacted contact information]

From: [Janette Derksen](#)
To: [Jennifer MacIntyre](#)
Subject: RE: cannabis
Date: February 6, 2020 9:41:27 AM

Jen,

The Environmental Services Department does not have any concerns with the rezoning application from this Micro Cannabis Producer.

In regards to waste disposal, according to Canada's Cannabis regulation, there isn't anything that directly addresses cannabis waste disposal except that it must be destroyed or made inert. The regulation is mirroring the Controlled Substance and Narcotic Legislation, which states that the destruction of the waste must be recorded, along with weights prior to destruction and what the method was used in this process. Currently, with little guidance from the Federal Government on this matter the Environmental Services Department is suggesting that any waste disposer should comply with Federal, Provincial and Municipal environmental protection regulations for composting, incineration or landfilling.

Staff is suggesting that the producer consider onsite composting or incinerating any harvested waste from their production process as the waste is considered Industry waste which is not an accepted waste at the regions landfills under the RDBN's Solid Waste Management Facility Regulation and Use Fee Bylaw. Also, the RDBN's Solid Waste Management Plan promotes the diversion of Organic Matter from the landfills as this material will increase the potential for landfill gas generation, therefor increasing the carbon emissions related to Greenhouse Gas.

Sincerely,

Janette Derksen

Deputy Director of Environmental Services
Regional District of Bulkley-Nechako
P.O. Box 820, #37-3rd Ave. Burns Lake, BC V0J1E0
p. 250-692-3195 tf. 1-800-320-3339 c. 250-251-1424
f. 250-692-3305
www.rdbn.bc.ca Janette.derksen@rdbn.bc.ca

From: Jennifer MacIntyre <jennifer.macIntyre@rdbn.bc.ca>
Sent: January 22, 2020 11:07 AM
To: Janette Derksen <janette.derksen@rdbn.bc.ca>
Subject: RE: cannabis

Thanks Janette!



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jennifer MacIntyre, Planner I
DATE: January 20, 2020
SUBJECT: Rezoning Application A-07-19 (Hanson North Valley)
 1st and 2nd Reading Report for Rezoning Bylaws 1901 and 1902, 2020

RECOMMENDATION

1. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1901, 2020" be given first and second reading and subsequently be taken to Public Hearing.
2. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1902, 2020" be given first and second reading and subsequently be taken to Public Hearing.
3. That the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1901, 2020" and "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1902, 2020" be delegated to the Director or Alternate Director for Electoral Area A.
4. And, that staff be directed to not schedule the Public Hearing until a letter is provided by an engineer or authorized person under the *Sewerage System Regulation* explaining how an on-site sewage disposal system is proposed to be provided to support the additional dwelling.

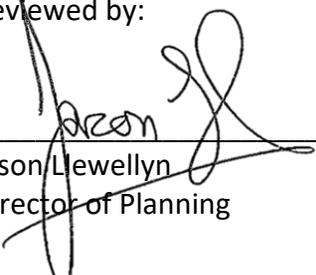
VOTING

All Directors / Majority

EXECUTIVE SUMMARY

This rezoning application proposes to allow a second dwelling on the subject property above a shop. Staff support 1st and 2nd reading of the bylaws to change the zoning of the subject property from Small Holdings (H1) to Small Holdings Additional Dwelling (H1A) to allow the second dwelling. Subject to confirmation that sewage disposal issues can be adequately addressed, this will allow the application to proceed to the public hearing stage so that residents can provide their input on the proposed use for the Board's consideration.

Reviewed by:



 Jason Lewellyn
 Director of Planning

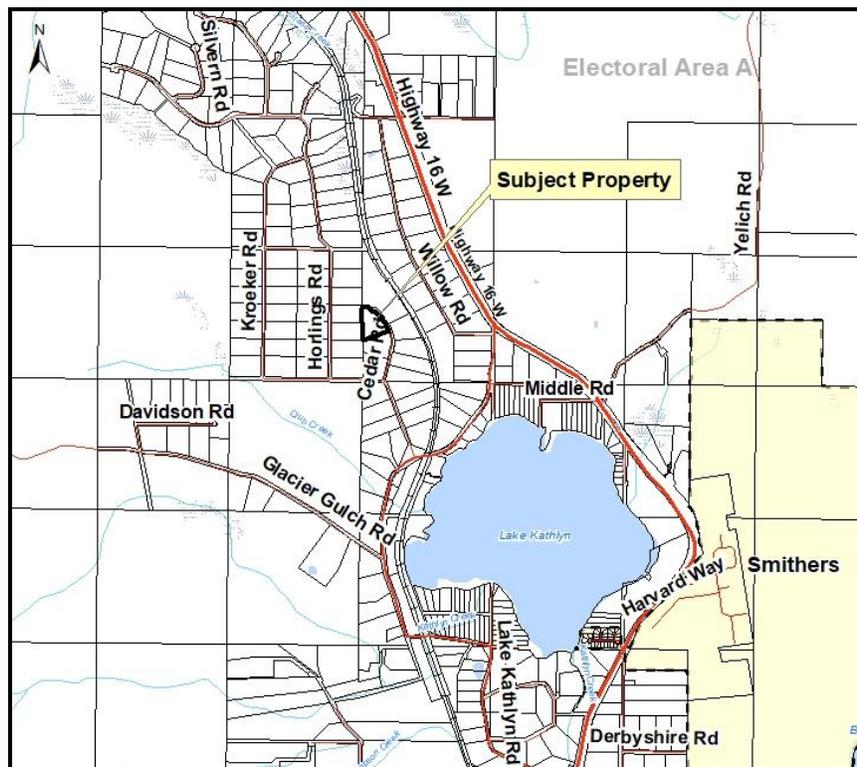
Written by:



 Jennifer MacIntyre
 Planner I

APPLICATION SUMMARY

Name of Property Owner: Jeremy Hanson
 Name of Agent: Tylor Versteeg
 Electoral Area: A
 Subject Property: Lot 7, Section 15, Township 1A, Range 5, Coast District, Plan 10261
 Property Size: 2.03 ha. (5.03 ac.)
 Location: The subject property is located at 7351 Cedar Road, 7 km from the Town of Smithers.



O.C.P. Designation: Rural Residential (RR) in the Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014
 Zoning: Small Holdings (H1) zone in the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993
 Existing Land Use: Residential
 ALR Status: Outside the ALR

PROPOSAL

The applicants are currently constructing a 40' x 70' (2,800 ft²) shop. This building is intended to be used as part of a home occupation. The applicant wishes to add a 603 ft² one-bedroom dwelling on the second floor of the shop.

REFERRAL COMMENTS

Advisory Planning Commission

Resolution: APC supports the application to build a suite

Comments: Amend H1 to allow a suite. APC does not support amending zoning to H1A to allow a 2nd dwelling. As per application, there needs to be a condition to allow a suite, but that a 2nd dwelling cannot be added. Amending zoning to H1A would permit a 2nd dwelling and that is concerning.

Ministry of Transportation

No Objections:

- The Ministry sees little to no impact at this time.
- Clients should know that for any commercial or industrial access, the Ministry does require permits, however, for residential access no permits are required on side roads (non-numbered routes).

Northern Health Authority

I am writing this letter in regards to the application to amend the zoning from Small Holdings (H1) to Small Holdings (Additional Dwelling) (H1A) for the subject property Lot 7, Section 15, Township 1A, Range 5, Coast District, Plan 10261, located at 7351 Cedar Road.

Approval not recommended due to reasons outlined below.

Sewage:

A Permit to Construct a Sewage Disposal System and Authorization to Operate was issued in 1995 for a 26m diameter lagoon situated on the north end of the property, documentation enclosed. The lagoon was designed for a 3-4 Bedroom home with a living area of 2400 sqft. Based on the limited information provided in the original Application for Permit to Construct, I do not think the existing lagoon will be able to receive additional effluent from the proposed single family dwelling and shop activities. The actual lagoon was not assessed on site. As a result, I can not comment on the condition of the lagoon. Further, standard practice for lagoons have changed since 1995, so the existing lagoon will not meet the criteria published in the BC *Standard Practice Manual* (v.3).

If the applicant is interested in upgrading the lagoon or demonstrating that the existing lagoon is capable of accepting the additional sewage, I can review their proposal and provide comment. In either case, the applicant will need to access the expertise of an authorized person under the *Sewerage System Regulation* [BC Reg 326/2004], under the *Public Health Act* [SBC 2008 c.28].

Alternatively, the applicant may submit a proposal for a new lagoon or sewerage system for the shop and single family dwelling that I can review and provide comment.

Drinking Water:

For this proposal, Northern Health will not require the applicant to prove availability of potable water. However, pursuant to the *Drinking Water Protection Act* [SBC 2001 c.9] and *Regulation*

[BC Reg 200/2003], the owner/operator of a water supply system must obtain an operating permit and comply with regulatory requirements. A water supply system is a domestic water system (i.e. Used for drinking water and other domestic purposes) that serves more than one single-family residence. In this case, if the existing well that is connected to the existing house will be connected to the proposed shop and single family dwelling, this would be considered a regulated water system.

DISCUSSION

Official Community Plan

The subject property is designated Rural Residential (RR) in the Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014 which is intended to provide opportunities for people to live in a rural setting while protecting and preserving the rural character of the area.

With regards to an additional dwelling in the RR designation, Section 3.4.2 (7) of the OCP states that rezoning applications to allow a second single family dwelling on a parcel may be considered under the following circumstances:

- (a) *The subject property is a minimum of 2 hectares (5 acres) in size or larger, or a 2nd single family dwelling exists and is legal but non-conforming to zoning.*
- (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) *The parcel is not located within a floodplain or on other hazard lands.*
- (e) *The development addresses wildlife and ecological values.*
- (f) *And, the future subdivision of the land into a parcel smaller than 2 hectares (5 acres) is prohibited.*

In staff's opinion the proposal adequately complies with the OCP, with exception of clause (b), which should be addressed prior to final adoption of the rezoning bylaws.

Zoning

The Small Holdings (Additional Dwelling) (H1-A) Zone only permits one single family dwelling per parcel with a gross floor area exceeding 100 m² (1,076 ft²). Limiting the size of the second dwelling reduces the potential visual impact associated with two large homes on the property. In addition, the size restriction also serves to limit the number of bedrooms and therefore control the on-site sewage disposal impacts. Further subdivision of the property cannot occur under the current or the proposed zoning due to the existing parcel size of 2.0 ha.



Within the boundaries of Electoral Area 'A' there are 10 properties zoned H1-A.

Sewage Disposal

According to Northern Health Authority the existing lagoon will need to be upgraded to accommodate a second dwelling. It is recommended that the applicant be required to provide a letter from an engineer or authorized person under the *Sewerage System Regulation* explaining how an on-site sewage disposal system is proposed to be provided to support the additional dwelling. It is recommended that this be provided to staff's satisfaction, prior to the scheduling of the public hearing.

A building permit has been issued for the shop only. Should the property be rezoned to allow a second dwelling the building permit will not be amended to allow that dwelling until the property owner has provided evidence that an on-site sewage system is being developed in accordance with Northern Health regulations for that second dwelling.



Staff do not anticipate that the second dwelling will impact the character of the area.



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1901

A Bylaw to Amend “Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993”

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

That “Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993” be amended such that the following land is rezoned from the “Small Holdings (H1)” Zone to the “Small Holdings (Additional Dwelling) (H1 A)” Zone.

‘Lot 7, Section 15, Township 1A, Range 5, Coast District, Plan 10261’, shown on Schedule “A”, which is incorporated in and forms part of this bylaw.

This bylaw may be cited as the “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1901, 2020”.

READ A FIRST TIME this day of , 2020

READ A SECOND TIME this day of , 2020

PUBLIC HEARING HELD this day of , 2020

READ A THIRD TIME this day of , 2020

I hereby certify that the foregoing is a true and correct copy of “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1901, 2020”

DATED AT BURNS LAKE this day of 2020

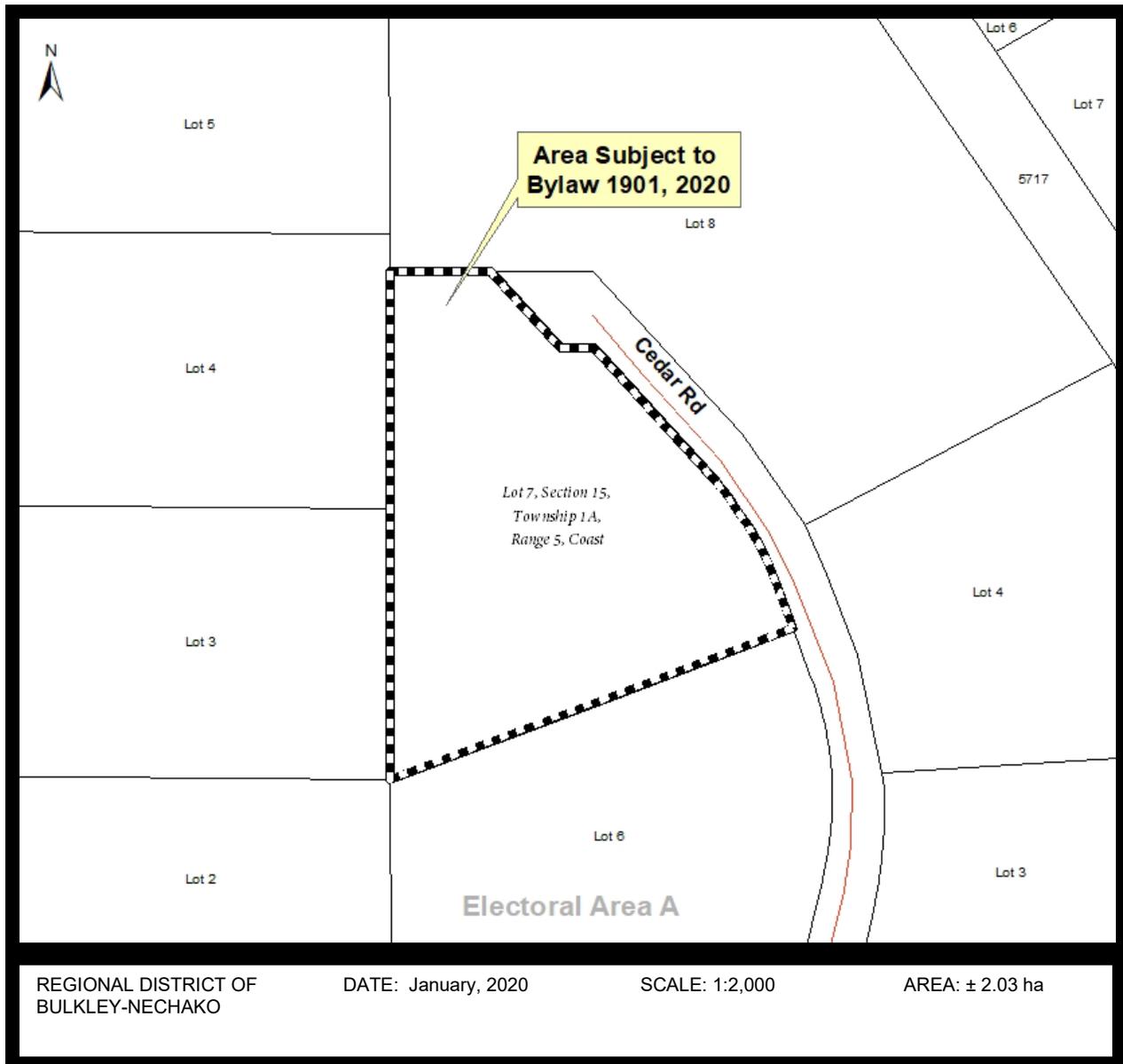
Corporate Administrator

APPROVED BY THE MINISTRY OF TRANSPORTATION
this day of

ADOPTED this day of 2020

Chairperson

Corporate Administrator



SCHEDULE "A" BYLAW NO. 1901

'Lot 7, Section 15, Township 1A, Range 5, Coast District, Plan 10261', comprising of ±2.03 ha. Being rezoned from the "Small Holdings (H1)" Zone to the "Small Holdings (Additional Dwelling) (H1 A)" Zone, as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 1901, 2020.

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1902

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

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

That “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020” be amended such that the following land is rezoned from the “Small Holdings (H1)” Zone to the “Small Holdings (Additional Dwelling) (H1 A)” Zone.

‘Lot 7, Section 15, Township 1A, Range 5, Coast District, Plan 10261’, shown on Schedule “A”, which is incorporated in and forms part of this bylaw.

This bylaw may be cited as the “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1902, 2020”.

READ A FIRST TIME this day of , 2020

READ A SECOND TIME this day of , 2020

PUBLIC HEARING HELD this day of , 2020

READ A THIRD TIME this day of , 2020

I hereby certify that the foregoing is a true and correct copy of “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1902, 2020”

DATED AT BURNS LAKE this day of 2020

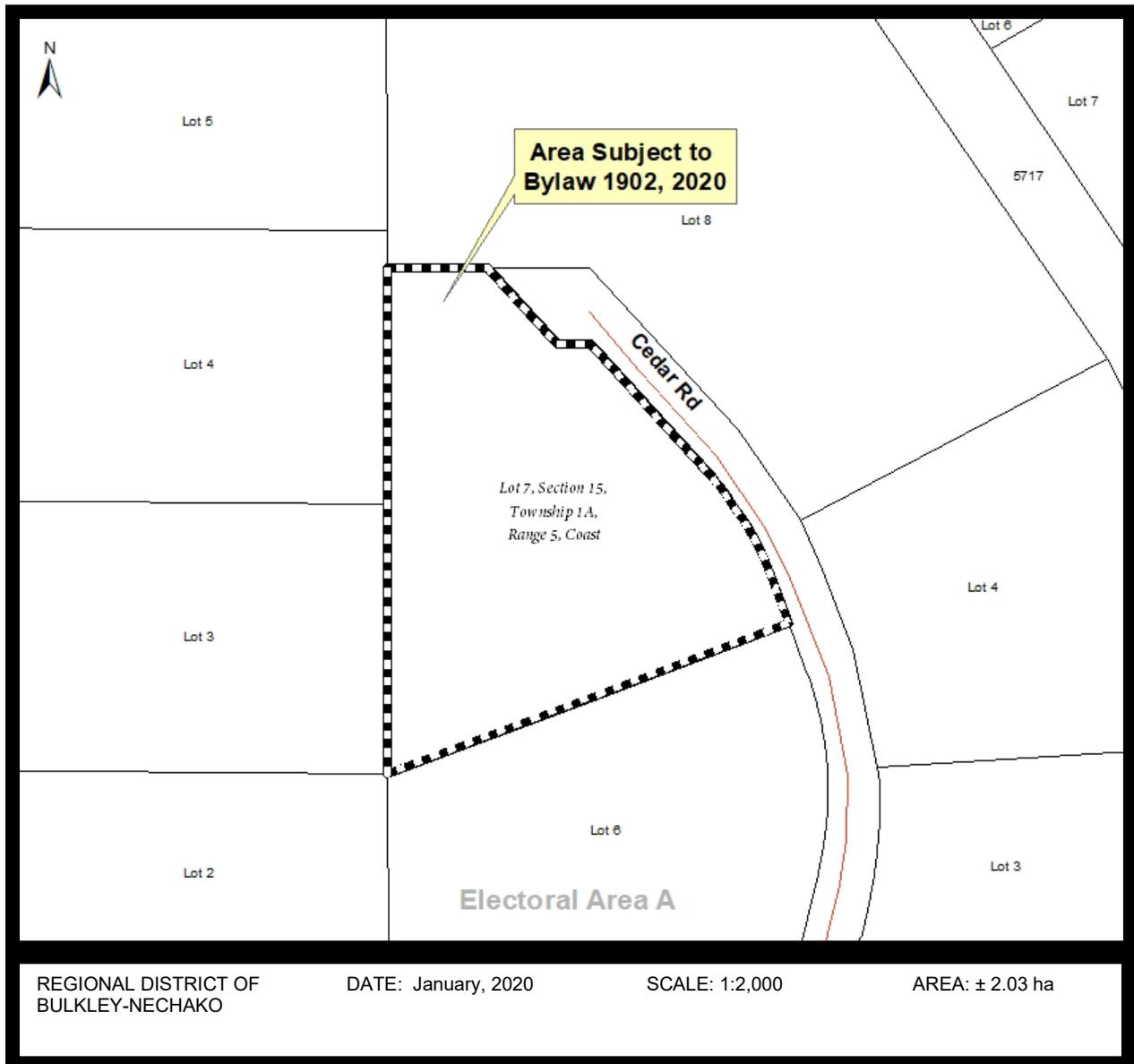
Corporate Administrator

APPROVED BY THE MINISTRY OF TRANSPORTATION
this day of

ADOPTED this day of 2020

Chairperson

Corporate Administrator



SCHEDULE "A" BYLAW NO. 1902

'Lot 7, Section 15, Township 1A, Range 5, Coast District, Plan 10261', comprising of ±2.03 ha. Being rezoned from the "Small Holdings (H1)" Zone to the "Small Holdings (Additional Dwelling) (H1 A)" Zone, as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 1902, 2020.

Corporate Administrator

M E M O R A N D U M

Date: November 8, 2019

North Valley Design + Consulting Ltd.

3781 Second Avenue; P.O. Box 187

Smithers, B.C. V0J 2N0

Tel: 250.847.1204 | info@northvalleydesign.ca

To:**Regional District of Bulkley Nechako**

P.O. Box 820

Burns Lake, B.C. V0J 1E0

From:**Mr. Tylor Versteeg**

Principal

North Valley Design + Consulting Ltd.

Re: 7351 Cedar Road Rezoning Application – H1 to H1A

North Valley Design + Consulting Ltd. (North Valley) has been engaged by Mr. Jeremy Hanson and Mrs. Shaele Hanson to provide design and consulting services for developments on the subject property (the property) described below and located within the Regional District of Bulkley Nechako (RDBN). The current and proposed developments are located on the parcel identified as:

7351 Cedar Road, Smithers, B.C.

Legal: Lot 1 SECTION 15 TOWNSHIP 1A RANGE 5 COAST DISTRICT PLAN 10261

PID: 005-381-819

The 2.1-hectare rural property is designated in the official community plan as Rural Residential (RR) and is currently zoned Small Holdings (H1). There is an existing single-family dwelling located on the property and a permitted shop is currently under construction. The shop is 40' x 70' with three-quarters of the footprint being used for shop use and approximately one-quarter of the building footprint separated into two-level office/storage areas. Mr. and Mrs. Hanson own and operate Hardline Exploration Corp., and Peaks & Valleys Baby. Hardline Exploration is a geological exploration company that mainly operates in camp settings throughout northern BC. Peaks and Valleys Baby is a home-based textile business that produced and sells sewed baby products.

As part of the building design process with Mr. and Mrs. Hanson, North Valley designed two offices on the main floor of the shop, one for Mr. Hanson for use when he is not in camp and the other for Mrs. Hanson to operate her home-based business. Both businesses do not attract many clients to the property but provide the home-owners a place separate from the single-family dwelling to organize and work on their businesses. Many of the rural residential properties around the Smithers municipal boundaries and specifically in the subdivisions around Kathlyn Lake are owned by small business owners and the additional space on the property is often utilized by their businesses as a supplement to their primary dwelling. These uses were discussed with RDBN staff during the building permit zoning review and the shop and offices do comply with the zoning regulations and home-occupation regulations. The offices did not require the same ceiling height as the shop, so a second-level was designed over the offices with the intent to build a residential single bedroom suite. The shop is detached from the single-family dwelling, therefore a suite in the shop would be identified as a second dwelling rather than a secondary suite. A second dwelling is not permitted within the current Small Holdings (H1) zone, however, it would be permitted within the Small Holdings (Additional Dwelling) zone (H1 A).

Mr. and Mrs. Hanson have a young growing family and expect that they will require help at home while both their family and business grow. The suite is being requested by Mr. and Mrs. Hanson to provide on-site accommodations for a live-in caregiver that may be employed to mind their children in the near future. Both labour and housing in the Bulkley Valley have been identified as a pressure point for future economic growth and the Hansons have identified that this alternative form of housing would be of benefit for the Bulkley Valley and this property while they are investing in its redevelopment. The prospect of having accommodation for a live-in caregiver will either open up a residential unit in another location of the Bulkley Valley or provide the opportunity to attract an out-of-town caregiver without adding additional burden to the already tight housing market. We also understand that density in Rural Residential areas within the RDBN is important as it affects the consistency and cohesiveness of a community. We suggest that this dwelling does not dramatically change the use and character of the land since we are attempting to consolidate a second dwelling within a shop development that would otherwise be permitted within the H1 zone. Note that if this suite is constructed inside the

M E M O R A N D U M

footprint of the shop after rezoning, as we are proposing, any future landowner(s) would be restricted from building additional residential dwellings on the parcel as the H1A zone only allows two single-family residential dwellings.

North Valley, on behalf of Mr. and Mrs. Hanson is requesting that the subject property be re-zoned to Small Holdings (Additional Dwelling) Zone (H1 A). If there are any questions, please do not hesitate to contact the undersigned.

Sincerely,



Tylor Versteeg
Principal | North Valley Design + Consulting Ltd.
250.847.1204 | tylor@northvalleydesign.ca



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: January 24, 2020
SUBJECT: Unsightly Premises, 7239 Stella Rd, Electoral Area D.

RECOMMENDATION

That the RDBN Board direct staff to continue to work with the owner of 7239 Stella Rd. to gain voluntary compliance with "[Regional District of Bulkley Nechako Unsightly Premises Bylaw No. 1649, 2012](#)" and report back to the Board regarding future compliance and enforcement at the discretion of the Director for Electoral Area D

VOTING

All Directors / Majority

EXECUTIVE SUMMARY

The RDBN first became aware of the unsightly premises at 7239 Stella Road, as an enforcement issue in 2017. The property became increasingly unsightly in 2018. As a result of requests from the RDBN's bylaw enforcement officer in 2018 and 2019 the property owner and their tenant made some small improvements to the condition of the property. Unfortunately, the property remains unsightly.

The Director for Electoral Area D completed the attached "Bylaw Enforcement Direction Form" recommending that staff submit a detailed staff report to the Board with a recommendation to continue to work with the owner of 7239 Stella Rd. to gain voluntary compliance.

Written by:



Jason Llewellyn
Director of Planning

DISCUSSION

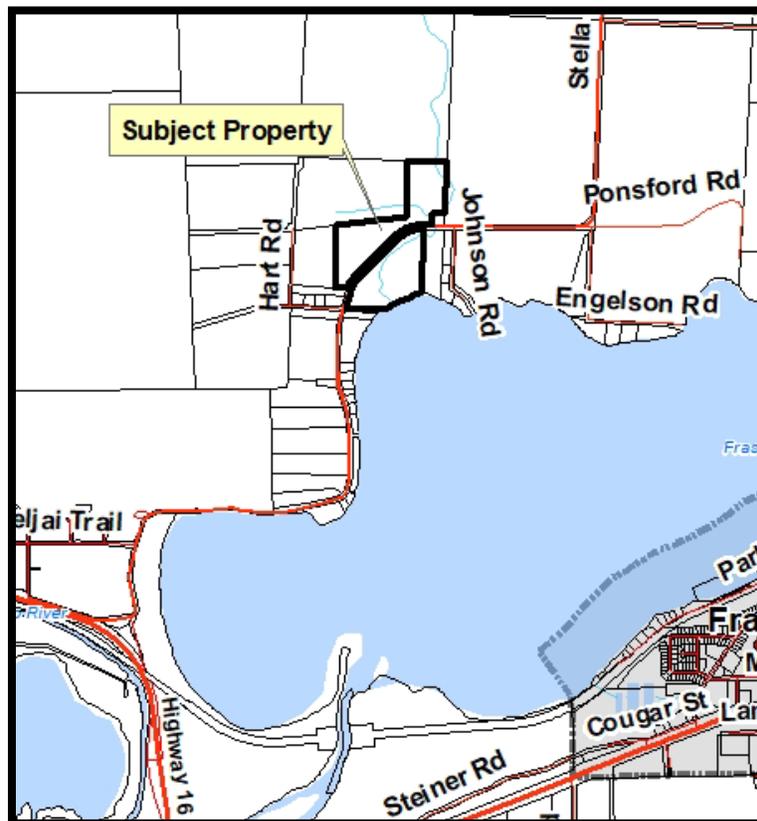
Enforcement Efforts

RDBN staff have asked the property owner to comply with "[Regional District of Bulkley Nechako Unsightly Premises Bylaw No. 1649, 2012](#)" (the Bylaw) by doing the following:

- Clear from the property any Automobile Wreck or any Derelict Motor Vehicles in excess of two (2).
- Remove from the property all accumulations of Filth, Discarded Materials, and Rubbish.
- Remove from the property all unsightly materials and conditions.

Staff have sent the property owner a number of letters, and staff have visited the site on multiple occasions over the last two years. There was some clean-up of the property in the summer of 2019 in the area closest to Stella Road; however, the property remains unsightly and contains multiple automobile wrecks, derelict motor vehicles, and other discarded materials and rubbish.

The property owner and tenant have said that most materials being stored on the property are required to support their farming operation.



The following photographs show the condition of the subject property.

June 2019 pictures



November 2019 pictures





Recommended Enforcement

In accordance with Section 5 of the [RDBN's Bylaw Enforcement Policy](#) staff have reviewed the enforcement situation with the Director for Electoral Area D, and the Director has completed a "Bylaw Enforcement Direction Form." The completed form is attached to this report. The Director is recommending that staff continue to work with the property owner to gain voluntary compliance. In accordance with policy the Board is asked to approve the direction provided in the form.

If the Board supports the recommendation staff will work with the property owner over the winter to gain bylaw compliance. A site inspection will be conducted in the spring and staff will review the situation with the Director and future enforcement action will be considered.

If the contravention continues, and reasonable efforts have not been made to address the non-compliance, the Director may consider recommending that the Board initiate the process to have the Regional District Board carry out the work necessary to comply with the Unsightly Premises Bylaw at the expense of the property owner. This process is outlined in Section 7 of the [RDBN's Bylaw Enforcement Policy](#). This action may include the Regional District, by its own forces or those of a contractor, carrying out the work necessary to comply with Section 4 of the Bylaw, and the Regional District may recover the costs of undertaking the work as property taxes.



Bylaw Enforcement Direction Form

(The following section to be completed by the Bylaw Enforcement Officer prior to submission by the Electoral Area Director)

Electoral Area D

Electoral Area Director: Mark Parker

Bylaw Enforcement File Number: 2019-D-01 (7239 Stella Road)

Subject Property Address and Legal Description: District Lot 954, Range 5, Coast District, Except the North 40 Chains and Except Plans 4559, 5008, 6041, 6713, 10829, BCP13378 and BCP21365

Description of Bylaw Contravention: Unsightly Premises

Description of Enforcement Action Taken: Multiple letters and site visits asking for clean up

Date provided to Electoral Area Director: January 23, 2020

(The following section to be completed by the Electoral Area Director)

As Director for Electoral Area D I hereby recommend that staff proceed as indicated below in regards to Bylaw Enforcement File Number 2019-D-01.

(Please check one of the following)

- Staff take no further action and close the Bylaw Enforcement File.
- Staff continue to work with the property owner to gain compliance, and resubmit a new "Bylaw Enforcement Direction Form" to the Director in 4 months.
- Staff submit a detailed report to the Regional District Board seeking direction regarding enforcement action.
- Other action. That staff continue to work with the property owner and tenant to gain compliance and report back to the Director for Direction in the summer of 2020.

Date completed Jan 23, 2020

Electoral Area Director signature 

(This following section to be completed by the Bylaw Enforcement Officer)

Date considered by the Regional District Board _____

Resolution Number _____



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jennifer MacIntyre, Planner I
DATE: February 5, 2020
SUBJECT: Crown Land Application Referral 6409175 (CTL Contractors Ltd.)

RECOMMENDATION

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 6409175.

VOTING

All Directors / Majority

DISCUSSION

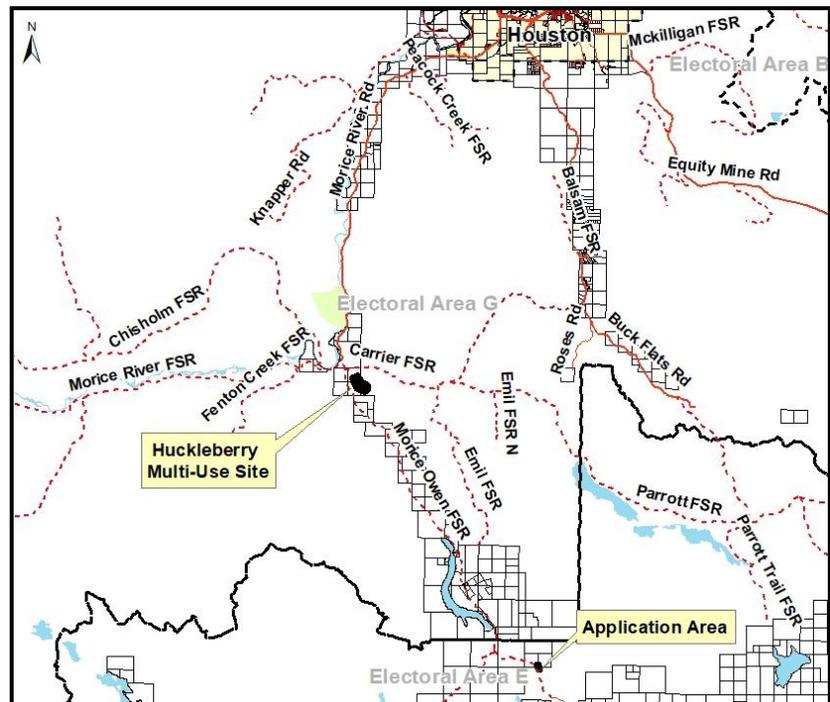
This application is regarding a Licence of Occupation for Aggregate and Quarry Material – sand and gravel purposes for a 5-year term.

The application area is located on a portion of District Lots 2134 and 2135 and on unsurveyed Crown land accessed by the Morice-Owen FSR, approximately 51 kilometres south of the District of Houston. The application area is approximately 5.05 ha. in size.

The purpose of the project is to supply 24,000 m³ of sand and gravel for surfacing materials to the Huckleberry Multi-Use laydown site for the Coastal GasLink Pipeline Project. The screening of sand is a secondary operation and will be used to provide pipe bedding during the installation of the LNG pipeline. The gravel pit is 24 km south of the Huckleberry Multi-Use Site.

The site is a pre-existing gravel pit that would be expanded. The expanded area will need to be cleared prior to extraction of materials.

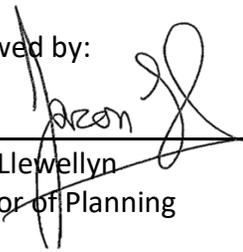
The applicant explored other aggregate suppliers prior to making this application; however, they've confirmed that they could not provide adequate materials. According to the applicant this site is the closest aggregate resource to the Huckleberry site.



Access is the existing Morice-Owen FSR. Traffic generated by the development during construction phase is estimated to be 150 vehicles per day. During the operation phase it is estimated that there will be 50 vehicles per day. Dust generated on the Morice-Owen will be mitigated by a self-loading water truck using 100 kilolitres per day from the Morice river.

The application area is not zoned and there is no Official Community Plan for Electoral Area E. There are no residences located within 5 km of the site. However, the hauling route will pass by the unoccupied Felix George Indian Reserve and 4 dwellings. At the time of writing this report it is unknown if a Ministry of Energy, Mines and Petroleum Resources Notice of Work permit has been issued.

Reviewed by:



Jason Llewellyn
Director of Planning

Written by:

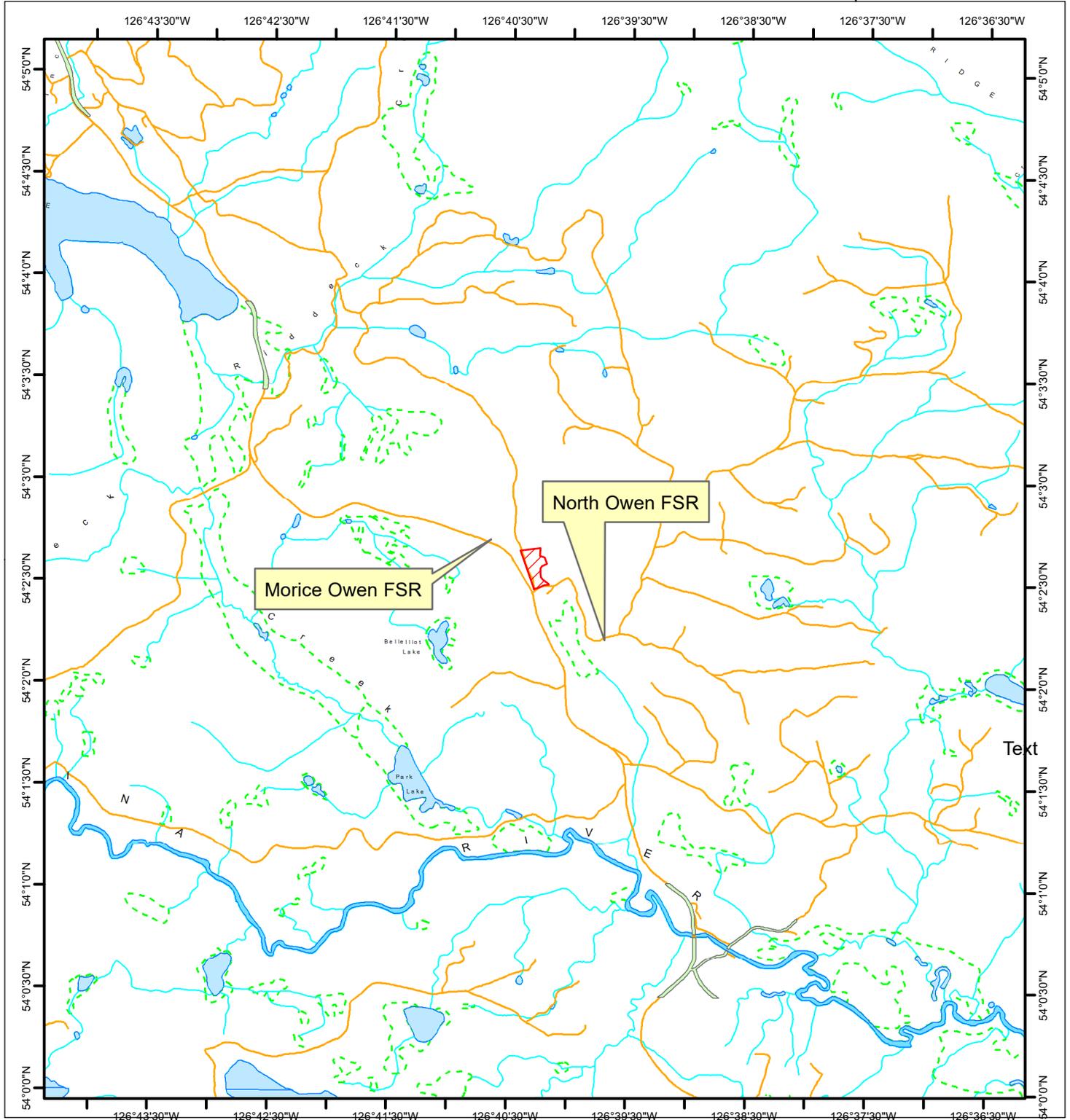


Jennifer MacIntyre
Planner I



**REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT
SHEET ON CROWN LAND REFERRAL 6409175**

Electoral Area:	E
Applicant:	CTL Contractors Ltd.
Existing Land Use:	Vacant, forested, and existing unused gravel pit
Zoning:	Not zoned under Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.
Plan Designation	N/A
Proposed Use Comply With Zoning:	N/A
If not, why?	
Agricultural Land Reserve:	Outside the ALR
Access Highway:	Morice Owen FSR
Archaeological Site:	None according to provincial mapping
Building Inspection:	Outside Building Inspection Area
Fire Protection:	Outside Rural Fire Protection Area
Other comments:	None.



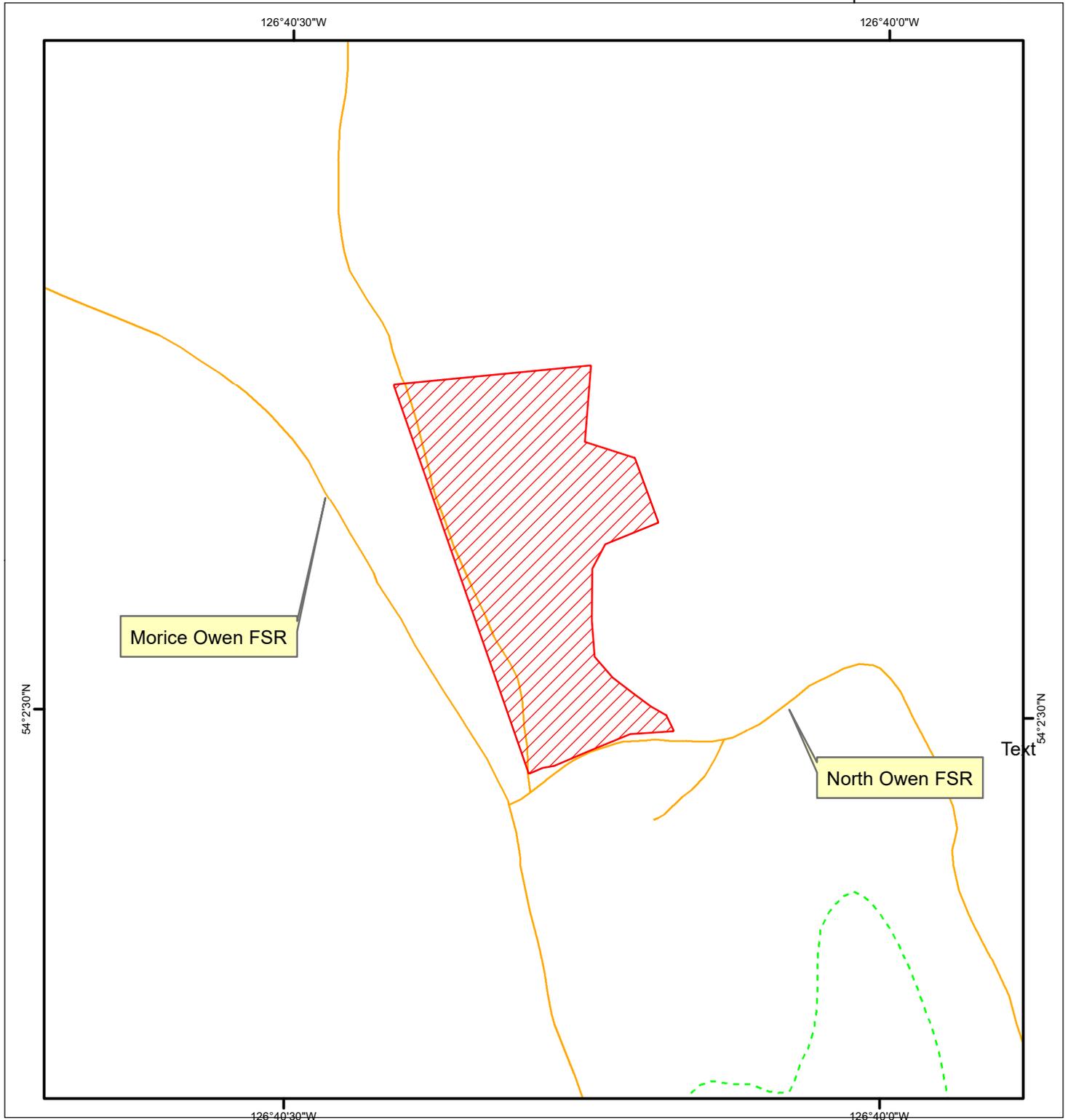
Scale: 1:50,000
 Type: Licence
 Sub Type: Licence of Occupation
 Purpose: Quarrying
 Subpurpose: Sand and Gravel

-  Application Area
-  Indian Reserves
-  Parks and Protected Area

Referral Map



Date: 04 Dec 2019
 Area: 0.213 ha +/-



Scale: 1:5,000
 Type: Licence
 Sub Type: Licence of Occupation
 Purpose: Quarrying
 Subpurpose: Sand and Gravel

-  Application Area
-  Indian Reserves
-  Parks and Protected Area

Referral Map



Date: 04 Dec 2019
 Area: 0.213 ha +/-

Management Plan

Please describe the details of your project to the extent known. Consult the guidance document for further information on regulatory requirements, rationale for why the information is required, and how to find required information.

The scope and the timing for response will be provided. If information is requested and not received, it may result in the disallowance of the application.

Information on these topics may be required as part of the application processing and if further detail is necessary that is not part of the application and management plan received, you will be contacted and requested to provide additional information. In some circumstances, the use of a qualified professional to complete the plan may be required.

1.0 Background

1.1 Project Overview

Describe project for which authorization is requested, including construction and/or phased development details:

The project for which authorization is requested is to develop a 4.91 hectare aggregate quarry / gravel pit to supply granular materials, sand and pit run gravels to primarily provide surfacing to a 18.8 hectare multi use lay-down site (Huckleberry Multi use laydown) 1 km west of the intersection of the Parrot North FSR and the Morice Owen Forest Service Road (Km 28.8) south of Houston BC. The 18.8 hectare site is part of Pacific Atlantic Pipeline Construction's (PAPC) contract with TranCanada Pipelines to build sections 6 & 7 of the Coastal Gaslink Pipeline Project " going from Groundbirch, BC to Kitimat, BC. Granular materials are required and will be used for surfacing and grading of the lay down areas. The screening of sand is a secondary operation and will be used to provide pipe bedding during the installation of the LNG pipeline.

The 4.91 ha gravel pit site being applied for is on the east side of the Morice Owen FSR at Km 51. The site is a pre-existing gravel pit and will need to be expanded. The expanded area will need to be grubbed and stripped prior to extraction of materials. There will be no buildings on this site. There are no water sources on this site.

1.2 Investigative Work

If any preliminary investigative work has been carried out, with or without an investigative authorization, provide details on work completed, incomplete or on-going from previous term.



Activity	Brief Description of Activity	Status (e.g. Complete, incomplete, ongoing)	Comments / Milestones
Minor	Physical viewing of prior gravel excavation on site confirmed. Indication of significant past use as an aggregate supply /source for the past construction of the Forest Service Roads in this area.	Ongoing, exploratory test holes	Time is of the essence as PAPC (Pacific Atlantic Pipeline Construction) will start construction of 19 ha laydown area on Morice Owen FSR in late September 2019. Required authorization by October 15/19.

Add Row

1.4 First Nations Consultation

Describe any contact you may have had, including the name of the First Nation(s) and representatives contacted.



CTL Contractors Ltd confirms that we have not yet made contact with the Wet'suwet'en First Nations located in this area.. The closest reserve to the project is the " Felix George 7 ", Number 07449, located at Coast District, Lot 3417 at north end of Owen lake, 4 Miles East of Madina Mountain.

2.0 Location

2.1 Description

Provide a general description of the location of the project:



The proposed 51 km pit is located on the east side of the Morice Owen FSR at 51 km. It is specifically located at Latitude 54.042007 deg and Longitude -126.671352 deg. There is a pr-existing gravel pit at this 51 km location developed from past construction activities in this area.

2.2 Location Justification

Provide your reasons/justification of the need for this type of project at this location:



The proposed 51 km Pit is a distance of approximately 24 km to the Huckleberry Multi use laydown site at 28.8 km on the Morice Owen FSR. The Huckleberry multi use laydown site is required as part of the preconstruction staging of the Trans Canada LNG pipeline being constructed between Groundbirch and Kitimat, BC. The proposed 51 Km is the second of 2 pits applied for that are appears to be the closest potential granular source to the Huckleberry site.

Alternative and additional enquirer y were made with local potential aggregate suppliers, LB Paving of Smither BC, (Terus Group) and Blast Pro Construction Ltd both having aggregate quarries in the area and being a potential supply of aggregates. Both suppliers confirmed that they could not provide the required preliminary supply of pitrun materials (24,000 m3 of pitrun gravels). Alternatively we have proceeded with 2 applications for crown tenures to facilitate our initial aggregate requirements for the Huckleberry multi use laydown site at km 28.8 on the Morice Owen FSR and for a secondary requirement to provide bedding sand materials to the pipeline installation in this area of the pipe line.

2.3 Seasonal Expectations of Use

When will the Project require use of the land? Include information on key works during construction phases as well as operations phase. Please reference [reduced risk fish windows](#) as required by DFO:



Project Phase (Construction / Operations)	Brief Description of Activity / Works	Season
Site Preparation	Clear, grub and strip organics	Fall (October 2019)
Supply Aggregate	Primary activity - Load and haul pitrun gravel to 28.8 km Huckleberry Multi use site	Fall (November 2019)
Supply Sand	Secondary activity - Screen, load, haul sand to pipeline	Spring & summer (May - September 2020)
Supply Sand	Secondary activity - Screen, load, haul sand to pipeline	Spring & summer (May - September 2021)
Demobilization & reclamation of Pit	Slope, trim pit and reapply stripping materials over excavation areas. Seed area.	Fall (September 2021)
Add Row		

3.0 Infrastructure and Improvements

3.1 Facilities and Infrastructure

Detail any new and existing facilities, infrastructure or processes proposed and any ancillary uses. Provide details of planned construction methods and materials, and construction scheduling.

Facility/Infrastructure/Process	Construction Methods/Materials	Construction Schedule
No facility or infrastructure is required for this site	NA	NA
Add Field		

3.2 Access

Identify existing and proposed roads used for access and their use by season. Include any proposed connections to public or Forest Service Roads; traffic information including volume of traffic during construction/operation and phase or season that the traffic is expected:



Roadway/Proposed Connection	Existing/Proposed	Existing Road Classification	Road Permittee Information and Road Use Agreements	Traffic Volume		Mitigation of Traffic Effects
				Construction Phase	Operations Phase	
Existing FSR Access runs through proposed Km 51 pit. (See Site Plan)	Morice Owen FSR	Mainline FSR	Canfor and Huckleberry Mines	150 vehicles per day	50 vehicles per day	Radio Control and signage
Add Field						

3.3 Utility Requirements and Sources

Describe utility requirements and sources, include agreements in place or underway allowing access to utilities.



As per Morice Owen FS Road Users Agreement.

--

3.4 Water Supply

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including sources, location, volume and a general description of infrastructure planned to meet water supply requirements, include any agreements outside of Water Act Authorizations identified above (Section I, Authorizations, Permits or Approvals), such as Municipal water supply.

Project Phase (Construction/ Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
Hauling of Aggregate	Dust Control & Compaction	Morice River/ Lat 54.201410 Long. -126.862471	100 kilo-liters per day	Self Loading Water Truck	Water Use Permit for Morice River under permit application.

Add Field

3.5 Waste Collection Treatment and Disposal

Identify any waste disposal (note septic system required), sewage, sanitation facilities and refuse disposal proposed.



Project Phase (Construction/ Operation)	Is there a water requirement (e.g. Surface water or ground water, etc)	Discharge distance to closest body of water (well, lake, etc.)	Volume of daily discharge	Infrastructure Description	Existing Agreements
No refuse or waste disposal will be required. Any construction debris will be disposed at authorized regional disposal dumps.	NA	NA	NA	NA	NA

Add Field

4.0 Environmental

Describe any significant impacts and proposed mitigation for the following environmental classes:

4.1 Land Impacts

4.1.1 Vegetation Removal

Is any timber removal required?

Yes No

Are any areas of vegetation to be cleared, outside of timber removal?

Yes No

Removal Type	Impacts	Proposed Mitigation
Clearing of deciduous trees & brush to 4.91 hectare area of pit extension to the north.	Vegetation removal and stripped organics for extraction of aggregates	Replace stripping stockpile over excavated area and reseed / re-vegetate.
Add Field		

4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

Yes No

Disturbance Type	Impacts	Proposed Mitigations
Clearing, grubbing, stripping to stock pile and excavation of aggregate materials.	Cleared, stripped and excavation of approximately 4.91 hectares.	Replace stripping from stockpile over excavated area and reseed / revegetate.
Add Field		

Is the area to be excavated a Brownfield site or has the potential to be contaminated?

Yes No

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

Yes No

4.1.3 Riparian Encroachment

Will any works be completed within or adjacent to the riparian zone of any water body?

Yes No



4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

Yes

No

4.1.5 Visual Impacts

Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

Yes No

4.1.6 Archaeological Sites

Are there any known or high potential (Arch Procedure) archaeological sites within the project area?

Yes No

Have you conducted an AIA or engaged an archaeologist to assist with your investigations?

Yes No

4.1.7 Construction Methods and Materials

Identify the types of construction materials, the methods used, their impacts, and any mitigations:

Construction Material/Method	Impacts	Mitigations
Standard clearing, stripping, and excavation practises as commonly used in Forest Road Construction.	Minor vegetation and soils disturbance	Replacement of organic stripping and seeding to excavated areas upon completion.
Add Field		

4.2 Atmospheric Impacts

4.2.1 Sound, Odor, Gas or Fuel Emissions

Will the project construction or operation cause any of the following to disturb wildlife or nearby residents:

Sound? Yes No

Odor? Yes No

Gas? Yes No

Fuel Emissions? Yes No

4.3 Aquatic Lands

4.3.1 Drainage Effects

Will the project result in changes to land drainage?

Yes No

4.3.2 Public Access

Will the project result in changes to public access?

Yes No

4.3.3 Flood Potential

Will the project result in a potential for flooding?

Yes No

4.4 Fish and Wildlife Habitat

4.4.1 Disturbance to Fish/Wildlife and Fish/Wildlife Habitat

Will the project result in adverse effects to wildlife or wildlife habitat?

[\(BC Wildlife Act\)](#)

Yes No

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?

Yes No

Is the project (construction or operations phase) likely to increase erosion or sedimentation?

Yes No

Will the project (construction or operations phase) require water diversion?

Yes No

Will the project threaten or endanger species at risk in the area?

[Species At Risk Act](#)

Yes No

5.0 Socio-Community

5.1 Land Use

Describe the current community setting on or near the project area, including the location of non-aboriginal and aboriginal communities or known use areas.

The project (proposed Km 51 Pit) is located exactly at 53.8 km from the town of Houston (Coop Key lock) at km 51 of the Morice Owen FSR. The project site is on the east side of the road and is identifiable as a existing gravel pit previously developed for past construction of the local forest service roads. Canfor has continued logging operations and hauling into their Houston sawmill along the Morice Owen FSR. The Wet'suwet'en First Nation's Felix George 7 Reserve is 10 Km south of the project location. The Huckleberry Mine also operates in this area and is accessed from the Morice Owen and the Morice Nadina FSR. This project area is within a major resource development corridor within northwest British Columbia.

5.1.1 Land Management Plans and Regional Growth Strategies

Are there any land and resource management plans, coastal plans, provincial, regional growth strategies or local government plans with zoning, or management policies or use restrictions in place that could limit or preclude your proposed use of the land? *(Please refer to the [Union of BC Municipalities \(UBCM\)](#), and check the websites of the municipality, regional district or other organization with jurisdiction including your project area.)*

Yes No

5.2 Socio-Community Conditions

5.2.1 Adjacent Users or Communities

Is the project likely to restrict public access, or the ability, or the ability of adjacent land owners or tenure holder to access their property or tenures?

Yes No

5.2.2 Existing Services

Provide a description any increased demand on fire protection and other health facilities and emergency services arising from your Project, including proposed management or mitigation measures.



The development and operation of this project will not increase demand on fire protection . The proposed development and operation of the pit will mostly be during the fall and spring seasons of 2019 to 2021 (outside the traditional high hazard fire seasons for this area). The screening and hauling of sand products may be during summer months of 2020 and 2021 having the potential for high fire hazard ratings. The methods in performing the screening and hauling operations are very low risk operations in regards to their potential in causing forest fires. Note that fire fighting equipment and 10 kilo liter water truck will be available at all times during operation of the pit and will provide primary fire protection.

The development and operation of this project will not increase demand on local health facilities and emergency services. The project will simply operate along side and in conjunction with all other forestry and mining operations already occurring on the Morice Owen FSR through out the year. Note that first aid and emergency services will be internally provided during our own operation of the pit and will provide primary first aid and emergency services as per Work Safe BC requirements.



Crown Land Tenure Application

Tracking Number: 100298308

Applicant Information

If approved, will the authorization be issued to an Individual or Company/Organization? Company/Organization

What is your relationship to the company/organization? Owner

APPLICANT COMPANY / ORGANIZATION CONTACT INFORMATION

Please enter the contact information of the Individual/Organization who is acting on behalf of the applicant.

Name: CTL Contractors Ltd.

Doing Business As:

Phone: 250-962-8365

Fax: 250-962-8361

Email: will_sims_@hotmail.com

BC Incorporation Number: 483599

Extra Provincial Inc. No:

Society Number:

GST Registration Number: R139719637

Contact Name: Willard Neil Sims

Mailing Address: 2150 Steel Road
Prince George BC V2K 5B7

CORRESPONDENCE E-MAIL ADDRESS

If you would like to receive correspondence at a different email address than shown above, please provide the correspondence email address here. If left blank, all correspondence will be sent to the above given email address.

Email: will_sims_@hotmail.com

Contact Name: Will Sims

ELIGIBILITY

Question	Answer	Warning
----------	--------	---------

Do all applicants and co-applicants meet the eligibility criteria for the appropriate category as listed below?	Yes	
---	-----	--

Applicants and/or co-applicants who are Individuals must:

1. be 19 years of age or older and
2. must be Canadian citizens or permanent residents of Canada. (Except if you are applying for a Private Moorage)

Applicants and/or co-applicants who are Organizations must either:

1. be incorporated or registered in British Columbia (Corporations also include registered partnerships, cooperatives, and non-profit societies which are formed under the relevant Provincial statutes) or
2. First Nations who can apply through Band corporations or Indian Band and Tribal Councils (Band or Tribal Councils require a Band Council Resolution).

TECHNICAL INFORMATION

Please provide us with the following general information about you and your application:

EXISTING TENURE DETAILS

Do you hold another Crown Land Tenure? No

ALL SEASONS RESORTS

The All Seasons Resorts Program serves to support the development of Alpine Ski and non-ski resorts on Crown land. For more detailed information on this program please see the operational policy and if you have further questions please contact FrontCounter BC.

Are you applying within an alpine ski resort? No

WHAT IS YOUR INTENDED USE OF CROWN LAND?

Use the "Add Purpose" button to select a proposed land use from the drop down menu.

If you wish to use Crown land for a short term, low impact activity you may not need to apply for tenure, you may be authorized under the Permissions policy or Private Moorage policy.

To determine if your use is permissible under the Land Act please refer to either the Land Use Policy - Permissions or Land Use Policy - Private Moorage located here.

Purpose	Tenure	Period
Aggregates & Quarry Materials Sand And Gravel	Temporary Licence	Two years or less

Are you planning any ground disturbance or construction? Yes

ACCESS TO CROWN LAND

Please describe how you plan to access your proposed crown land from the closest public road: Access to this crown land is off the Morice Owen Forest Service Road at 51km, south of Houston, BC.

AGGREGATES & QUARRY MATERIALS

All uses of Crown land for mining, quarrying, digging or removal of building, construction and other materials listed in the Land Act, Section 19, Includes ancillary activities of material sorting, crushing, stockpiling and washing, and the operation of a temporary portable asphalt plant on site. Applies to quarrying of abandoned tailings areas on Crown land.

Specific Purpose: Sand And Gravel
Period: Two years or less
Tenure: Temporary Licence

TOTAL APPLICATION AREA

Please give us some information on the size of the area you are applying for.

Please specify the area: 4.91 hectares

MINES ACT: NOTICE OF WORK

To explore and develop the Province's aggregate resources you may/will be required to obtain a Notice of Work under the Mines Act.

Have you submitted a Notice of Work application for a Mines Act permit? No

You will be required to apply for Notice of Work Application.

IMPORTANT CONSIDERATIONS

Do you intend to use the aggregates for hydraulic fracturing (Fracking)? No

ADDITIONAL QUESTIONS

In many cases you might require other authorizations or permits in order to complete your project. In order to make that determination and point you in the right direction please answer the questions below. In addition, your application may be referred to other agencies for comments.

Is the Applicant or any Co-Applicant or their Spouse(s) an employee of the Provincial Government of British Columbia? No

Are you planning to cut timber on the Crown Land you are applying for? No

Are you planning to use an open fire to burn timber or other materials? No

Do you want to transport heavy equipment or materials on an existing forest road? Yes

You must obtain a Road Use Permit from the Ministry of Forests, Lands and Natural Resources Operations if the road is a Forest Service road, or negotiate a Maintenance Agreement with an existing permit holder if the road is under road permit or special use permit.

Are you planning to work in or around water? No

Does your operation fall within a park area? No

LOCATION INFORMATION

LAND DETAILS

DRAWINGS

Please provide information on the location and shape of your Crown land application area. You can use one or more of the tools provided.

I have geographic coordinate data (i.e. GPS)

GEOGRAPHIC COORDINATES

For Latitude and Longitude, you must enter a number between 47 to 60 and -140 to -113 respectively. Your Geographic Coordinates must be in decimal degree format. Example: 54.144869 (lat) and -124.120275 (long) If you are using Google Earth for finding the latitude and longitude values and you need to be sure the format is correct, then follow the steps:

1. Please click on "Tools" in the menu bar
2. Click "Options"
3. Select "Decimal Degree" under "Show Lat/Long" section

Latitude	Longitude	Description
54.0420070	-126.6713520	Proposed 51km pit Morice Owen Forest Service Road.

ATTACHED DOCUMENTS

Document Type	Description	Filename
General Location Map	General Location Map for 51km Pit	General Location Plan Km 51...
Management Plan	Management Plan	Management Plan CTL Contrac...
Site Plan	Site Plan	Site Plan Km 51 Pit.pdf

PRIVACY DECLARATION

Check here to indicate that you have read and agree to the privacy declaration stated above.

REFERRAL INFORMATION

Some applications may also be passed on to other agencies, ministries or other affected parties for referral or consultation purposes. A referral or notification is necessary when the approval of your application might affect someone else's rights or resources or those of the citizens of BC. An example of someone who could receive your application for referral purposes is a habitat officer who looks after the fish and wildlife in the area of your application. This does not apply to all applications and is done only when required.

Please enter contact information below for the person who would best answer questions about your application that may arise from anyone who received a referral or notification.

Company / Organization: CTL Contractors Ltd.
Contact Name: Willard Neil Sims
Contact Address: 2150 Steel Road
 Prince George BC V2K 5B7
Contact Phone: 250-962-8365
Contact Email: will_sims_@hotmail.com

I hereby consent to the disclosure of the information contained in this application to other agencies, government ministries or other affected parties for referral or First Nation consultation purposes.

IMPORTANT NOTICES

- Once you click 'Next' the application will be locked down and you will NOT be able to edit it any more.

DECLARATION

By submitting this application form, I, declare that the information contained on this form is complete and accurate.

APPLICATION AND ASSOCIATED FEES

Item	Amount	Taxes	Total	Outstanding Balance
Crown Land Tenure Application Fee	\$1,000.00	GST @ 5%: \$50.00	\$1,050.00	\$0.00

OFFICE

Office to submit application to: Smithers

PROJECT INFORMATION

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC? No

OFFICE USE ONLY

Office Smithers	File Number	Project Number
	Disposition ID	Client Number



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
STAFF REPORT**

TO: Chair Thiessen and Board of Directors
FROM: Jennifer MacIntyre, Planner I
DATE: February 5, 2020
SUBJECT: Crown Land Application Referral 6409186 (Tower Communications Ltd.)

RECOMMENDATION

That the attached comment sheet be provided to the Province as the Regional District’s comments on Crown land application 6409186.

VOTING

All Directors / Majority

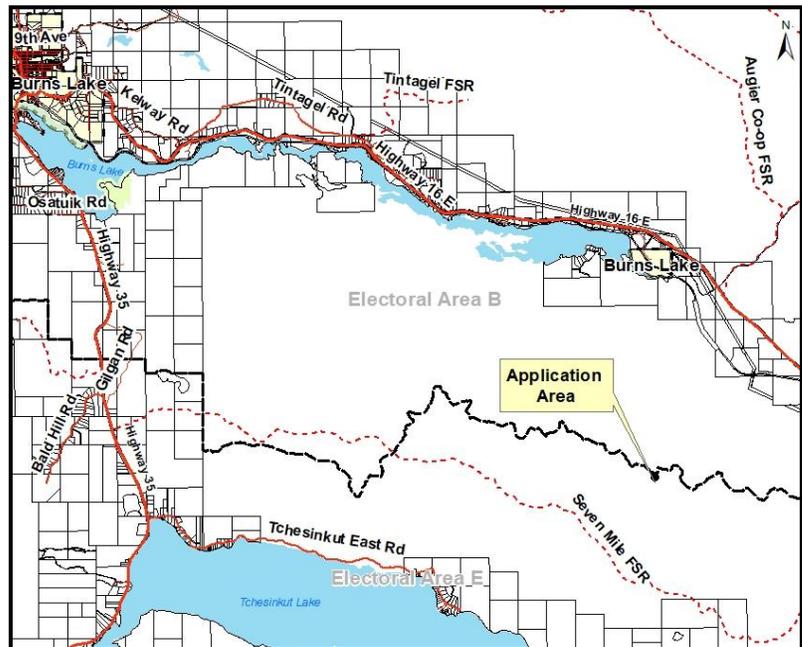
DISCUSSION

This application is regarding a Licence of Occupation for communication sites purposes for a 10 to 30 year period.

The application area is located on unsurveyed Crown land in the vicinity of Sheraton Mountain approximately 20 kilometres southeast of the Village of Burns Lake. The application area is approximately 0.23 ac. in size.

The purpose of the application is to install a very high frequency (VHF) two-way radio repeater site to provide radio communications to the Pacific Atlantic Pipeline Company (PAPC) for Section 6 of the Coastal GasLink Pipeline project. The communication site will be utilized during construction phase of the pipeline and throughout its lifetime. A proposed 6 ft. x 8 ft. building will be placed at the location with an 8 ft. mast attached.

There is an existing cell tower located on Sheraton Mountain that is connected to power and has public access. The application area is not zoned or located within building inspection area. There are no residents in the vicinity of the application area.



Reviewed by:

Jason Llewellyn
Director of Planning

Written by:

Jennifer MacIntyre
Planner I



**REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT
SHEET ON CROWN LAND REFERRAL 6409186**

Electoral Area:	E
Applicant:	Tower Communications Ltd.
Existing Land Use:	Communication Tower
Zoning:	Not zoned under Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.
Plan Designation	N/A
Proposed Use Comply With Zoning:	N/A
If not, why?	
Agricultural Land Reserve:	Outside the ALR
Access Highway:	Sheraton Mountain FSR
Archaeological Site:	None according to provincial mapping
Building Inspection:	Outside Building Inspection Area
Fire Protection:	Outside Rural Fire Protection Area
Other comments:	None.

Management Plan

Please describe the details of your project to the extent known. Consult the guidance document for further information on regulatory requirements, rationale for why the information is required, and how to find required information.

The scope and the timing for response will be provided. If information is requested and not received, it may result in the disallowance of the application.

Information on these topics may be required as part of the application processing and if further detail is necessary that is not part of the application and management plan received, you will be contacted and requested to provide additional information. In some circumstances, the use of a qualified professional to complete the plan may be required.

1.0 Background

1.1 Project Overview

Describe project for which authorization is requested, including construction and/or phased development details:

Tower Communications Ltd. is providing a solution to Pacific Atlantic Pipeline Company in order to ensure they have VHF radio communications along Section 6 of the Coastal Gas Pipeline.

1.2 Investigative Work

If any preliminary investigative work has been carried out, with or without an investigative authorization, provide details on work completed, incomplete or on-going from previous term. Please provide comments on any archaeological work, new technology or any First Nations agreements undertaken.



Activity	Brief Description of Activity	Status (e.g. Complete, incomplete, ongoing)	Comments / Milestones
A service trip to site via the public road was conducted.	A site survey was completed along with propagation tests to ensure that the site does meet the communication needs	Propagation tests, and site survey tests have been completed.	

Add Row

1.4 First Nations Consultation

Describe any contact you may have had, including the name of the First Nation(s) and representatives contacted including a description of any discussion of potential adverse effects from the proposed activity and any discussed mitigation measures.



2.0 Location

2.1 Description

Provide a general description of the location of the project. Include activities such as traffic patterns and volume; parking; drilling and sampling etc.



Sheraton Mountain is an existing communication site that already has a power line ran up to it. There is a good public road to the mountain site as BC Hydro, ABC Communications, and either Telus or Rogers already maintain their own sites in the area.

2.2 Location Justification

Provide your reasons/justification of the need for this type of project at this location. For example, is the activity close to a main highway for truck access purposes; or adjacent to other examples of this use - ie. is the proposed marina close to an existing marina



This site is required in order to provide radio communications along the Coastal Gas Link Pipeline right-of-way.

2.3 Seasonal Expectations of Use

When will the Project require use of the land? Include information on key works during construction phases as well as operations phase and indicate seasons or full year activities. Please reference [reduced risk fish windows](#) as required by DFO:



Project Phase (Construction / Operations)	Brief Description of Activity / Works	Season
PAPC project estimated to last approximately 2 years, but Tower Communications Ltd. will take the site over beyond this time.	Clearing pipeline right of way, and installing pipeline.	

Add Row

3.0 Infrastructure and Improvements

3.1 Facilities and Infrastructure

Detail any new and existing facilities, infrastructure or processes proposed and any ancillary uses. Provide details of planned construction methods and materials, and construction scheduling.

Facility/Infrastructure/Process	Construction Methods/Materials	Construction Schedule
A 6ft x 6ft x 8ft prefabricated building will be placed at the location with an 8ft mast attached.	The building will sit above ground on a treated wood base. Possibly up to 4 anchors will be drilled 2ft deep into the surround surface rock to ensure building does not move.	

Add Field

3.2 Access

Identify existing and proposed roads used for access and their use by season. Include any proposed connections that require either a Ministry of Transportation and Infrastructure permit for connection or use of a Forest Service Road and what type of FS road and types of vehicles expected. Include information on any road use agreements and include the volume of traffic during construction/operation and phase or season that the traffic is expected.



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Roadway/Proposed Connection	Existing/Proposed	Existing Road Classification	Road Permittee Information and Road Use Agreements	Traffic Volume		Mitigation of Traffic Effects
				Construction Phase	Operations Phase	
Sheraton Mountain Road	Existing	FSR or site Access		2-4 trips with pick up	1 trip per 2-3 months	none

Add Field

3.3 Utility Requirements and Sources

Describe utility requirements and sources, include agreements in place or underway allowing access to utilities. Utilities include power generation, electrical or gas transmission or distribution lines, telecommunications.



Initially site will be battery/solar powered, but an application will be put in place, for BC Hydro to supply 120 Volt power from their transformer 175 Meters away.

3.4 Water Supply

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including sources, location, volume and a general description of infrastructure planned to meet water supply requirements, include any agreements outside of Water Act Authorizations, such as Municipal water supply.

Project Phase (Construction/ Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
none	n/a	n/a	n/a	n/a	n/a

Add Field

3.5 Waste Collection Treatment and Disposal

Identify any waste disposal (note septic system required), sewage, sanitation facilities and refuse disposal proposed. Include agreements in place or underway such as Health Regional Board Sewage Disposal Permits etc.



211

Project Phase (Construction/ Operation)	Is there a water requirement (e.g. Surface water or ground water, etc)	Discharge distance to closest body of water (well, lake, etc.)	Volume of daily discharge	Infrastructure Description	Existing Agreements
n/a	n/a	n/a	n/a	n/a	n/a

Add Field

4.0 Environmental

Describe any significant impacts and proposed mitigation for the following environmental classes:

4.1 Land Impacts

4.1.1 Vegetation Removal

Is any timber removal required?

Yes No

Are any areas of vegetation to be cleared, outside of timber removal?

Yes No

4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

Yes No

Is the area to be excavated a Brownfield site or has the potential to be contaminated?

Yes No

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

Yes No

4.1.3 Riparian Encroachment

Will any works be completed within or adjacent to the riparian zone of any water body? If your project is within 30 meters of a watercourse and you intend to: disturb soil, remove plants, construct, install works for flood protection, develop drainage systems or service sewer or water systems the Riparian Areas Regulation may affect your development.



Yes No

4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

Yes No

4.1.5 Visual Impacts

Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

Yes

No

4.1.6 Archaeological Sites

Are there any known or high potential (Arch Procedure) archaeological sites within the project area?

Yes No

Have you conducted an AIA or engaged an archaeologist to assist with your investigations?

Yes No

4.1.7 Construction Methods and Materials

Identify the types of construction materials, the methods used, their impacts, and any mitigations:

Construction Material/Method	Impacts	Mitigations
above ground base minimizes enviromental impact	1.83 meter x 1.83 meter ground cover	
Add Field		

4.2 Atmospheric Impacts

4.2.1 Sound, Odor, Gas or Fuel Emissions

Will the project construction or operation cause any of the following to disturb wildlife or nearby residents:

Sound? Yes No

Odor? Yes No

Gas? Yes No

Fuel Emissions? Yes No

4.3 Aquatic Lands

4.3.1 Drainage Effects

Will the project result in changes to land drainage?

Yes No

4.3.2 Public Access

Will the project result in changes to public access?

Yes No

4.3.3 Flood Potential

Will the project result in a potential for flooding?

Yes No

4.4 Fish and Wildlife Habitat

4.4.1 Disturbance to Fish/Wildlife and Fish/Wildlife Habitat

Will the project result in adverse effects to wildlife or wildlife habitat?

[\(BC Wildlife Act\)](#)

Yes No

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?

Yes No

Is the project (construction or operations phase) likely to increase erosion or sedimentation?

Yes No

Will the project (construction or operations phase) require water diversion?

Yes No

Will the project threaten or endanger species at risk in the area?

[Species At Risk Act](#)

Yes No

5.0 Socio-Community

5.1 Land Use

Describe the current community setting on or near the project area, including the location of non-aboriginal and aboriginal communities or known use areas.

Currently an existing communication site location.

5.1.1 Land Management Plans and Regional Growth Strategies

Are there any land and resource management plans, coastal plans, provincial, regional growth strategies or local government plans with zoning, or management policies or use restrictions in place that could limit or preclude your proposed use of the land? (Please refer to the [Union of BC Municipalities \(UBCM\)](#), and check the websites of the municipality, regional district or other organization with jurisdiction including your project area.)

Yes No

5.2 Socio-Community Conditions

5.2.1 Adjacent Users or Communities

Is the project likely to restrict public access, or the ability, or the ability of adjacent land owners or tenure holder to access their property or tenures?

Yes No

5.2.2 Existing Services

Provide a description any increased demand on fire protection and other health facilities and emergency services arising from your Project, including proposed management or mitigation measures.





Crown Land Tenure Application

Tracking Number: 100306133

Applicant Information

If approved, will the authorization be issued to an Individual or Company/Organization? Company/Organization

What is your relationship to the company/organization? Owner

APPLICANT COMPANY/ORGANIZATION CONTACT INFORMATION

Have you considered using a BCeID? A BCeID allows you to save your application at any time and return later to complete it or check the status of your application. It only takes a few minutes to sign up for a free BCeID which also allows you to use the same ID for many other government services. Click on 'Save Application' on the bottom and then on 'Register' to sign up. You will return to this application once the sign up has been completed.

Name: TOWER COMMUNICATIONS LTD
Doing Business As: TOWER COMMUNICATIONS LTD
Phone: 250-845-7306
Fax: 250-845-7303
Email: towercom@telus.net
BC Incorporation Number: BC0156406
Extra Provincial Inc. No:
Society Number:
GST Registration Number: 105332225
Contact Name: Conrad VanSpronsen
Mailing Address: PO BOX 1330 HOUSTON
 HOUSTON BC V0J1Z0

ELIGIBILITY

Question	Answer	Warning
----------	--------	---------

Do all applicants and co-applicants meet the eligibility criteria for the appropriate category as listed below?	Yes	
---	-----	--

Applicants and/or co-applicants who are Individuals must:

1. be 19 years of age or older and
2. must be Canadian citizens or permanent residents of Canada. (Except if you are applying for a Private Moorage)

Applicants and/or co-applicants who are Organizations must either:

1. be incorporated or registered in British Columbia (Corporations also include registered partnerships, cooperatives, and non-profit societies which are formed under the relevant Provincial statutes) or
2. First Nations who can apply through Band corporations or Indian Band and Tribal Councils (Band or Tribal Councils require a Band Council Resolution).

TECHNICAL INFORMATION

Please provide us with the following general information about you and your application:

EXISTING TENURE DETAILS

Do you hold another Crown Land Tenure? Yes

Please specify your file number: 6405951

If you have several file numbers, please make a note of at least one of them above. Example numbers: 1234567, 153245, others

ALL SEASONS RESORTS

The All Seasons Resorts Program serves to support the development of Alpine Ski and non-ski resorts on Crown land. For more detailed information on this program please see the operational policy and if you have further questions please contact FrontCounter BC.

Are you applying within an alpine ski resort? No

WHAT IS YOUR INTENDED USE OF CROWN LAND?

Use the "Add Purpose" button to select a proposed land use from the drop down menu.

If you wish to use Crown land for a short term, low impact activity you may not need to apply for tenure, you may be authorized under the Permissions policy or Private Moorage policy.

To determine if your use is permissible under the Land Act please refer to either the Land Use Policy - Permissions or Land Use Policy - Private Moorage located here.

Purpose	Tenure	Period
Communication Site VHF Two-way Radio Repeater Site	Licence of Occupation	Ten to thirty years

ACCESS TO CROWN LAND

Please describe how you plan to access your proposed crown land from the closest public road: Walking distance from existing public road

COMMUNICATION SITE

Communication sites are Crown land used for communication use such as radio, television, microwave, and satellite facilities and related works.

Specific Purpose: VHF Two-way Radio Repeater Site
Period: Ten to thirty years
Tenure: Licence of Occupation

TOTAL APPLICATION AREA

Please give us some information on the size of the area you are applying for.

Specify Length: 2 meters
Specify Width: 2 meters

ADDITIONAL QUESTIONS

In many cases you might require other authorizations or permits in order to complete your project. In order to make that determination and point you in the right direction please answer the questions below. In addition, your application may be referred to other agencies for comments.

Is the Applicant or any Co-Applicant or their Spouse(s) an employee of the Provincial Government of British Columbia? No

Are you planning to cut timber on the Crown Land you are applying for? No

Are you planning to use an open fire to burn timber or other materials? No

Do you want to transport heavy equipment or materials on an existing forest road? No

Are you planning to work in or around water? No

Does your operation fall within a park area? No

LOCATION INFORMATION**LAND DETAILS****DRAWINGS**

Please provide information on the location and shape of your Crown land application area. You can use one or more of the tools provided.

I have geographic coordinate data (i.e. GPS)

GEOGRAPHIC COORDINATES

For Latitude and Longitude, you must enter a number between 47 to 60 and -140 to -113 respectively. Your Geographic Coordinates must be in decimal degree format. Example: 54.144869 (lat) and -124.120275 (long) If you are using Google Earth for finding the latitude and longitude values and you need to be sure the format is correct, then follow the steps:

1. Please click on "Tools" in the menu bar
2. Click "Options"
3. Select "Decimal Degree" under "Show Lat/Long" section

Latitude	Longitude	Description
54.1267080	-125.4909530	Sheraton Mountain

ATTACHED DOCUMENTS

Document Type	Description	Filename
Communication Site Inventory	Site Inventory	Sheraton-Site Inventory.pdf
Communication Site Questionnaire	Comm_site_questionnaire	Sheraton-questionnaire.pdf
Management Plan	Management-plan	Sheraton-management_plan.pdf
Side Profile	Side-profile_site-plan	Sheraton-side profile-layou...
Site Plan	Map	Sheraton Map.png

PRIVACY DECLARATION

Check here to indicate that you have read and agree to the privacy declaration stated above.

REFERRAL INFORMATION

Some applications may also be passed on to other agencies, ministries or other affected parties for referral or consultation purposes. A referral or notification is necessary when the approval of your application might affect someone else's rights or resources or those of the citizens of BC. An example of someone who could receive your application for referral purposes is a habitat officer who looks after the fish and wildlife in the area of your application. This does not apply to all applications and is done only when required.

Please enter contact information below for the person who would best answer questions about your application that may arise from anyone who received a referral or notification.

Company / Organization: TOWER COMMUNICATIONS LTD
Contact Name: Conrad VanSpronsen
Contact Address: PO BOX 1330 HOUSTON

HOUSTON BC VOJ1Z0
 250-845-7306
 towercom@telus.net

Contact Phone:
 Contact Email:

I hereby consent to the disclosure of the information contained in this application to other agencies, government ministries or other affected parties for referral or First Nation consultation purposes.

IMPORTANT NOTICES

- Once you click 'Next' the application will be locked down and you will NOT be able to edit it any more.

DECLARATION

By submitting this application form, I, declare that the information contained on this form is complete and accurate.

OTHER INFORMATION

Is there any other information you would like us to know?

Time is of the essence in getting this application pushed through, so I appreciate anything you can do to expedite the approval. Radio license application is in place and expect licensed early 2020

APPLICATION AND ASSOCIATED FEES

Item	Amount	Taxes	Total	Outstanding Balance
Crown Land Tenure Application Fee	\$1,000.00	GST @ 5%: \$50.00	\$1,050.00	\$0.00

OFFICE

Office to submit application to: Smithers

PROJECT INFORMATION

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC? No

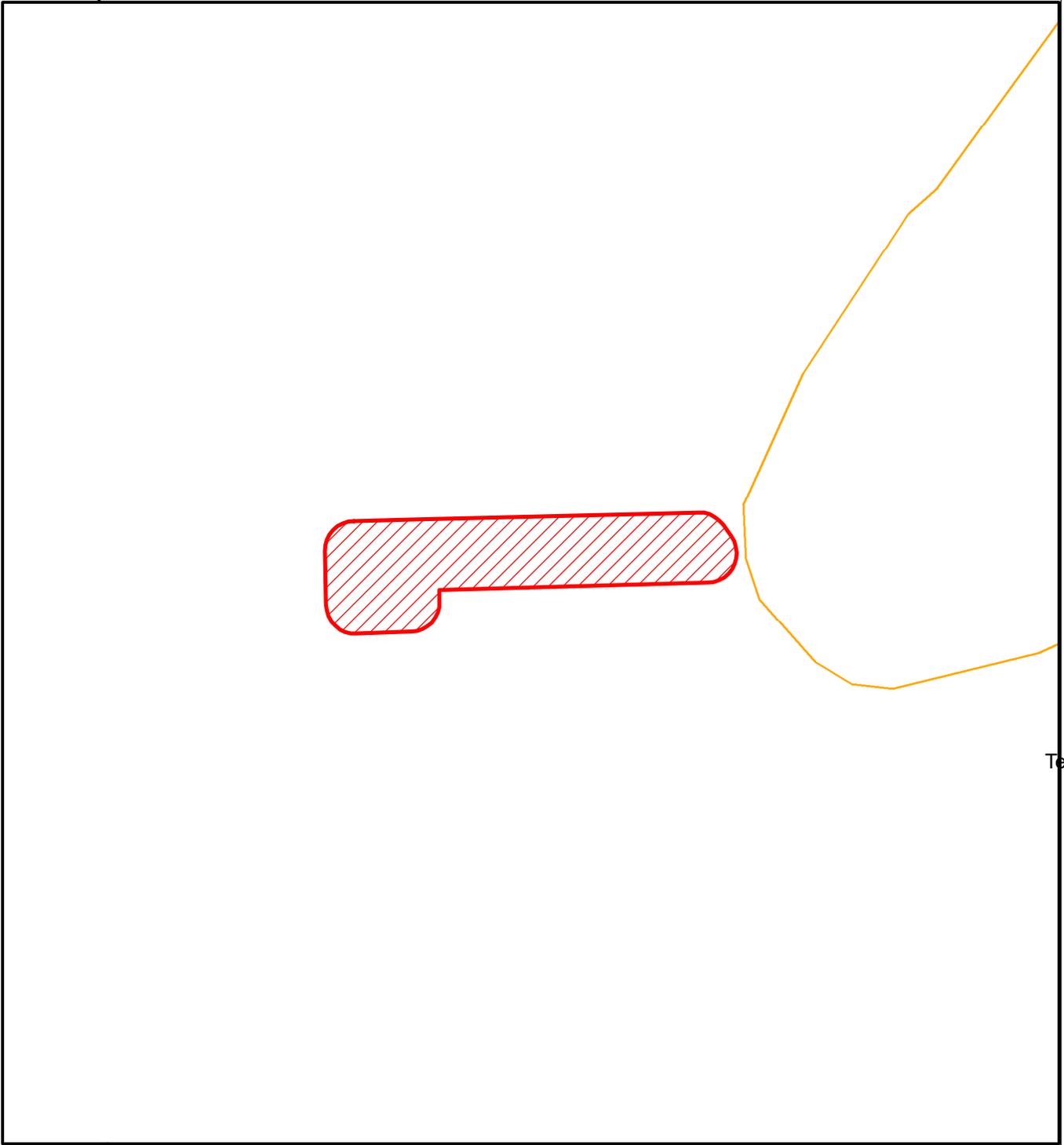
APPLICANT SIGNATURE

Applicant Signature	Date
---------------------	------

OFFICE USE ONLY

Office Smithers	File Number	Project Number
	Disposition ID	Client Number

125°29'30"W



Text

125°29'30"W

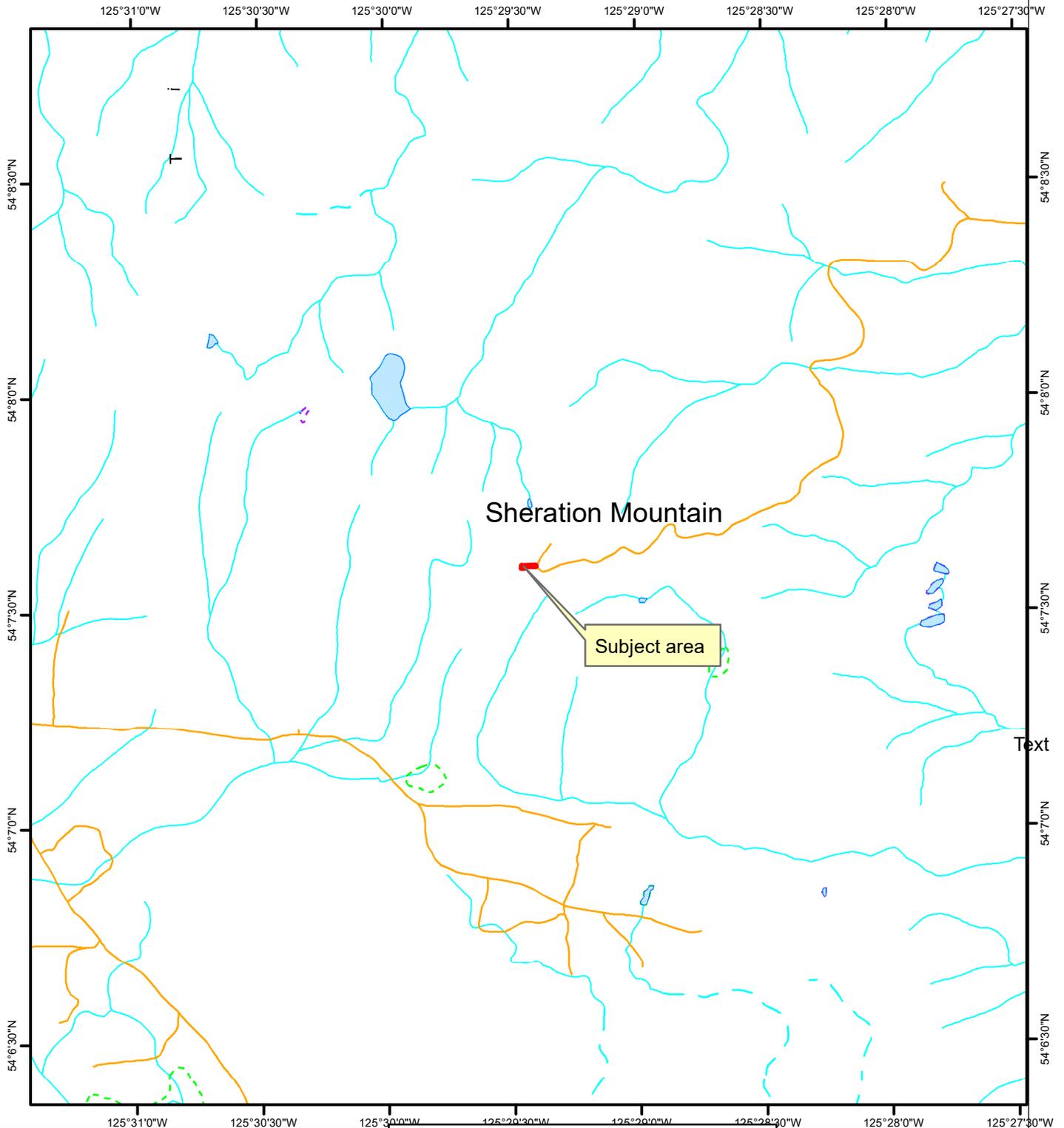
Scale: 1:1,000
 Type: Licence
 Sub Type: Licence of Occupation
 Purpose: COMMUNICATION
 Subpurpose: COMMUNICCCATION SITE

-  Application Area
-  Indian Reserves
-  Parks and Protected Area

Referral Map



Date: 23 Jan 2020
 Area: 0.0945 ha +/-



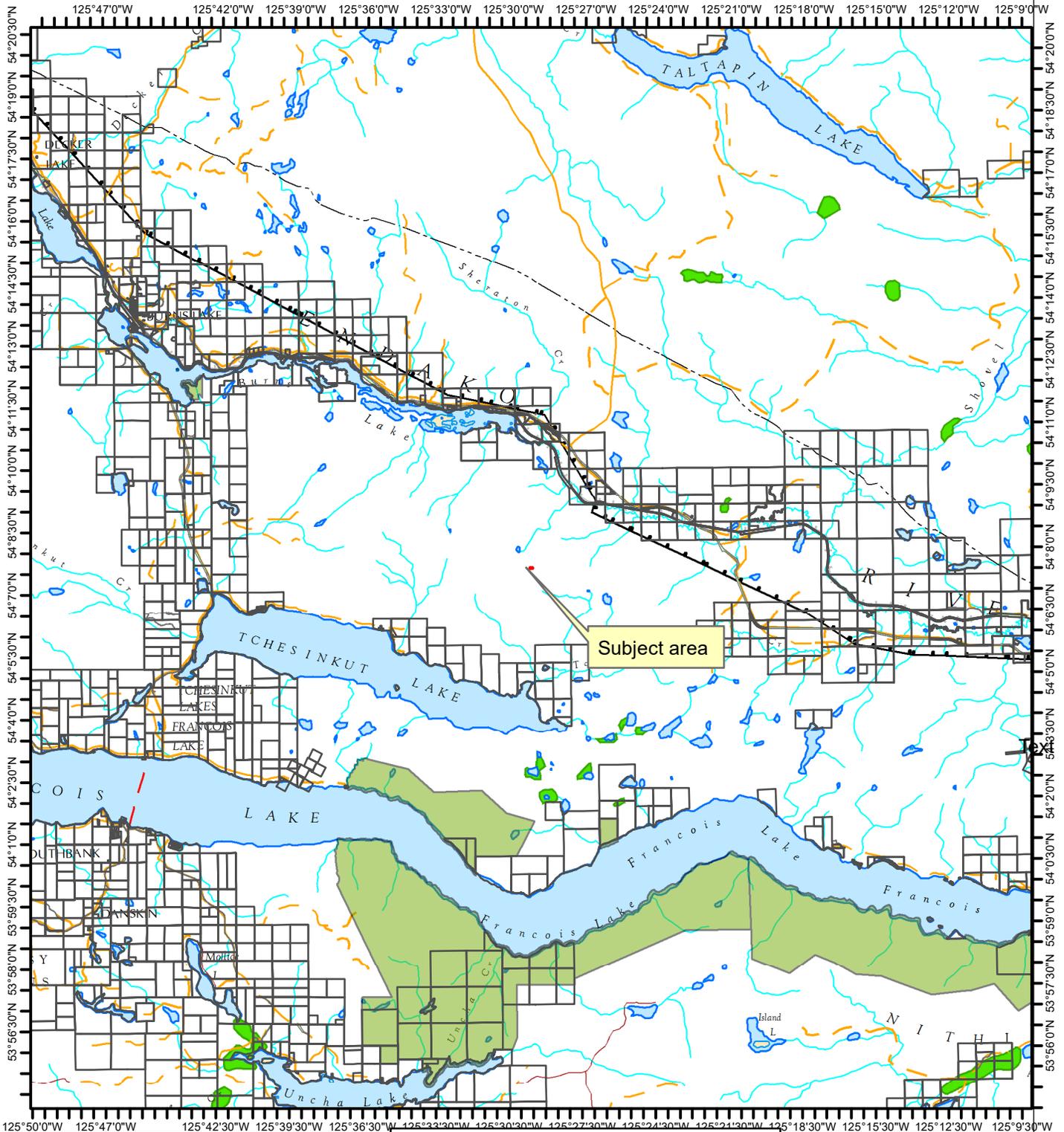
Scale: 1:24,000
 Type: Licence
 Sub Type: Licence of Occupation
 Purpose: COMMUNICATION
 Subpurpose: COMMUNICATION SITE

-  Application Area
-  Indian Reserves
-  Parks and Protected Area

Referral Map



Date: 23 Jan 2020
 Area: 0.0945 ha +/-



Subject area

Scale: 1:250,000
 Type: Licence
 Sub Type: Licence of Occupation
 Purpose: COMMUNICATION
 Subpurpose: COMMUNICATION SITE

-  Application Area
-  Indian Reserves
-  Parks and Protected Area

Referral Map



Date: 23 Jan 2020
 Area: 0.0945 ha +/-



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: February 4, 2020
SUBJECT: Proposed NCLGA Resolution on the BC Energy Step Code

RECOMMENDATION

That the RDBN Board support the draft resolution proposed by the Town of Smithers.

VOTING

All Directors / Majority

EXECUTIVE SUMMARY

The Town of Smithers has forwarded a draft NCLGA resolution to the Regional District for discussion. The content of the draft resolution is consistent with the concerns previously expressed by the Regional District Board regarding the BC Energy Step Code. Staff support the proposed draft NCLGA resolution.

Implementation of the BC Energy Step Code in the Regional District will introduce new building costs and will require “energy advisors” to become involved in the building design and construction process. It is expected and the costs and lack of access to “energy advisors” will impact building activity in the region, and result in older less energy efficient buildings not being replaced by newer homes, which is counterproductive to the intent of the BC Energy Step Code.

Written by:



 Jason Llewellyn
 Director of Planning

BACKGROUND

What is the BC Energy Step Code?

The Province's Climate Leadership Plan set a goal that all new buildings in British Columbia will be net zero within 15 years. A net-zero energy building is one that has reduced energy requirements, and renewable energy systems, so that the building produces as much energy as it consumes. The Energy Step Code is a Provincial Government initiative designed to have local governments implement the requirements for all new building to be net zero ready by 2032.

The Energy Step Code is performance based. Under Step 1, every class of home and building will be required to be energy modeled prior to construction and then "commissioned", including testing for airtightness prior to occupancy. Subsequent steps establish targets relating to the efficiency of the total building, the building envelope (i.e. air leakage, insulation, windows and doors, etc.) and the performance of the mechanical systems (i.e. heating, cooling, ventilation, etc.). This design and testing work must be performed by a qualified "energy advisor."

What is Expected of Local Governments?

The Province's intent is that the Step Code's modelling and testing requirements and performance targets will be voluntarily adopted by local governments in advance of 2032. The Province is making efforts to "encourage" local governments to implement policies and programs that apply the Step Code on a "voluntary" basis. It is expected that local governments will be encouraged to adopt progressively more stringent performance levels or "steps" over time. The Province indicates that by 2032, the BC Building Code will move toward the higher steps of the BC Energy Step Code as a minimum requirement.

The Province has developed a [Best Practices Guide](#) that provides local governments with guidelines on "successful" implementation.

The Province undertakes an annual [BC Energy Step Code Local Government Survey](#) which tracks local government understanding, implementation, and opinions regarding the BC Step Code. It is noted that no local governments outside of the lower mainland, Vancouver Island, Kootenays and Thompson Okanagan have implemented any portion of the BC Step Code.

THE CONCERNS

Implementation of the BC Step Code will result in increased costs associated with staff education and training, and increased application processing times. However, the most notable impacts relate to the additional costs associated with construction, including the requirement to pay for professionals (energy advisors) to undertake the necessary energy modeling, airtightness testing, and commissioning of building equipment.

The requirements for involvement of professionals at multiple stages in the building process are of particular concern. Even with good success in developing professional capacity in the region

the cost to retain the services of these professionals, especially in rural and remote areas, may be high. In some areas it will be a challenge to retain the necessary services at any cost. At present there are no qualified “energy advisors” located in the Regional District.

The RDBN appreciates the intent behind the Energy Step Code; however, the potential impact may be counterproductive to the intent. The costs associated with the Step Code may result in older less energy efficient homes not being replaced by new homes. These increased costs will also impede local governments in their efforts to address housing choice and affordability issues in the region.

Given our climate, and limited access to the professional services required by the Energy Step Code, the challenges and impacts to our region will be notably greater than other areas of the province. The plan to allow local government to move towards net zero building in voluntary stages prior to mandatory implementation does little to resolve the inevitable negative impacts associated with the strategy.

RDBN RESPONSE TO THE BC STEP CODE

In 2017, when the BC Energy Step Code was first introduced, the Planning Department reported to the Board on the anticipated impacts. The RDBN Board sent the attached letter dated March 24, 2017 to the Minister expressing concern with the BC Energy Step Code. This letter asked that the Province reconsider implementation of the BC Energy Step Code in the RDBN. In May 2017 the Assistant Deputy Minister responded with the attached letter.

In 2018 the attached “Briefing Notes: Building Costs in the RDBN” document was developed for discussion at UBCM and the CAO / CEO Forum.

M:\Building Inspection\Staff\JLlewellyn\BC Energy Step Code Awareness and Readiness Survey_files\reports\BC Step Code report - Feb. 2020\1.Step Code Report - Feb. 2020.docx

This is a DRAFT RESOLUTION for discussion with stakeholders and other local governments. The intention is to have these discussions over the next few weeks in order to pass a final resolution at the last meeting in February – in time for the NCLGA deadline.

Whereas the Building Code is being changed to include higher energy standards in accordance with the Energy Step Code.

And whereas successful implementation of the Energy Step Code requires:

1. Preparedness of the building community;
2. Energy advisors that are readily accessible;
3. Availability and affordability of required materials; and
4. Staff capacity within local governments.

And whereas northern, rural and remote communities lack the resources and feel the following barriers associated with successful implementation:

1. Lack of local training opportunities for the building community;
2. Lower capacity within small local governments;
3. Lack of qualified Energy Advisors, and the possibility that some rural communities will not at any time have an adequate workload to entice an energy advisor to do business in the area;
4. Higher material costs in rural communities leading to concerns of affordability among residents;

And whereas some jurisdictions within BC are asking for exemptions from the Energy Step Code because of these barriers;

And whereas across the Province communities are simultaneously trying to address the growing housing affordability concerns;

And whereas there exists the possibility of turning these barriers into opportunities with the right programs and support.

Be it resolved that:

Local governments want to be a part of the solution to implement the Energy Step Code and to do this our communities will need additional resources.

And that:

We request that the Province of British Columbia assist rural, remote, and northern regions to meet the challenge in an equitable way by finding solutions for the above mentioned barriers.



37, 3RD AVE, PO Box 820
BURNS LAKE, BC
VOJ 1E0

REGIONAL DISTRICT
OF BULKLEY NECHAKO
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

March 24th, 2017

Rich Coleman
Minister of Natural Gas Development and Minister Responsible for Housing and Deputy Premier
Room 128, Parliament Buildings
Victoria, BC
V8V 1X4

Sent by e-mail to: rich.coleman.MLA@leg.bc.ca

Dear Minister Coleman:

This is the third letter that the Region District Board has asked me to write to you in my role as Board Chair in the last few months regarding the negative impacts associated with your Ministry's initiatives. The first letter was regarding the introduction of mandatory qualification requirements for local government building officials. The second letter was regarding the impact of the new Homeowner Protection Office's eligibility requirements for Owner Builder Authorizations. Unfortunately, I am required to now send this letter regarding the Energy Step Code.

The Energy Step Code will introduce notable new costs for building materials, mechanical equipment, and testing by professionals. Given our climate, and limited access to the professional services requires by the step code, the challenges and impacts to our region can be expected to be notably greater than in other areas of the province. The plan to allow local government to move towards net zero building in voluntary stages prior to mandatory implementation does little to resolve the inevitable negative impacts associated with the strategy.

As you are aware the increasingly high cost of construction in relation to property values limits the amount of new building construction in our region. Also, we believe that the new Homeowner Protection Office's eligibility requirements for Owner Builder Authorizations has further reduced new home construction in our region. The additional costs associated with the Energy Step Code would further stifle new building. It would not be responsible for the RDBN to voluntarily implement the Energy Step Code in the foreseeable future.

MUNICIPALITIES:

SMITHERS FORT ST. JAMES
VANDERHOOF FRASER LAKE
HOUSTON TELKWA
BURNS LAKE GRANISLE

ELECTORAL AREAS:

A - SMITHERS RURAL E - FRANCOIS/OOTSA LAKE RURAL
B - BURNS LAKE RURAL F - VANDERHOOF RURAL
C - FORT ST. JAMES RURAL G - HOUSTON RURAL
D - FRASER LAKE RURAL

INQUIRIES@RDBN.BC.CA
WWW.RDBN.BC.CA

PH: 250-692-3195
FX: 250-692-3305
TF: 800-320-3339

The RDBN appreciates the intent behind the Energy Step Code; however, the anticipated impact is counterproductive to the intent. The reality in our region is that the costs associated with the Step Code will result in older less energy efficient homes not being replaced by new homes.

As a region our challenge is to grow and diversify our local economy while managing the effects of the pine beetle infestation. These challenges are exacerbated by the array of new Provincial Government regulations that control how we provide services to our residents, download responsibility, stifle development, and increase taxation. The Province needs to better understand and consider the negative impacts of its decisions on the wellbeing of northern and rural British Columbia.

Please reconsider the implementation of the Energy Step Code in our region.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bill Miller', with a large, stylized initial 'B'.

Bill Miller, Chair,
Regional District of Bulkley-Nechako Board



**BRITISH
COLUMBIA**

RECEIVED Ref: 23093

MAY 15 2017

May 8, 2017

Mr. Bill Miller, Chair
Regional District of Bulkley-Nechako
37 - 3rd Avenue
PO Box 820
Burns Lake BC V0J 1E0

REGIONAL DISTRICT OF
BULKLEY NECHAKO

Dear Mr. Miller:

Thank you for your March 24, 2017 letter addressed to the Honourable Rich Coleman, Minister Responsible for Housing, regarding the impact of the BC Energy Step Code in the Regional District of Bulkley-Nechako. As the Assistant Deputy Minister for the Office of Housing and Construction Standards, I am pleased to respond.

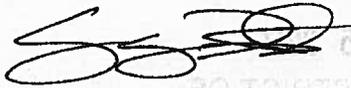
I appreciate your feedback on the potential impacts of the Energy Step Code, particularly coming on the heels of new qualification requirements for owner-builders and building officials. Unlike the new qualification requirements for builders and building officials, the Energy Step Code is entirely voluntary. Local governments are not required to start referencing the Energy Step Code in bylaws, but may do so if they choose.

To manage the implementation of the Energy Step Code, the Province has established the Energy Step Code Council, a multi-stakeholder committee tasked with supporting local governments and industry with training, communication, and research. The Energy Step Code Council has commissioned research on anticipated costs of the Energy Step Code in all climate zones across British Columbia, and this research will be made public once finalized. The results of this research will help guide local governments towards implementation of the Energy Step Code that balances housing affordability and capacity in the industry.

.../2

In closing, I would like to reiterate the current voluntary nature of the Energy Step Code. The Province recognizes that successful implementation over the long term will require attentiveness to the particular challenges faced by every region. Thank you, again, for sharing the concerns of the Regional District of Bulkley-Nechako.

Respectfully,



Greg Steves
Assistant Deputy Minister

RECEIVED
MAY 15 2017
REGIONAL DISTRICT OF
BULKLEY-NECHAKO

May 8 2017
Mr. Bill Miller, Chair
Regional District of Bulkley-Nechako
31 - 2 Avenue
P.O. Box 820
Bulkley Lake BC V0J 1E9

Dear Mr. Miller,

Thank you for your March 24, 2017 letter addressed to the Honourable Rick Coleman, Minister Responsible for Housing, regarding the impact of the BC Energy Step Code in the Regional District of Bulkley-Nechako. As the Assistant Deputy Minister for the Office of Housing and Construction Standards, I am pleased to respond to your feedback on the potential impacts of the Energy Step Code, particularly coming on the heels of new qualification requirements for owner-builders and building officials. Unlike the new qualification requirements for builders and building officials, the Energy Step Code is entirely voluntary. Local governments are not required to start enforcing the Energy Step Code in bylaws, but may do so if they choose.

To manage the implementation of the Energy Step Code, the Province has established the Energy Step Code Council, a multi-stakeholder committee tasked with supporting local governments and industry with training, commissioning research and testing. The Energy Step Code Council has commissioned research on anticipated costs of the Energy Step Code in all climate zones across British Columbia, and this research will be made public once finalized. The results of this research will help guide local governments towards implementation of the Energy Step Code that balances housing affordability and capacity in the industry.



Briefing Notes

Building Costs in the RDBN

The Issue

The increasingly high cost of construction in relation to property values limits the amount of new building construction in our region. The cost of building a new home in the RDBN is, in most areas, notably higher than the resale value of that home. Owners are not building homes for profit, and in most areas of the region it is much cheaper to purchase and renovate an existing home rather than construct a new home. The result is that housing stock in the region is not being adequately replaced, and the existing housing stock is getting older and older. This issue is impacting our ability to attract new residents and diversify our economy.

Owner Builder Authorizations

As of July 2016 a resident cannot build their own house without first passing an exam which is intended to test their knowledge of construction basics. This is in addition to the many other regulations that the Province has put in place to govern residential builders in BC. In the RDBN's opinion the owner builder authorizations exam requirement has no positive impact on the quality of construction in our region. However, it is unnecessarily increasing the cost of construction and is discouraging the construction of new dwellings.

The owner builder authorization exam was implemented to improve the quality of construction of owner built homes. However, this is not a concern in our region. Owner builders are not building to a lesser standard than licensed builders. They are building their own home and are motivated to build with care, and the RDBN Building Inspectors work closely with owner builders throughout the building process.

The northern lifestyle, and the character and experiences of many of our residents, does not predispose them to be effective in passing written exams. However, that same lifestyle, character, and experience has provided a good understanding of the building process. A written exam process is not an effective tool to determine our resident's capacity to undertake the building of their home.

In many areas of the region there is a very limited supply of licensed builders and there are long waits for their services. Enticing a licensed builder to certain areas requires very high fees for their services. In some areas of our region it is challenging to retain a licensed builder at any cost.

Energy Step Code

The additional costs associated with the Energy Step Code will further stifle new building. It would not be responsible for the RDBN to voluntarily implement the Energy Step Code in the foreseeable future. The Energy Step Code will introduce notable new costs for building materials, mechanical equipment, and testing by professionals. Given our climate, and limited access to the professional services required by the step code, the challenges and impacts to our region can be expected to be notably greater than in other areas of the province. The plan to allow local government to move towards net zero building in voluntary stages prior to mandatory implementation does little to resolve the inevitable negative impacts associated with the strategy.

The RDBN appreciates the intent behind the Energy Step Code; however, the anticipated impact is counterproductive to the intent. The reality in our region is that the costs associated with the Step Code will result in older less energy efficient homes not being replaced by new homes. The requirements for testing by professionals is of particular concern. Even if there was very good success in developing professional capacity in the region the cost to retain the services of these professionals, especially in rural and remote areas, will require very high fees for their services. In some areas it will be a challenge to retain the necessary services at any cost.

Summary

The owner builder authorizations exam requirement should not exist in the RDBN, and owner builders should be allowed to retain the services of a construction manager to assist them in the building process, without having to retain the services of a licensed builder. There should be no mandatory implementation of the Energy Step Code, and the Province should work with northern local governments to identify a strategy that will work in the north and encourage the building of new homes.

The solutions that make sense in southern BC are not appropriate in the north. Applying one size fits all solutions designed to benefit southern BC, and ignoring the collateral damage caused to the northern half of the province is not acceptable.



A DISCUSSION OF HOUSING
ISSUES IN THE REGIONAL
DISTRICT OF BULKLEY-
NECHAKO

Housing in the RDBN: A Discussion Paper

Prepared by:
Regional District of Bulkley Nechako Planning Department

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PART 1: INTRODUCTION AND HOUSING DATA

Introduction

This report provides an overview of the RDBN's housing situation and discusses the factors contributing to the situation. It discusses the region's housing needs in general terms and discusses the constraints and practical opportunities that exist to improve the RDBN's housing situation.

There has been much effort placed on addressing housing issues in British Columbia in recent years. The housing issues which have been the focus of the Province of BC are those associated with reduced affordability as a result of increasing land values. However, the housing issues that exist in the RDBN, and the contributing factors, are not associated with high land value. In fact, the RDBN's housing issues are, at least in part, associated with low land value and limited new housing development. As a result, the RDBN and its member municipalities are challenged to address the region's housing issues in the relative absence of market-based solutions. The RDBN's housing stock has not seen significant growth and is not being replaced or diversified as necessary to meet the needs of its residents.

Table 1: RDBN Housing Type			
	<u>Rural</u>	<u>Municipal</u>	<u>TOTAL</u>
Single Family Dwellings	5510 (85.8%)	5370 (68.7%)	10880 (76.4%)
Manufactured Homes	850 (13.2%)	630 (8.1%)	1480 (10.4%)
Detached Dwellings	35 (0.5%)	360 (4.6%)	395 (2.8%)
Row Housing	10 (0.2%)	480 (6.1%)	490 (3.4%)
Apartment	20 (0.3%)	975 (12.5%)	995 (7%)
SUM	6425 (100%)	7815 (100%)	14240 (100%)

Table 2: RDBN Housing Ownership and Rental Housing			
	<u>Rural</u>	<u>Municipal</u>	<u>TOTAL</u>
Owner Occupied	5,895 (91.8%)	5,555 (71.1%)	11,450 (80.4%)
Rental Housing	750 (11.7%)	2,195 (28.1%)	2,945 (20.7%)
SUM	6,645 (100%)	7,750 (100%)	14,395 (100%)

Note: "Other single attached house" have been combined with Semi-detached house. Basement suites are counted as an apartment.

Housing DATA (2016 Census Data)

Electoral Area A

Table 3: Housing Type				
	<u>Electoral Area A</u>	<u>Town of Smithers</u>	<u>Village of Telkwa</u>	<u>TOTAL</u>
Single Family Dwellings	87%	66.4%	91.8%	77.7%
Manufactured Homes	12.4%	5.2%	5.1%	8.2%
Semi - Detached Dwellings	0.5%	6.1%	0%	3.1%
Row Housing	0%	3.9%	2%	2.1%
Apartment	0%	18.3%	1%	8.9%
Total Housing Stock	2213	2389	539	5141

Table 4: Housing Ownership and Rental Housing				
	<u>Electoral Area A</u>	<u>Town of Smithers</u>	<u>Village of Telkwa</u>	<u>TOTAL</u>
Owner Occupied	88.6%	68.8%	90.8%	79.4%
Rental Housing	11.0%	31.2%	10.2%	20.8%

Table 5: Housing Age				
	<u>Electoral Area A</u>	<u>Town of Smithers</u>	<u>Village of Telkwa</u>	<u>TOTAL</u>
1960 and earlier	7.4%	18.1%	17.3%	13.5%
1961-1980	39.6%	37.6%	17.3%	36.4%
1981-1990	19.8%	17%	16.3%	18.1%
1991-2000	22.5%	15.5%	32.7%	20.2%
2001-2010	4.2%	8.1%	8.2%	6.5%
2011-2016	3.5%	3.9%	8.2%	4.2%

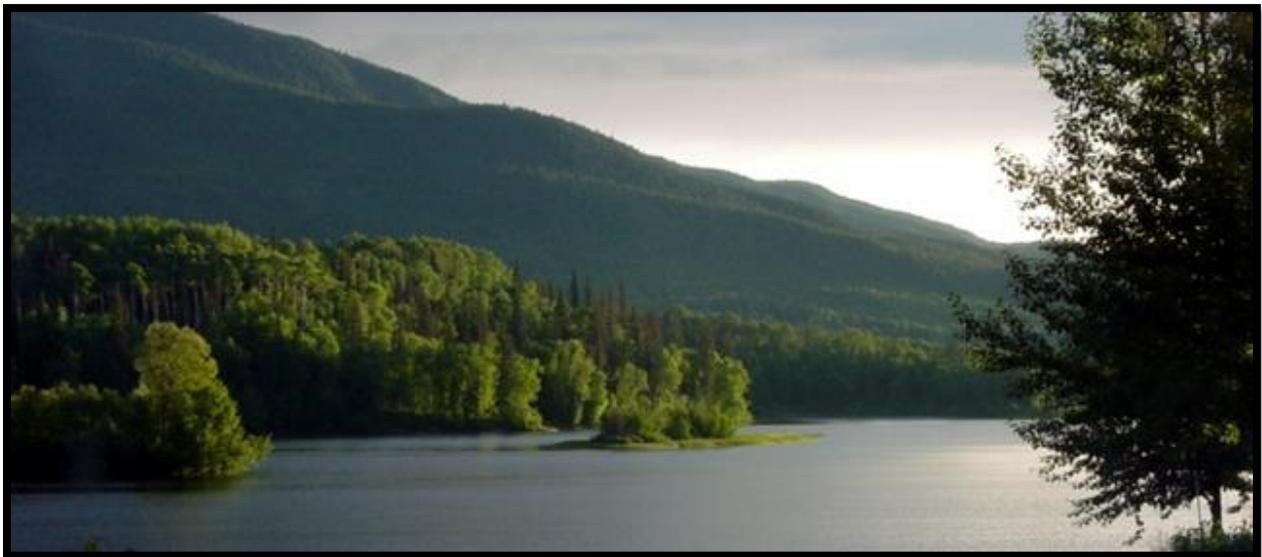


Electoral Area B

Table 6: Housing Type			
	<u>Electoral Area B</u>	<u>Village of Burns Lake</u>	<u>TOTAL</u>
Single Family Dwellings	82.3%	75.2%	79%
Manufactured Homes	14.6%	0.7%	8.1%
Semi - Detached Dwellings	1.9%	2.2%	2%
Row Housing	0.6%	1.5%	1%
Apartment	0.6%	20.4%	9.8%
Total Housing Stock	896	748	1644

Table 7: Housing Ownership and Rental Housing			
	<u>Electoral Area B</u>	<u>Village of Burns Lake</u>	<u>TOTAL</u>
Owner Occupied	90.9%	61.3%	81%
Rental Housing	9%	39.4%	23.1%

Table 8: Housing Age			
	<u>Electoral Area B</u>	<u>Village of Burns Lake</u>	<u>TOTAL</u>
1960 and earlier	10.8%	17.5%	13.9%
1961-1980	39.9%	44.5%	42%
1981-1990	15.8%	13.9%	14.9%
1991-2000	22.8%	21.9%	22.4%
2001-2010	8.2%	3.6%	6.1%
2011-2016	1.3%	1.5%	1.4%



Electoral Area C

Table 9: Housing Type			
	<u>Electoral Area C</u>	<u>Fort St. James</u>	<u>TOTAL</u>
Single Family Dwellings	81.1%	69.8%	75.3%
Manufactured Homes	18%	11.6%	14.7%
Semi - Detached Dwellings	0%	2.3%	1.2%
Row Housing	0.8%	7%	4%
Apartment	0%	9.3%	4.8%
Total Housing Stock	737	761	1498

Table 10: Housing Ownership and Rental Housing			
	<u>Electoral Area C</u>	<u>Fort St. James</u>	<u>TOTAL</u>
Owner Occupied	86%	72.1%	85.7%
Rental Housing	13%	27.9%	20.7%

Table 11: Housing Age			
	<u>Electoral Area C</u>	<u>Fort St. James</u>	<u>TOTAL</u>
1960 and earlier	3.3%	7.8%	5.6%
1961-1980	45.9%	55%	50.6%
1981-1990	19.7%	14%	16.7%
1991-2000	20.5%	17.1%	18.7%
2001-2010	5.7%	3.1%	4.4%
2011-2016	4.9%	3.1%	4%



Electoral Area D

Table 12: Housing Type				
	<u>Electoral Area D</u>	<u>Fort Fraser</u>	<u>Fraser Lake</u>	<u>TOTAL</u>
Single Family Dwellings	87.8%	56.7%	57.8%	72.2%
Manufactured Homes	9.9%	23.3%	4.6%	9.3%
Semi - Detached Dwellings	0.8%	10%	19.3%	9.3%
Row Housing	0%	0%	9.2%	3.7%
Apartment	1.5%	10%	9.2%	5.6%
Total Housing Stock	854	138	551	1543

Table 13: Housing Ownership and Rental Housing				
	<u>Electoral Area D</u>	<u>Fort Fraser</u>	<u>Fraser Lake</u>	<u>TOTAL</u>
Owner Occupied	87.9%	76.9%	73%	80.7%
Rental Housing	12.0%	23.0%	27%	17.8%

Table 14: Housing Age				
	<u>Electoral Area D</u>	<u>Fort Fraser</u>	<u>Fraser Lake</u>	<u>TOTAL</u>
1960 and earlier	9.2%	13.3%	2.8%	7%
1961-1980	42%	30%	56.9%	46.7%
1981-1990	19.8%	20%	11.9%	16.7%
1991-2000	19.8%	16.7%	6.4%	14.1%
2001-2010	6.9%	0%	4.6%	5.2%
2011-2016	3.8%	0%	1.8%	2.6%



Electoral Area E

Table 15: Housing Type		
	<u>Electoral Area E</u>	<u>TOTAL</u>
Single Family Dwellings	89.4%	89.4%
Manufactured Homes	9.8%	9.8%
Semi - Detached Dwellings	0%	0%
Row Housing	0%	0%
Apartment	0.8%	0.8%
Total Housing Stock	840	840

Table 16: Housing Ownership and Rental Housing		
	<u>Electoral Area E</u>	<u>TOTAL</u>
Owner Occupied	87.9%	88.6%
Rental Housing	12.0%	12.2%

Table 17: Housing Age		
	<u>Electoral Area E</u>	<u>TOTAL</u>
1960 and earlier	13.8%	13.8%
1961-1980	48%	48%
1981-1990	13.8%	13.8%
1991-2000	13%	13%
2001-2010	10.6%	10.6%
2011-2016	1.6%	1.6%



Electoral Area F

Table 18: Housing Type			
	<u>Electoral Area F</u>	<u>Vanderhoof</u>	<u>TOTAL</u>
Single Family Dwellings	85%	69.3%	76.2%
Manufactured Homes	15%	9.7%	12%
Semi - Detached Dwellings	0%	3.7%	2.1%
Row Housing	0%	10%	5.6%
Apartment	0%	7.2%	4%
Total Housing Stock	1902	1831	3733

Table 19: Housing Ownership and Rental Housing			
	<u>Electoral Area F</u>	<u>Vanderhoof</u>	<u>TOTAL</u>
Owner Occupied	88.4%	71.9%	79.5%
Rental Housing	11.0%	28.4%	20.9%

Table 20: Housing Age			
	<u>Electoral Area F</u>	<u>Vanderhoof</u>	<u>TOTAL</u>
1960 and earlier	7.3%	14.6%	11.4%
1961-1980	38.3%	38.7%	38.5%
1981-1990	20.1%	16%	17.8%
1991-2000	15.3%	16%	15.7%
2001-2010	11.3%	11.2%	11.2%
2011-2016	8%	4%	5.8%



Electoral Area G

Table 21: Housing Type				
	<u>Electoral Area G</u>	<u>Granisle</u>	<u>Houston</u>	<u>TOTAL</u>
Single Family Dwellings	86.3%	74.3%	62.9%	68.8%
Manufactured Homes	12.3%	5.7%	16.1%	14.3%
Semi - Detached Dwellings	1.4%	0%	1.6%	1.4%
Row Housing	0%	14.3%	6%	5.6%
Apartment	0%	5.7%	13.3%	9.8%
Total Housing Stock	450	284	1245	1979

Table 22: Housing Ownership and Rental Housing				
	<u>Electoral Area G</u>	<u>Granisle</u>	<u>Houston</u>	<u>TOTAL</u>
Owner Occupied	79.5%	97.1%	72.6%	76.4%
Rental Housing	15.1%	11.4%	27.4%	23.3%

Table 23: Housing Age				
	<u>Electoral Area G</u>	<u>Granisle</u>	<u>Houston</u>	<u>TOTAL</u>
1960 and earlier	4.1%	5.7%	6.5%	5.9%
1961-1980	54.8%	91.4%	54.4%	58.1%
1981-1990	13.7%	0%	14.1%	12.6%
1991-2000	13.7%	0%	16.5%	14.3%
2001-2010	4.1%	0%	7.7%	6.2%
2011-2016	2.7%	5.7%	0.8%	1.7%



Part 2: MARKET VALUE, CONSTRUCTION COSTS, AND DEVELOPMENT

Market Value

According to BC Real Estate Association data, in 2018 the average selling price for a single family dwelling in the RDBN ranged from a low of approximately \$125,000 to a high of \$275,000 depending on location of the dwelling in the region. The assessed value of typical urban residential lots, based on a staff review of BC Assessment Authority data, gives a good indication of the variation in market values in different areas of the region. The following table shows roughly estimated values for a typical serviced urban residential lot by municipality in 2019.

Table 24: Urban Residential Lot Assessed Value	
Jurisdiction	Assessed Value
Village of Granisle	\$9,000 - \$12,000
District of Houston	\$15,000 - \$20,000
Village of Fraser Lake	\$15,000 - \$20,000
Village of Burns Lake	\$25,000 - \$35,000
District of Fort St. James	\$25,000 - \$35,000
District of Vanderhoof	\$30,000 - \$40,000
Village of Telkwa	\$40,000 - \$60,000
Town of Smithers	\$100,000 - \$150,000

Figure 1: Urban Residential Lot Assessed Value

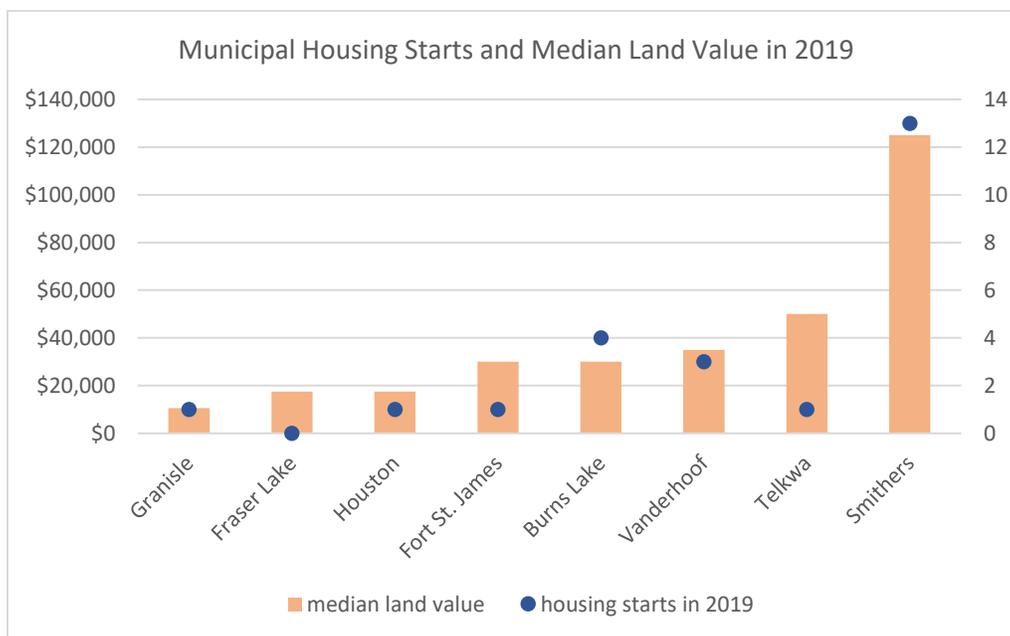
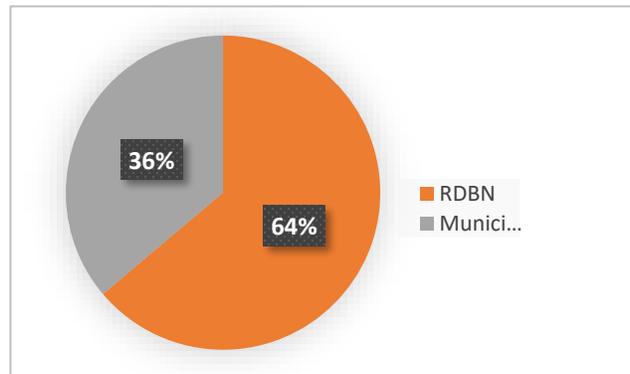


Table 25: Urban Residential Lot Assessed Value	
Jurisdiction	Property Value Change 2018 - 2019
Village of Granisle	11%
Town of Smithers	11%
Vanderhoof Rural (756)	4%
District of Fort St. James	-1%
District of Houston	1%
Smithers Rural (755)	0%
District of Vanderhoof	2%
Village of Telkwa	14%
Smithers Rural (754)	9%
Village of Burns Lake	-1%
Village of Fraser Lake	-5%
Average	4%

RDBN Housing Starts

Housing starts are the number of new residential construction projects that have begun within a year.

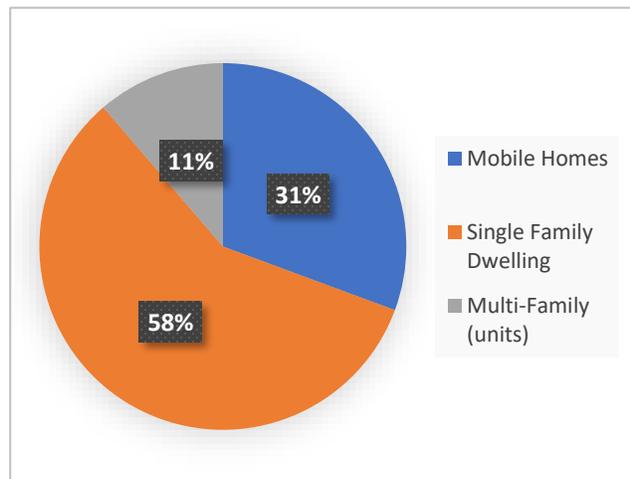
According to RDBN Building Permit data over the last 10 years the number of new single-family dwellings (SFD) built in the region (including member municipalities) averages at 56 new SFD per year. In 2019, the Regional District and Member Municipalities saw 47 new housing starts with 64% located within the RDBN and 36% located within a municipality.



RDBN 2019 Housing Starts by Type

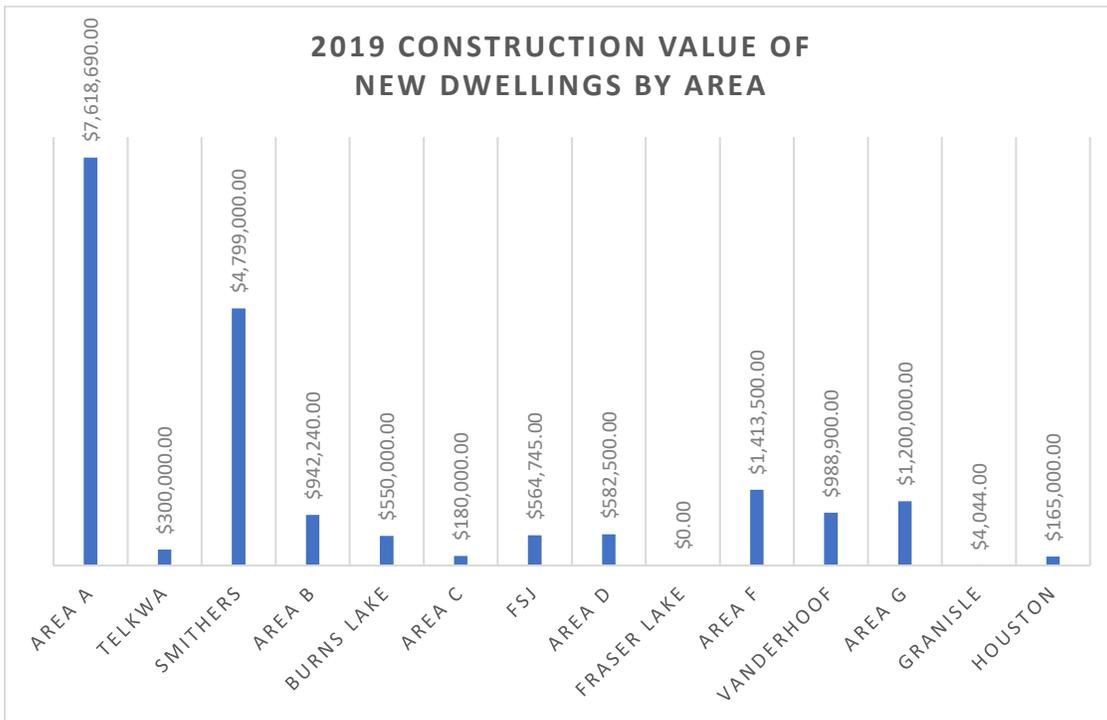
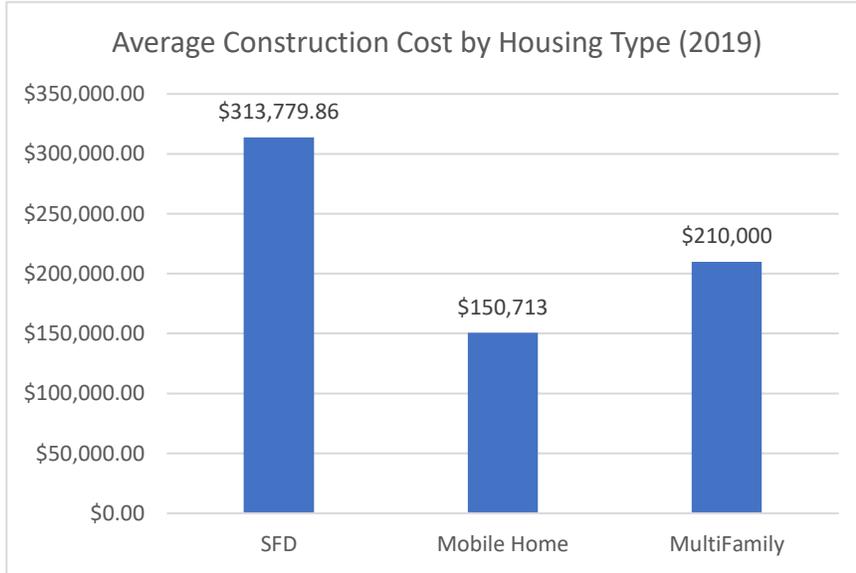
Approximately 58% of new housing built in 2019 were single family dwellings, 31% were mobile homes, and 11% were multi family dwelling units. Only the Town of Smithers, and the Village of Burns Lake constructed new multi-family dwellings.

The area that saw the most new construction is Electoral Area A with 22 dwelling units, and the Town of Smithers with 13 dwelling units.



Reported Construction Costs

Construction cost for new housing, based on building permit statistics, in 2019 totalled \$19,308,619.00 in the region, 39% of which was generated in Electoral Area A. In 2019, the estimated average construction cost, reported as part of the building permit process, was \$313,780 for a single-family dwelling, \$150,713 for a mobile home, and \$210,000 for a dwelling unit in a multi-family building.



Construction Costs and Development Implications

The cost of construction in the RDBN for a basic single-story house with an unfinished basement may be as low as \$200 per sq. ft. using a licensed builder, and \$170 per sq. ft. if built by an owner builder. This cost can easily increase with higher end materials and building design. The costs to use a licensed builder and hire trades can increase notably as you move away from communities where licensed builders and trades people are located. These costs do not include land costs, or any servicing or other costs outside of the typical building process. The Planning Department's rough estimate is that a 2,000 sq. ft. house can be expected to cost approximately \$400,000.00 to build, not including land value and servicing costs.

The study titled "Moving Housing Forward: From Strategy to Action" prepared for the District of Fort St James in early 2018 estimated that the total cost to build a 1,800 sq.ft. house in Fort St. James would be \$380,000.00. The cost to build a 1,500 sq. ft. house would be \$320,000.00.

The study concludes that:

"The District has a sufficient supply of developable land at reasonable prices. However, it has witnessed limited new housing development as its population is either flat or declining and because the development returns are not high enough to compensate for the development risks. These economic fundamentals are likely to have an even greater impact on the supply of affordable housing for households with low to moderate incomes.

For example, a developer would be unlikely to develop housing when the anticipated revenues are not significantly higher than the total costs of development (land costs, development costs and marketing costs)."

The result is limited residential subdivision and speculative house construction in the region. The subdivision that is occurring in the region tends to be small scale infill subdivision where development costs are very low (roads already exist and services do not have to be provided). It appears that the market housing that is being built is by persons building their own home because adequate newer housing is not available, and there is a degree of certainty that they will not be required to sell the home in near future.

As shown in Figure 1, and as can be expected, there is a relationship between the market value of land in a community and the amount of housing being developed. The higher the market values the more housing being developed. It is expected that this is a function of the increased local demand for housing and reduced risk associated with having to sell at a loss. For increased land development and housing starts to occur in the region the market value of land must increase in relation to the cost of construction, to the extent where land can be subdivided and housing can be built at a profit.

Managing Construction Costs in the RDBN

Owner / Builder Regulations

As of July 2016, BC Housing regulations prohibit residents from building a house without first passing an exam which is intended to test their knowledge of construction basics. This is in addition to the many other regulations that the Province has put in place to govern residential builders in BC. In the RDBN this regulation is increasing the cost of construction and is discouraging the construction of new dwellings. In many areas of the region there is a very limited supply of licensed builders and there are long waits for their services. In some areas of our region it is challenging to retain a licensed builder at any reasonable cost.

The RDBN Board has expressed concern to BC Housing that the owner builder authorizations exam requirement is not appropriate in the north and owner builders should be allowed to retain the services of a

construction manager to assist them in the building process without having to retain the services of a licensed builder. The owner / builder restrictions do not serve to improve the quality of construction in the RDBN and will continue to unnecessarily increase the cost of residential construction in the region.

BC Step Code

The Province's Climate Leadership Plan set a goal that all new buildings in British Columbia will be net zero within 15 years. A net-zero energy building is one that has reduced energy requirements, and renewable energy systems, so that the building produces as much energy as it consumes. The Energy Step Code is a Provincial Government initiative designed to have local governments implement the requirements for all new building to be net zero by 2032.

The Energy Step Code is performance based. Under Step 1, every class of home and building will be required to be energy modeled prior to construction and then "commissioned" (including testing for airtightness prior to occupancy). Subsequent steps establish targets relating to the efficiency of the total building, the building envelope (i.e. air leakage, insulation, windows and doors, etc.) and the performance of the mechanical systems (i.e. heating, cooling, ventilation, etc.).

The Province's intent is that the Step Code's modelling and testing requirements and performance targets will be voluntarily adopted by local governments in advance of mandatory implementation by the Province by 2032. The Province has begun its efforts to "encourage" local governments to implement policies and programs that apply the Step Code on a "voluntary" basis. It is expected that local governments will be encouraged to adopt progressively more stringent performance levels or "steps" over time.

The additional construction costs, which include the requirement to pay for professionals to undertake the necessary energy modeling, airtightness testing, and commissioning of building equipment, is expected to be notable and higher the further away a building site is from a larger urban centre.

RDBN staff appreciate the intent behind the Energy Step Code; however, the anticipated impact may be counterproductive to the intent. The costs associated with implementing the Step Code may result in older less energy efficient homes not being replaced by new homes.

Part 3: HOUSING NEEDS IN THE RDBN

Housing Needs Assessments in the RDBN

There have been several comprehensive housing needs assessments and housing studies developed for municipalities in the RDBN in recent years. These include the following:

- “Moving Housing Forward: From Strategy to Action” prepared for the District of Fort St James, 2018;
- “District of Vanderhoof Housing Study and Needs Analysis” prepared for the District of Vanderhoof, 2015;
- “2014 Smithers Homeless Count Findings” prepared for the Smithers Action group Association, 2015;
- “Smithers Housing and community Profile: Northern BC Housing Study” prepared for BC Housing, 2016;
- “Burns Lake and Area 55+ Housing Needs Assessment” prepared for the Village of Burns Lake, 2017;
- “Village of Telkwa Affordable Housing Needs assessment and Action Plan” prepared for the Village of Telkwa, 2011.

These assessments give a good overview of the housing needs that exist in RDBN communities. The region’s housing needs are discussed in general terms below, based on an evaluation of these documents, and the RDBN Planning Department’s understanding of the housing situation.

Housing Type

The RDBN’s housing supply consists primarily of owner-occupied single-family dwellings that were built more than 30 years ago. Approximately 77% of dwellings in municipalities, and 99% of dwellings in the rural area are single family dwellings or manufactured homes. Only 10% of housing, in the RDBN, is apartments or row housing.

Dwelling Age

The housing in most municipalities in the RDBN is older and many homes need repair or notable upgrading. The average age of housing, and maintenance needs of that housing, is somewhat dependant on the housing demand and market values in the community. Nearly 60% of housing in the RDBN is more than 25 years old.

The age of buildings in the RDBN has an impact on housing affordability. Older housing tends to be more expensive to maintain in the winter.



Rental Housing

Canada Mortgage and Housing Corporation (CMHC) does not collect data on rental market prices or rental vacancy for any RDBN municipality. However, it is clear that there is limited rental housing stock across the RDBN, and it is estimated that the vacancy rate across the region is below 5%. However, the level of demand for rental housing, and stability of occupancy, can vary notably given seasonal employment and economic fluctuations. It is expected that this vacancy rate will fall temporarily as vacancies are taken up by workers associated with construction of the coastal Gaslink Natural Gas Pipeline.

Given the relatively homogenous nature of the housing stock across the region there is a notable need for bachelor suites and one or two bedroom housing. It is noted that the rental housing stock tends to be the older housing stock that needs renovation.

This lack of quality low cost rental housing (especially apartment, row housing and other forms of affordable rental housing) is a limiting factor in a community's economic development, as employers may be challenged to attract workers to a community where housing may not be available.

Owner Occupied Housing

There is moderate demand for owner occupied housing in the RDBN. Given the relatively homogenous nature of the housing stock across the region there is a need for one or two bedroom housing, as well as renovated and newer housing.

This lack of new and quality renovated housing for sale is a limiting factor in a community's economic development as employers are challenged to attract professionals and trades persons to a community where quality housing may not be available. This housing issue may also be a factor in attracting retirees and entrepreneurs to a community.

Senior's Housing

There is a need for senior's housing across the region, and this demand is expected to increase. There is also a need for assisted living and supportive housing. This demand includes the need for market and non-market rental housing and owner-occupied housing. This demand relates to the lack of one or two bedroom housing across the region. Seniors are best served by housing that is in close proximity to shopping and services, and this type of housing is limited in RDBN municipalities. It appears that across the region, there are waiting lists for every type of housing facility catering to seniors.



The impact of the housing shortage for seniors is that seniors are remaining in larger homes past the point where they are properly able to maintain the property. These homes are typically older with high maintenance needs and costs, and do not allow for easy access to services. This lack of seniors housing options has notable social and health costs.

Low Income Housing

Given the lack of available rentals, and the predominance of larger single-family dwellings, market rental costs are relatively high. Low income persons are challenged to find suitable housing given that the predominant form of housing is single family dwellings. There is little or no emergency housing such as homeless shelters, and there is also little or no non-market housing for low income people. The non-market housing available is typically available only to seniors.

Housing Supply, Community Health, and Economic Development

The following is taken from the “District of Vanderhoof Housing Study and Needs Analysis” prepared for the District of Vanderhoof in 2015;

Seniors: *In Vanderhoof, suitable housing options for seniors to downsize into and receive the services they need are critically limited. Seniors housing complexes are full and have lengthy waiting lists. Assisted and complex care options are also fully subscribed. As a result, seniors are remaining in their family homes. While many of these seniors can no longer keep up their homes, there are no options for them to leave until their health deteriorates to the point where facility care is required.*



One/Two Person Households: *One and two-person non-seniors households are generally comprised of young individuals and couples: working professionals and those starting out on their careers. In Vanderhoof, many of these individuals are recent graduates who have been recruited to town by the major employers. While some may wish to buy, most are looking to rent. For some in this group, affordability is an issue, however, the 2011 median after-tax income of a two-person household was \$68,775 and \$23,116 for a single person household. Generally speaking, the type of housing they are looking for is a modern small-scale single or multi-family unit, equipped with a full range of amenities.*

Low Income Individuals: *The number of low income individuals in the community is higher than the provincial average, and many are receiving income assistance. Many of the people on income assistance have a disability, either physical or mental, or are single-parents. The government assistance allowance for housing is \$375 per month, which often falls critically short of what is required to cover both rent and utilities, especially during winter. These individuals all require financial assistance to find suitable housing, and some also require housing connected to support services.*

Families: *In Vanderhoof, long-time residents are generally housed in the stock that was new when they purchased their homes during the growth decades up until the 1980s. New families to town, however, are experiencing difficulty in finding suitable housing. While the majority of the housing stock is comprised of single-family dwellings, decent quality homes rarely come onto the market at a low- to mid-range price point. This is having an impact on the ability of key employers to attract and retain new workers.*

The following is taken from “Moving Housing Forward: From Strategy to Action” prepared for the District of Fort St James in 2018;

The District of Fort St. James is experiencing an extremely tight rental market. Conversations with the stakeholders and the municipal staff has found that many potential renters are struggling to find rental units in the District and are frustrated by the lack of units available on the market.

Based on the demographic assessment, the District is likely to experience a significant increase in senior households over the next 10 years. This would result in increased demand for both owner-occupied and rental housing in the District. The District lacks age-appropriate housing for this demographic segment. The built form for such units would also likely be ground-oriented apartments, townhouses, and duplex/triplex/fourplex.

In addition, the District is likely to experience a strong shift towards smaller sized households. However, it lacks appropriate housing for this demographic segment and is likely under-built in bachelor/studio and one-bedroom homes. There might be an untapped demand for smaller, market-priced ownership and rental units targeted toward early-career professionals and young families. The built form for such units would likely be ground-oriented apartments, townhouses, and duplex/triplex/fourplex.

Much of the housing stock of the District is old and requires major repairs. The regular maintenance and upkeep of the current housing stock would provide the much-needed affordable rental and owner-occupied housing in the community.

There is unmet need for social housing in the District, including homeless shelters, transition homes as well as affordable rentals. The District has roughly 30 homeless individuals and a significant proportion of households that are priced out of the owner-occupied as well as the rental housing market.

The District experiences a high degree of variation in its housing needs due to temporary or seasonal jobs in the economy. This instability of occupancy and vacancy make for a difficult investment climate for development of additional rental housing stock. Moreover, due to limited rental stock, the rental rates are likely to trend upwards during period of high economic activity in and around the District.

The First Nations communities are facing housing shortages, over-crowding and mold issues. This has been aggravated by limited construction over the last decade. As a result, all of the four First Nations communities would benefit from additional construction and maintenance of their housing stock.

The limited availability of quality housing in a variety of forms, for both ownership and rental, is a concern across the region. New housing in differing forms is necessary to help our communities keep young adults in the community after graduation, attract skilled employees and professionals, and accommodate seniors.

It is recognized that economic diversification beyond reliance on mining, the primary forest products industries, and traditional agriculture is dependant on the region’s ability to attract skilled workers, entrepreneurs, and professionals that have a high degree of mobility and choice regarding their home community. The availability of acceptable and attractive housing is a key factor in attracting new residents and our future economic sustainability. Investment in housing and the creation of increased diversity of housing type is an economic development and diversification issue, as well as a resident quality of life issue.

Part 4: HOUSING STRATEGIES AND ACTION PLANS

Housing needs assessments and housing studies commonly contain recommended actions or strategies to address the housing needs identified in the study. The housing needs assessments and housing studies developed for municipalities in the RDBN in recent years are identified in part 3 of this discussion paper. This section summarizes the typical recommendations contained in these types of studies, and their effectiveness in addressing housing issues in the RDBN.

Typical Housing Study Strategies for Market Housing

The strategic actions commonly proposed in housing studies to address market housing issues can be categorized as follows:

- Removing land use regulation barriers. These recommended actions typically include the following:
 - amending zoning to allow secondary suites, garden suites, and other forms of rental housing in single family residential areas;
 - ensuring land for a variety of housing forms and densities is identified in the official community plan and allowed by zoning.
- Fast tracking development approval processes for housing projects.
- Reducing development standards and development fees with the aim to reduce development costs. These recommended actions typically include the following:
 - reducing or waiving application fees, development cost charge fees, etc.
 - implement taxation breaks for housing;
 - reducing development standards such as parking requirements.
- Offering density bonuses. In the context of market housing this involves allowing a residential development with increased density in exchange for the commitment to include rental housing within the development.
- Working with large employers to provide financial assistance to developers.

Market Housing Strategy Efficacy

Most of the strategic actions commonly proposed in housing studies to address market housing issues cannot reasonably be expected to result in increased construction of housing in any form given the current housing market in the RDBN. The above noted recommendations may be viable strategies in jurisdictions with notably higher land values, where developers are highly motivated to build and redevelop to the development density that is allowed, where development costs are notably high and their reduction can be an incentive, and where reducing development approval processing time equates to some value.

Most municipalities and rural areas in the RDBN have developed flexible rules regarding secondary suites. Smaller second dwellings are permitted on lots in certain rural areas and in a number of communities. Across the RDBN most property owners are not building to the density allowed. Zoning and development standards are not impeding or limiting housing development in the RDBN in any meaningful way. Amending zoning to increase development flexibility or offering density bonuses is not a meaningful incentive.

Reducing development standards and development fees with the aim to reduce development costs can not be expected to result in any notable increase in development. The gap between development costs and market value can not be overcome by reducing the minimal fees that exist or by reducing standards that are often already below the provincial standard. This approach only makes sense where development fees and charges, and development standards have been substantially inflated to take advantage of high development pressures; therefore, preferred development can be encouraged by reducing the inflated costs. This is not the situation in the RDBN.

Unfortunately, employers are not adequately motivated to financially support housing development for their employees. Most new industry with large employment needs are able to rely on work camps and a highly mobile workforce. This allows industry to play a notably reduced role in community development.

Typical Housing Study Strategies for Non - Market housing

The above noted actions relating to market housing are also commonly recommended in relation to non-market housing issues. Density bonuses in the context of non-market housing involves providing a residential development with increased density in exchange for the commitment to include non-market housing within the development. This typically involves the development of a housing agreement with the developer.

In addition to the above, the following strategic actions are commonly proposed in housing studies to address non-market housing issues:

- Promotion, support, facilitation, and advocacy in association with housing projects. These actions are commonly recommended in relation to non-market housing as projects are commonly dependent on the work of non-profit societies, and funding from the Provincial and federal governments.
- Direct staff resources or financial towards non-market housing projects. This can include the following:
 - providing staff time facilitating the creation of, and working with, non-profit societies dedicated to a non-profit housing development
 - researching non-profit housing funding opportunities
 - making available municipal owner land for a non-profit housing project

Non-Market Housing Success in the Region

Non-market housing project success in the RDBN has been dependent on a motivated local body, such as non-profit society, with a committed project manager that has worked closely with BC Housing. There has also been the need for a society to play a role in managing the operation of the facility after construction.

Housing related societies are typically reliant on volunteer work, and these volunteers can be challenged by the scope of work necessary to successfully facilitate the development of a project in partnership with BC Housing or Northern Health. Once a society has completed projects, and entered into agreements with BC Housing, Northern Health, Community Living BC, etc. (which includes funding for the operation of housing projects) the societies can potentially begin relying on paid staff to manage existing facilities and develop new projects. This can greatly increase capacity.

Local governments can play a role in moving housing projects forward in partnership with BC Housing. For example, the Capital Regional District has created the Capital Region Housing Corporation which develops, promotes, and operates non-market housing in the region.

The following is a list of the notable non-market housing projects that have been completed in the RDBN in the last 15 years.

Table 26: Non-Market Housing Projects in RDBN Municipalities			
Housing Name, Location, Year	Project Lead / Operator	Type of Housing	Funding
Alpine Court, Smithers	Smithers Community Services Association	24 Units Townhouse Low & Mid Income families	BC Housing
The Meadows, Smithers	Smithers Community Services Association	14 single bedroom units assisted Living for seniors	BC Housing Northern Health
Sparrows Christian Housing, Smithers	Sparrows Christian Housing Society	Independent Living facility for disabled adults	None
Harding Heights, Smithers	Dik Tiy Housing Society	19 unit apartments seniors / disabled adults	BC Housing Comm. Living BC
Broadway House, Smithers	Smithers Community Services Association	6 unit market rental and emergency shelter	BC Housing
Goodacre Place, Smithers	Smithers Community Services Association	22 units supportive housing emergency shelter	BC Housing
Pioneer Place, Smithers	Senior Citizens Housing Society	31 bachelor and one bedroom affordable housing for seniors	BC Housing
Telkwa House, Telkwa	Telkwa Seniors Housing Society	8 one bedroom units seniors and disabled adults	BC Housing
Cottonwood Manor, Houston	Smithers Community Services Association	28 unit (5 assisted living and 11 independent living) for seniors	BC Housing Northern Health
Pioneer Place, Fort St. James	Fort St James Senior Housing Society	12 one-bedroom units for seniors and disabled adults	Northern Health
Pioneer Lodge, Fort St. James	Fort St James Senior Housing Society	two-unit assisted living development for seniors.	Independent Living BC
Fireweed Safe Haven Transition House, Fort St. James	Fireweed Collective Society	(4 units) for women and their children	BC Housing Northern Health
Westside Court, Fort St. James	BC Housing	15 2 and 3 bedroom units affordable housing	BC Housing
At Risk Housing, Fort St. James	Nechako Valley Community Services	2 one-bedroom rental units at risk of homelessness	BC Housing Northern Health
Carroll Cottage, Burns Lake	Lakes District Seniors Housing Society	14 units of independent seniors' housing	BC Housing
Tweedsmuir House, Burns Lake	Lakes District Senior Housing Society	17 units of assisted living	Northern Health
Heritage Manor, Burns Lake	Lakes District Seniors	25 units of supportive seniors housing	BC Housing

McKenna Place, Burns Lake	BC Housing	39 three bedroom units of affordable housing for families	BC Housing
Riverglen, Vanderhoof	BC Housing	31 three bedroom units of affordable housing for families	BC Housing
Riverside Place, Vanderhoof	Nechako Valley Community Services	18 bachelor and one bedroom units of affordable housing	BC Housing Northern Health
Nechako Valley Senior Citizens Home, Vanderhoof	Nechako Valley Community Services	9 one bedroom units of affordable housing for seniors	BC Housing
Silver Birch Lodge, Fraser Lake	Fraser Lake & District Senior Citizens Home Society	23 one bedroom units of affordable housing	BC Housing

The Role of the Rural Area in Addressing the Region's Housing Needs

The rural area within the RDBN plays many roles in the efficient and effective function of the region. The rural areas provide resources in support of urban areas. The rural areas support agriculture and local food production. The rural areas accommodate industrial uses which must occur close to resource extraction or can not easily occur in urban areas because of land use conflict. Housing is provided in the rural area in support of agricultural activities, and there is a demand for housing that offers a lifestyle only available in a rural setting or associated with an amenity available only in the rural area. The RDBN manages land use in the rural area to meet the region's rural housing needs without inappropriately impacting the urban housing market, facilitating rural sprawl, or degrading the character and function of the rural area. It is noted that the bulk of new housing starts in the region are occurring in the rural area. This is not sustainable in the long term.

The rural areas are not able to address the region's housing needs in any meaningful way. Most of the region's housing issues are best addressed primarily within the municipalities. The function of the region will not benefit from any notable increase in rural housing in comparison to municipal growth. Multi-family housing and non-market housing must be accommodated primarily in the municipalities. However, the RDBN has a clear interest in supporting municipalities in addressing the region's housing needs in a coordinated and proactive manner as every RDBN resident will see the benefits.

Part 5: PROVINCIAL INITIATIVES

Homes for BC: A 30 Point Plan for Housing Affordability in BC

In September 2018, the Province introduced a housing plan called Homes for BC. This plan focuses on affordable housing issues associated with excessive land values in southern BC. It also allocates funding to address the need for low income housing and homelessness. The funding opportunities in the 30-point plan are outlined below.

The majority of actions proposed focus on controlling land values in southern BC and can not be expected to address the RDBN's market housing related issues. However, the increase in funds and opportunities available for non-market housing initiatives are notable.

BC Housing Funding Opportunities

BC Housing works in partnership with non-profit sectors and private sectors, community and Indigenous groups, provincial health authorities, ministries and local governments to facilitate a non-profit housing development. BC Housing is relatively flexible in developing innovative solutions; however, they do require a local entity to plan and facilitate the project and own and managed the housing once it is developed.

- Building BC: Community Housing Fund - Creates new units of social housing for low and moderate income families and seniors in British Columbia.
- Building BC: Indigenous Housing Fund - Facilitates the building and operation of social housing for Indigenous people in B.C.
- Building BC: Supportive Housing Fund - Provides supportive housing for people who are experiencing homelessness, or who are at risk of homelessness.
- Building BC: Women's Transition Housing Fund - Provides women and their children who are at risk of violence and/or who have experienced violence with access to safe, secure and confidential services.
- Community Partnership Initiatives - Provides financing, partnership referrals and advice for non-profits looking to develop affordable rental housing or licensed care facilities.

PART 6: HOUSING NEEDS REPORTS MOVING FORWARD

Mandatory Local Government Housing Needs Reports

The Local Government Statutes (Housing Needs Reports) Amendment Act, 2018, S.B.C. 2018, c. 20 makes amendments to the Local Government Act which requires local governments to complete housing needs reports by April 2022, and every five years thereafter.

The Province says that these changes will “strengthen the ability of local governments to understand what kinds of housing are most needed in their communities.” And “will help ensure that local policies, plans and development decisions that relate to housing are based on recent evidence and responsive to current and future needs.”

Local governments are required to collect approximately 50 distinct kinds of data relating to current and projected population, household income, economic sectors, and available and anticipated housing needs. Regional districts are required to collect this information for each electoral area.

Housing needs reports must contain statements about key areas of local need, including affordable housing, rental housing, special needs housing, seniors housing, family housing, and shelters and housing for people at risk of homelessness. The number of housing units required to meet current and anticipated housing needs for at least the next five years, by housing type. In addition, the number and percentage of households in core housing need and extreme core housing need. Regional districts must include this required content for each electoral area.

A local government is required to consider its housing needs report during the developing of its official community plans and when amending any portion of an official community plan relating to housing statements, map designations or policies.

UBCM Housing Needs Reports Program

The UBCM Housing Needs Reports program provides financial assistance to local governments to complete housing needs reports. Funding is based on the net population of the planning area. Each planning area can only be funded once over the full span of the program. The funding available is \$15,000 for municipalities and Electoral Areas under 5,000 population, and \$20,000 for municipalities and Electoral Areas between 5,000 to 14,999 population. Applications can be made for a collaborative housing needs reports projects involving the municipality and electoral area, as a single application. The maximum funding available would be based on the funding maximums for each jurisdiction.

The Board directed staff to make application to complete Housing Needs Reports for all Electoral Areas as a regional project. Potential maximum funding of \$110,000 could be granted to the RDBN to complete the project. This will allow the RDBN to meet its legislated obligations in the most efficient manner. It will also allow for the project to evaluate rural housing issues in a more comprehensive manner. In addition to the Provincially mandated content for the report, the Planning Department would like the “Regional Rural Housing Study” to focus on housing needs required in support of the agricultural community.

There is benefit for the RDBN to partner with municipalities in the development of housing needs reports in the future. The RDBN’s rural populations tend to concentrate around municipalities in each Electoral area. It is appropriate that housing needs in the region be evaluated and addressed based on population centres, rather than political boundaries. However, the legislation requires that specific information and reporting is provided for each individual electoral area and participating municipality.

PART 7: NDI HOUSING PROGRAM

Housing Needs Assessments Program

The Housing Needs Assessment program provides one-time grant funding to local governments for the development of a comprehensive housing needs assessment that covers the entire community and meets the requirements of the 'Local Government Statutes (Housing Needs Reports) Amendment Act.'

One-time grant funding per eligible local government up to \$10,000 to a maximum of 50% of the eligible project budget.

Community Planning for Housing Program

The Community Planning for Housing program provides grant funding for municipalities and regional districts to assist with the cost of hiring incremental planning capacity for a 12-month period to identify housing issues and facilitate the development of housing in community.

Northern Development commits to one placement per regional development area. Local governments are eligible to receive up to \$40,000 from Northern Development to assist with the salary cost of hiring incremental planning capacity for a 12-month period. Host communities are required to provide a minimum of \$10,000 toward the salary to support a minimum base salary of \$50,000.

The District of Fort St. James was successful in their application for funding under this project, as were the District of Houston and Village of Telkwa in their joint application.

Northern Housing Incentive Program

The Northern Housing Incentive program provides grant funding to local governments to incentivize private sector housing developments. Local governments may receive a grant of up to \$10,000 per dwelling created in a multi-unit market housing project to a maximum contribution of \$200,000.

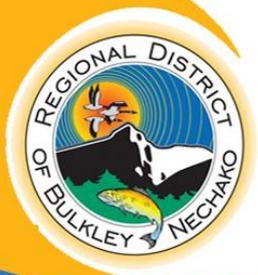
PART 8: SUMMARY

The RDBN's housing stock needs to increase its rate of replacement, and the housing stock needs to be diversified to meet the needs of current and future residents. The challenge is that the market value of land does not adequately facilitate private sector investment in subdivision and housing.

In general terms the housing market is tied to the region's economy. As noted in NDIT's *State of the North Report for 2020* "the short-term outlook is, well, mixed at best... In the short term, the population in the region is expected to slowly increase after multiple years of decline. As well, Northern B.C. remains relatively younger than the population of B.C. as whole – good news in the immediate future as we undertake the development of major energy projects. But what do things look like in 2040?"

Investment in housing and the creation of increased diversity of housing type is an economic development and diversification issue, as well as a resident quality of life issue. The region's economic future is not solely determined by the forest products industry, mining, and large energy projects. It is recognized that economic diversification beyond reliance on this industry is dependant on the region's ability to attract skilled workers, entrepreneurs, and professionals that have a high degree of mobility and choice regarding their home community. Our ability to provide the services and amenities necessary to maintain a healthy and fulfilling regional lifestyle and attract new residents is a critical component of our future. This increased demand is necessary for any market-based solution to the RDBN's housing issues.

The financial and other support available from the Province, the UBCM, and NDIT are important. However, the long-term sustainable solution to housing issues in the region is dependant on a diversified economy and growth. It is for this reason that the Resource Benefits Alliance funding is important. It would allow the RDBN to invest in the region and ensure the creation of sustainable communities with a diverse range of quality housing long term.



REGIONAL DISTRICT
OF BULKLEY & NECHAKO

Planning Department YEAR-END REPORT FOR 2019

Regional District of Bulkley-Nechako PLANNING DEPARTMENT

37 – 3RD AVENUE
P.O. BOX 820
BURNS LAKE, BRITISH COLUMBIA
VOJ 1E0

PHONE	(250) 692-3195
TOLL-FREE	(800) 320-3339
FAX	(250) 692-1220
EMAIL:	inquiries@rdbn.bc.ca

“A WORLD OF OPPORTUNITIES
WITHIN OUR REGION”



PLANNING DEPARTMENT YEAR END REPORT FOR 2019

This report provides an overview of the responsibilities of the Planning Department, the work undertaken by the Planning Department in 2019, and the statistics summarizing the applications and referrals processed by the Planning Department in previous years.

1.0 PLANNING DEPARTMENT OVERVIEW

The Planning Department's responsibilities include a range of interconnected activities that can be divided into the following categories.

- Long Range Planning
- Current Planning
- Geographic Information Systems
- Building Inspection
- Special Projects
- Bylaw Enforcement

1.1 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.



1.2 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. 1623, 2012
- RDBN Advisory Planning Commission Bylaw No. 1501, 2009
- RDBN Unsightly Premises Bylaw No. 1649, 2012

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 applications
- development variance permit applications
- development permit applications
- temporary use permit applications
- ALR exclusion, inclusion, subdivisions and non-farm use applications
- liquor license applications
- special event permit applications

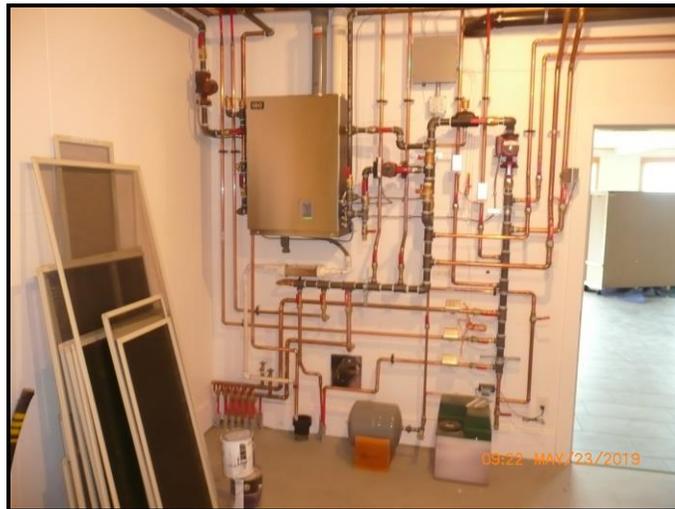
Current Planning also involves advising the Regional District Board and the Rural Directors Committee regarding the RDBN response to Crown Land referrals; Recreation Sites and Trails referrals; Ministry of Energy, Mines, and Petroleum Resources referrals; and Oil and Gas Commission referrals.

In addition, Current Planning involves responding to public inquiries on land use and development related issues.



- 1.3 Geographic Information Systems (GIS)** involves the digital storage, management, and mapping of spatial and other data, and management of house numbering. This activity provides vital support to all Regional District departments. Residents also rely on this service to obtain house numbers, maps, information on regulations, and other information regarding their property and community. Many people rely on the RDBN's web based mapping for this information.
- 1.4 Building Inspection** involves implementation and enforcement of "RDBN Building Bylaw No. 1634, 2012" and "RDBN Floodplain Management Bylaw No. 1300, 2004" in the rural area, through the building permit and inspection process. The Building Inspectors also play a role in bylaw enforcement.

The RDBN also provides building inspection services to the municipalities of Granisle, Burns Lake, Fort St. James, Telkwa, Houston and Fraser Lake on a contract basis.



- 1.5 Special Projects** includes a wide variety of projects that do not fit within the regular program of the Department and typically relate to unexpected events or activities that require immediate attention or involve the Board directing staff to undertake a project. This most often includes participation in the Province's Environmental Assessment process as directed, and reporting to the Regional District Board on Provincial initiatives that potentially impact the Regional District. Typically, this work is undertaken by the Director of Planning.
- 1.6 Bylaw Enforcement** includes the activities necessary to ensure adequate compliance to Regional District land use, development, and building bylaws. Activities include responding to and investigating complaints, working with the public to resolve bylaw infractions, reporting to the Board, and undertaking formal enforcement action through the Courts or as permitted through legislation.

2.0 ACCOMPLISHMENTS FOR 2019

2.1 Long Range Planning Accomplishments

In 2019 the Planning Department undertook the following long-range planning projects.

Electoral Area D OCP Review

The Endako, Fraser Lake and Fort Fraser Rural Official Community Plan review process was completed and the Plan was subsequently adopted by the Board in May 2019.

Electoral Area F OCP Review

The Rural Vanderhoof OCP review was started in 2019. A draft plan is currently under review with a working group of community members. In 2020, the plan will be presented to the public for input and further consideration.

2.2 Current Planning Accomplishments

In 2019 (in addition to day-to-day activities such as responding to public inquiries, and processing land use applications and referrals) the Planning Department did the following.

Zoning Bylaw Review

Work in 2019 focused on undertaking the public consultation and referral process for the new zoning bylaw. It is expected that the formal bylaw adoption process will begin in spring 2020.

Development Procedures Bylaw Review

In 2018 Planning Department staff initiated a review of the Development Procedures Bylaw. The new bylaw was adopted by the Board in January 2020.

2.3 Geographic Information Systems (GIS) Accomplishments

In 2019 (in addition to maintaining GIS data and systems and responding to civic address inquiries and various public mapping requests) the Planning Department did the following GIS Work.

- Issued 73 new addresses in the RDBN and processed 139 new addresses for municipalities and IRs in 2020.
- Provided monthly 9-1-1 data updates to the Prince George Fire Operations Communications Centre.
- Provided quarterly updates to the Provincial Government Digital Road Atlas.
- Provided on-going updates to the TELUS Master Street Address Guide.
- Prepared and corrected new zoning maps for the proposed new zoning bylaw.
- Prepared maps and property information for various bylaws and referendums.

- Working with the RDFFG to develop software for the new BC Assessment database format.
- Undertook a quality control project regarding Fire Protection Area Boundaries.
- Prepared new OCP maps and Zoning maps for the Village of Granisle.



2.4 Building Inspection Accomplishments

Building Inspection Work

In 2019 the Planning Department successfully provided building inspection services to rural residents, as well as the District of Fort St. James, the Village of Granisle, the Village of Burns Lake, the District of Houston, and the Village of Fraser Lake.

Building Inspection Enforcement

In 2019 the Planning Department reported to the Board regarding the placement of Notices on the title of 5 properties because of non-compliance to the Building Bylaw.

A detailed accounting of the building permit applications is provided in a subsequent section of this report.

2.5 Special Projects Accomplishments

In 2019 the Planning Department undertook the following special projects work.

- **Housing Discussion Paper** - To be presented to the Board in Early 2020.
- **Appointment of Advisory Panel Commission members for each Electoral Area.**
- **Reporting to the Board on issues associated with construction of the Coastal Gas Link Pipeline project.**
- **Representing the board at monthly Rio-Tinto Water Engagement Initiative meetings.**
- **RFP Issued, and Contract Awarded for a Parks and Recreation study for the RDBN** – To be completed in the first half of 2020.
- **Mount Milligan Mine Water Supply Assessment Application Working Group.** In 2019 staff continued to monitor the process for an amendment to the Environmental Assessment Certificate for the Mount Milligan Mine. This amendment relates to the mine's need to find an acceptable alternative water source for mine operations.

- **Tenas Coal Project Environmental Assessment Application.** In 2019 staff reported to the Board on the Tenas Coal project, which is a proposed coal mine north of the Village of Telkwa. Staff participate on the Provincial working group which advises the EAO regarding their processing of the application. The process has been put on hold by the applicant and is expected to resume in 2020.

2.6 Municipal Planning

In 2019, in addition to providing casual advice on a frequent basis, the Planning Department undertook the following planning projects under contract for municipalities.

Village of Burns Lake

- Preparation of a new Development Procedures Bylaw (completed).
- Processing of a rezoning application for a multi-family development (ongoing).
- Processing a Development Permit application for a commercial business (ongoing).
- Assisted in the processing of a Development Permit for a hotel (completed).
- Assisted in the processing of a Development Permit for a multi-family development (completed).

Village of Telkwa

- Preparation of a Request for Proposal document for a zoning bylaw re-write (completed).
- Preparation of a floodplain protection bylaw (ongoing).

Village of Fraser Lake

- Completion of the process to develop and adopt a new Official Community Plan (OCP) for Fraser Lake. This process was undertaken in 2018 and 2019 in conjunction with the process to review the OCP for electoral Area D.

2.7 Bylaw Enforcement

In 2019 (in addition to day to day activities such as responding to public complaints, explaining RDBN regulations, and responding to inquiries) the Planning Department did the following enforcement related activities. It is noted that bylaw enforcement capacity was limited in 2019 given limited staffing in this area.

Supreme Court Injunction for Gala Bay Springs

In 2019 the RDBN was successful in its Supreme Court injunction and Court of Appeal to stop Gala Bay Springs from operating their water bottling business on a residential property contrary to the Zoning Bylaw.

Select Enforcement Files

The following are a select example of the bylaw enforcement issues addressed by the Planning Department in 2019.

- Unightly Premises in Electoral Area A. Staff continue to deal with a property owner regarding the clean-up of a property in the area. Enforcement will continue in 2020.



- Unightly Premises in Electoral Area D. Staff continue to deal with a property owner regarding the clean-up of a property in the area. Enforcement will continue in 2020.



- Unightly Premises in Electoral Area B. Staff continue to deal with a property owner regarding the clean-up of a property in the area. Enforcement will continue in 2020.



3.0 2019 PLANNING STATISTICS

This section contains statistics, and historical data, regarding the activities that make up the bulk of the day-to-day work undertaken by the Planning Department.

3.1 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 6 main subject areas:

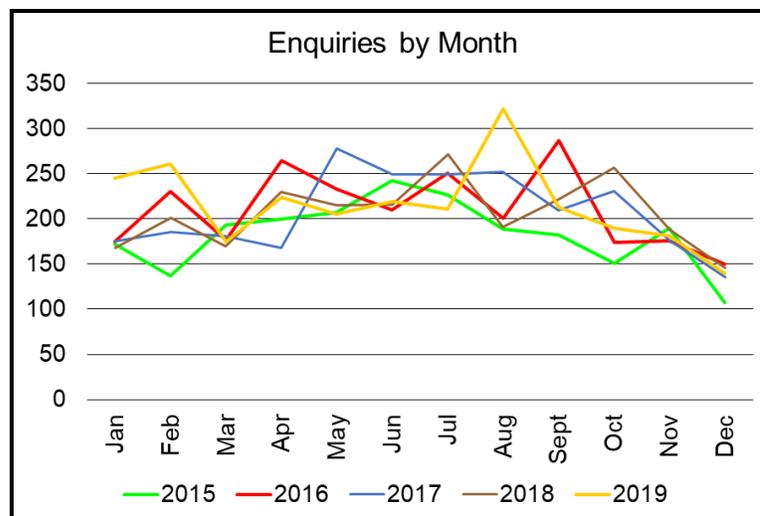
- Development Services (ALR, environmental assessments, subdivision, Crown land)
- Electoral Area Planning (Zoning, OCPs, Permits)
- House Numbering
- Mapping Requests
- Bylaw Enforcement
- Other (animal control, road maintenance, sewage etc.)

In 2019, the Planning Department answered 2,586 enquiries. This number is slightly higher than the 2,448 enquiries answered in 2018 and the 2,491 in 2017.

Table 1

<i>Subject Area</i>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<i>Dev. Serv.</i>	42	36	34	49	26	43	31	51	42	46	37	36	473
<i>Elect. Area Plng.</i>	54	66	49	65	72	68	86	110	72	67	49	36	794
<i>House Numbering</i>	11	92	9	10	8	11	7	18	10	13	6	12	207
<i>Maps</i>	49	41	47	55	51	48	38	79	49	38	23	17	535
<i>Bylaw Enf.</i>	1	0	7	3	5	4	9	13	9	4	18	6	79
<i>Other</i>	88	26	29	42	43	45	40	51	31	22	48	33	498
<i>Total</i>	245	261	175	224	205	219	211	322	213	190	181	140	2586

Figure 1



3.2 Agricultural Land Reserve (ALR) Applications

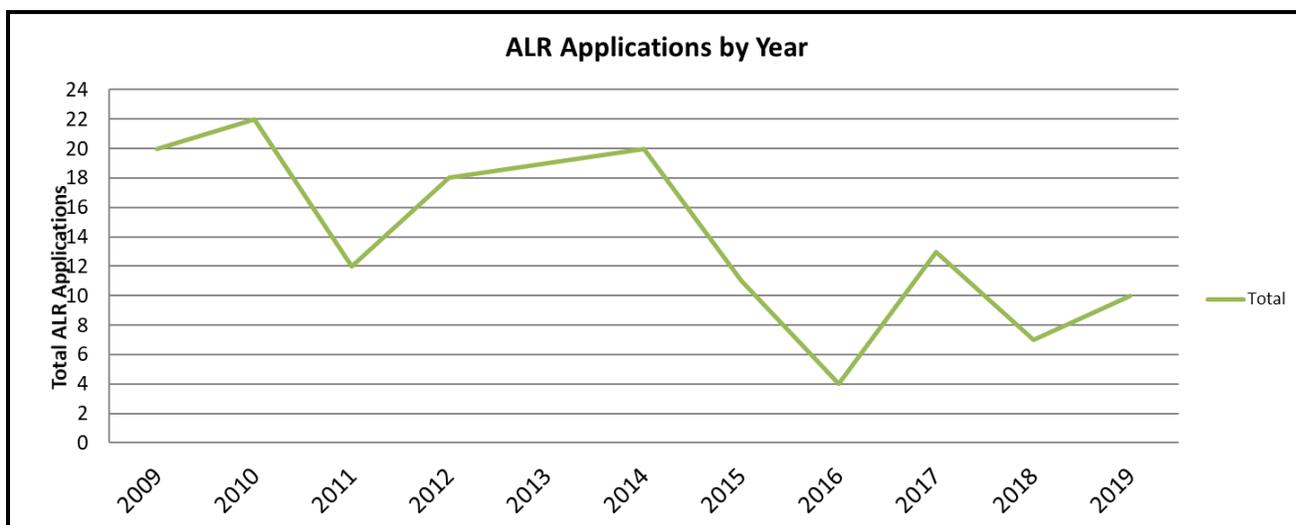
The Regional District received 10 ALR applications in 2019, which is more than the 7 received in 2018, but less than the 13 received in 2017.

The Board recommended denial of two applications and approval of five applications. Three applications are awaiting ALC decisions.

Table 2

		2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
	Total	20	22	12	18	19	20	11	4	13	7	10
Board Recommendations	Denial	3	5	2	3	2	2	2	2	4	2	2
	Approval	12	12	4	13	11	4	2	1	3	3	5
	Conditional Approval	2	2	1	0	2	2	0	0	1	0	1
	Pending	1	1	1	1	2	7	3	0	1	0	1
	Interests unaffected	2	2	4	1	1	4	1	0	3	0	1
	Withdrawn	0	0	0	0	1	1	2	1	0		-
	Submission of appl. not authorized by the Board	0	0	0	0	0	0	1	0	1	2	
Commission Decisions	Denial	1	1	2	2	0	1	0	0	0	0	2
	Approval	10	7	3	1	0	3	1	0	2	0	5
	Conditional Approval	2	4	2	2	1	0	0	0	2	0	0
	Pending	7	10	5	12	17	15	2	1	8	5	3
	Withdrawn	0	0	0	1	1	1	8	3	0	0	0
	Submission of appl. not authorized by the Board	0	0	0	0	0	0	1	0	1	2	0

Figure 2



3.3 Official Community Plan Amendments and Rezoning Applications

Official Community Plan Amendment applications are usually linked to rezoning applications. There were five OCP amendment applications made in 2019, which is a marked increase from the one submitted in 2018. Two of the applications were denied, one was adopted and two are still in process.

Thirteen rezoning applications were received in 2019. This is more than double the six applications received in 2018, but is in line with application levels in previous years. Four of the thirteen applications have been adopted, and four are still in process. Three applications were denied and 2 were withdrawn.

Table 3 Official Community Plan Amendments

		2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Board Decisions	Total	5	5	5	3	4	1	1	3	2	1	5
	Denied	0	0	0	0	0	0	0	1	0	0	2
	Adopted	2	3	1	0	0	0	0	0	1	1	1
	In Process	2	2	3	3	4	1	1	2	1	0	2
	Withdrawn	1	0	1	0	0	0	0	0	0	0	0

Figure 3

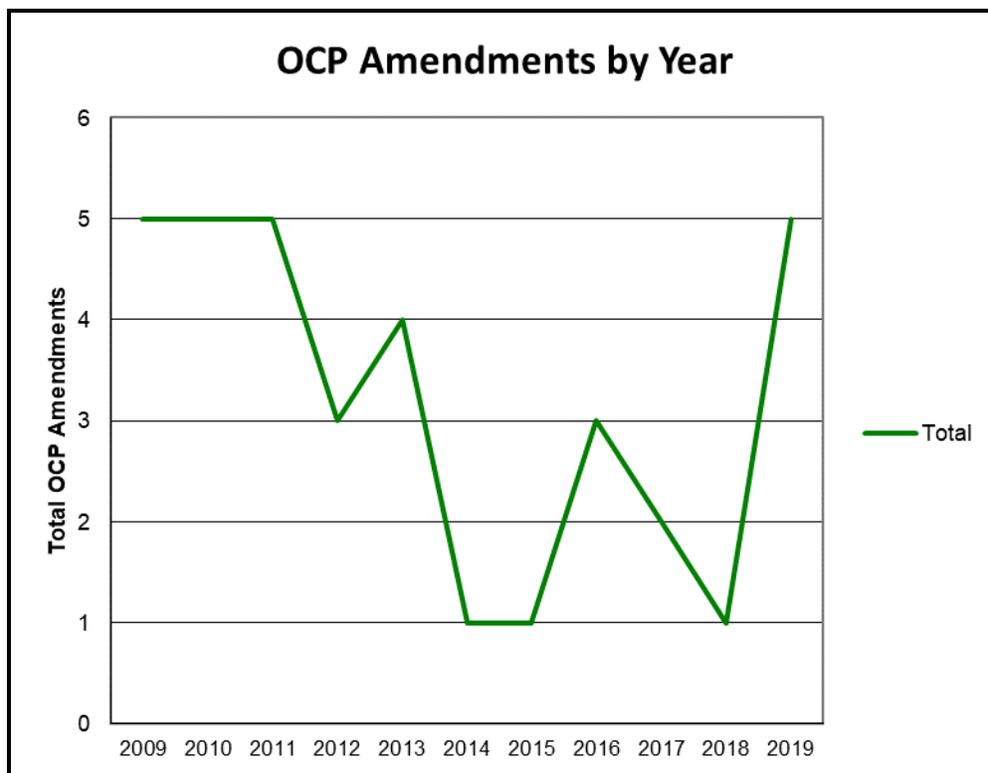
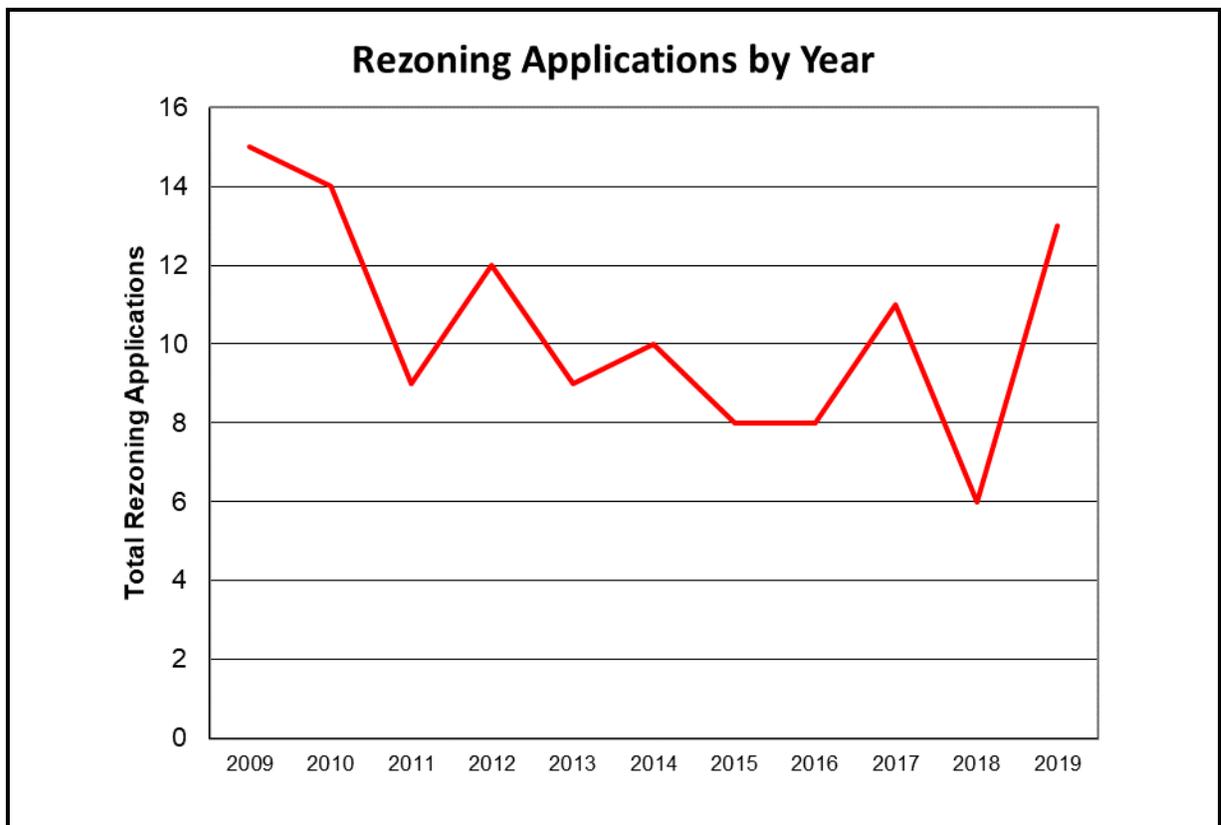


Table 4 Rezoning Applications

		2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
	Total	15	14	9	12	9	10	8	8	11	6	13
Board Decision	Denied	0	1	1	0	0	0	1	3	2	0	3
	Adopted	4	7	3	7	3	2	2	0	7	4	4
	In Process	10	6	3	5	6	8	3	5	1	2	4
	Withdrawn	1	0	2	0	0	0	2	0	1	0	2

Figure 4



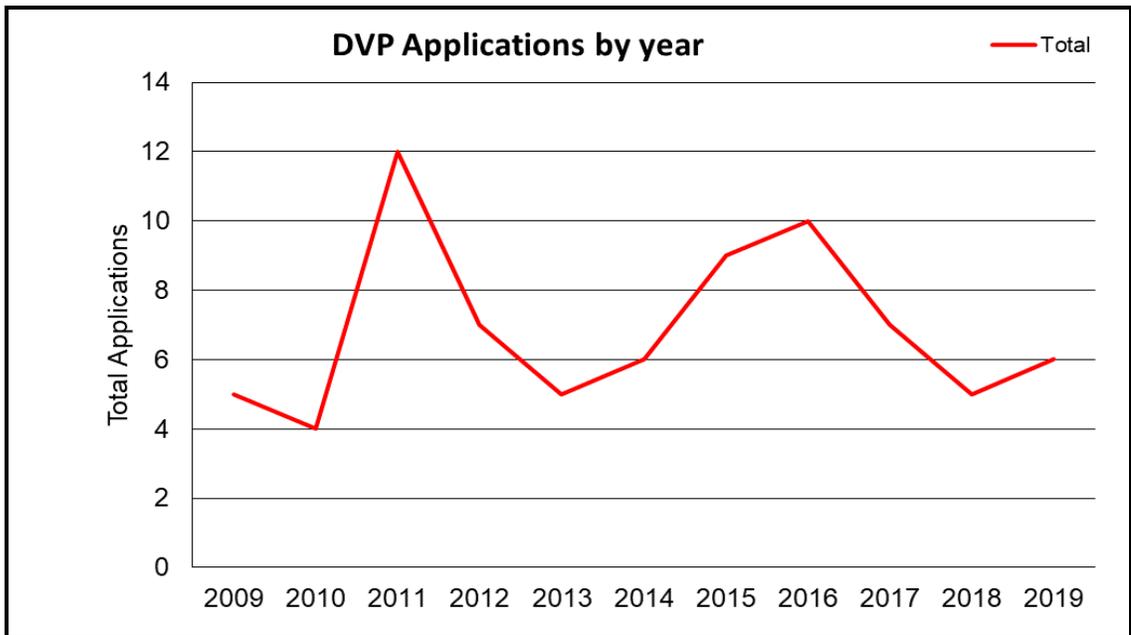
3.4 Development Variance Permit Applications (including floodplain exemption applications)

Six Development Variance Permit applications were received in 2019, which is one more than the five received in 2018. Five applications were to vary setback to the parcel boundary and one application was to relax the minimum parcel size for a storage building. Four applications were approved, and two were withdrawn.

Table 5

		2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Board Decision	Total	5	4	12	7	5	6	9	10	7	5	6
	Denied	0	0	0	0	0	0	0	0	1	0	0
	Issued	4	4	8	6	4	5	5	7	5	4	4
	In Process	0	0	3	0	1	1	3	2	0	1	0
	Withdrawn	1	0	1	1	0	0	1	1	1	0	2

Figure 5



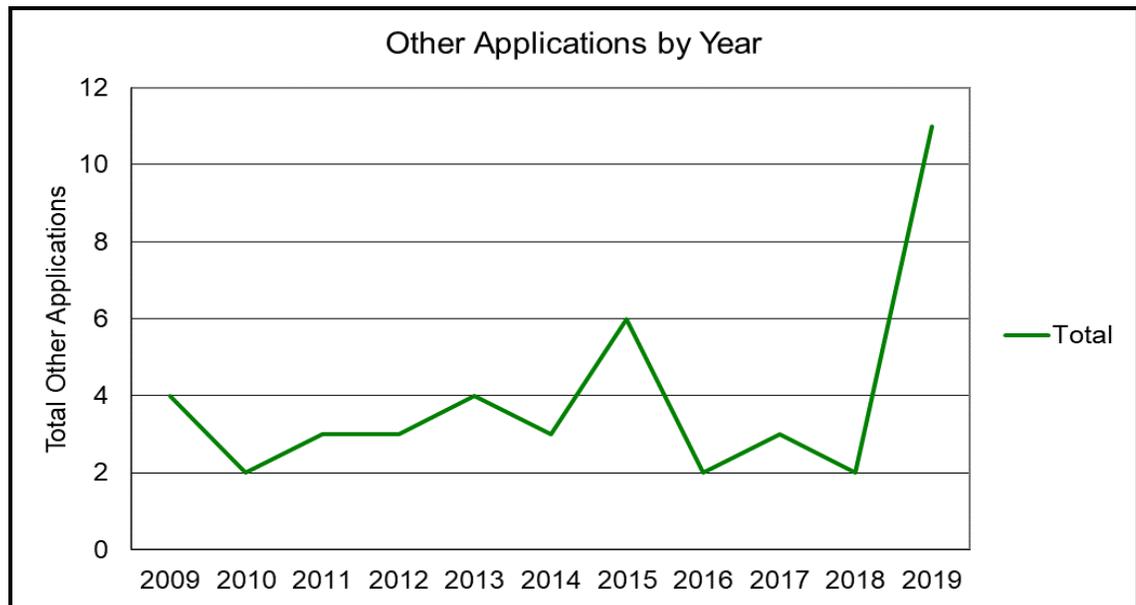
3.5 Other Applications

The Regional District processed ten temporary use permit applications in 2019, which is a significant increase from the two applications received in 2018. Seven of the applications are for uses connected to the pipeline construction (laydown sites, stockpile sites, work camp).

Table 6

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Total	4	2	3	3	4	3	6	2	3	2	11
Board of Variance	0	0	0	0	0	0	0	0	0	0	0
Special Events	1	1	1	2	3	0	0	0	0	0	0
Pump and Haul	0	0	0	0	0	0	0	0	0	0	0
Temporary Use Permit	2	1	2	1	1	3	6	1	3	2	10
Strata conversion	1	0	0	0	0	0	0	0	0	0	0
Development Permits	-	-	-	-	-	-	-	1	0	0	1

Figure 6



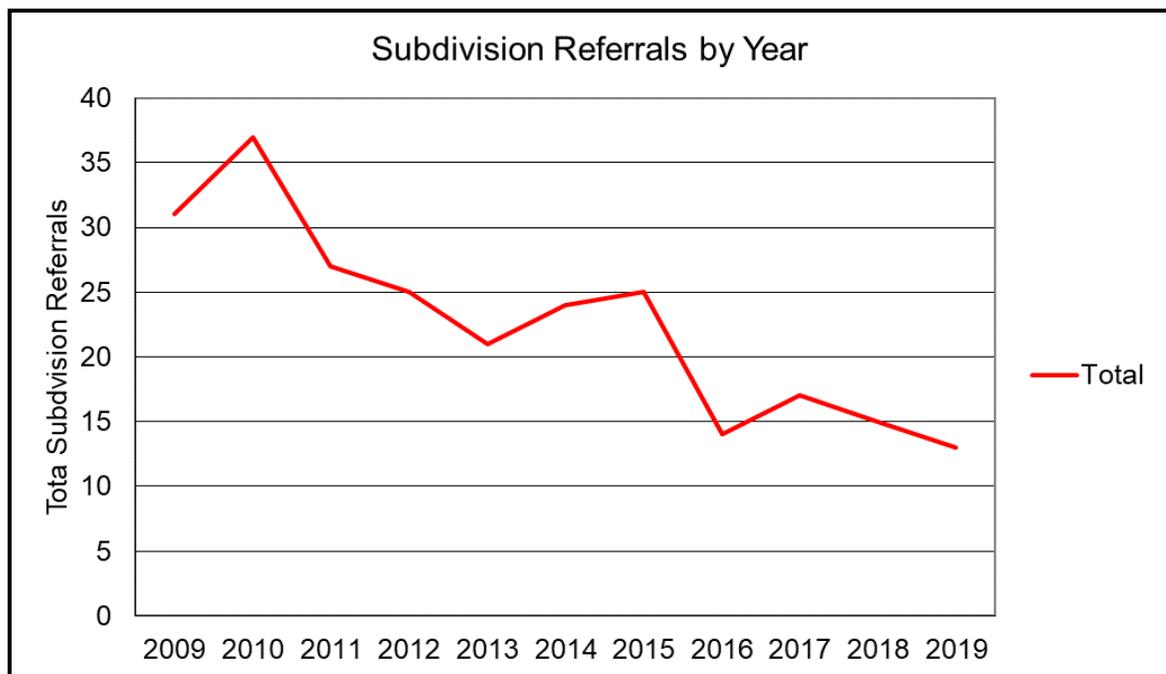
3.6 Subdivision Referrals

The Regional District received 13 subdivision referrals from the Ministry of Transportation and Infrastructure in 2019. This is a small decrease from the 15 referrals received in 2018 and the 17 referrals in 2017. Nine referrals were provided positive referral responses. Three referrals were not in accordance with Regional District land use regulations.

Table 7

		2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
	Total	31	37	27	25	21	24	25	14	17	15	13
Staff Recommendations	Denied/does not comply	4	6	5	3	4	8	6	4	6	3	3
	No Objections /Complies	16	30	21	22	17	16	18	9	11	12	9
	Conditional Approval	11	1	1	0	0	0	1	1	0	0	1

Figure 7



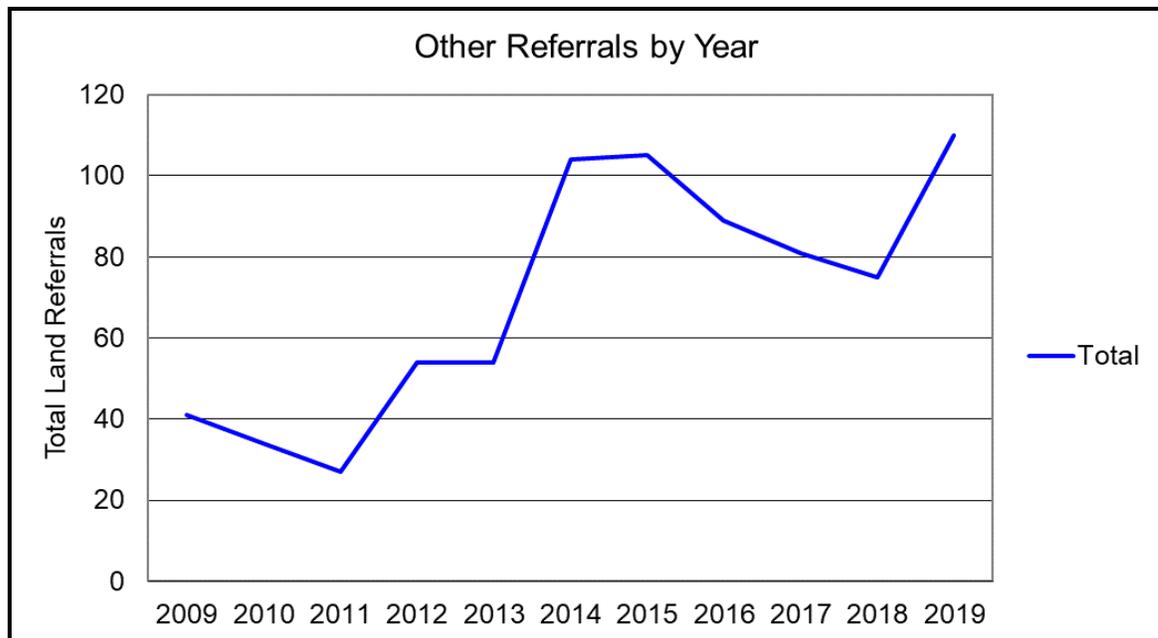
3.7 Other Referrals

The Regional District received 110 referrals in 2019, which is significantly higher than the 75 received in 2018 and the 81 received in 2017. The number of Oil and Gas Commission referrals relating to pipeline construction almost tripled compared to the two previous years. The majority of these referrals concern permit extension applications. In accordance with Board policy most Oil and Gas Commission Referrals are dealt with directly with the applicable Area Director and are not processed through the RDBN Board.

Table 8

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Total	41	34	27	54	54	104	105	89	81	75	110
Crown Land	-	-	-	-	-	41	33	29	44	28	25
Mining	-	-	-	-	-	4	4	3	3	3	3
Water License	-	-	-	-	-	3	9	11	6	9	5
Woodlot	-	-	-	-	-	12	15	4	8	3	8
Oil and Gas Commission	-	-	-	-	-	41	40	42	20	23	61
Miscellaneous (Telus, municipal)	-	-	-	-	-	3	4	0	0	9	8

Figure 8



3.8 Bylaw Enforcement Files

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, if further action is not justified, or if the infraction is resolved or likely to be resolved through discussions with the property owner. It is noted that there were numerous bylaw enforcement issues dealt with which did not result in a file being created.

Table 9

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	
Carried forward from previous years	9	12	20	20	24	26	24	20	13	11	
New Files	15	8	3	9	8	2	1	0	0	4	
Total Unresolved	16	19	20	24	26	24	20	13	13	15	
Resolved	7	5	3	5	6	4	5	7	0	2	

3.9 Building Inspection Statistics

In 2019 there were 128 building permits issued in the rural area. This is an increase from the 100 permits issued in 2018. A total of 96 permits were issued under contract for municipalities in 2019. This is a notable increase from the 78 permits issued in 2018.

The number of single-family dwellings constructed under permit in the rural area was 30. This is an increase from the 29 constructed in 2018. The number of single-family dwellings constructed under permit in municipalities was 17. This is a slight increase from the 15 constructed in 2018. Construction value under permit in 2019 totaled \$17,665,394.34, which is an increase from the 2018 value of \$14,036,541.00.

Fort St. James = 16 permits	Burns Lake = 17 permits
Houston = 20 permits	Fraser Lake = 12 permits
Granisle = 16 permits	Telkwa = 15 permits

Attached are the Building Inspector's Statistics for 2019.

Written by

Jason Llewellyn
Director of Planning

Planning statistics compiled by Maria Sandberg, Planner
Building statistics compiled by Jason Berlin, Building Inspector

RDBN BUILDING PERMITS 2019 TO 1991			
Year	Number of New Permits	Construction Value (\$)	Permit Fees (\$)
2019	128	17,665,394.34	97,934.74
2018	100	14,036,541.00	79,757.98
2017	102	13,699,821.70	84,353.33
2016	91	6,983,200.00	42,514.60
2015	101	8,555,443.86	47,927.04
2014	115	12,102,759.90	71,234.66
2013	116	12,781,476.10	73,477.25
2012	124	7,135,121.00	42,303.80
2011	113	6,033,276.00	37,558.29
2010	127	7,715,376.08	47,302.34
2009	109	5,699,262.00	35,608.26
2008	156	7,736,291.00	48,200.71
2007	156	7,943,975.00	50,074.55
2006	114	6,792,777.99	42,177.71
2005	104	5,252,087.50	33,126.50
2004	95	4,152,246.66	25,407.73
2003	101	3,903,938.33	23,709.91
2002	115	4,490,349.00	27,595.30
2001	118	6,540,615.00	33,590.92
2000	140	5,907,653.00	30,817.42
1999	143	6,905,487.00	35,848.75
1998	196	11,258,109.00	47,904.54
1997	203	12,353,126.00	50,643.00
1996	201	10,468,444.00	42,982.00
1995	212	15,145,921.00	55,405.48
1994	180	11,714,675.00	39,208.25
1993	148	8,099,809.00	25,562.00
1992	136	11,439,095.00	21,203.00
1991	109	4,364,600.00	15,187.00

ELECTORAL AREA COMPARISONS, 2019 VS. 2018								
ELECTORAL AREA	2019				2018			
	# of APPLICATIONS	# of NEW RESIDENCES	TOTAL VALUE OF CONSTRUCTION (\$)	TOTAL PERMIT FEES (\$)	# of APPLICATIONS	# of NEW RESIDENCES	TOTAL VALUE OF CONSTRUCTION (\$)	TOTAL PERMIT FEES (\$)
A	50	19	10,404,735.50	53,637.67	42	15	8,546,250.00	48,457.50
B	17	3	1,370,710.00	8,496.73	15	1	889,500.00	5,522.00
C	16	1	1,413,023.00	8,498.88	7	2	828,146.00	3,448.88
D	11	1	653,500.00	3,096.00	11	3	459,245.00	2,277.60
E	1	0	100,000.00	600	0	0	0	0
F	30	5	2,515,425.84	13,305.46	22	7	3,068,000.00	18,512.00
G	3	1	1,208,000.00	7,300.00	3	1	245,400.00	1,540.00
TOTAL	128	30	17,665,394.34	94,934.74	100	29	14,036,541.00	79,757.98

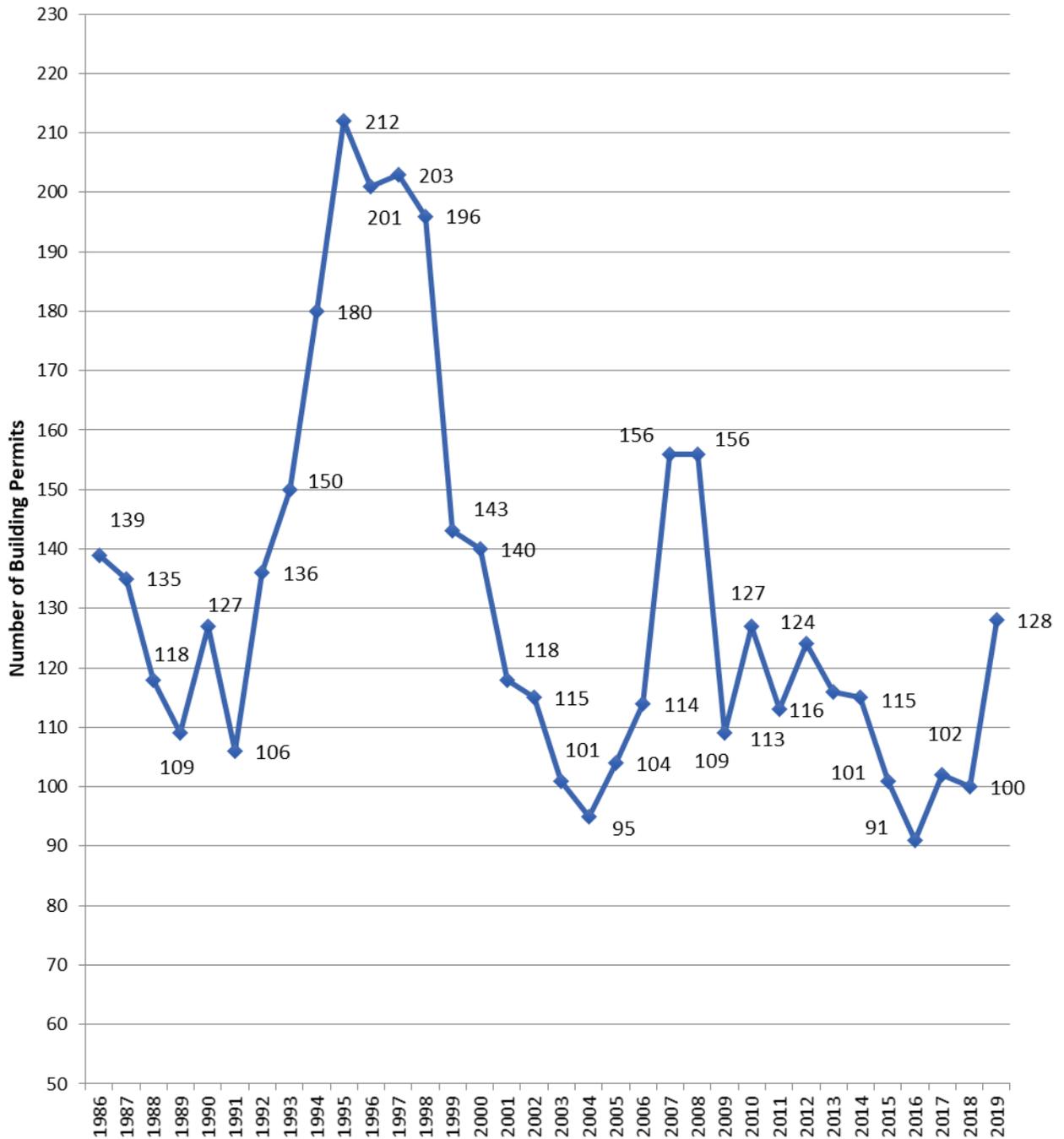
CONSTRUCTION STARTS OF SINGLE-FAMILY DWELLINGS IN THE RDBN											
YEAR	CONSTRUCTION VALUE (\$)	PERMIT VALUE (\$)	SINGLE FAMILY DWELLINGS CONSTRUCTED IN THE ELECTORAL AREAS							TOTAL SINGLE FAMILY	PERMITS ISSUED
			A	B	C	D	E	F	G		
2019	17,665,394.34	94,934.74	19	3	1	1	0	5	1	30	128
2018	14,036,541.00	79,757.98	15	1	2	3	0	7	1	29	100
2017	13,699,821.70	84,255.33	13	2	5	1	0	4	0	25	102
2016	6,983,200.00	42,514.60	15	0	0	0	0	5	1	23	91
2015	8,555,443.86	47,927.04	13	0	4	3	0	7	2	29	101
2014	12,102,759.90	71,234.66	16	1	4	3	0	8	1	33	115
2013	12,781,476.10	73,477.25	16	3	2	3	0	13	0	37	116
2012	7,135,121.00	42,303.80	19	0	2	2	0	11	1	35	124
2011	6,033,276.00	37,558.29	12	2	8	1	0	7	0	30	113
2010	7,715,376.08	47,302.34	14	2	4	4	0	13	3	40	127
2009	5,699,262.00	35,608.26	13	2	2	5	0	6	2	30	109
2008	7,736,291.00	48,200.71	26	4	1	4	0	12	4	51	156
2007	7,943,975.00	50,074.55	23	4	1	3	0	12	1	44	156
2006	6,792,777.99	42,177.71	21	2	3	2	0	12	2	42	114
2005	5,252,087.50	33,126.50	7	4	5	5	0	8	1	30	104
2004	4,152,246.66	25,407.73	7	3	1	2	0	6	0	19	95
2003	3,903,938.33	23,709.91	11	5	0	0	0	5	1	22	101
2002	4,490,349.00	27,595.00	5	2	3	2	0	5	1	18	115
2001	6,540,615.00	33,591.00	7	8	3	4	0	6	0	28	118
2000	5,907,653.00	30,817.00	18	8	8	1	0	2	1	38	140
1999	6,905,487.00	35,849.00	19	6	7	5	0	11	3	51	143
1998	11,258,109.00	47,905.00	33	18	7	5	0	10	5	79	196
1997	12,353,126.00	50,644.00	38	10	7	3	0	12	10	80	203
1996	10,468,444.00	42,983.00	34	17	11	5	0	10	5	81	201
1995	15,145,921.00	55,405.00	41	17	16	7	0	15	6	102	212
1994	11,714,675.00	39,208.00	40	16	14	5	0	8	6	90	180
1993	8,000,000.00	25,400.00	31	10	12	4	0	16	2	75	150
1992	11,439,000.00	21,299.00	35	6	9	3	0	8	3	64	136
1991	4,300,000.00	15,000.00	20	5	2	0	0	7	2	36	106
1990	6,000,000.00	19,700.00	43	6	5	1	0	3	0	58	127
1989	4,600,427.00	17,214.00	30	2	4	2	0	4	0	42	109
1988	3,698,604.00	14,028.00	17	8	4	1	0	4	1	35	118
1987	2,780,000.00	11,000.00	6	6	3	1	2	2	1	21	135
1986	3,753,780.00	13,508.00	15	1	5	0	0	6	2	29	139

SINGLE FAMILY DWELLINGS CONSTRUCTED WITHIN THE MUNICIPALITIES OF THE RDBN																			
MUNICIPALITIES	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
SMITHERS	1	1	3	4	12	11	28	18	8	11	14	9	9	11	5	9	8	4	10
TELKWA	0	0	1	3	0	2	3	5	1	11	5	8	5	5	5	6	6	4	1
HOUSTON	3	0	0	2	5	4	4	2	3	2	2	1	2	1	2	5	1	2	0
GRANSILE	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
BURNS LAKE	3	1	1	0	1	3	2	1	2	1	1	0	0	0	0	0	3	1	1
FRASER LAKE	1	0	1	2	0	0	1	3	0	1	3	1	0	0	0	0	0	0	0
VANDERHOOF	3	3	10	15	23	27	17	17	8	13	11	11	6	14	2	6	7	1	3
FORT ST JAMES	2	0	1	0	1	2	2	1	1	3	2	0	4	1	2	2	1	1	2
TOTAL	13	5	17	26	42	49	57	47	23	42	38	31	26	32	16	28	26	13	17

Notes to Housing Starts Tables:

- 1) The tables refer to new single-family dwellings only and do not include multi-family units such as apartments, duplexes, etc.
- 2) The tables do not account for new single-wide mobile homes.
- 3) The tables do not account for new dwellings constructed outside of the Building Bylaw area, or on First Nation reserves.

Number of Building Permits Issued per Year in the RDBN: 1986-2019 not including municipalities



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

TO: Chairperson Thiessen and Board of Directors

FROM: Wendy Wainwright, Executive Assistant

DATE: February 20, 2020

SUBJECT: Committee Meeting Recommendations
– February 6, 2020

RECOMMENDATION: (ALL/DIRECTORS/MAJORITY)

Recommendation 1 through 3 as written.

Following are recommendations from the February 6, 2020 Committee Meetings for the Regional Board's consideration and approval.

Committee of the Whole Meeting – February 6, 2020**Recommendation 1:****Re: Broadcasting Meetings**

"That the Board direct staff to conduct a pilot/test recording of a future RDBN meeting utilizing free technology; and further, that the test recording be brought forward to the Board for review."

Recommendation 2:**Re: 2020 Budget Change**

"That the Board direct staff to remove the capital cost for the Houston Recycling Centre from the 2020 Budget and revisit in 2021"

Recommendation 3:**Re: 2020 Budget**

"That the Board direct staff to bring forward the 2020 budget for first and second reading at the February 20th Board meeting."



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Thiessen and Board of Directors

FROM: Wendy Wainwright, Executive Assistant

DATE: February 20, 2020

SUBJECT: Minerals North 2020 – Quesnel, B.C. – April 29 - May 1, 2020

RECOMMENDATION: (all/directors/majority)

“That the Board consider:

“That the Chair and Directors _____ and _____ be authorized to attend Minerals North 2020 April 29-May 1, 2020 in Quesnel, B.C.”

BACKGROUND

Minerals North is taking place April 29 - May 1, 2020 in Quesnel, BC.

In 2019 the Board authorized Director Rob Newell’s attendance at Minerals North in Chetwynd, B.C. Economic Development staff also attended the event in 2019 as part of the trade show. Staff will not be attending the event in 2020.

As per policy, the Chair and two Directors are eligible to attend, and funding is allocated to general government. Therefore, both Rural and Municipal Directors are authorized to attend. The estimated cost for attendance at the event is \$2,150 per Director (\$1,400 for full attendance and \$750 remuneration).



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Thiessen and Board of Directors

FROM: Wendy Wainwright, Executive Assistant

DATE: February 20, 2020

SUBJECT: North Central Local Government Association AGM and Convention – May 13 - 15, 2020 - Prince George, B.C.

RECOMMENDATION: (all/directors/majority)

“That the Board approve:

“That the Chair and any Rural Directors be authorized to attend the North Central Local Government Association (NCLGA) AGM and Convention May 13-15, 2020 in Prince George, B.C.”

BACKGROUND

The NCLGA AGM and Convention is taking place May 13-15, 2020 in Prince George, BC. Registration for the event opened Tuesday, February 11, 2020.

In 2019 Rural Directors Parker, Greenaway and Newell attended NCLGA in Williams Lake along with the Manager of Administrative Services. The CAO and/or the Manager of Administrative Service will be in attendance for the 2020 NCLGA.

As per Board Policy, attendees’ costs will be allocated to rural government for Rural Director attendance and general government for the Chair. The estimated cost for full attendance is \$2,700 per Director (\$1,700 for full attendance and \$1,000 remuneration).



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Thiessen and Board of Directors

FROM: Wendy Wainwright, Executive Assistant

DATE: February 20, 2020

**SUBJECT: Request for Funding - Charge North EV Network Study
Advisory Committee - Bridge Funding Work Plan**

RECOMMENDATION: (all/directors/majority)

“That the Board consider:

“Contributing \$4,000 from Special Projects General Government for costs associated in furthering the Community Energy Association’s Charge North process of securing EV infrastructure capital.”

BACKGROUND

Attached is a request from the Community Energy Association for its Charge North – Bridge Funding Work Plan. The Association is requesting \$4,000 from each of the six regional districts, to continue the process of securing EV infrastructure capital.

In December 2017 the Regional Board included \$9,000 in the RDBN 2018 Carbon Emissions Reduction budget for the Community Energy Association’s Electric Vehicle Charging Network Collaboration Project subject to the project receiving grant funding from the FCM Municipalities for Climate Innovation Program – Plans and Studies. The funding provided in 2018 was allocated from the RDBN Special Projects General Government budget.

In May 2018 the Board appointed Director Taylor Bachrach to participate in the Charge North Advisory Committee.

At its January 23, 2020 Board Meeting Director Gladys Atrill and Cheryl Anderson, Manager of Administrative Services were appointed to the Advisory Committee.

Charge North EV Network Study Advisory Committee Memo



Date: November 6, 2019

To: Charge North Advisory Committee members

From: Janice Keyes, Community Energy Association

Re: Charge North - Bridge Funding Work Plan

Only a year and a half ago, we asked... **EV's are definitely coming....will the north be ready?**

Local governments in central and northern BC said yes! And six regional districts came together to plan for a rural electric vehicle (EV) charging station network. This partnership of Charge North communities is demonstrating the collaborative leadership needed to address emissions from transportation while supporting economic development and enhancing tourism opportunities. Six regional districts, 37 municipalities, 2,780 kms of highway and we have been running with this opportunity ever since....

Your regional district's original contribution of \$9,000 was leveraged into a planning study and grants for infrastructure:

- \$184,000 for the feasibility study, planning work and capital grant applications, through the FCM and Emotive grants,
- **Confidential**, conditional approval of a \$192,000 capital grant from Northern Development Initiatives Trust (NDIT); and
- \$1.1 million pending infrastructure grant application with CleanBC

Charge North has progressed quickly from planning to implementation and we need your continued support to move forward with the next phase of EV network development.

A reliable and safe EV network requires both Level 3 stations (approximately 30 minutes to charge vehicle) and Level 2 stations (approximately 4 hours to charge vehicle). Level 3s allow EVs to travel long distances - they are key to getting EV drivers into your region. Levels 2s can direct how and where visitors spend their time and money while in your community. They provide important back up to Level 3 stations and ensure all types of EVs have access to public charging.

Charge North has worked closely with BC Hydro and Ministry of Transportation and Infrastructure to ensure **local priorities** are considered with the installation of their Level 3 stations and we now have:

- ✓ 10 new Level 3 charging stations operating in the Charge North region,
- ✓ 9 additional Level 3s expected in coming months, and
- ✓ 10 more Level 3s in the planning stages for 2020 installation.

To support this momentum, Charge North is leading the Level 2 station deployment as well as public education and outreach with local car dealers. To date, over 50 Level 2 stations are planned in 28 Charge North communities, pending successful grant funding and we will continue to build the Level 2 network out to approximately 120 stations, covering every Charge North community.

This memo outlines a bridge funding work plan to ensure Charge North continues into the next phase of implementation.

Rationale:

On September 22, 2019, the Charge North Advisory Committee agreed to prioritize a temporary work plan to secure bridge funding to ensure the Charge North project continues into the next phase of implementation.

Community Energy Association's (CEA) original scope of work and the existing budget, co-funded in 2018 by FCM and the six regional districts, will wrap up at the end of 2019. We have gone well beyond the original mandate to "set everything up to attract capital grants". We now have a **confidential**, conditional approval for a \$192,000 grant from NDIT and a pending CleanBC grant for \$1.1 M, with an expected announcement in late 2019 or early 2020.

We are delighted with NDIT's recognition of our project's value. Our first wave of Level 2 infrastructure, co-funded by NDIT and committed local government contributions, would provide Level 2 EV station procurement for project communities. The proposal covers Level 2 equipment purchase for 47 stations and a pilot installation project for almost 20 stations. **The NDIT funds are conditional on Charge North securing additional funding to finance the remaining 27 installations.** To ensure the NDIT funding opportunity is realized, as well as pursue new capital grants, continue stakeholder outreach and project management, CEA will need bridge funding from the regional districts, supported by our in-kind contribution.

Bridge Work Plan:

Over the next 9 – 12 months, a proposed work plan would address:

Activity	Budget	Possible Grant Streams
CEA In-kind Contributions		
Stakeholder outreach/communication	\$4,000	
Presentation at Spring 2020 NCLGA	\$3,000	
Collect confirmed local government capital contributions	\$2,000	
Prepare 2 x RFPs for Level 2 EV stations and installation	\$2,000	
Advisory Committee meetings	\$5,000	
CEA TOTAL	\$16,000	
Regional District Contributions		
Grant Writing – Capital	\$14,000	New provincial offer or future NRCan call
Grant Writing – Outreach/Education	\$5,000	Emotive program
Grant Writing – Policy	\$5,000	Real Estate Foundation of BC and provincial utilities
RD TOTAL	\$24,000	
BRIDGE FUNDING TOTAL	\$40,000	

On behalf of the Charge North collaboration, we would like to request **\$4,000 from each of the six regional districts, to continue the process of securing EV infrastructure capital**, in particular the NDI conditional funding. We anticipate opportunities for:

- one new large, capital grant, similar in scope to the CleanBC Community Fund
- two new program grants, focused on:
 - o continued community outreach and public education as well as targeted car dealer outreach
 - o policy support for local governments around EV adoption, incentive top ups, etc...

With our in-kind contribution, CEA will continue to provide stakeholder outreach, public communication, media relations and presentations at key events such as NCLGA and local tourism association AGMs. We will continue to chair the Advisory Committee on an as-need basis, primarily to provide oversight on grant applications and we can begin work on the RFP process for the Level 2 equipment purchase and installation service.

Conclusion:

Charge North will provide strategic economic infrastructure at a low cost to local governments, leveraging the significant EV infrastructure investment currently committed by the Province and BC Hydro of approximately \$4.2 million. To extend this collaborative effort, we need continued regional district support, and a \$4,000 contribution, to move forward with the next phase of EV network development and light up EV stations in all the Charge North communities.

This partnership of central and northern BC communities believes that Charge North is a unique opportunity to support local economies, reduce emissions, and demonstrate climate action leadership and we look forward to continuing to work on your behalf.

NB: Any new capital grant applications will likely require EV station co-funding from participating communities, for example, the 26% local government contributions for the CleanBC grant. This will not be covered by the \$4,000 regional district contributions, which are designated to prepare capital grant applications only. New applications would require additional local government contributions, based on the specific grant funding formula and the number of EV stations included for each community.



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: February 5, 2020

SUBJECT: Burns Lake Rural Fire Protection Local Service Establishment
Amendment Bylaw No. 1887, 2020

RECOMMENDATION

“That “Burns Lake Rural Fire Protection Local Service Establishment Amendment Bylaw No. 1887, 2020” be adopted this 20th day of February, 2020.”

VOTING (all/directors/majority)

BACKGROUND

Attached is “Burns Lake Rural Fire Protection Local Service Establishment Amendment Bylaw No. 1887, 2020” which was given three readings by the Board on January 23, 2020. The bylaw may now be adopted by the Board.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1887****A bylaw to amend the tax limit of the Burns Lake Rural Fire Protection
Local Service Establishment Bylaw 939, 1996**

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 939 and subsequently amended by Bylaw No. 1151, a service for the provision of Fire Protection to a Local Service Area within a Portion of Electoral Area "B";

AND WHEREAS the Regional Board wishes to increase the tax limit for the service from ONE DOLLAR AND TWENTY-TWO (\$1.22) PER ONE THOUSAND to ONE DOLLAR AND THIRTY-FOUR (\$1.34) PER ONE THOUSAND applied to the net taxable value of land and improvements in the local service area;

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

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

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

1. Section 5 of Bylaw No. 939 is hereby repealed and replaced with the following:
 5. The maximum annual requisition for the Local Service shall be ONE DOLLAR AND THIRTY-FOUR CENTS (\$1.34) PER ONE THOUSAND applied to the net taxable value of land and improvements in the local service area;
2. This bylaw may be cited as the "Burns Lake Rural Fire Protection Local Service Establishment Amendment Bylaw No. 1887, 2020."

READ A FIRST TIME this 23 day of January 2020

READ A SECOND TIME this 23 day of, January 2020

READ A THIRD TIME this 23 day of January 2020

CONSENT OF ELECTORAL AREA "B" DIRECTOR RECEIVED this 23 day of January, 2020

ADOPTED this day of 2020

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1887 as adopted.

Corporate Administrator



Regional District of Bulkley-Nechako Board of Directors Memorandum

To: Chair and the Board of Directors
From: Nellie Davis, Regional Economic Development Coordinator
Date: February 20, 2020
Regarding: **CityWest Letter of Support Request**

Recommendation:

That the Board consider:

That the Board provide Letters of Support to CityWest for Phase 3, Last Mile applications to the CRTC Broadband Fund and the Connecting British Columbia Program.

Background:

Please see attached request for additional details.



248 3rd Ave. West Prince Rupert, BC V8J 1L1
1-800-442-8664 | citywest@cwct.ca | www.citywest.ca

February 10, 2020

Dear Chair Thiessen,

CityWest is seeking some government funding for projects in the Regional District of Bulkley-Nechako, and we would be honoured if the District's Board could write us a letter of support for some government funding we are seeking.

Our funding applications are being sent to the CRTC Broadband Fund and the Connect British Columbia Program (Phase 3, last-mile) for the following communities:

- Vanderhoof
- Burns Lake
- Decker Lake
- Wet'suwet'en
- Stelat'en
- Fraser Lake
- Fort Fraser
- Nadleh Whut'en

If you are able to send us a letter of support for our application, please send it to the attention of Donovan Dias, VP Sales & Project Management. His email is Donovan.dias@cwct.ca

Thank you very much for your consideration. Please feel free to reach out if you have any further questions.

Chris Armstrong
Director of Marketing
CityWest
chris.armstrong@cwct.ca



Regional District of Bulkley-Nechako Board of Directors Memorandum

To: Chair Thiessen and the Board of Directors
 From: Nellie Davis, Regional Economic Development Coordinator
 Date: February 20, 2020
 Regarding: Federal Gas Tax Funds – Electoral Area ‘A’ (Smithers Rural),
 Smithers Community Services Association

Recommendation:

- 1) That the RDBN Board of Directors authorize contributing up to an additional \$100,000 of Electoral Area ‘A’ Federal Gas Tax allocation monies to the Smithers Community Services Association for a Cultural Infrastructure project at the Smithers Rail Station building, and further,

(All/Directors/Majority)

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

(Participants/Weighted/Majority)

Background:

In December the Board approved a \$50,000 Federal Gas Tax contribution to the Smithers Community Services Association to assist with a Cultural Infrastructure project at the Smithers Rail Station building located in the Town of Smithers. This project includes replacing the roof on the Smithers Rail Station, which is a heritage building. The cost for this project has been estimated at \$236,500

Due to an unsuccessful grant application to the Community Gaming Grants program, the project was not fully funded and at risk of incompleteness or incurring significant debt. A further request for funding was considered, and an additional contribution of \$100,000 is proposed. A total Federal Gas Tax contribution of \$150,000 will ensure the project is fully funded.

Total uncommitted Gas Tax Funds remaining in Electoral Area ‘A’ allocation is \$1,409,006.30. Director Mark Fisher is supportive of this project and of accessing additional Federal Gas Tax Funds in the amount of up to \$100,000 from Area ‘A’ for this Cultural Infrastructure project. A Board resolution is required to contribute Federal Gas Tax Funds to this project.



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: February 20, 2020
Re: 2020 Budget Bylaw 1903

Recommendation (All/Directors/Majority):

“That the Board give Bylaw 1903 first and second reading.”

Discussion:

There have only been minor changes to the budget since the last direction from the Board at the February 6th meeting.

The following changes have been made:

The budget now includes the updated actuals from 2019.

The budget includes an increase to the invasive plant budget by \$12,000 as discussed elsewhere in the agenda.

The results of these changes is a small decrease in the taxation for municipalities since the February 6th budget presentation from \$5.00 per \$200,000 of assessments (2.6%) to \$4.68 per \$200,000 of assessments (2.5%). Electoral Area taxation remains unchanged.

RDBN - 2020 Budget
Projected Tax Rates for Regional Services
 (excludes local services)

Dept	Service	Taxation			Converted Assessments		Tax on a \$200,000 Residential Property					
		2019 Tax	2020 Tax	2019 vs 2020	2019 Completed Roll	2020 Completed Roll	Rural Taxpayers			Municipal Taxpayers		
							2019	2020	2020 vs 2019	2019	2020	2020 vs 2019
Region-Wide Services												
1201	General Govt - Legislative	369,361	481,311	111,950	595,446,021	622,528,075	12.41	15.46	3.06	12.41	15.46	3.06
1202	General Govt - Administration	593,914	326,515	(267,399)	595,446,021	622,528,075	19.95	10.49	(9.46)	19.95	10.49	(9.46)
1203	General Govt - Finance	329,804	480,839	151,035	595,446,021	622,528,075	11.08	15.45	4.37	11.08	15.45	4.37
	SUBTOTAL GENERAL ADMINISTRATION	1,293,079	1,288,665	(4,414)	595,446,021	622,528,075	43.43	41.40	(2.03)	43.43	41.40	(2.03)
1301	Feasibility Studies	-	-	-	595,446,021	622,528,075	-	-	-	-	-	-
1401	Agriculture	43,379	116,097	72,718	595,446,021	622,528,075	1.46	3.73	2.27	1.46	3.73	2.27
2500	Regional Economic Development	93,917	191,477	97,560	595,446,021	622,528,075	3.15	6.15	3.00	3.15	6.15	3.00
4101	Rural Planning	215,762	309,438	93,676	296,834,742	307,701,103	9.89	11.96	2.07	6.59	7.97	1.38
4301	Development Serv	275,976	360,799	84,823	595,446,021	622,528,075	9.27	11.59	2.32	9.27	11.59	2.32
5000	Environmental Serv.	3,349,452	3,467,224	117,772	595,446,021	622,528,075	112.50	111.39	(1.11)	112.50	111.39	(1.11)
7501	9-1-1 Service	282,544	255,177	(27,367)	595,446,021	622,528,075	9.49	8.20	(1.29)	9.49	8.20	(1.29)
	Total Region-Wide Services	5,554,109	5,988,878	434,769	595,446,021	622,528,075	189.19	194.42	5.23	185.90	190.44	4.54
Regional Rural Services												
1101	Rural Govt - Legislative	91,718	150,473	58,755	296,834,742	307,701,103	6.18	9.78	3.60			
1102	Rural Govt - Administration	63,259	21,522	(41,737)	296,834,742	307,701,103	4.26	1.40	(2.86)			
	SUBTOTAL RURAL ADMINISTRATION	154,977	171,995	17,018	296,834,742	307,701,103	10.44	11.18	0.74			
4401	Building Numbering	7,473	7,998	525	296,834,742	307,701,103	0.50	0.52	0.02			
4501	Unightly Premises	23,816	51,361	27,545	274,667,476	285,533,837	1.73	3.60	1.86			
5901	Weed Control	38,766	51,464	12,698	296,834,742	307,701,103	2.61	3.35	0.73			
7601	Emergency Preparedness	265,030	277,753	12,723	296,834,742	307,701,103	17.86	18.05	0.20			
7602	Emergency Response	-	0	0	296,834,742	307,701,103	-	0.00	0.00			
7603	Rural Fire Dept Traing & Eval & Compliance	-	14,142	14,142	296,834,742	307,701,103	-	0.92	0.92			
7604	Fire Department Safety Grants	-	-	-	296,834,742	307,701,103	-	-	-			
	SUBTOTAL EMERGENCY SERVICES	265,030	291,895	26,865								
Service Areas												
1103	Rural Grant in Aid	133,519	91,519	(42,000)	296,834,742	307,701,103	9.00	5.95	(3.05)			
4201	Building Inspection	200,486	236,036	35,550	184,732,280	195,460,707	21.71	24.15	2.45			
8203	Regional Public Transit	56,767	61,834	5,067	298,611,279	314,826,972				3.80	3.93	0.13
	SUBTOTAL SERVICE AREAS	390,772	389,389	(1,383)								
	Total Regional Rural Services	490,062	574,713	84,651			33.15	37.61	4.47			
	Total Service Areas	390,772	389,389	(1,383)								
	Total Combined Services	6,434,943	6,952,979	518,036			222.34	232.04	9.69	189.70	194.36	4.66

Tax Rate \$\$/\$1000 Assessment	1.112	1.160	0.048	0.948	0.972	0.023
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Tax amount increase for a \$200,000 Residence	\$ 9.69	4.4%	\$ 4.66	2.5%
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REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1903

**Being a bylaw to adopt the Financial Plan
for the years 2020 to 2024**

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

1. Schedules "A", "B", "C", "D", and "E" attached hereto and made part of this bylaw, is the Financial Plan for the Regional District of Bulkley-Nechako for the years 2020 through 2024.
2. This bylaw may be cited as "Regional District of Bulkley-Nechako Five Year Financial Plan Bylaw No. 1903, 2020".

READ A FIRST TIME this day of ,2020

READ A SECOND TIME this day of ,2020

READ A THIRD TIME this day of ,2020

ADOPTED this day of ,2020

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true copy of Bylaw No. 1903 as adopted.

Corporate Administrator

Regional District of Bulkley-Nechako
2020 to 2024 Financial Plan Amendment- Bylaw No. 1903

Schedule "A"

2019 Financial Plan:

Service	FUNDING						TRANSFERS From/(To)				EXPENDITURES:					Total Expenditures
	Prop. Value Taxes	Parcel Taxes	Fees and Charges	Proceeds of Borrowing	Other Revenue	Total Funding	Reserve Funds	Surplus of Prior Yr.	Equity in TCAs	Total Transfers	Debt Pmts. Int. & Ppal.	Capital Expenditures	Amortization of TCAs	Other Expenses	Deficit from Prior Year	
1101 Rural Government Services	263,514				1,046,108	1,309,622		345,044		66,517				1,376,137		1,376,137
1200 General Government Services	1,288,665		15,900		354,022	1,658,587	72,535	558,906	80,000	711,441	7,800	70,000	80,000	2,212,228		2,370,028
1301 Feasibility Studies								25,600						25,600		25,600
1401 Agriculture	116,097				72,108	188,205	120,000	41,807		161,807				350,012		350,012
1501 Local Community of Fort Fraser	4,708				5,000	9,708		4,222		4,222				13,930		13,930
1701 Chinook Community Forest					1,000	1,000								702	298	1,000
2300 Stuart-Nechako Economic Development								8,692		8,692				8,692		8,692
2401 Area "A" Economic Development	10,000					10,000		15,000		15,000				25,000		25,000
2402 Area "B" Economic Development	63,164					63,164								63,164		63,164
2403 Area "C" Economic Development	250					250								250		250
2404 Area "D" Economic Development	250					250								250		250
2405 Area "E" Economic Development								43,402		43,402				43,402		43,402
2406 Area "F" Economic Development	250					250								250		250
2407 Area "G" Economic Development	250					250								250		250
2500 Regional Economic Development	191,477				136,742	328,220	(3,300)	162,594		159,294				487,513		487,513
3101 Member Fiscal Services						872,885					872,885					872,885
4101 Planning	309,438		13,250		59,188	381,876	(45,085)	51,414	5,500	11,829		11,000	5,500	377,205		393,705
4201 Building Inspection	236,036		253,986			490,022	(35,040)	52,879	12,485	30,324		40,000	12,485	467,861		520,346
4301 Development Services	360,799		12,000		32,032	404,831	(21,422)	16,545	10,000	5,123		10,000	399,954		409,954	
4401 Building Numbering Extended Service	7,998				1,602	9,600	(420)	1,760		1,340				10,940		10,940
4501 Unslightly Premises Regulatory Control	51,361				32,991	84,352	(3,236)	6,890		3,654				88,006		88,006
5101 Environmental Services	3,467,224		609,290		411,569	4,488,083	240,840	704,551	700,000	1,645,391	347,978	789,500	700,000	4,295,995		6,133,474
5901 Invasive Plant Control	51,464		50		8,342	59,856		12,586		12,586				72,442		72,442
5902 Lake Kathlyn Aquatic Weed Harvesting		8,310	544		150	9,004								8,990	14	9,004
5903 Glacier Gulch Water Diverston		2,618	180		25	2,823		5,609		5,609				8,432		8,432
6101 Ft. Fraser Sewer System		45,278	26,520		20,000	91,798	(26,136)	10,843	16,000	707			16,000	76,505		92,505
6201 Ft. Fraser Water System		61,465	41,557			103,022	49,698	17,960	100,000	167,658		100,000	100,000	70,680		270,680
6301 Cluculz Lake - Somerset Estates Sewer		4,500				4,500		5,119		5,119				9,619		9,619
6401 Pump & Haul Sewer Disposal			500			500								500		500
6402 Liquid Waste Disposal			5,000			5,000		9,687		9,687				14,687		14,687
7101 Ft. Fraser Fire Protection	53,803				5,000	58,803	(18,166)	5,758	10,800	(1,608)			10,800	46,395		57,195
7102 Southside Rural Fire Protection	43,507					43,507	3,530	233	18,000	21,763		3,696	18,000	43,574		65,270
7103 Topley Rural Fire Protection	71,802					71,802	(166)	715	23,000	23,549	17,741	23,000	54,610		95,351	
7201 Burns Lake Rural Fire Protection	118,949					118,949		17		17			118,966		118,966	
7202 Ft.St.James Rural Fire Protection	127,662					127,662	(10,000)			(10,000)			117,744	(82)	117,662	
7203 Houston Rural Fire Protection	22,051					22,051							22,051		22,051	
7204 Luck Bay Rural fire Protection	48,196					48,196	(15,200)	7,233	9,300	1,333	7,095	9,300	33,134		49,529	
7205 Smithers Rural Fire Protection	213,213					213,213	(10,000)			(10,000)			203,213		203,213	
7206 Telkwa Rural Fire Protection	125,612					125,612	(6,000)			(6,000)			119,612		119,612	
7207 Vanderhoof Rural Fire Protection	41,415					41,415							41,415		41,415	
7208 Round Lake Fire Protection	10,449					10,449	(1,500)	2,101	600	1,201	1,025		600	10,025		11,650
7301 Cluculz Lake Emergency Response	23,437					23,437	40,000			40,000				63,268	169	63,437
7401 Area "A" Emergency Services	5,000					5,000								5,000		5,000
7404 Area "D" Extrication	2,613				2,221	4,834		166		166				5,000		5,000
7405 Area "C" Road Rescue Service	14,702					14,702		103		103				14,805		14,805
7406 Topley Road Rescue/First Responders	6,910					6,910	(10)	100	1,000	1,090		1,000	7,000		8,000	
7501 9-1-1 Service	255,177		123,000		29,174	407,351	(68,896)	66,889	70,000	67,793			70,000	405,144		475,144
7600 Emergency Preparedness Planning	291,895				908,499	1,200,394	989,126	107,588	4,000	1,100,714		861,000	4,000	1,436,108		2,301,108
7701 Burns Lake & Area Victim Services	12,444				2,795	15,239		836		936				16,175		16,175
7702 Smithers Victim Services	36,026				500	36,526		447		447				36,973		36,973
8101 Lakes District Airport	97,693				41,498	139,191	(25,000)	13,834		(11,166)	35,525			92,500		128,025
8201 Smithers Para-Transit																
8202 FSJ Seniors Helping Seniors Transportation S	41,396				800	42,196		804		804				43,000		43,000
8203 Regional Public Transit & Para Transit Service	61,834		81,500		38,390	181,724	(88,477)	86,477		(2,000)				179,724		179,724
9101 Decker Lake Street Lighting		9,858	350			10,208		476		476				10,684		10,684
9102 Endako Street Lighting	3,310		320			3,630		190		190				3,820		3,820
9103 Ft. Fraser Street Lighting	7,248		490			7,738		806		806				8,544		8,544
9104 Gerow Island Street Lighting	4,243					4,243		186		186				4,429		4,429
9106 Colony Point Street Lighting	2,374					2,374		726		726				3,100		3,100
9107 Laidlaw Street Lighting	598				286	884								884		884
10101 Bulkley Valley Regional Pool and Rec. Centre	1,019,085				20,135	1,039,220	(255,372)	43,682	120,000	(91,690)	1,200		120,000	826,329.56		947,530
10102 Vanderhoof Pool	287,366					287,366	(15,000)			(15,000)				272,366		272,366
10201 Ft.St.James Arena Grant	37,500					37,500								37,500		37,500
10202 Burns Lake Arena	192,253				2,500	194,753		5,247		5,247				200,000		200,000
10301 Smithers Rural Recreation/Culture	311,494					311,494								311,493	1	311,494
10302 Vanderhoof Recreation & Culture	95,985					95,985								95,985		95,985
10303 Lakes District Arts and Culture	227,279				87,865	315,144		35,760		35,760				350,904		350,904
10401 Ft Fraser Cemetary Grant	1,963		35			1,998		2		2				2,000		2,000
10402 Topley Cemetary Grant	1,500					1,500								1,500		1,500
10501 Smithers, Telkwa, Houston TV Rebroadcast	59,331				600	59,931		69		69				60,000		60,000
10502 Fraser Lake and Area TV Rebroadcasting	51,767				29,705	81,472		4,778		4,778				86,250		86,250
10503 Ft. St. James and Area TV Rebroadcasting	164,062				2,800	166,862		553		553				167,415		167,415
10504 Burns Lake and Area TV Rebroadcasting	28,652				12,776	41,428		1,072		1,072				42,500		42,500
10602 Fraser Lake Rural Library Grant	14,918		60		17,250	32,228		4,506		4,506				36,734		36,734
10603 Fort St. James Library	17,098				50	17,148		40		40				17,188		17,188
10801 Fort Fraser Community Hall	2,452		46			2,498		2		2				2,500		2,500
10802 Braeside Community Hall	5,000					5,000								5,000		5,000
10901 Regional Parks and Trails					15,000	15,000								15,000		15,000
Total for all Departments	10,684,206	132,029	1,184,578		4,271,609	16,272,422	588,776	2,492,405	1,180,685	4,261,866	1,291,250	1,875,196	1,180,685	16,186,755	400	20,534,286

Regional District of Bulkley-Nechako
2020 to 2024 Financial Plan Amendment- Bylaw No. 1903

Schedule "B"

2019 Financial Plan:

Service	FUNDING						TRANSFERS From/(To)				EXPENDITURES:					
	Prop. Value Taxes	Parcel Taxes	Fees and Charges	Proceeds of Borrowing	Other Revenue	Total Funding	Reserve Funds	Surplus of Prior Yr.	Equity in TCAs	Total Transfers	Debt Pmts. Int. & P'pal.	Capital Expenditures	Amortization of TCAs	Other Expenses	Deficit from Prior Year	Total Expenditures
1101 Rural Government Services	333,494				1,046,108	1,379,602	(226,658)							1,152,944		1,152,944
1200 General Government Services	1,899,291		15,900		314,834	2,230,025	(41,591)	80,000	38,409	7,800	25,000	80,000		2,155,634		2,268,434
1301 Feasibility Studies																
1401 Agriculture	137,333				5,000	142,333								142,333		142,333
1501 Local Community of Fort Fraser	6,330				5,000	11,330								11,330		11,330
1701 Chinook Community Forest					5,000	5,000								5,000		5,000
2300 Stuart-Nechako Economic Development																
2401 Area "A" Economic Development	10,000					10,000								10,000		10,000
2402 Area "B" Economic Development	62,914					62,914								62,914		62,914
2403 Area "C" Economic Development																
2404 Area "D" Economic Development																
2405 Area "E" Economic Development	15,000				11,000	26,000								26,000		26,000
2406 Area "F" Economic Development																
2407 Area "G" Economic Development																
2500 Regional Economic Development	237,987				180,520	418,507	(3,300)		(3,300)					415,207		415,207
3101 Member Fiscal Services					872,885	872,885				872,885						872,885
4101 Planning	348,374	13,250			29,188	390,812	(4,671)	5,500	829			5,500		386,141		391,641
4201 Building Inspection	245,904		253,986			499,890	(26,161)	12,485	(13,676)			12,485		473,729		486,214
4301 Development Services	377,657		2,000		32,032	411,689	(4,877)	10,000	5,123			10,000		406,812		416,812
4401 Building Numbering Extended Service	9,945				1,602	11,547	(420)		(420)					11,127		11,127
4501 Unslightly Premises Regulatory Control	89,182				2,991	92,173	(3,236)		(3,236)					88,937		88,937
5101 Environmental Services	4,287,074		515,000		491,569	5,293,643	(28,635)	700,000	671,365			855,000	700,000	4,410,008		5,965,008
5901 Weeds	62,294		50		8,342	70,686								70,686		70,686
5902 Lake Kathlyn Aquatic Weed Harvesting		8,296	544		150	8,990								8,990		8,990
5903 Glacier Gulch Water Diversion		3,227	180		25	3,432								3,432		3,432
6101 Ft. Fraser Sewer System		65,252	27,050			92,303	18,864	16,000	34,864			16,000		111,167		127,167
6201 Ft. Fraser Water System		63,344	42,388			105,732	(50,302)	100,000	49,698			100,000		55,430		155,430
6301 Cluculz Lake - Somerset Estates Sewer		4,500				4,500								4,500		4,500
6401 Pump & Haul Sewer Disposal			500			500								500		500
6402 Liquid Waste Disposal			5,000			5,000								5,000		5,000
7101 Ft. Fraser Fire Protection	56,081				5,000	61,081	(14,666)	10,800	(3,866)			10,800		46,415		57,215
7102 Southside Rural Fire Protection	43,740					43,740	(166)	18,000	17,834			18,000		43,574		61,574
7103 Topley Rural Fire Protection	71,517					71,517	(166)	23,000	22,834	17,741		23,000		53,610		94,351
7201 Burns Lake Rural Fire Protection	117,500					117,500								117,500		117,500
7202 Ft.St.James Rural Fire Protection	140,717					140,717	(10,000)		(10,000)					130,717		130,717
7203 Houston Rural Fire Protection	21,807					21,807								21,807		21,807
7204 Luck Bay Rural Fire Protection	48,010					48,010	(5,000)	9,300	4,300	7,095		9,300		35,915		52,310
7205 Smithers Rural Fire Protection	217,077					217,077	(10,000)		(10,000)					207,077		207,077
7206 Telkwa Rural Fire Protection	123,054					123,054								123,054		123,054
7207 Vanderhoof Rural Fire Protection	42,068					42,068								42,068		42,068
7208 Round Lake Fire Protection	11,636					11,636	(1,500)	600	(900)	1,025		600		9,111		10,736
7301 Cluculz Lake Emergency Response	23,437					23,437								23,437		23,437
7401 Area "A" Emergency Services	5,000					5,000								5,000		5,000
7404 Area "D" Extrication	2,750				3,250	6,000								6,000		6,000
7405 Area "C" Road Rescue Service	14,805					14,805								14,805		14,805
7406 Topley Road Rescue/First Responders	7,010					7,010	(10)	1,000	990			1,000		7,000		8,000
7501 9-1-1 Service	266,878		90,000		57,034	413,912	(633)	70,000	69,367			70,000		413,279		483,279
7600 Emergency Preparedness Planning	461,184				656,013	1,117,197	(2,103)	4,000	1,897			4,000		1,115,094		1,119,094
7701 Burns Lake & Area Victim Services	13,380				2,795	16,175								16,175		16,175
7702 Smithers Victim Services	37,343					37,343								37,343		37,343
8101 Lakes District Airport	101,227				41,498	142,725	(25,000)		(25,000)	35,225				82,500		117,725
8201 Smithers Para-Transit																
8202 FSJ Seniors Helping Seniors Transportation Service	43,000					43,000								43,000		43,000
8203 Regional Public Transit & Para Transit Service	88,887		81,500		29,015	199,402								199,402		199,402
9101 Decker Lake Street Lighting		10,853	350			11,203								11,203		11,203
9102 Endako Street Lighting	3,691		320			4,011								4,011		4,011
9103 Ft. Fraser Street Lighting	8,376		490			8,866								8,866		8,866
9104 Gerow Island Street Lighting	4,650					4,650								4,650		4,650
9106 Colony Point Street Lighting	3,255					3,255								3,255		3,255
9107 Laidlaw Street Lighting	901					901								901		901
10101 Bulkley Valley Regional Pool and Rec. Centre	1,009,719				19,135	1,028,854	(251,372)	120,000	(131,372)	1,200		120,000		776,281.75		897,482
10102 Vanderhoof Pool	330,611					330,611	(15,000)		(15,000)					315,611		315,611
10201 Ft.St.James Arena Grant	37,500					37,500								37,500		37,500
10202 Burns Lake Arena	197,500				2,500	200,000								200,000		200,000
10301 Smithers Rural Recreation/Culture	317,723					317,723								317,723		317,723
10302 Vanderhoof Recreation & Culture	95,985					95,985								95,985		95,985
10303 Lakes District Recreation and Culture	267,404				70,000	337,404								337,404		337,404
10401 Ft.Fraser Cemetary Grant	1,960		40			2,000								2,000		2,000
10402 Topley Cemetary Grant	1,500					1,500								1,500		1,500
10501 Smithers, Telkwa, Houston TV Rebroadcast	59,400				600	60,000								60,000		60,000
10502 Fraser Lake and Area TV Rebroadcasting	54,303				31,947	86,250								86,250		86,250
10503 Ft. St. James and Area TV Rebroadcasting	164,062				2,800	166,862								166,862		166,862
10504 Burns Lake and Area TV Rebroadcasting	22,871				9,630	32,500								32,500		32,500
10602 Fraser Lake Rural Library Grant	19,424		60		17,250	36,734								36,734		36,734
10603 Fort St. James Library	17,138				50	17,188								17,188		17,188
10801 Fort Fraser Community Hall	2,454		46			2,500								2,500		2,500
10802 Braeside Community Hall	5,000					5,000								5,000		5,000
10901 Regional Parks and Trails																
Total for all Departments	12,706,312	155,472	1,048,654		3,954,763	17,865,201	(706,603)	1,180,685	474,082	942,972	880,000	1,180,685		15,335,627		18,339,283

Regional District of Bulkley-Nechako
2020 to 2024 Financial Plan Amendment- Bylaw No. 1903

Schedule "C"

2020 Financial Plan:

Service	FUNDING					TRANSFERS From/(To)				EXPENDITURES:					Deficit from Prior Year	Total Expenditures
	Prop. Value Taxes	Parcel Taxes	Fees and Charges	Proceeds of Borrowing	Other Revenue	Total Funding	Reserve Funds	Surplus of Prior Yr.	Equity in TCAs	Total Transfers	Debt Pmts. Int. & P'pal.	Capital Expenditures	Amortization of TCAs	Other Expenses		
1101 Rural Government Services	341,858				1,046,108	1,387,966	(177,658)			(177,658)				1,210,308		1,210,308
1200 General Government Services	1,936,126		15,900		306,084	2,258,110	(16,591)		80,000	63,409	7,800	25,000	80,000	2,208,719		2,321,519
1301 Feasibility Studies																
1401 Agriculture	136,684				5,000	141,684								141,684		141,684
1501 Local Community of Fort Fraser	6,330				5,000	11,330								11,330		11,330
1701 Chinook Community Forest					5,000	5,000								5,000		5,000
2300 Stuart-Nechako Economic Development																
2401 Area "A" Economic Development	10,000					10,000								10,000		10,000
2402 Area "B" Economic Development	62,914					62,914								62,914		62,914
2403 Area "C" Economic Development																
2404 Area "D" Economic Development																
2405 Area "E" Economic Development	15,000				11,000	26,000								26,000		26,000
2406 Area "F" Economic Development																
2407 Area "G" Economic Development																
2500 Regional Economic Development	230,495				180,520	411,015	(3,300)			(3,300)				407,715		407,715
3101 Member Fiscal Services					872,885	872,885					872,885					872,885
4101 Planning	354,561		13,250		29,188	396,999	(4,671)		5,500	829			5,500	392,328		397,828
4201 Building Inspection	253,481		253,986			507,467	(26,161)		12,485	(13,676)			12,485	481,306		493,791
4301 Development Services	384,757		2,000		32,032	418,789	(4,877)		10,000	5,123			10,000	413,912		423,912
4401 Building Numbering Extended Service	10,135				1,602	11,737	(420)			(420)				11,317		11,317
4501 Unsanitary Premises Regulatory Control	90,745				2,991	93,736	(3,236)			(3,236)				90,500		90,500
5101 Environmental Services	3,635,410		615,000		516,569	4,766,979	(428,635)		700,000	271,365			700,000	4,338,344		5,038,344
5901 Weeds	62,528		50		8,342	70,920								70,920		70,920
5902 Lake Kathlyn Aquatic Weed Harvesting		8,296	544		150	8,990								8,990		8,990
5903 Glacier Gulch Water Diversion		3,227	180		25	3,432								3,432		3,432
6101 Ft. Fraser Sewer System		66,500	27,591			94,092	(41,136)		16,000	(25,136)			16,000	52,956		68,956
6201 Ft. Fraser Water System		64,054	43,236			107,290	(50,302)		100,000	49,698			100,000	56,988		156,988
6301 Cluculz Lake - Somerset Estates Sewer		4,500				4,500								4,500		4,500
6401 Pump & Haul Sewer Disposal			500			500								500		500
6402 Liquid Waste Disposal			5,000			5,000								5,000		5,000
7101 Ft. Fraser Fire Protection	56,100				5,000	61,100	(14,666)		10,800	(3,866)			10,800	46,434		57,234
7102 Southside Rural Fire Protection	43,740					43,740	(166)		18,000	17,834			18,000	43,574		61,574
7103 Topley Rural Fire Protection	71,517					71,517	(166)		23,000	22,834	17,741		23,000	53,610		94,351
7201 Burns Lake Rural Fire Protection	117,500					117,500								117,500		117,500
7202 Ft.St.James Rural Fire Protection	142,794					142,794	(10,000)			(10,000)				132,794		132,794
7203 Houston Rural Fire Protection	22,052					22,052								22,052		22,052
7204 Luck Bay Rural Fire Protection	51,006					51,006	(7,600)		9,300	1,700	7,095		9,300	36,311		52,706
7205 Smithers Rural Fire Protection	221,018					221,018	(10,000)			(10,000)				211,018		211,018
7206 Telkwa Rural Fire Protection	124,277					124,277								124,277		124,277
7207 Vanderhoof Rural Fire Protection	42,721					42,721								42,721		42,721
7208 Round Lake Fire Protection	11,715					11,715	(1,500)		600	(900)	1,025		600	9,190		10,815
7301 Cluculz Lake Emergency Response	23,437					23,437								23,437		23,437
7401 Area "A" Emergency Services	5,000					5,000								5,000		5,000
7404 Area "D" Extrication	2,750				3,250	6,000								6,000		6,000
7405 Area "C" Road Rescue Service	14,805					14,805								14,805		14,805
7406 Topley Road Rescue/First Responders	7,010					7,010	(10)		1,000	990			1,000	7,000		8,000
7501 9-1-1 Service	286,974		85,000		57,034	429,008	(633)		70,000	69,367			70,000	428,375		498,375
7600 Emergency Preparedness Planning	453,622				666,013	1,109,635	(2,103)		4,000	1,897			4,000	1,107,532		1,111,532
7701 Burns Lake & Area Victim Services	13,380				2,795	16,175								16,175		16,175
7702 Smithers Victim Services	37,716					37,716								37,716		37,716
8101 Lakes District Airport	91,002				41,498	132,500	(50,000)			(50,000)				82,500		82,500
8201 Smithers Para-Transit																
8202 FSJ Seniors Helping Seniors Transportation Service	43,000					43,000								43,000		43,000
8203 Regional Public Transit & Para Transit Service	76,378		81,500		29,015	186,893								186,893		186,893
9101 Decker Lake Street Lighting		11,398	350			11,748								11,748		11,748
9102 Endako Street Lighting	3,891		320			4,211								4,211		4,211
9103 Ft. Fraser Street Lighting	8,819		490			9,309								9,309		9,309
9104 Gerow Island Street Lighting	4,883					4,883								4,883		4,883
9106 Colony Point Street Lighting	3,418					3,418								3,418		3,418
9107 Laidlaw Street Lighting	946					946								946		946
10101 Bulkley Valley Regional Pool and Rec. Centre	1,023,440				19,135	1,042,575	(251,372)		120,000	(131,372)	1,200		120,000	790,002.99		911,203
10102 Vanderhoof Pool	330,611					330,611	(15,000)			(15,000)				315,611		315,611
10201 Ft.St.James Arena Grant	37,500					37,500								37,500		37,500
10202 Burns Lake Arena	197,500				2,500	200,000								200,000		200,000
10301 Smithers Rural Recreation/Culture	324,077					324,077								324,077		324,077
10302 Vanderhoof Recreation & Culture	95,985					95,985								95,985		95,985
10303 Lakes District Recreation and Culture	267,404				70,000	337,404								337,404		337,404
10401 Ft.Fraser Cemetery Grant	1,960		40			2,000								2,000		2,000
10402 Topley Cemetery Grant	1,500					1,500								1,500		1,500
10501 Smithers, Telkwa, Houston TV Rebroadcast	59,400				600	60,000								60,000		60,000
10502 Fraser Lake and Area TV Rebroadcasting	54,303				31,947	86,250								86,250		86,250
10503 Ft. St. James and Area TV Rebroadcasting	164,062				2,800	166,862								166,862		166,862
10504 Burns Lake and Area TV Rebroadcasting	22,871				9,630	32,500								32,500		32,500
10602 Fraser Lake Rural Library Grant	19,424		60		17,250	36,734								36,734		36,734
10603 Fort St. James Library	17,138				50	17,188								17,188		17,188
10801 Fort Fraser Community Hall	2,454		46			2,500								2,500		2,500
10802 Braeside Community Hall	5,000					5,000								5,000		5,000
10901 Regional Parks and Trails																
Total for all Departments	12,137,127	157,975	1,145,043		3,971,013	17,411,158	(1,120,203)		1,180,685	60,482	907,747	25,000	1,180,685	15,358,208		17,471,640

Regional District of Bulkley-Nechako
2020 to 2024 Financial Plan Amendment- Bylaw No. 1903

Schedule "D"

2021 Financial Plan:

Service	FUNDING						TRANSFERS From/(To)				EXPENDITURES:					
	Prop. Value Taxes	Parcel Taxes	Fees and Charges	Proceeds of Borrowing	Other Revenue	Total Funding	Reserve Funds	Surplus of Prior Yr.	Equity in TCAs	Total Transfers	Debt Pmts. Int. & P'pal.	Capital Expenditures	Amortization of TCAs	Other Expenses	Deficit from Prior Year	Total Expenditures
1101 Rural Government Services	336,250				1,046,108	1,382,358								1,155,700		1,155,700
1200 General Government Services	1,936,457		15,900		306,084	2,258,441	(226,658)		80,000	74,409	7,800	21,000	80,000	2,224,050		2,332,850
1301 Feasibility Studies																
1401 Agriculture	136,684				5,000	141,684								141,684		141,684
1501 Local Community of Fort Fraser	6,330				5,000	11,330								11,330		11,330
1701 Chinook Community Forest					5,000	5,000								5,000		5,000
2300 Stuart-Nechako Economic Development																
2400 Area "A" Economic Development	10,000					10,000								10,000		10,000
2402 Area "B" Economic Development	62,914					62,914								62,914		62,914
2403 Area "C" Economic Development																
2404 Area "D" Economic Development																
2405 Area "E" Economic Development	15,000				11,000	26,000								26,000		26,000
2406 Area "F" Economic Development																
2407 Area "G" Economic Development																
2500 Regional Economic Development	239,181				180,520	419,701	(3,300)		(3,300)					416,401		416,401
3101 Member Fiscal Services					872,885	872,885					872,885					872,885
4101 Planning	360,871		13,250		29,188	403,309	6,329	5,500	11,829			11,000	5,500	398,638		415,138
4201 Building Inspection	263,209		253,986			517,195	39,839	12,485	52,324			66,000	12,485	491,034		569,519
4301 Development Services	391,999		2,000		32,032	426,031	10,123	10,000	20,123			15,000	10,000	421,154		446,154
4401 Building Numbering Extended Service	10,329				1,602	11,931	(420)		(420)					11,511		11,511
4501 Unslightly Premises Regulatory Control	92,340				2,991	95,331	(3,236)		(3,236)					92,095		92,095
5101 Environmental Services	5,393,699		415,000		466,569	6,275,268	(28,635)	700,000	671,365			1,860,000	700,000	4,386,633		6,946,633
5901 Weeds	62,766		50		8,342	71,158								71,158		71,158
5902 Lake Kathlyn Aquatic Weed Harvesting		8,296	544		150	8,990								8,990		8,990
5903 Glacier Gulch Water Diversion		3,227	180		25	3,432								3,432		3,432
6101 Ft. Fraser Sewer System		65,704	28,143			93,847	(41,136)	16,000	(25,136)			16,000		52,711		68,711
6201 Ft. Fraser Water System		62,728	44,100			106,828	(50,302)	100,000	49,698			100,000		56,526		156,526
6301 Cluculz Lake - Somerset Estates Sewer		4,500				4,500								4,500		4,500
6401 Pump & Haul Sewer Disposal			500			500								500		500
6402 Liquid Waste Disposal			5,000			5,000								5,000		5,000
7101 Ft. Fraser Fire Protection	56,121				5,000	61,121	(14,666)	10,800	(3,866)			10,800		46,455		57,255
7102 Southside Rural Fire Protection	43,740					43,740	(166)	18,000	17,834			18,000		43,574		61,574
7103 Topley Rural Fire Protection	71,517					71,517	(166)	23,000	22,834	17,741		23,000		53,610		94,351
7201 Burns Lake Rural Fire Protection	112,667					112,667								112,667		112,667
7202 Ft.St.James Rural Fire Protection	144,913					144,913	(10,000)		(10,000)					134,913		134,913
7203 Houston Rural Fire Protection	22,302					22,302								22,302		22,302
7204 Luck Bay Rural Fire Protection	51,411					51,411	(7,600)	9,300	1,700	7,095		9,300		36,716		53,111
7205 Smithers Rural Fire Protection	225,039					225,039	(10,000)		(10,000)					215,039		215,039
7206 Telkwa Rural Fire Protection	130,307					130,307								130,307		130,307
7207 Vanderhoof Rural Fire Protection	43,374					43,374								43,374		43,374
7208 Round Lake Fire Protection	12,102					12,102	(1,500)	600	(900)	1,025		600		9,577		11,202
7301 Cluculz Lake Emergency Response	23,437					23,437								23,437		23,437
7401 Area "A" Emergency Services	5,000					5,000								5,000		5,000
7404 Area "D" Extrication	2,750				3,250	6,000								6,000		6,000
7405 Area "C" Road Rescue Service	17,390					17,390								17,390		17,390
7406 Topley Road Rescue/First Responders	7,010					7,010	(10)	1,000	990			1,000		7,000		8,000
7501 9-1-1 Service	307,353		80,000		57,034	444,387	(633)	70,000	69,367			70,000	4,000	443,754		513,754
7600 Emergency Preparedness Planning	465,459				656,013	1,121,472	8,897	4,000	12,897			11,000	4,000	1,119,369		1,134,369
7701 Burns Lake & Area Victim Services	13,380				2,795	16,175								16,175		16,175
7702 Smithers Victim Services	38,093					38,093								38,093		38,093
8101 Lakes District Airport	91,002				41,498	132,500	(50,000)		(50,000)					82,500		82,500
8201 Smithers Para-Transit	5,000					5,000								5,000		5,000
8202 FSJ Seniors Helping Seniors Transportation S	43,000					43,000								43,000		43,000
8203 Regional Public Transit & Para Transit Service	226,275		81,500		29,015	336,790								336,790		336,790
9101 Decker Lake Street Lighting		11,970	350			12,320								12,320		12,320
9102 Endako Street Lighting	4,102		320			4,422								4,422		4,422
9103 Ft. Fraser Street Lighting	9,285		490			9,775								9,775		9,775
9104 Gerow Island Street Lighting	5,127					5,127								5,127		5,127
9106 Colony Point Street Lighting	3,589					3,589								3,589		3,589
9107 Laidlaw Street Lighting	994					994								994		994
10101 Bulkley Valley Regional Pool and Rec. Centre	1,037,436				19,135	1,056,571	(251,372)	120,000	(131,372)	1,200		120,000		803,998.65		925,199
10102 Vanderhoof Pool	330,611					330,611	(15,000)		(15,000)					315,611		315,611
10201 Ft.St.James Arena Grant	37,500					37,500								37,500		37,500
10202 Burns Lake Arena	197,500				2,500	200,000								200,000		200,000
10301 Smithers Rural Recreation/Culture	330,559					330,559								330,559		330,559
10302 Vanderhoof Recreation & Culture	95,985					95,985								95,985		95,985
10303 Lakes District Recreation and Culture	267,404				70,000	337,404								337,404		337,404
10401 Ft.Fraser Cemetary Grant	1,960		40			2,000								2,000		2,000
10402 Topley Cemetary Grant	1,500					1,500								1,500		1,500
10501 Smithers, Telkwa, Houston TV Rebroadcast	59,400				600	60,000								60,000		60,000
10502 Fraser Lake and Area TV Rebroadcasting	54,303				31,947	86,250								86,250		86,250
10503 Ft. St. James and Area TV Rebroadcasting	164,062				2,800	166,862								166,862		166,862
10504 Burns Lake and Area TV Rebroadcasting	22,871				9,630	32,500								32,500		32,500
10602 Fraser Lake Rural Library Grant	19,424		60		17,250	36,734								36,734		36,734
10603 Fort St. James Library	17,138				50	17,188								17,188		17,188
10801 Fort Fraser Community Hall	2,454		46			2,500								2,500		2,500
10802 Braeside Community Hall	5,000					5,000								5,000		5,000
10901 Regional Parks and Trails																
Total for all Departments	14,144,871	156,425	941,460		3,921,013	19,163,769	(655,203)	1,180,685	525,482	907,747	1,984,000	1,180,685		15,616,819		19,689,251

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Regional District of Bulkley-Nechako
2020 to 2024 Financial Plan Amendment- Bylaw No. 1903

Schedule "E"

2022 Financial Plan:

Service	FUNDING					TRANSFERS From(To)				EXPENDITURES:					Deficit from Prior Year	Total Expenditures
	Prop. Value Taxes	Parcel Taxes	Fees and Charges	Proceeds of Borrowing	Other Revenue	Total Funding	Reserve Funds	Surplus of Prior Yr.	Equity in TCAs	Total Transfers	Debt Pmts. Int. & P'pal.	Capital Expenditures	Amortization of TCAs	Other Expenses		
1101 Rural Government Services	337,669				1,046,108	1,383,777	(226,658)			(226,658)				1,157,119	1,157,119	
1200 General Government Services	1,962,849		15,900		306,084	2,284,833	(5,591)		80,000	74,409	7,800	21,000	80,000	2,250,442	2,359,242	
1301 Feasibility Studies																
1401 Agriculture	136,684				5,000	141,684								141,684	141,684	
1501 Local Community of Fort Fraser	6,330				5,000	11,330								11,330	11,330	
1701 Chinook Community Forest					5,000	5,000								5,000	5,000	
2300 Stuart-Nechako Economic Development																
2401 Area "A" Economic Development	10,000					10,000								10,000	10,000	
2402 Area "B" Economic Development	62,914					62,914								62,914	62,914	
2403 Area "C" Economic Development																
2404 Area "D" Economic Development																
2405 Area "E" Economic Development	15,000				11,000	26,000								26,000	26,000	
2406 Area "F" Economic Development																
2407 Area "G" Economic Development																
2500 Regional Economic Development	239,137				180,520	419,657	(3,300)		(3,300)					416,357	416,357	
3101 Member Fiscal Services					872,885	872,885					872,885				872,885	
4101 Planning	367,308		13,250		29,188	409,746	6,329	5,500	11,829		11,000	5,500		405,075	421,575	
4201 Building Inspection	269,092		253,986			523,078	(26,161)		12,485	(13,676)		12,485		496,917	509,402	
4301 Development Services	399,385		2,000		32,032	433,417	(4,877)		10,000	5,123		10,000		428,540	438,540	
4401 Building Numbering Extended Service	10,527				1,602	12,129	(420)		(420)					11,709	11,709	
4501 Unslightly Premises Regulatory Control	93,967				2,991	96,958	(3,236)		(3,236)					93,722	93,722	
5101 Environmental Services	3,983,039		515,000		396,569	4,894,608	(278,635)		700,000	421,365		160,000	700,000	4,455,973	5,315,973	
5901 Weeds	63,009		50		8,342	71,401								71,401	71,401	
5902 Lake Kathlyn Aquatic Weed Harvesting		8,296	544		150	8,990								8,990	8,990	
5903 Glacier Gulch Water Diversion		3,227	180		25	3,432								3,432	3,432	
6101 Ft. Fraser Sewer System		66,859	28,706			95,565	(41,136)		16,000	(25,136)		16,000		54,429	70,429	
6201 Ft. Fraser Water System		63,360	44,982			108,343	(50,302)		100,000	49,698		100,000		58,041	158,041	
6301 Cluculz Lake - Somerset Estates Sewer		4,500				4,500								4,500	4,500	
6401 Pump & Haul Sewer Disposal			500			500								500	500	
6402 Liquid Waste Disposal			5,000			5,000								5,000	5,000	
7101 Ft. Fraser Fire Protection	56,141				5,000	61,141	(14,666)		10,800	(3,866)		10,800		46,475	57,275	
7102 Southside Rural Fire Protection	43,740					43,740	(166)		18,000	17,834		18,000		43,574	61,574	
7103 Topley Rural Fire Protection	71,517					71,517	(166)		23,000	22,834	17,741	23,000		53,610	94,351	
7201 Burns Lake Rural Fire Protection	105,454					105,454								105,454	105,454	
7202 Ft.St.James Rural Fire Protection	147,074					147,074	(10,000)			(10,000)				137,074	137,074	
7203 Houston Rural Fire Protection	24,750					24,750								24,750	24,750	
7204 Luck Bay Rural Fire Protection	51,826					51,826	(7,600)		9,300	1,700	7,095	9,300		37,131	53,526	
7205 Smithers Rural Fire Protection	229,139					229,139	(10,000)			(10,000)				219,139	219,139	
7206 Telkwa Rural Fire Protection	132,015					132,015								132,015	132,015	
7207 Vanderhoof Rural Fire Protection	41,000					41,000								41,000	41,000	
7208 Round Lake Fire Protection	12,211					12,211	(1,500)		600	(900)	1,025	600		9,686	11,311	
7301 Cluculz Lake Emergency Response	23,437					23,437								23,437	23,437	
7401 Area "A" Emergency Services	5,000					5,000								5,000	5,000	
7404 Area "D" Extrication	2,750				3,250	6,000								6,000	6,000	
7405 Area "C" Road Rescue Service	17,390					17,390								17,390	17,390	
7406 Topley Road Rescue/First Responders	7,010					7,010	(10)	1,000	990			1,000		7,000	8,000	
7501 9-1-1 Service	329,348		75,000		57,034	461,382	(633)		70,000	69,367		70,000		460,749	530,749	
7600 Emergency Preparedness Planning	484,008				656,013	1,140,021	8,897		4,000	12,897		11,000	4,000	1,137,918	1,152,918	
7701 Burns Lake & Area Victim Services	13,380				2,795	16,175								16,175	16,175	
7702 Smithers Victim Services	38,474					38,474								38,474	38,474	
8101 Lakes District Airport	91,002				41,498	132,500	(50,000)			(50,000)				82,500	82,500	
8201 Smithers Para-Transit	5,000					5,000								5,000	5,000	
8202 FSJ Seniors Helping Seniors Transportation S	43,000					43,000								43,000	43,000	
8203 Regional Public Transit & Para Transit Service	278,542		81,500		29,015	389,057								389,057	389,057	
9101 Decker Lake Street Lighting		12,571	350			12,921								12,921	12,921	
9102 Endako Street Lighting	4,323		320			4,643								4,643	4,643	
9103 Ft. Fraser Street Lighting	9,774		490			10,264								10,264	10,264	
9104 Gerow Island Street Lighting	5,383					5,383								5,383	5,383	
9106 Colony Point Street Lighting	3,768					3,768								3,768	3,768	
9107 Laidlaw Street Lighting	1,044					1,044								1,044	1,044	
10101 Bulkley Valley Regional Pool and Rec. Centre	1,051,711				19,135	1,070,846	(251,372)		120,000	(131,372)	1,200	120,000	818,274.22	939,474	939,474	
10102 Vanderhoof Pool	330,611					330,611	(15,000)			(15,000)				315,611	315,611	
10201 Ft.St.James Arena Grant	37,500					37,500								37,500	37,500	
10202 Burns Lake Arena	197,500				2,500	200,000								200,000	200,000	
10301 Smithers Rural Recreation/Culture	337,170					337,170								337,170	337,170	
10302 Vanderhoof Recreation & Culture	95,985					95,985								95,985	95,985	
10303 Lakes District Recreation and Culture	267,404				70,000	337,404								337,404	337,404	
10401 Ft.Fraser Cemetary Grant	1,960		40			2,000								2,000	2,000	
10402 Topley Cemetary Grant	1,500					1,500								1,500	1,500	
10501 Smithers, Telkwa, Houston TV Rebroadcast	59,400				600	60,000								60,000	60,000	
10502 Fraser Lake and Area TV Rebroadcasting	54,303				31,947	86,250								86,250	86,250	
10503 Ft. St. James and Area TV Rebroadcasting	164,062				2,800	166,862								166,862	166,862	
10504 Burns Lake and Area TV Rebroadcasting	22,871				9,630	32,500								32,500	32,500	
10602 Fraser Lake Rural Library Grant	19,424		60		17,250	36,734								36,734	36,734	
10803 Fort St. James Library	17,138				50	17,188								17,188	17,188	
10801 Fort.Fraser Community Hall	2,454		46			2,500								2,500	2,500	
10802 Braeside Community Hall	5,000					5,000								5,000	5,000	
10901 Regional Parks and Trails																
Total for all Departments	12,900,404	158,813	1,037,905		3,851,013	17,948,135	(986,203)		1,180,685	194,482	907,747	203,000	1,180,685	15,851,185	18,142,617	

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**REGIONAL DISTRICT OF BULKLEY NECHAKO
STAFF REPORT**

TO: Board
FROM: Protective Services
DATE: February 20, 2020
SUBJECT: **Southside Fire Department application to Nechako-Kitamaat Development Fund**

RECOMMENDATION

1. That the Board supports an application to Nechako-Kitamaat Development Fund on behalf of the Southside Fire Department for funding to replace their aging water tender.
2. That the Board authorize the Chair and CAO to enter into a contract with the Nechako-Kitamaat Development Fund Society should the funding be approved and provide overall grant management for the project.
3. That the Board confirm that \$100,000 from Electoral Area 'E' through the Northern Capital and Planning Grant will be contributed to this project.

VOTING: AII /DIRECTORS/MAJORITY

EXECUTIVE SUMMARY

In 2019 Area E Director Clint Lambert conducted a site visit to the Southside Fire Hall. He confirmed that the water tender currently in service is past it's lifespan and should be slated for replacement.

An application to the Nechako-Kitamaat Development Fund (NKDF) for \$99,143 will support the purchase of the equipment. A resolution from the RDBN Board is required to submit the application.

Written by,



Jason Blackwell
Regional Fire Chief



Deborah Jones-Middleton
Director of Protective Services

Background

The Southside Fire Department has an engine that is no longer repairable and a tender that is 25 years old, both are past their lifespan and require replacement.

The Cheslatta Carrier Nation on the southside of François Lake is applying for funding through Indigenous Services Canada to fund a new engine on behalf of Cheslatta Carrier Nation, Skin Tyee First Nation, and the Nee Tahi Buhn Band.

Director Lambert confirmed \$100,000 from the Northern Capital and Planning Grant to be used towards the replacement of a new water tender.

Discussion

The purpose of this project is to seek funding to purchase a new water tender for the Southside Fire Department. A newer water tender will;

- improve response times to emergency incidents;
- increase reliability of responding apparatus;
- decrease current repair and maintenance costs; and
- provide a reliable water supply to any structure, vehicle, or wildland fire within Southside Fire Protection Area.

Staff are preparing an application for the 2020 NKDF intake to request an additional \$99,143.00 to fund the purchase. The Southside Fire Department also has \$117,000 in capital reserves that can be used if needed. If the funds from NKDF are approved the Southside Fire Department will have the following to use towards the purchase of a water tender.

Funding Source	Amount
Northern Capital & Planning Grant	\$100,000
NKDF	99,143
Bulkley Valley Credit Union	10,000
Total Funding Available	\$209,143
Estimated Cost of Used Tender	\$209,143

Conclusion

Staff recommends the Board support the application to NKDF to support the purchase of a water tender for the Southside Fire Department.



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**REGIONAL DISTRICT OF BULKLEY NECHAKO
STAFF REPORT**

TO: Board of Directors
FROM: Protective Services
DATE: February 20, 2020
SUBJECT: UBCM Emergency Operations Centre Funding Application

RECOMMENDATION:

THAT the Board supports the application to UBCM's Community Emergency Preparedness Fund - Emergency Operation Centres and Training stream - for \$25,000 to support the Emergency Operation Centre function in the Regional District of Bulkley-Nechako, and

THAT Board of the Regional District of Bulkley-Nechako provide overall grant management.

VOTING: All /DIRECTORS/MAJORITY

EXECUTIVE SUMMARY

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM).

The Emergency Operations Centres and training funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$25,000.

Written by,

Handwritten signature of Haley Jeffrey in black ink.

Haley Jeffrey
Emergency Services Manager

Handwritten signature of Deborah Jones-Middleton in black ink.

Deborah Jones-Middleton
Director of Protective Services

Discussion

The application deadline for UBCM's Community Emergency Preparedness Fund's Emergency Operations Centre (EOC) intake is March 13, 2020. Up to \$25,000 is available per local government to build local capacity through the purchase of equipment and supplies required to maintain or improve Emergency Operations Centres and to enhance EOC capacity through training and exercises. The grant application requires a Board resolution indicating support for the activities proposed and a willingness to provide overall grant management.

Eligible activities must be cost-effective and may include:

- purchase of equipment and supplies to maintain or improve EOCs (e.g. information technology, communication systems, generator, trailers);
- training and exercises to increase EOC capacity; and
- establishing public emergency communications systems or programs.

The Protective Services Department recommends that the RDBN apply for the grant for projects that will increase efficiency and capacity to respond to emergencies or disasters within the Region. These projects relate to our current responsibilities as designated by the *Emergency Program Act* in the provision of staff EOC training, EOC equipment, and a functional Emergency Operations Centre exercise. The recommended projects include the following:

- computers and supplies;
- information display screens;
- projector and supplies; and
- training and exercises.



Regional District of Bulkley-Nechako Memo

TO: Chair and Board of Directors

FROM: Nellie Davis, Regional Economic Development Coordinator

DATE: February 20, 2020

SUBJECT: Grant in Aid Update – Month of January 2020

RECOMMENDATION

(all/directors/majority)

Receive.

Background:

The following Grant in Aid requests of \$2,500 or less were approved by Electoral Area Directors between January 1 -31, 2020.

Community Group	Project	Amount
Area 'A' (Smithers Rural)		
Seymour Lake Conservation Society	Dog Waste Receptacles	\$1,482.98
Miscellaneous	Regional Service Meeting	\$150.00
Bulkley Valley Christian Seniors Society	AED Installation Projects	\$2,191.07
Area 'B' (Burns Lake Rural)		
Omineca Ski Club	Biathlon BC Cup #3	\$750
Area 'C' (Fort St; James Rural)		
Fort St. James Secondary School	Grade 12 Scholarship	\$1,000
Area 'D' (Fraser Lake Rural)		
Area 'E' (Francois/Ootsa Rural)		
Omineca Ski Club	Biathlon BC Cup #3	\$750
Area 'F' (Vanderhoof Rural)		
Area 'G' (Houston Rural)		



Regional District of Bulkley-Nechako Memo

TO: Chair and Board of Directors

FROM: Shari Janzen, Economic Development Assistant

DATE: February 20, 2020

SUBJECT: 2019 Connecting Consumers and Producers Project Report

RECOMMENDATION

(all/directors/majority)

Receive.

Background:

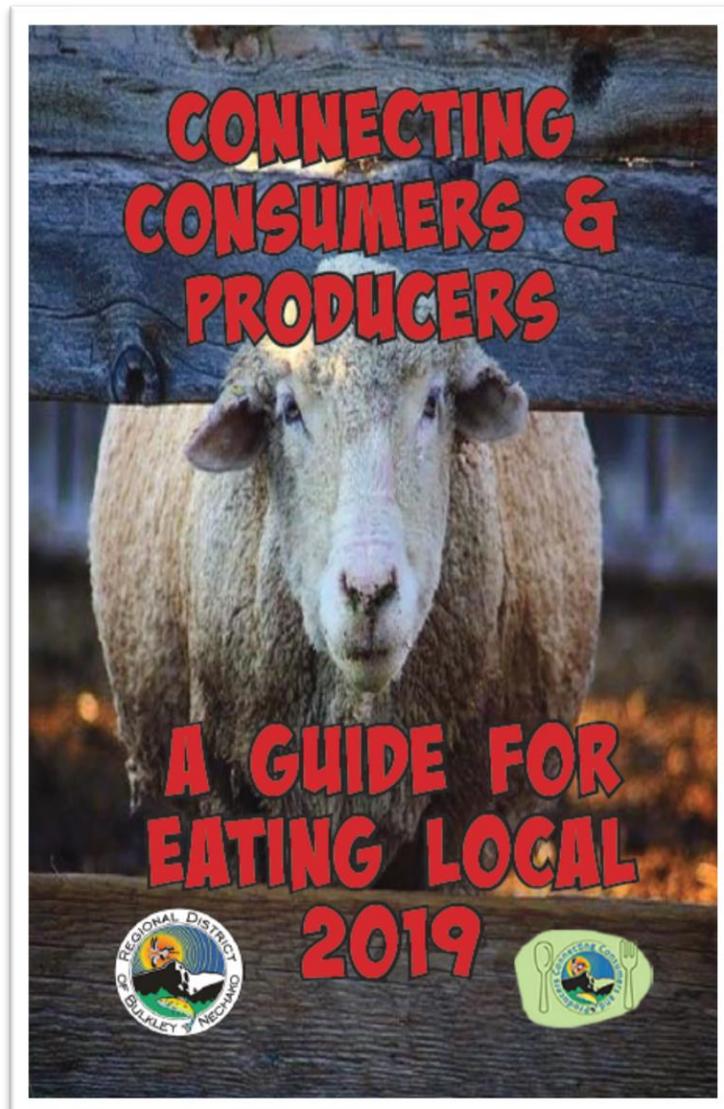
Please find attached the 2019 Final Report for the Connecting Consumers and Producers Project.

A copy of the RDBN's 2019 agriculture brochure "Connecting Consumers and Producers - A Guide for Eating Local" will be made available upon request at the meeting.



Connecting Consumers and Producers

2019 Final Report



Regional District of Bulkley-Nechako
Regional Economic Development Department
37 3rd Ave, PO Box 820, Burns Lake, BC V0J 1E0
250-692-3195

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Community Events	10
Facebook.....	10

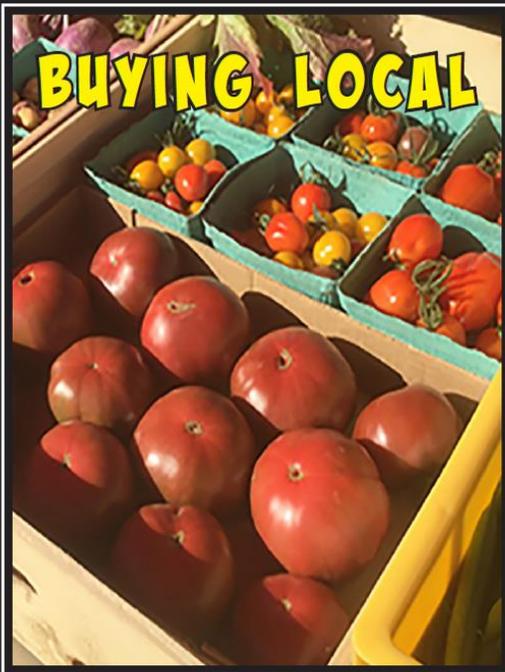
Introduction

Agriculture continues to play an important role in the region's economy. Due to increased globalization of the agriculture industry and increased health regulations, the agriculture sector has been identified by the RDBN as an area of focus. The 2012 RDBN Agriculture Plan addressed the need to create a marketing campaign for locally produced food. Section 3.5.1 of the RDBN Agriculture Plan states:

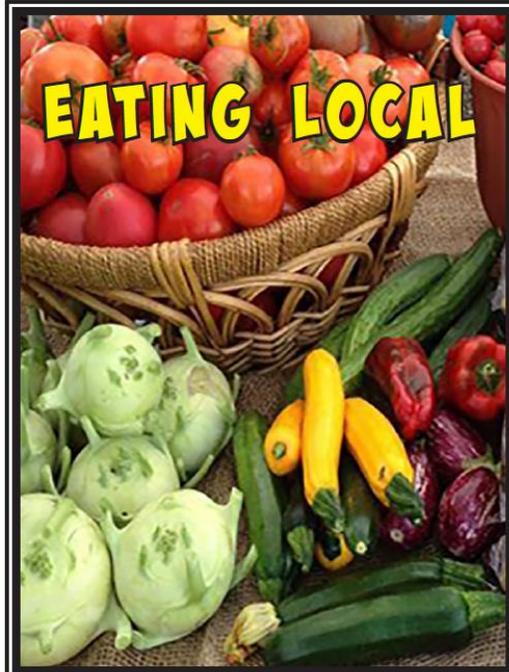
“The RDBN should undertake a long-term low level marketing campaign to maintain public awareness of the benefits of purchasing local food products. This may include the development of information posters and brochures, the purchase of local food products for events, and the inclusion of reminders notes in newsletters and other promotional materials”

The Connecting Consumers & Producers project was developed to address this direct action. This marketing project supports local agriculture by connecting consumers with producers in the eight municipalities and seven rural areas within the RDBN.

In the first year of the project (2014), three activities were completed; purchase of agriculture resources for libraries, sponsorship of community events, and development of an agriculture brochure. Since then, the project has seen the completion of community event sponsorships and updates and reprinting of the agriculture brochure.



Local and Regional food systems are about opportunity



Locally grown food from locally grown farmers

Project Logic Model

Project Inputs <i>Human and physical resources</i>	Project Activities <i>The things you "do" with your inputs – the actions</i>	Project Outputs <i>Product or service stemming from a completed group of activities</i>	OUTCOMES			
			Short-term <i>Results emerging from the outputs that often represent a change in knowledge or skill</i>	Medium-term <i>Results emerging from immediate outcomes that usually represent a change in behavior or practice</i>	Long-term <i>Results emerging from the intermediate outcomes that the project is working towards</i>	
Agriculture						
<ul style="list-style-type: none"> Regional Economic Development Action Plan (2014) Regional Economic Development Staff RDBN Agriculture Plan (2012) Funding Sources Agriculture resource and producer lists Beyond the Market Project Nechako Valley Food Network Smithers Farmers' Institute Agriculture producers RDBN Residents Connecting Consumers & Producers Community Event Partners Regional Image Bank Economic Developers Web Master Facebook 	Beyond the Market Advisory Committee <ul style="list-style-type: none"> Participate on conference calls Provide \$5,000 sponsorship <p>*Beyond the Market did not provide services in 2017. The RDBN Board Provided \$5,000 to hire an Agriculture Coordinator</p>		<ul style="list-style-type: none"> Input on the Beyond the Market project 	<ul style="list-style-type: none"> Increased consumer awareness about local producers in region Increased consumer knowledge about eating locally produced food year round Increased short-term producer sales Promotion of region's producers Promotion of community events Increased attendance by RDBN Board of Directors Increase engagement with online community Increase marketing of producers businesses on social media 	<ul style="list-style-type: none"> Increased knowledge about the benefits of eating locally produced food Increased number of consumers purchasing locally produced food Increased short-term and long-term producer sales Increased number of producers listed in regional directories Increased and strengthened relationships with stakeholders Increased resident awareness in RDBN's commitment to the agriculture industry Increased social media presence 	<ul style="list-style-type: none"> To have producers who know how to grow and promote their products To create a culture of people who value locally produced food Increased agriculture revenue The agriculture sector is supported to grow and prosper in the RDBN Increased number of producers Increased agriculture production To have an engaged social media network
	Connecting Consumers and Producers Events		<ul style="list-style-type: none"> Community event guide and application package Connecting Consumers & Producers community event partnerships (8) Event kits (750) Attendees at Connecting Consumers & Producers Community events (750) Invitations to RDBN Board of Directors 			
	Connecting Consumers and Producers Brochure		<ul style="list-style-type: none"> Agriculture brochure (1000) Number of producers listed in directory (100) 			
	Facebook		<ul style="list-style-type: none"> Likes on page (200) Post three times weekly Share other pages posts on page 			
	<ul style="list-style-type: none"> Collaborate with project partners including: <ul style="list-style-type: none"> Nechako Valley Food Network Beyond the Market Smithers Farmers Institute Research agriculture content for brochure Review Regional Image Bank for brochure images Design agriculture brochure Brochure content reviewed by agricultural community Print brochures Distribute brochures at community events Display brochure on website Survey producers to measure impact 		<ul style="list-style-type: none"> Create application process for community events Evaluate and approve applications Establish partnerships Assist partners with development of event Promote events Prepare and distribute event kits Connecting Consumers & Producers Community Events take place Receive and evaluate final report Provide funding for community events Project reporting and distribution Invite RDBN Board of Directors to community events in their area 			

Connecting Consumers & Producers Agriculture Brochure

This project activity involved research, updates, printing, and distribution of the Agriculture Brochure designed by the Regional Economic Development Department in 2014. The intent of the brochure is to provide a resource for consumers that encourages preservation of food as a means to eat local all year round and provide a directory of local producers inclusive of all communities in the RDBN.



In 2019, RDBN staff did research for the brochure in-house, and Debbie Evans, Agriculture Coordinator, designed the brochure. The brochure was distributed at Connecting Consumers and Producers Community Events and Farmers Markets throughout the region. The brochure is also available on the project website. Feedback from community groups on the design and relevance of information in the brochure was very positive.

Introduced in the 2017 brochure was the participation of Producers from the Hazelton area, as requested by the Regional District of Kitimat-Stikine. This collaboration with the RDBN continued for production of the 2019 Brochure.

“Our organization felt the event was well organized with great participation from both producers and consumers. Everyone enjoyed the meal, meeting the producers and the entertainment.”

– Donna Lambert, Southside Senior’s Housing Society

Contact is made with each producer listed in the directory during the design phase of the brochure to ensure accuracy. In 2019 producers were contacted by phone in May with follow-up emails. Producer lists were reviewed for omissions. Any producers not listed were asked to contact the Regional Economic Development Department or Agriculture Coordinator if they wished to be listed in the directory.

Interest in listing in the directory has increase among producers in the region with the continued engagement created through the Regional District of Bulkley-Nechako’s Agriculture Coordinator position.



Connecting Consumers & Producers Community Events

This project activity involves a funding application process for community groups to host events that facilitated connecting consumers with local producers. This activity identifies sponsorship monies in 15 areas in the region (eight municipalities and seven electoral areas). In 2019 a total of nine applications were received from potential host partners for nine different events (eight events were approved) and events included partnerships between 18 additional organizations. The events included workshops on preserving local products, a volunteer appreciation BBQ, and Agriculture Awareness Day.

In addition to grant funded events, the Economic Development staff attended Farmers' Markets across the region, handing out brochures and promo products, and having community members complete the Consumer Agriculture Survey to enter to win a bag of locally produced items purchased right at the market. Economic Development staff also participated in the Bulkley Valley Exhibition parade where brochures and promo items were handed out to spectators.



The community events provide opportunity for “face-to-face” exposure with producers and as a long-term outcome they will increase producer’s long-term sales. Short-term sales were increased through the products purchased to host the events. There was an increase in community spirit for those participating in the Connecting Producers & Consumers Community Events. By providing opportunities for producers and consumers to meet, the project supported the long-term viability of the local agriculture industry.

Promotional items for events were purchased from two local producers; Sweet Nechako Honey provided honey samples and Bulkley Valley Hive & Honey provided soap samples. Spin-offs from this project will support the food producers and will encourage others to sell their locally produced products.

“The Night Market is such a great community experience, it’s like a party for the whole town. I loved having the opportunity to share information about my honey bees with the town. It is great exposure for my bee keeping business”

- Kristen Nutbrown, local producer

Community events exposed producers to a large number of consumers.¹ Consumer demand for local food products is on the rise, however, many consumers do not know where to purchase locally produced goods. This project was designed to make initial contacts to be followed by continued consumer purchases.

The Agriculture Coordinator will continue to be a valuable resource for promoting the Community Event Funding, and an increase in Community Events is expected for 2020.

¹ Attachment: Community Events

Connecting Consumers & Producers Social Media

A Facebook Page was added to the project in 2016. The short-term goal of the page was to engage with an online community. The page currently has 241 likes², and engagement with posts continues to improve.



Posts were focused on connecting consumers with producers in the region. They included posts about the following:

- Agricultural event information
- Interesting facts about agriculture in the region
- Promotion of local producers
- Farmers' Market information
- Tips on preserving locally produced food

5,814 People Reached		
3,375 3-Second Video Views		
56 Reactions, Comments & Shares		
23 Like	6 On Post	17 On Shares
2 Love	2 On Post	0 On Shares
8 Comments	0 On Post	8 On Shares
23 Shares	23 On Post	0 On Shares
367 Post Clicks		
56 Clicks to Play	86 Link Clicks	225 Other Clicks
NEGATIVE FEEDBACK		
0 Hide Post	0 Hide All Posts	
0 Report as Spam	0 Unlike Page	

All the Farmers' Markets in the region use Facebook and posts were shared on the Connecting Consumers and Producers page. Agricultural events and workshops shared from other Facebook pages received the most engagement.

Through the winter months, the Connecting Consumers and Producers page continue to share posts of interest and promote our local producers.

² Attachment: Statistics

Results of the Connecting Consumers and Producers Project

The Connecting Consumers and Producers project has been an initiative of the Regional Economic Development Department for six years. The project has promoted the region's producers and increased awareness of locally produced food.

The number of producers involved in community events increased this year from 30 in 2018 to 61 in 2019.



We were excited with the increase in engagement with local producers in 2019 with the ongoing participation of the Agriculture Coordinator. It is highly beneficial to have the additional contact and relationship that the Agriculture Coordinator position fosters, which has resulted in engagement with all aspects of the Connecting Consumers and Producers Program, including Brochure listings, Community Event participation, and overall increased sales in the industry.

By assisting marketing of small-scale agriculture in the region through the Agriculture Brochure, the project increased consumer knowledge about eating locally produced food year-round. The six-year total for Agriculture Brochures distribution is 8,290.³

There were positive supports and feedback for the Connecting Consumers and Producers project in 2019. Community groups hosting events continue to be appreciative and feel the project makes a positive impact on increasing consumer's awareness of purchasing locally produced food. The Facebook page continues to create a following on social media that will further engage producers and make connections with consumers.

The RDBN's commitment to the agriculture sector is evident through the success of the Connecting Consumers & Producers Project. Continued support of the agriculture industry will increase public awareness of the benefits of purchasing locally produced food.

"I had the great fortune to attend the event and help organize and provide food for the event. It is a great circle to see people learning how to preserve food and enjoying the look and quality of the foods we have provided. It's a great feeling."

- Michelle Roberge, Bioscape Farm

³ Attachment: Statistics

Attachments

Connecting Consumers and Producers Community Events

Name of Event	Partners	Area	Description	Attendees	\$ to Producers
Connecting Local Producers and Consumers Event & Fall Supper	<i>Southside Senior's Housing Society</i>	Electoral Area E	<ul style="list-style-type: none"> Dinner with locally sourced products Producer display tables Live music Door prizes 	100	\$409.00
Licensed to Grill BBQ @ The Burns Lake Community Market	<i>Burns Lake and District Chamber of Commerce</i> LD Express Kal Tire Save-on-Foods	Burns Lake	<ul style="list-style-type: none"> Hourly door prizes Free drinks and locally produced hot dogs and hamburgers Gave away market coupons Info booth with draw entry, brochures, promo items, and survey forms Face-in-the-Hole 	500	\$313.50
6 th Annual Night Market	<i>The District of Fort St James</i> Fort St James Farmers' Market Pope Mountain Arts Fort St James Chamber of Commerce	Fort St James	<ul style="list-style-type: none"> Live music, a clown, a magician, and a dancer Tours of the Healthy Minds Community Garden Fair Games Live music Door prizes 	400	\$30.00
Farmer and Volunteer Appreciation BBQ	<i>Smithers Community Radio Society</i>	Smithers	<ul style="list-style-type: none"> Catered with locally sourced products Live music Local artisanal tea maker Recorded podcast during event 	50	\$624.96
Children's Festival	<i>Lakes District Fair Association</i> The Link Lakes Literacy	Electoral Area B	<ul style="list-style-type: none"> Fresh is Best info table Games (Lego and Pea Pod Races) Local vegetable and meat samples Live entertainment 	750	\$525.00
Food Preservation Workshop	<i>Nechako Health Community Alliance</i> Nechako Valley Food Network	Vanderhoof	<ul style="list-style-type: none"> Certified instructors Canning of local produce Dehydration of local meats and produce Participants went home with canned goods and books 	10	\$142.14
Ag Awareness Days	<i>Pleasant Valley Cattlemen's Association</i>	Houston	<ul style="list-style-type: none"> Educational booths and displays Drone demonstrations Wagon Rides Free BBQ 	650	\$600.00
				2,460	\$2,644.60

*Host partner in Italics

Statistics

Agriculture Brochure

Short-term outcomes: Agriculture brochure created and distributed
 Increase in consumer awareness about local producers in region
 Increase in consumer knowledge about eating locally produced food year round

Year	Distribution	Producers Listed
2014	920	70
2015	950	82
2016	920	80
2017	1500	77
2018	2000	76
2019	2000	90

Directory Listings	2014	2015	2016	2017	2018	2019
Electoral Area 'A' Smithers Rural	38	37	32	28	24	32
Electoral Area 'B' Burns Lake Rural	4	4	5	6	7	9
Electoral Area 'C' Fort St. James Rural	2	3	3	2	2	2
Electoral Area 'D' Fraser Lake Rural	7	6	6	4	3	5
Electoral Area 'E' Francois/Ootsa Lake Rural	3	6	8	5	5	6
Electoral Area 'F' Vanderhoof Rural	15	24	23	21	21	20
Electoral Area 'G' Houston Rural	1	2	3	2	5	5
Hazelton and Area *new in 2017	n/a	n/a	n/a	9	9	11
Total Producers	70	82	80	77	76	90

Community Events

Short-term outcomes: Increase in short-term producer sales
 Promotion of regions producers
 Increase in resident awareness of RDBN

Year	Local Food Purchased	Attendance	Participating Producers
2014	\$6,486	1,694	not available
2015	\$7,393	20,182	60
2016	\$6,565	24,276	62
2017	\$1,385	1,299	63
2018	\$932	1,068	30
2019	\$2,644	2,460	61

Facebook

Year	Likes	Total Reach	Total Impressions
2016	114	8,476	23,293
2017	144	16,699	26,616
2018	220	19,555	31,857
2019	241	27,919	33,165



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: February 20, 2020
Re: Investment Summary

Recommendation (All/Directors/Majority):

“That the Board receive the investment report for savings held outside the general operating account for the year ending December 31, 2019

Discussion:

The current investment policy requires the Board to review and receive the investments held by the Regional District once year. The investments for January 2020 are as follows:

GIC Issuer	Purchase Value (No Accrued Interest)	Interest	Date of Purchase
Credential Securities (BVCU)			
Coast Capital Savings	\$1,540,521.10	2.40%	Sept 21, 2019
Raymond James			
Alterna Savings	\$1,000,000.00	2.45%	Oct 16, 2019
Alterna Savings	\$1,011,545.21	2.55%	Nov 4, 2019
Coast Capital Savings	\$2,094,663.51	2.54%	Aug 31, 2019
Canaccord Genuity			
Coast Capital Savings	\$1,046,609.90	2.60%	July 30, 2019
West Coast Savings	<u>\$1,031,565.70</u>	2.60%	Dec 21, 2019
GIC Subtotal	\$7,724,905.42		
MFA High Interest Savings Accounts as of December 31, 2020 (No accrued Interest)			
CIBC	\$4,040,000.63	2.46%	
NBA	<u>\$4,298,812.20</u>	2.32%	
High Interest Subtotal	\$7,655,721.41		
Total Investments	<u>\$15,380,626.83</u>		

The total estimated accrued interest is \$66,133.



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

To: Chair and Board of Directors
From: Janette Derksen, Deputy Director of Environmental Services
Date: February 20, 2020
Subject: Berman Lake Regional Transfer Station Cost Sharing Agreement – Renewal

RECOMMENDATION

That the Board enter into a three-year cost sharing agreement (beginning January 1, 2020 and expiring December 31, 2022) with the Regional District of Fraser-Fort George for operation of the Berman Lake Regional Transfer Station for an annual cost of \$32,281.20.

BACKGROUND

In the mid-1990s the Regional District of Bulkley-Nechako (RDBN) ceased operating a solid waste transfer station in the Cluculz Lake area. Closure of the facility resulted in the affected population utilizing the Regional District of Fraser-Fort George (RDFFG) operated landfill at Berman Lake. However, in 2000 the landfill facility at Berman Lake was closed and replaced with a transfer station.

In 2003, the RDBN entered into a three-year cost sharing agreement with the RDFFG, which would allow residents in the Cluculz Lake area to utilize the Berman Lake Transfer Station. At the time, data indicated that two thirds of the residents in the Berman Lake Transfer Station service area were residents of the RDBN and, as such, the RDBN agreed to pay two-thirds (rounded to 66%) of the operating costs.

The cost sharing agreement was then renewed a number of times with the latest agreement expiring December 31, 2019. The annual cost for the last three years has been \$30,744.00 with a 4% increase the latter half of 2018 due to increasing costs of operations and trucking.

The Regional District of Fraser-Fort George has requested a renewal of the cost sharing agreement for another three-year term (January 1, 2020 to December 31, 2022) with a 5% increase in the annual contract value, which would increase the annual cost to \$32,281.20.

RDBN staff have concluded that a 5% increase in annual contract value is a reasonable request and as such recommend moving forward with a renewal of the contract for an additional three-year term.

ATTACHMENTS

1. Letter from Regional District of Fraser-Fort George



320
REGIONAL DISTRICT
of Fraser-Fort George

Head Office:
155 George Street
Prince George, BC
V2L 1P8

Telephone:
(250) 960-4400
Long Distance
from within
the Regional District:
1-800-667-1959

Fax: (250) 563-7520

<http://www.rdffg.bc.ca>

Municipalities:

McBride
Mackenzie
Prince George
Valemount

Electoral Areas:

Chilako River-Nechako
Crooked River-Parship
Robson Valley-Canoe
Salmon River-Lakes
Tabor Lake-Stone Creek
Willow River-Upper Fraser
Woodpecker-Hixon

January 7, 2020

TRAN 19.0

Jannette Derksen
Deputy Director of Environmental Services
Bulkley-Nechako Regional District
PO Box 820
Burns Lake BC V0J 1E0

Dear Ms. Derksen:

Re: Renewal of Berman Lake Regional Transfer Station Cost Sharing Agreement

This is to inform you that the cost sharing agreement for Berman Lake Regional Transfer Station has expired on December 31, 2019. The Regional District of Fraser-Fort George (RDFFG) has valued this agreement and looks forward to a renewal of this partnership.

For this agreement, the RDFFG will be looking at a 5% increase to the value in item number six of the current agreement. This is due to the increase in operating, transport and maintenance costs over the contract duration. Service upgrades and improvements are regularly implemented to maintain a high service level. The RDFFG hopes you find this as a fair rate increase. Also, the RDFFG is working towards a three-year commitment of the agreement, January 1, 2020 to December 31, 2022.

Please respond in writing at your earliest convenience so that we can have a new the agreement in place.

Yours truly,

Petra Wildauer
General Manager of Environmental Services

Telephone: 250-960-4400
Facsimile: 250-562-8676
Email: pwildauer@rdffg.bc.ca

PW:jt

Attachment: 2017 – 2019 Agreement

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

To: Chair and Board of Directors

From: Janette Derksen, Deputy Director of Environmental Services

Date: February 20, 2020

Subject: Northwest Invasive Plant Council (NWIPC) Funding for 2020 & Field Scabious Plan

RECOMMENDATION:

1. That the Board approve the annual \$44,500 of funding to the Northwest Invasive Plant Council (NWIPC) for invasive plant management in the region for 2020.
 2. And further that, the Board of Directors approve an additional \$12,000 in 2020 and \$10,000 in 2021 and 2022 to initiate the Field Scabious Plan for the Bulkley, Lakes and Nechako Invasive Plant Management Areas (IPMA).
-

BACKGROUND INFORMATION:

In 2019, the annual funding amount that was committed to the Northwest Invasive Plant Council (NWIPC) by the RDBN was \$44,500.

To make management of invasive plant control more efficient, the NWIPC divides the RDBN into three invasive plant management areas (IPMAs): Nechako IPMA (Areas C, D and F), Lakes District IPMA (Areas B & E) and the Bulkley IPMA (Areas A & G). The funding was distributed equally among the three IPMAs and the distribution of funds was to be 85% for on-the-ground work and a maximum of 15% for administration. In addition, \$3,000 was designated for the Landowner Rebate Fund and \$500 was contributed towards a pooled NWIPC Education & Awareness Fund.

In 2019 the NWIPC invoiced the RDBN \$41,065.85 for the work that was conducted on the ground for all 3 IPMA zones. Again in 2019, the Homeowners Rebate was not well utilized with only \$419.18 of the \$3,000 paid out for this program. \$500 was put towards signage at Seymour Lake near Smithers in 2019. The signage was to advise the public about an invasive aquatic weed, Yellow Floating Heart, that is causing havoc on the lake. The Lake Seymour presentation was given to the Board in the spring of 2019.

The table below shows the funding commitments that the RDBN has made to the NWIPC in the past number of years.

	2010/2011	2012/2013	2014/2015	2016	2017-2019
RDBN committed contributions (NWIPC)	\$ 30,000	\$ 37,000	\$ 43,000	\$ 43,500	\$44,500

Regional Field Scabious Plan

In 2013-14, RDBN staff worked with the NWIPC to develop the Buck Flats 2014 Special Project that outlined a plan to work with the Field Scabious in that area, established a containment area. The challenge with this containment area is that a creek runs through the area, as well as property owner buy in. Since then, the NWIPC has been maintaining the infestation around the Buck Flats area with chemical treatments along MOTI's right-of-ways and mechanical treatment (hand pulling) along the riparian areas. The NWIPC has not been able to gain any ground in this containment area with the funding allocated for this specific IPMA due to the challenges the area presents. This same containment strategy was also applied to a Field Scabious infestation found in the Fort Fraser area around the same time, but without the challenges that Buck Flats has, so in 2017 the Fort Fraser containment area was lifted, proving success of the strategy used.

The NWIPC has put together a plan for the regions Field Scabious issue. This plan includes the Buck Flats containment area and another similar area in the Nechako IPMA around Stoney Creek. The plan proposes that with additional funding for 3 years the NWIPC could provide outreach materials and on the ground work on these infestations that they could potentially lift the containment area. If the plan is successful, the years following this special project would see only the need for monitoring and spot treatment with the funding allocated to the IPMAs. Please see the attached document from the NWIPC for details on the plan. NWIPC would conduct the project and work with the property owners. The RDBN would support the project with funding as well as promote the project through regional newsletter inserts and assistance with public inquiry.

The following chart outlines a 3-year proposed budget for this Regional Field Scabious Special Project.

	2020	2021	2022
RDBN contribution			
Signage/installation	\$ 2,000.00		
On-ground work	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00

Summary

The RDBN contributions towards the NWIPC will remain the same for 2020 at \$44,500 for all the groundwork, Education and Awareness as well as the Homeowners Rebate. Staff has requested that the NWIPC staff re-structure and promote the Homeowners Rebate program to make it more usable for property owners. In addition to the existing contributions, staff recommends that the Board consider approving the increase to the budget be put in place for the 3-year Regional Field Scabious Plan at \$12,000 for 2020 reducing to \$10,000 for 2021-22.

Attachments:

1. NWIPC RDBN Field Scabious Proposal 2020
2. NWIPC RDBN Report 2019



Regional District Bulkley Nechako
Proposal for a Regional Field Scabious Plan

Prepared on behalf of the Northwest Invasive Plant Council
by Darrell Hill, NWIPC Field Coordinator
January 2020

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Introduction

The Northwest Invasive Plant Council (NWIPC) submits this proposal for review by the Regional District Bulkley Nechako. The proposal describes the issues faced and proposed plans to address the non-native invasive plant Field scabious (*Knautia arvensis*).

Field scabious is a tap-rooted perennial herb, originating in Eurasia and Africa, that can produce 2000 seeds per plant with seed viably banked in the soil for many years. This plant likes to establish in hay meadows, cultivated fields, road rights-of-way, and unmaintained, disturbed areas.¹ Northwest British Columbia and the RDBN is highly susceptible to incursion of this species.

Field scabious is considered a species under *containment* by the Northwest Invasive Plant Council (NWIPC). Species under containment are species that have heavily infested a specific area and eradication is no longer possible with current resources. The priority is to prevent the spread of the species beyond the area under containment. Outside the containment area all occurrences of the species need to be managed. This includes enhanced awareness work, inventory, treatment, and monitoring. Management objectives for sites inside the containment area could include rehabilitation or specific inventory and control projects in areas deemed to be critical from an economic or conservation perspective.

The NWIPC has 8 different Invasive Plant Management Areas (IPMA) spread along the Highway 16 corridor. The Regional District Bulkley Nechako electoral areas are split into 3 IPMAs; Nechako, Lakes District, and the Bulkley. There are field scabious sites in all 3 IPMAs, but the main infestations are found in the Nechako and Bulkley IPMAs.

Field Scabious Containment Areas within RDBN

Refer to the Appendix for Google Earth images showing the extent of the containment areas for the Buck Flats and Stoney Creek areas.

Buck Flats

The Buck Creek, Buck Flats, area south of Houston, in the Bulkley IPMA, presents some interesting challenges to maintaining the current containment strategy. This is a creek and flood plain system that is connected to the Bulkley River. A report, *Buck Flats 2014 Special Project - Summary Report* was prepared for the RDBN by the NWIPC. If continued action in the Buck Flats area is not taken, the field scabious will get into the Bulkley and Skeena River systems and spread over an even bigger area. Barriers to success in this area include shallow wells in the area, a general lack of interest of private property owners in the area to manage the weeds on their property, a general lack of support from property owners for the use of herbicide, and a lack of awareness about the impacts of Field scabious.

¹ *The Role of Invasive Species Management in Terrestrial Ecosystem Restoration*, David Polster, 2002.

Stoney Creek

The Stoney Creek area south of Vanderhoof, in the Nechako IPMA, is centered around the Saik'uz First Nation reserve. Hay from this area is used and sold for use in areas outside of the containment area. The partnership with the Saik'uz and the NWIPCs Nechako IPMA contractor has not been active for several years. This partnership involved the contractor hiring local band members to conduct mechanical control work on band lands. Re-establishing the partnership with the Saik'uz is likely the most important step in reducing the spread of Field scabious beyond this area and potentially reducing the area covered by this particular containment area.

Fort Fraser

The Fort Fraser containment lines, in the Nechako IPMA, were officially removed in 2017 after many years of effort by the Nechako IPMA contractor in controlling the plants on Crown land sites within the containment area. Most of this containment zone was centered around the Telegraph Road, just south of Fort Fraser. The area of infestation on Crown lands and some private property sites has been reduced. Successful treatment and reduction in infested areas on private rural properties is key to ensuring containment lines do not have to be put back in place. Buy-in from the property owners and stable funding for the management of field scabious in this area is essential.

Proposed Plans

The following plans provide a brief description of the problem and proposed solutions

Lakes District IPMA

Field scabious is not currently known to be on RDBN or rural private property in this IPMA. In order to ensure any new occurrences are reported, the primary focus for the Lakes Districts IPMA should be outreach and education activities. This could include displays at trade events, posting collaborative signs in key public areas and working with multiple NWIPC partners across the Lakes District.

- Start with the purchase and installation of appropriate signage for key public areas. These areas could include regional district transfer stations, highway rest stops, community welcome and information signs, trail heads, popular recreation areas, and post office box locations.
- Work with RDBN staff to ensure NWIPC materials are displayed at key locations and included in mail outs to residents.

Bulkley IPMA

The focus of concern for this IPMA is the Buck Flats Containment Area. Because of the lack of buy-in from the residents and the sensitive location of many highly infested properties, reducing the size of, or removing the Buck Flats containment area, is not currently feasible.

There are recommendations in the 2014 special project report, that should continue. These include:

- Continue to treat all field scabious plants found on the Buck Flats Road right of way. With the current Coastal Gas Link project in construction phase there will be an increased amount of traffic through this area. This control work will be done if the MOTI continues to approve of this work within the containment area.
- Continue to conduct “search and destroy” programs along Buck Creek. Due to bank sluffing issues on Buck Creek it is important to manage sites that appear downstream from the containment area to prevent field scabious from establishing along the Bulkley River. This control work will be done if the MFLNRO continues to approve of this work within the containment area.
- Fund the treatment of field scabious on rural private property if property owners at the margins of the containment zone are willing to allow treatments to proceed. And the owners agree to allow treatments to continue for at least 3 years with follow up surveys to continue afterwards to ensure re-establishment does not happen.
- Collect accurate survey data on field scabious growing on private property by working with landowners who are managing field scabious on their land, or who are requesting assistance with managing their field scabious. Enter the data into IAPP.
- Continue to work with Buck Flats residents to inform them of ongoing field scabious management efforts and encourage them to manage plants on their property. Within this small community there is a large range of opinions on both the field scabious plant itself and the NWIPC’s management efforts. Continued education and outreach are key.
- Attempt to engage local service and recreation clubs to get more people from the surrounding area involved and aware of the ongoing efforts.
- To help prevent the further spread of field scabious outside of the Buck Flats Containment Area conduct a similar outreach and education program as the one proposed for the Lakes District IPMA. Focus on attending as many agricultural events as possible, concentrating on the Houston area.

Nechako IPMA

The focus of concern for this IPMA is the Stoney Creek and Fort Fraser Containment Areas

Stoney Creek

- Because of the lack of buy-in from the residents and the sensitive location of many highly infested sites, reducing the size of the Stoney Creek containment area is not currently likely.
- If the NWIPC plans to hire a First Nations Coordinator are approved, consultations can be initiated with current representatives from the Saik’uz First Nation and residents of the Stoney Creek area.
- To help prevent the further spread of field scabious outside of the Stoney Creek Containment Area, conduct a similar outreach and education program as the one

proposed for the Lakes District IPMA. Focus on attending as many agricultural events as possible, with an emphasis on the Vanderhoof area.

Fort Fraser

The containment area for this location was removed. However, all field scabious plants should be managed no matter where they are found.

- Increase funding for consulting with residents, conducting surveys, and treatments on rural private property in the Nechako IPMA. To ensure consistency and efficacy of the work on private property it should be limited to people willing to allow treatments to continue for at least 3 years with follow up surveys to continue afterwards.
- To help prevent the further spread of field scabious outside of the Fort Fraser Containment Area conduct a similar outreach and education program as the one proposed for the Lakes District IPMA. Focus on attending as many agricultural events as possible, concentrating on the Fort Fraser area.

Budget Implications for RDBN

All IPMAs

- If the work and budgets are approved by Ministry partners, the field work on Crown lands for MFLNRORD & MOTI will not have any budget implications for the RDBN. By helping to prevent the further spread of field scabious the RDBN will benefit from this work.
- The proposal for purchasing and installing signage to increase awareness of invasive plants is to start with the purchase of 12 signs in 2020, roughly 4 signs per IPMA. Signs are aluminum sandwich with foam core (dibond).
 - Twelve, 24" x 36" dibond, non-reflective signs will cost approximately \$90.00 per sign; reflective ink cost increases to approximately \$120/sign
 - Twelve 18" 27" dibond, non-reflective signs will cost approximately \$51.00/sign; reflective ink cost increases to approximately \$68.00/sign
 - Installation may add an additional cost. Explore opportunities to work with existing partners, community groups, and land user groups along with soliciting donations of installation materials from suppliers will limit installation labour and materials costs.

Bulkley IPMA

- If appropriate landowners can be identified on the outside margins of the Buck Flats Containment Area, this proposal is asking for an annual budget of up to \$3,000 over and above past IPMA annual allocation (\$10,600 – Bulkley) for consultations, surveys and treatments. This increase would only be spent if appropriate landowners are identified and there is reason to believe the field scabious on the property can effectively be managed.

Nechako IPMA

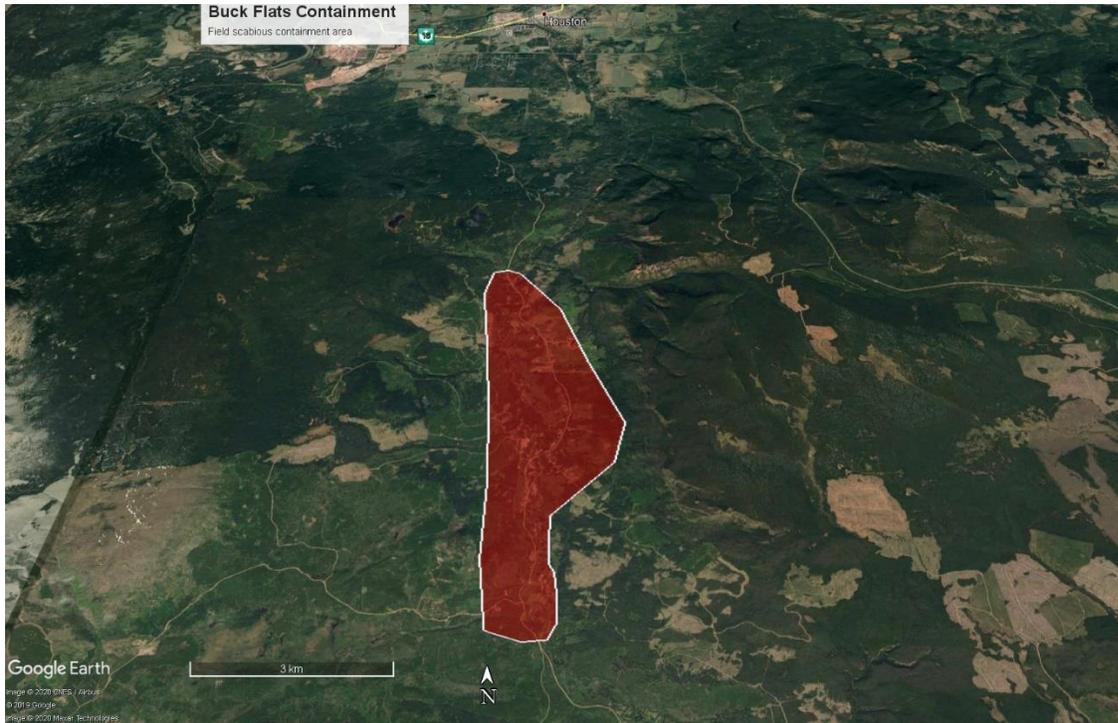
- Current survey result estimates that there are 11.12 hectares of field scabious to manage on rural private property in the former Fort Fraser containment area. This may be a low estimate as surveys on private property can only occur with the permission of the land owner. With the current need for consultations, increased surveys to collect accurate data and expanded treatment programs for field scabious on rural private properties in this IPMA, the current IPMA budget requires an increase from its normal annual RDBN funding (\$10,600), for approximately 5 to 10 years.
 - This proposal is asking for an annual budget increase of up to \$5,000.00 for consultations, surveys and treatments. This budget would be spent on a 'first come, first served' basis. Landowners would have to be willing to commit to allow for treatments to occur for a minimum of 3 years and continued surveys to ensure no plants remerge, and there is reason to believe the field scabious on the private land can effectively be managed.
 - With diligent and ongoing management, the expectation is that this amount should go down over time as the area infested is reduced, plants are not allowed to establish in the area, and the field crews can transition from treatment to monitoring.

Summary

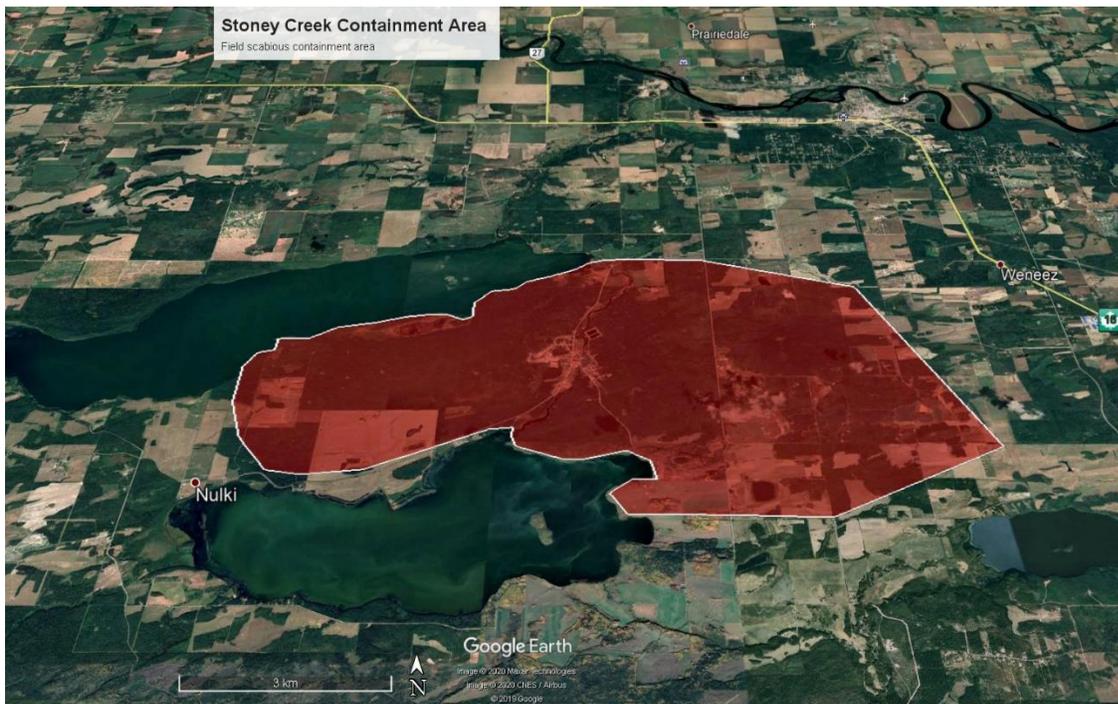
Field scabious is an invasive plant that is affecting the biodiversity on sites where it has become established. It reduces the farm values of infested crops. Much of the land base within the RDBN is susceptible to invasion so it is important that the NWIPC and the RDBN take steps to limit its spread within and outside the region. The NWIPC has been successful in removing one of the containment lines for field scabious – the Fort Fraser containment area – which shows the positive impact of active, on-going management of Field scabious. This proposal lays out steps to ensure the continued success of this removal and could provide the ground work necessary to reduce the size of the two other field scabious containment areas in place within the RDBN.

Appendix

Buck Flats Containment Area



Stoney Creek Containment Area





Northwest
INVASIVE PLANT COUNCIL

Invasive Plant Management Services for 2019 Report to the Regional District Bulkley-Nechako

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Invasive Plant Management Services for 2019

BACKGROUND

The Northwest Invasive Plant Council is a non-profit organization that works with provincial, regional, municipal, and local governments to manage non-native, invasive plants across northwestern BC. The NWIPC also promotes education and awareness programs and special projects that are of interest to its general membership.

The NWIPC hires contractors to carry out Invasive Plant Management (IPM) services for our partners based on an agreed upon workplan. The services are aligned with NWIPC's mandate and meet the goals identified in the NWIPC Strategic Plan (www.nwipc.org). The NWIPC program staff and contractors work with our funding partners to ensure that the IPM meets the expectations and criteria set out in the work plans, which are developed jointly by NWIPC and the partner. The contractors are monitored and audited by the NWIPC field coordinator to ensure compliance in contract service delivery, as well as with provincial regulations defined by the BC *Weed Act*, the *Integrated Pest Management Act*, and other applicable legislation.

DUTIES AND DELIVERABLES

This report provides a summary of IPM accomplishments on Regional District Bulkley-Nechako (RDBN) properties and rural private lands and includes extracts (as separate digital files) from the BC Invasive Alien Plant Program (IAPP). The NWIPC has a duty to report these items as accurately as possible using data entered in to the IAPP database by our invasive plant management area IPMA contractors. The field data is reviewed by the NWIPC Field Coordinator for errors and missing information.

There are three Invasive Plant Management Areas (IPMA) in the RDBN:

- Bulkley IPMA
- Lakes District IPMA
- Nechako IPMA

NWIPC presents the following information at a level of detail that accurately describes the IPM services performed for the Regional District Bulkley-Nechako (RDBN) in 2019.

SUMMARY OF ON-THE-GROUND ACTIVITIES

Invasive Plant (IP) Site Surveys and Species Inventory

The following tables summarize data and activities across the Lakes District (Lakes), Nechako and Bulkley IPMAs. The contractors performed 327 invasive plant inventories on the 182 sites they surveyed. Twenty-seven priority species were identified. The cumulative area of infestations was 79.81 hectares.

Table 1 (next page) summarizes, by IPMA, the species inventoried and ranks them by cumulative area of infestation. This ranking does not reflect the species' priority treatment status. Species with 0.0000 for area means the species was not found but had been present on site in previous years. NWIPC monitors for the species over several years to ensure it does not return to a site.

Table 1. Survey of Invasive Plants by IPMA

IPMA	Species	# of Sites with Species Present	Cumulative Est. Area (ha)
Bulkley	Yellow hawkweed (HIER PRA)	11	3.0000
Bulkley	Oxeye daisy (LEUC VUL)	11	2.9700
Bulkley	Canada thistle (CIRS ARV)	9	2.6000
Bulkley	Spotted knapweed (CENT BIE)	6	2.0100
Bulkley	Burdock species (ARCT SPP)	4	1.2001
Bulkley	Meadow buttercup (RANU ACR)	2	1.0000
Bulkley	Field scabious (KNAU ARV)	7	0.6405
Bulkley	Orange hawkweed (HIER AUR)	4	0.3000
Bulkley	Scentless chamomile (MATR PER)	5	0.2500
Bulkley	Common tansy (TANA VUL)	17	0.1100
Bulkley	Mountain bluet (CENT MON)	9	0.1021
Bulkley	Blueweed (ECHI VUL)	3	0.1020
Bulkley	Tall hawkweed (HIER OID)	1	0.0200
Bulkley	Bull thistle (CIRS VUL)	1	0.0000
Bulkley	Common comfrey (SYMP OFF)	4	0.0000
Bulkley	Curled dock (RUME CRI)	1	0.0000
Bulkley	Meadow goats-beard (TRAG PRA)	1	0.0000
Bulkley	Sulphur cinquefoil (POTE REC)	3	0.0000
	Bulkley Total	99	14.3047
Lakes	Spotted knapweed (CENT BIE)	6	3.5320
Lakes	Orange hawkweed (HIER AUR)	5	3.5060
Lakes	Yellow hawkweed (HIER PRA)	5	3.0030
Lakes	Common tansy (TANA VUL)	24	2.7611
Lakes	Mountain bluet (CENT MON)	41	2.0556
Lakes	Dalmatian toadflax (LINA DAL)	3	1.5025
Lakes	Oxeye daisy (LEUC VUL)	2	1.0000
Lakes	Leafy spurge (EUPH ESU)	1	0.0150
Lakes	Meadow buttercup (RANU ACR)	1	0.0100
Lakes	Black knapweed (CENT NIG)	2	0.0000
Lakes	Common comfrey (SYMP OFF)	1	0.0000
Lakes	Meadow knapweed (CENT DEB)	1	0.0000
Lakes	Yellow hawkweed species (HIER SPP)	1	0.0000
	Lakes Total	93	17.3852
Nechako	Field scabious (KNAU ARV)	45	5.88450
Nechako	Yellow hawkweed (HIER PRA)	40	5.86800
Nechako	Oxeye daisy (LEUC VUL)	20	0.53100
Nechako	Yellow/common toadflax (LINA VUL)	2	0.08100
Nechako	Canada thistle (CIRS ARV)	5	0.04100
Nechako	Mountain bluet (CENT MON)	2	0.03020
Nechako	Spotted knapweed (CENT BIE)	1	0.03000
Nechako	Yellow hawkweed species (HIER SPP)	2	0.03000
Nechako	Leafy spurge (EUPH ESU)	1	0.01000
Nechako	Sowthistle species (SONC SPP)	1	0.01000
Nechako	White cockle (LYCH ALB)	1	0.01000
Nechako	Mullein (VERB THA)	1	0.00040
	Nechako Total	121	12.5261
	RDBN GRAND TOTAL	391	79.8150

Invasive Plant Treatments

The NWIPC follows integrated pest management principles using one or a combinations of treatments – biological, chemical, mechanical – to reduce invasive plant infestations to acceptable levels.

Mechanical Treatment

Fifty-nine sites received mechanical treatments on high priority species. Several methods were used – dead-heading, digging, and hand-pulling.

Table 2. Mechanical Treatments Summary

IPMA	Species	# of Sites on which Species was Treated	Cumulative Area Treated
Bulkley	Common tansy (TANA VUL)	4	0.0006
Bulkley	Field scabious (KNAU ARV)	2	0.0002
Bulkley	Spotted knapweed (CENT BIE)	3	0.0031
	Bulkley Total	9	0.0039
Lakes	Common tansy (TANA VUL)	2	0.0018
Lakes	Leafy spurge (EUPH ESU)	1	0.008
Lakes	Mountain bluet (CENT MON)	9	0.0094
	Lakes Total	12	0.0192
Nechako	Field scabious (KNAU ARV)	32	1.6624
Nechako	Leafy spurge (EUPH ESU)	1	0.005
Nechako	Mountain bluet (CENT MON)	3	0.0552
	Spotted knapweed (CENT BIE)	1	0.03
	Nechako Total	37	1.7526
	RDBN GRAND TOTAL	58	1.7757

Chemical Treatment

The spot application of herbicide is determined by several factors – instructions from partners, public and private input, applicable provincial and federal regulations, the species and site factors. Herbicide is applied using back-pack or boomless nozzle sprayers to minimize area impacted.

Seventy-three sites received spot application on high priority species. These treatments were monitored for efficacy of treatments, either in second pass surveys in 2019, or will be monitored for efficacy of treatment during the first pass surveys of 2020.

Table 3. Chemical Treatments Summary

IPMA	Species	# of Sites on which Species was Treated	Cumulative Area Treated
Bulkley	Blueweed (ECHI VUL)	1	0.0050
Bulkley	Common tansy (TANA VUL)	10	0.0886
Bulkley	Field scabious (KNAU ARV)	1	0.0050
Bulkley	Mountain bluet (CENT MON)	3	0.0066
Bulkley	Spotted knapweed (CENT BIE)	1	0.0750
	Bulkley Total	16	0.1802
Lakes	Common tansy (TANA VUL)	12	0.1031
Lakes	Leafy spurge (EUPH ESU)	1	0.0025
Lakes	Mountain bluet (CENT MON)	17	0.2383
Lakes	Spotted knapweed (CENT BIE)	5	0.1663
	Lakes Total	35	0.5102
Nechako	Field scabious (KNAU ARV)	22	0.3621
	Nechako Total	22	0.3621
	RDBN GRAND TOTAL	73	1.0525

Treatment Monitoring

The NWIPC monitors its contractors for contract compliance, efficacy of treatments, and adherence to legislation and regulations.

Data Collection and Entry

All field data are entered in the [BC Invasive Alien Plant Program](#) (IAPP). Details for individual sites, by IPMA, can be found in the data extracts that accompany this report. The NWIPC verifies the data and makes corrections, if required. The data summaries in the preceding tables are drawn directly from IAPP.

RDBN LANDOWNER REBATE PROGRAMME

The RDBN Landowner Rebate Program commits to a funding level of \$3,000 for landowner rebates. Two landowners applied for the rebate and received 50% of the treatment costs for invasive plant management on their land. The uptake for the rebate is not utilized well by RDBN rural landowners. This is a program that needs to be promoted widely across the RDBN through the RBN website, social media and in print materials.

EDUCATION AND AWARENESS (E&A)

The education and awareness allocation was pooled with all other contributors to the NWIPC overall E&A fund. Our contractors were given an allowance to cover their time to answer questions from the public and promote the NWIPC mandate for invasive plant management. They also leave informational “door knockers” at private residences on which they have identified the presence of high priority invasive plants. From the pooled fund, the NWIPC was able to purchase two display tents which feature the *Play Clean Go* programs that have been adopted provincially and federally. Reprinting of existing materials (brochures, rack cards) provided handouts for fairs, home and garden shows, farmers’ markets and plant sales across the NWIPC operating area.

The NWIPC in partnership with the Seymour Lake Conservation Society (SLCS) presented to the RDBN Council and the Town of Smithers, the findings of Yellow floating heart in Seymour Lake. Yellow floating heart is extremely invasive and is slowly crowding out native aquatic plants as well as reducing food and habitat for fish and water fowl. The Ministry of Forests conducted an Early Detection Rapid Response (EDRR) assessment of this species for the region and it has now been placed on the Provincial EDDR list. The SLCS in partnership with the NWIPC has paced Clean Drain Dry signs and warnings about transporting plant parts to other water bodies in the area.

FINANCIAL STATEMENT

The Northwest Invasive Plant Council adheres to General Accounting Policies and Procedures (GAPP). The RDBN’s funding commitment was a maximum of \$44,500. Total costs to the RDBN for NWIPC work came to \$41,065.85 leaving \$3,434.77 of the total commitment funding not utilized.

Financial Summary

Table 4 (next page), summarizes expenditures against budget items, as identified in the RDBN Letter of Agreement with the NWIPC.

Table 4. Summary of On-the-Ground and Program Management Costs

Funding Commitment \$45,500		
Directed Funds	Budget	Actual
Landowner Rebate Program (aka 50/50)	3,000.00	419.19
Education & Awareness (goes to NWIPC E&A pool of funds)	500.00	500.00
Sub total	3,500.00	919.19
Program Management		
Administration/Overhead (15% of total funding commitment)	6,150.00	6,150.00
REDRR (2% of total funding commitment)	820.00	820.00
Field Ops Coordination (5% of total funding commitment)	2,050.00	2,050.00
Sub total	9,020.00	9,020.00
On-the-ground (contractor charges) and Data Entry		
Bulkley IPMA	10,550.00	10,697.71
Nechako IPMA	10,600.00	10,429.30
Lakes District IPMA	9,900.00	9,999.65
Sub total	31,980.00	31,126.66
TOTAL	44,500.00	41,065.85

SUMMARY

The IPM activities resulted in minimizing and/or preventing the spread of known infestations with treatments aimed at control and possible eradication, over time. Plant inventory data from each site was collected, checked and entered in the provincial IAPP database. The NWIPC contractors were able to meet the priority objectives for their workplans.

The NWIPC contractors and NWIPC personnel distributed education and awareness materials and represented the NWIPC at the BC Northern Home and Garden Show and the BC Northern Exhibition. New materials were printed for distribution across the northwest. Workshops on best management practices for invasive plant management and invasive plant identification and reporting were delivered to the forest industry in the RDBN area. The NWIPC also presented a delegation to the RDBN Directors

The Landowner Invasive Plant Removal Rebate is consistently under-utilized by private landowners. This is consistent with results in other IPMAs. The NWIPC will be re-evaluating this program across our operating area and working with our partners to develop a more robust program that will benefit more landowners and help meet the objective of invasive plant management on private lands.

The NWIPC looks forward to continuing the invasive plant management partnership with the RDBN in 2020.

Attachments, as separate files:

IAPP extracts delivered as separate digital files



Canadian
Cancer
Society

January 16, 2020

Mr. Gerry Thiessen, Chair
Bulkley-Nechako Regional District
PO Box 820, 37-3rd Avenue
Burns Lake, BC V0J 1E0

Dear Chair Thiessen and Bulkley-Nechako Regional District Board,

Your grant of \$25,000 to the Canadian Cancer Society's Peace of Mind campaign has been instrumental in encouraging other donors and Regional Districts to step up for this cause.

Over \$280,000 was raised to go directly to supporting northern British Columbians by reducing the nightly fee at Kordyban Lodge. Effective, February 1, 2020 and continuing through January 31, 2021, the nightly fee will be \$30 per guest, a savings of \$22 per night per guest.

We cannot thank you enough for your support of this campaign and are pleased to include a progress report for your review and records. In 2019, 223 people from the Bulkley-Nechako Regional District stayed at Kordyban Lodge while in Prince George for cancer treatment and other medical appointments.

I am also taking this opportunity to let you know that I will be leaving my role with the Canadian Cancer Society at the end of January and am pleased to introduce you to my colleague, Sandra Blackwell, who is here to support you going forward. Sandra is available by telephone at 250-645-2361 or email at sandra.blackwell@cancer.ca

Thank you so much for your contribution to this cause. You really are helping give northern British Columbians 'peace of mind'.

Yours truly,

A handwritten signature in black ink, appearing to read 'Margaret Jones-Bricker'.

Margaret Jones-Bricker
Manager, Annual Giving
T: 250-645-2369 | E: margaret.jonesbricker@cancer.ca

cc: Cheryl Anderson, Sandra Blackwell



L to R: Bob Redden, Dan Rose, Michael Downes, Mike Morris, Mary Kordyban, Lyn Hall, Shirley Bond, Margaret Jones-Bricker

Thank you!

You recognized the need to lower user fees and make a stay at Kordyban Lodge more accessible. Your generosity has made it possible for the nightly fee at the Lodge to be \$30 per guest from February 1, 2020 through January 31, 2021.

This represents a savings of \$22 per night per guest and will go a long way to easing the economic burden of cancer on northern British Columbians.

Through the Peace of Mind campaign, your gift has helped us to lower Kordyban Lodge user fees while offering the kind of care and support that is so desperately needed in Northern BC.

For Mike, Kordyban Lodge felt like family



Mike Calli, cancer survivor
from Prince Rupert

Mike Calli heard about the Lodge when he came from Prince Rupert to see his surgeon in Prince George before starting 2 months of radiation for colon cancer.

"They said I could stay at Kordyban Lodge and I said, 'what's that?' Now I've been there so many times, it feels like family," says Mike. "I met some really good friends. When you meet people in similar situations, you just feel open. You can be honest. And the volunteers and staff – you've never met a kinder, more understanding bunch of people. They really go out of their way to help. It gives you a spark that everyone there cares so much. You can learn to start living again."

As a Freemason, Mike also enjoyed connecting with the Freemason Cancer Car program volunteers in the Lodge. "They picked me up and took me to meetings and made sure I got connected."

Now back home, Mike is looking for ways to help others even more, and as a former marine educator, that means connecting people to his love of the water. "This experience has inspired me to get involved with the local hospice society. I offer people a boating experience at no charge.

I say to everyone, give what you can, whether it's financial or not. You never know – one day it might be you."



Canadian
Cancer
Society



Affordable accommodation close to treatment

Kordyban Lodge welcomes guests from all over the North, offering rest, nutritious meals, easy access to cancer information, and staff who are on-site 24 hours a day to provide support and information to guests.

The Lodge offers a variety of amenities to help guests feel at home, such as a media room, family room, games room, spiritual room, laundry facilities, guest computer areas and more. There is also a wig and breast prosthesis bank on-site for those who need them.

"I really don't know how to thank you. You guys just carry people through in so many ways."

– Edi Young, Lodge guest

Donor Appreciation

Thank you so much to the following major donors to the Peace of Mind Campaign:

Peace River Regional District
Bulkley-Nechako Regional District
Regional District of Kitimat-Stikine
Dr Keith Corbett
Prince George Ford
Regional District of Fraser-Fort George
Vivian Shaw
Environmental Dynamics Inc
KPMG Foundation
Bob and Sonja Redden
Cariboo Forest Consultants
Swamp Donkey
Maurice and Emily Sperling
Carrier Lumber Ltd.
LNG Canada
BC Northern Real Estate Board
Fort St. John Co-Op
Bulkley Valley District Hospital Auxiliary
Auto Magic
Prince George Cougars
Kispiox Valley Rodeo
Northern Chapter of WICC
Dr Mira Perkovic
Dr Jose Lopez
ARC Resources Ltd.
Rotary Club of Mackenzie
Dr Diane Kjorven
The Mechanical Contractors Association
Prince George Community Foundation
AllNorth Consultants
Revenant Resources Ltd.
Doris Dittaro
Burns Lake Community Forest Ltd.

Kordyban Lodge guest stays in 2019:

Peace River Regional District	259
Bulkley-Nechako Regional District	223
Kitimat-Stikine Regional District	150
Fraser-Fort George Regional District	39
North Coast Regional District	60
Cariboo Regional District	105
TOTAL GUESTS	836

Regional District of Bulkley-Nechako

Action List - January 2020 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Broadband Committee Meeting January 9, 2020	Delegation Thank You Letters	Write a thank you letter to Falko Kadenbach, Vice President, ABC Communications.	Geraldine	Completed	28-Jan-20
BBC.2020-1-3 Broadband Committee January 9, 2020	RDBN Broadband Study	Prioritize the following projects for 2020 grant applications: Fort St. James Cellular Coverage; Buck Flats Cellular and LTE Coverage; Grassy Plains and Ootsa Lake Cellular and LTE Coverage; Industrial Cellular and LTE Coverage for Clearview Landfill, Pinkut Lake and Taltapin Lake; fibre to the home for Area B/Area E - Highway 35 and Southbank, and east end of Francois Lake.	John	Completed	
BBC.2020-1-4 Broadband Committee January 9, 2020	Invite Rio Tinto to an Upcoming Broadband Committee Meeting	Invite Rio Tinto to an upcoming Broadband Committee meeting to discuss cellular coverage on the Southside of Francois Lake. **UPDATE** Meeting occurred at BC Natural Resources Forum January 30, 2020 in Prince George.	Curtis	Completed	
C.W.2020-1-3 Committee of the Whole January 9, 2020	Asset Management Policy and Strategy	Staff to implement the Asset Management Policy and Strategy.	John	Completed	
C.W.2020-1-4 Committee of the Whole January 9, 2020	Modernizing BC's Emergency Management Legislation	Staff to: 1. send the letter of response to the Honourable Minister Farnworth regarding the Modernizing BC's Emergency Management Legislation – Discussion Paper, as attached to the staff report dated January 9, 2020 as amended to include the following: RDBN Comments (Page 4 of the letter) -There are many residents that live in remote rural areas with historical knowledge, how will these local knowledge experts be included? 2. And, prepare and submit the same response letter regarding the Modernizing BC's Emergency Management Legislation – Discussion Paper to EmergencyProgramAct@gov.bc.ca prior to the comment period deadline of January 31, 2020.	Deborah JM	Completed	24-Jan-20
C.W.2020-1-6 Committee of the Whole January 9, 2020	Minerals Roundup - Vancouver, B.C. - January 20-23, 2020	Travel arrangements for Director Greenaway's attendance at Minerals Roundup in Vancouver, January 20-23, 2020.	Geraldine	Completed	
RDC.2020-1-3 Rural Directors Committee January 9, 2020	Agricultural Community Meeting on Water Sustainability Act - February 5, 2020 - Vanderhoof, B.C.	Provide notification of any Directors wanting to attend the Agricultural Community Meeting on the <i>Water Sustainability Act</i> in Vanderhoof, B.C. on February 5, 2020.	Wendy	Completed	

Regional District of Bulkley-Nechako

Action List - January 2020 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
RDC.2020-1-5 Rural Directors Committee January 9, 2020	Regional Agriculture Forum Oct 23-24, 2020 "Soil to Table -Celebrating Local Agriculture"	The Draft Agenda for the Regional Agriculture Forum Oct 23-24, 2020 "Soil to Table -Celebrating Local Agriculture" be approved.	Debbie	Completed	January 23, 2020 Board meeting
RDC.2020-1-6 Rural Directors Committee January 9, 2020	RDBN Food Hub and Food Economy Assessment	Staff to proceed with a Request for Proposal on BC Bid for the RDBN Food Hub and Food Economy Assessment.	Debbie	Completed	Closed February 11, 2020
RDC.2020-1-7 Rural Directors Committee January 9, 2020	Rural/Agriculture Committee	Rename the Rural Directors Committee to the Rural/Agriculture Committee.	Wendy/Cheryl	Completed	
RDC.2020-1-10 Rural Directors Committee January 9, 2020	Fire Department Emergency Services	Repeal the following: a. "Topley Rural Road Rescue and Medical First Responders Service Establishment Bylaw No. 1745, 2015" b. "RDBN Electoral Area C (Fort St. James Rural) Road Rescue Contribution Service Establishment Bylaw No. 1651, 2012" and "RDBN Electoral Area D Emergency Extrication Service Area Establishment Bylaw No. 1516, 2009"; and c. "Electoral Area 'A' Emergency Response Contribution Local Service Amendment Bylaw No. 853, 1995.	Deborah JM	In Progress	
Board Meeting January 23, 2020	Delegation Thank You Letters	Write Delegation Thank You Letters to the following: - Shawn Trottier, Resource Manager, and Kris Garneau, Authorizations Technologist, Field Operations Nadina, Ministry of Forests, Lands, Natural Resource Operations and Rural Development - Tom McCarthy, Divisional Chief Negotiator, Negotiations Regional Operations Division, and Tlell Glover, Sr. Resource Coordination Officer, Ministry of Indigenous Relations and Reconciliation - Cory Waters, Chief Negotiator, North Negotiations and Regional Operations Division and Lori Borth, Director of Strategic Initiatives, Ministry of Indigenous Relations and Reconciliation.	Geraldine	Completed	
2020-1-6 Board Meeting January 23, 2020	Cheslatta Land Transfer	1. Staff to inform the Ministry of Indigenous Relations and Reconciliation that the Board has no objection to the proposed land dispositions provided that the lands being transferred into fee simple ownership are zoned to the Board's satisfaction prior to land transfer; and, 2. Staff to initiate the zoning process in consultation with the Cheslatta Carrier Nation.	Jason L	Completed	

Regional District of Bulkley-Nechako

Action List - January 2020 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2020-1-8 Board Meeting January 23, 2020	UBCM Housing Needs Reports Program	1. Apply to UBCM's Housing Needs Reports Program to undertake housing needs reports for Electoral Areas A, B, C, D, E, F, and G in order to meet provincial requirements. 2. Provide overall grant management. 3. Authorize RDBN staff to enter into an agreement with UBCM for any grants received for the above purpose.	Jason L		will be submitted when grant acceptance period opens
2020-1-9 Board Meeting January 23, 2020	Tiny Homes in the RDBN	Staff to send the attached letter to the Honourable Selina Robinson Minister of Municipal Affairs and Housing urging the Province to undertake a review of the BC Building Code to better accommodate tiny homes.	Jason L	Completed	
2020-1-10 Board Meeting January 23, 2020	Coastal GasLink Pipeline - Socio-economic Effects Management Plan (SEEMP)	Invite TC Energy to the April Board meeting to discuss the SEEMP implementation process.	Jason L	In Progress	
2020-1-13 Board Meeting January 23, 2020	FCM 2020 - June 4-7, 2020 in Toronto ON	Travel arrangements for Chair Thiessen's attendance at FCM 2020 in Toronto, ON June 4 to 7, 2020.	Geraldine	In Progress	
2020-1-14 Board Meeting January 23, 2020	BC Broadband Conference 2020 - April 21 & 22, 2020, Richmond, B.C.	Travel arrangements for Director Riis-Christianson, Chair Broadband Committee be authorized to attend the BC Broadband Conference 2020 in Richmond, BC April 21 & 22, 2020.	Geraldine	In Progress	
2020-1-15 Board Meeting January 23, 2020	2020 COFI Convention April 1-3, 2020 Prince George, B.C.	Travel arrangements for Director Greenaway's attendance at the 2020 COFI Convention April 1-3, 2020 Prince George, B.C.	Geraldine	In Progress	
2020-1-16 Board Meeting January 23, 2020	NCLGA RE: 2020 Solid Waste Management Forum	Write a letter and contribute \$4,000 from the Environmental Services Budget to the North Central Local Government Association for costs associated with its 2020 Solid Waste Management Forum.	Wendy/John	Completed	Letter sent & funding in 2020 Budget
2020-1-17 Board Meeting January 23, 2020	Charge North Advisory	Write a letter that Director Atrill and Cheryl Anderson, Manager of Administrative Services are appointed to the Charge North Advisory Committee for 2020.	Wendy	Completed	

Regional District of Bulkley-Nechako

Action List - January 2020 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2020-1-21 Board Meeting January 23, 2020	2020 Grant Writing Services Contract	Provide notification of the Board's contract renewal for Grant Writing Services with the District of Fort St. James for 2020.	Nellie	Completed	
2020-1-22 Board Meeting January 23, 2020	2019 Regional Business Forum Report	Staff to begin preparations for the 2021 Regional Business Forum and invite a member municipality to host as per the following order: 1. Telkwa 2. Houston	Nellie	In Progress	
2020-1-23 Board Meeting January 23, 2020	Vanderhoof Flying Club Letter of Support Request	Provide Letters of Support to the Vanderhoof Flying Club for their Aviation Fuel System Purchase Project applications to Northern Development Initiative Trust and the Nechako Kitimaat Development Fund.	Nellie	Completed	
2020-1-25 Board Meeting January 23, 2020	Funding for Telkwa Pedestrian Crosswalk	Provide \$25,000 from General Government Grant-in-aid to the Village of Telkwa for the purpose of providing funding for the Telkwa Pedestrian Crosswalk; and that staff are directed to bring back a bylaw to repeal Bylaw 646, Telkwa Pedestrian Crosswalk at a future Board meeting.	John	Completed	
2020-1-26 Board Meeting January 23, 2020	Regional Mass Communications Program	Implementation of a Regional Mass Communications Program to be paid through the "Regional District of Bulkley-Nechako 911 Emergency Telephone Response Service Establishment Bylaw No. 1483, 2008" when commitment from all member municipalities is confirmed.	Deborah JM	In Progress	
2020-1-27 Board Meeting January 23, 2020	Southside Fire Department Maintenance Reserve	Withdrawal of \$3,695.95 from the Southside Fire Department Repairs and Maintenance Reserve for cost of parts and labour to inspect and repair the compressed air foam system on their Rescue truck.	John	In Progress	
2020-1-28 Board Meeting January 23, 2020	UBCM Emergency Support Service Funding Application	Submit the collaborative application to UBCM's Community Emergency Preparedness Fund – Emergency Support Services stream – for \$174,999.88 to support the further development of the Regional ESS Program in the Regional District of Bulkley-Nechako, and that the Board provide overall grant management.	Deborah JM	In Progress	
2020-1-30 Board Meeting January 23, 2020	Fort Fraser - Utility Charge for 363 - 3rd Avenue	Write a letter informing the Board's denial of the request made by Anton Barlescu to reverse the 2018 utility charges for the property located at 363 - 3rd Avenue."	Wendy	Completed	e-mailed to property owner
2020-1-34 Board Meeting January 23, 2020	BC Natural Resource Forum January 28-30, 2020 Prince George, B.C.	Travel arrangements for Director Clint Lambert to attend the BC Natural Resources Forum January 28-30, 2020 in Prince George, B.C.	Geraldine	Completed	
2020-1-35 Board Meeting January 23, 2020	Fraser Basin Council Meeting February 27, 2020, Vancouver, B.C.	Travel arrangements for Directors Greenaway attendance to the Fraser Basin Council Meeting February 27, 2020 in Vancouver, B.C.	Geraldine	In Progress	

Regional District of Bulkley-Nechako

Action List - January 2020 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2020-1-36 Board Meeting January 23, 2020	Vanderhoof International Airshow Letter of Support Request.	Provide a Letter of Support to the Vanderhoof Airshow for their 2020 Vanderhoof International Airshow application to the Arts and Culture intake of the Community Gaming Grants Program.	Nellie	Completed	
2020-1-37 Board Meeting January 23, 2020	2020 Budget	That the surplus for Financial Administration, Electoral Area Planning, Development Services, 911 Service and Building Inspection be appropriated to Operational Reserves.	John	In Progress	
2020-1-38 Board Meeting January 23, 2020	Dze L K'ant Friendship Centre Society Request for Letter of Support	Provide a Letter of Support to the Dze L K'ant Friendship Centre Society for their application to NDIT for funding to support a Commercial Kitchen Upgrade Project.	Nellie	Completed	
2020-1-39 Board Meeting January 23, 2020	Lakes Endoscopy Working Group	Provide a Letter of Support in principal to the Lakes Endoscopy Working Group; and further include that any future funding considerations be brought forward to the SNRHD Board of Directors for consideration.	Wendy	Completed	

Regional District of Bulkley-Nechako

Action List - December 2019 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
WMC.2019-5-3 Waste Management Committee Meeting December 12, 2019	Stewardship Program Agreements to be offered at RDBN Transfer Stations	Staff to: 1) enter into service agreements, agreeing to the terms and conditions for the following future Extended Producer Responsibility programs at the RDBN's Vanderhoof, Burns Lake and Smithers/Telkwa Transfer Station recycling depots: a.Lightcycle -Residential Lamp/Lightbulbs b.Call2Recycle – Household Batteries c.Alarmcycle – Household Smoke/CO2 Alarms 2) negotiate and enter into a service agreement, agreeing to the terms and conditions with ProductCare Recycling to offer the PaintPlus Program at the Vanderhoof Transfer Station.	Janette/Rory	Agreement in Place/In Progress	
2019-15-7 Board Meeting December 12, 2019	Grant in Aid	Write a letter and provide the following grant in aid contributions: 1. That the Smithers District Chamber of Commerce be given \$250 grant in aid monies from Electoral Area "A" (Smithers Rural) for costs associated with the Community & Business Excellence Awards. 2. That the Fort Fraser Volunteer Fire Department be given \$500 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) for the purchase of a barbecue. 3. That the Vanderhoof Children's Theatre be given \$5,000 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) for costs associated with a local production.	Cheryl	Completed	December 17, 2019
2019-15-8 Board Meeting December 12, 2019	Grant in Aid Policy Revision	Update Grant in Aid Policy - website.	Nellie	Completed	
2019-15-9 Board Meeting December 12, 2019	By-Election - Electoral Area "G" (Houston Rural)	Preparation for the By-Election - Electoral Area "G" (Houston Rural) on Saturday, February 29, 2020 and the Advance Poll on Wednesday, February 19, 2020.	Cheryl/Wendy/Ger	In Progress	
2019-15-11 Board Meeting December 12, 2019	Northern Development Local Government Internship Program	1) Provide notification of the Board's support of the application to Northern Development Initiative Trust for a grant of up to \$35,000 to host an intern under the Local Government Internship Program from the Northwest and Prince George Regional Development Accounts, and; 2) That the Board is committed to providing sufficient financial and staffing resources to host an intern and is committed to providing training and professional development opportunities for the intern.	Nellie	Completed/ Approved	
2019-15-23 Board Meeting December 12, 2019	Agreement with Bulkley Valley Aquatic Centre	Enter into the Operating Agreement with the Bulkley Valley Aquatic Centre Management Society for a period of two years and request the Chair and the Corporate Officer to sign the agreement.	John	In Progress	

Regional District of Bulkley-Nechako

Action List - December 2019 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2019-15-24 Board Meeting December 12, 2019	Economic Development Agreement with the Village of Burns Lake	Enter into an Economic Development Agreement with the Village of Burns Lake for a period of five years and request the Chair and the Corporate Officer to sign the agreement.	John	Completed	
2019-15-28 Board Meeting December 12, 2019	Federal Gas Tax Funds - Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) - School District #91	1. Contribute up to \$20,000 for each of Electoral Areas 'B' and 'E' of Federal Gas Tax allocation monies to School District #91 for a Recreation Infrastructure improvement project at the Burns Lake Track; 2. That the Board authorize transferring \$6,000 of the above Area 'B' Gas Tax Fund monies to the Area 'B' Grant in Aid account; and further, 3. That the Board authorize the withdrawal of up to \$40,000 from the Federal Gas Tax Reserve Fund.	Nellie	In Progress	
2019-15-29 Board Meeting December 12, 2019	Federal Gas Tax Funds - Electoral Area "A" (Smithers Rural) Smithers Community Services Association	1. Contribute up to \$50,000 of Electoral Area 'A' Federal Gas Tax allocation monies to Smithers Community Services Association for a Cultural Infrastructure project at the Smithers Rail Station building, and further, 2. That the Board authorize the withdrawal of up to \$50,000 from the Federal Gas Tax Reserve Fund.	Nellie	In Progress	Being brought forward at Feb 20, 2020 Board meeting
2019-15-30 Board Meeting December 12, 2019	RDBN Appointments - 2020	Provide notification in regard to the 2020 RDBN Board appointments.	Cheryl	Completed	January 9, 2020
2019-15-34 Board Meeting December 12, 2019	District of Fort St. James Request for Letter of Support - Seniors Housing Project	Write a letter of support to the District of Fort St. James for its Seniors Housing Project.	Wendy	Completed	