



# Agricultural Land Reserve Applications in the RDBN

## What is the Agricultural Land Commission and the Agricultural Land Reserve?

### What is the Agricultural Land Commission?

The Provincial Agricultural Land Commission (ALC) is an independent Crown agency. The Commission's mission is to preserve agricultural land and encourage and enable farm businesses throughout British Columbia. It accomplishes this by administering the Province's land use zone in favour of agriculture: the Agricultural Land Reserve.

The ALC has created regional panels to carry out the duties of the Commission and to represent the Commission in different areas of BC. The North Panel is responsible for the area covered by the RDBN. It is composed of two members: David Merz, Vice Chair and Sandra Busche.

### What is the Agricultural Land Reserve?

If your property is in the ALR, it means that it is subject to the [Agricultural Land Commission Act](#)

which was established to preserve agricultural land for present and future generations and to encourage the establishment and maintenance of farms as a secure source of food.

The ALR can be thought of as a provincial land use zone in which agriculture is recognized as the priority use. Farming is encouraged and non-agricultural uses are regulated. If you wish to subdivide or use your land for non-farm purposes or exclude your land from the ALR, you must submit an application to the Commission and obtain its approval.

In 2015, the ALR was separated into two zones, Zone 1 and Zone 2. The Regional District of Bulkley Nechako is located in Zone 2. For further information please see the ALC website at [www.alc.gov.bc.ca](http://www.alc.gov.bc.ca) for a complete list of the differences between Zones 1 and 2.

The Agricultural Land Reserve takes precedence over, but does not replace other legislation and bylaws that may apply to the land. Local and regional governments, as well as other provincial agencies, are expected to plan in

accordance with the provincial policy of preserving agricultural land.

In order to determine whether or not your property is in the Agricultural Land Reserve (ALR), you will need to know the legal description of your property. The description can be found on the Certificate of Title or your tax or assessment notice. Give this information to the Regional District Planning Department and we will determine whether or not your property is in the ALR.

Through the Regional District a Landowner may apply to:

- Include land in the ALR
- Exclude land from the ALR
- Subdivide land in the ALR
- Use land in the ALR for non-farm purposes

If the Landowner is planning to do a boundary adjustment a Ministry of Transportation Approving Officer can approve a plan without the approval of the Agricultural Land Commission following a number of conditions.

## The Application Process for Subdivision and Non-Farm Use within the ALR

An application for subdivision or non-farm use is a two-stage process that begins with the RDBN. The RDBN processes the application initially in order to provide the ALC with a local perspective. The RDBN does referrals and a staff report that are presented to the Board, after which the application is sent to the ALC for consideration.

The ALC do their own review of the application and the process may vary depending on the type and complexity of the application. The ALC makes the final decision on all applications.

The time required to process an ALR application varies depending on the scale of the proposed development and the number of issues that need to be addressed. Generally, expect the process to take a minimum of four months.

### Step 1 Speak with Planning Department Staff

Prior to submitting an application, applicants are encouraged to speak with Planning Department staff about the proposed development. Staff can provide information on the application requirements and the review process. This will help ensure that a complete application is submitted and prevent unnecessary delays.

### Step 2 Submit a Complete application

To start the ALR application process, a complete application with the required supporting documents must be submitted online to the ALC. The application fee must be made out to the Regional District in the form of a cheque for \$900.00 and mailed to our office.

### Step 3 Referrals sent to the Ministry of Agriculture and APC

Once a complete application has been received, it will be sent to the Ministry of Agriculture and the local Advisory Planning Commission (APC), which is made up of area residents. The APC evaluates the application and makes recommendations to the Regional District Board regarding the application.

### Step 4 Staff report

Staff review all of the information related to an application, including the comments received from the Ministry of



Agriculture and the APC and prepare a report for the Regional District Board. The staff report will include a summary of the proposed development, an analysis of the potential impacts, and a recommendation on the proposal.

### Step 5 Board Consideration

The staff report is then sent to the Regional District of Bulkley-Nechako Board for consideration. The applicant may attend the meeting and speak to their application.

### Step 6 Application sent to ALC

Once the Board has made a recommendation on the application, Planning Department staff compile all the docu-

ments and recommendations relevant to the application and send it to the ALC via the Online Portal. Once the ALC receives the application, they send a letter to the applicant which acknowledges receipt, identifies the staff person handling your file, and estimates the approximate time for a decision.

### Step 7 The ALC

The Agricultural Land Commission staff then prepare a summary report and forwards a copy to the applicant. In most cases a meeting is then scheduled with the applicant and the ALC North Panel on the subject property. The ALC also reserves the option to refer the application to various agencies for comments and recommendations. Once the ALC makes a decision on an application, the applicant is notified in writing, with a copy to the Regional District.

### Inclusion Applications

There is no application fee for applications to include land into the ALR. The majority of inclusion applications are submitted as a condition of an agricultural Crown grant. The RDBN Board has a policy to support inclusion applications that are a condition of a Crown grant.

### Exclusion Applications

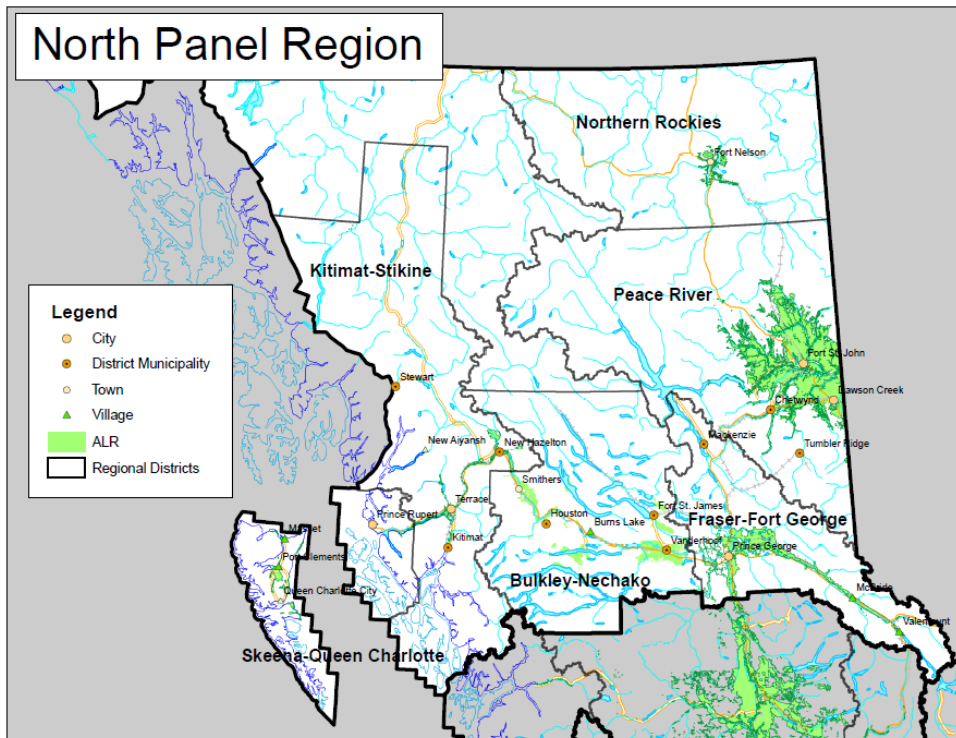
Exclusion applications require the applicant to provide notice to the public before filing the application with the RDBN. The application must be advertised in the newspaper, delivered to all adjacent property owners, and posted on a sign on the property. The notices must be completed in a specific form and time frame as prescribed by the ALC. The rest of the application process for exclusion is the same as it is for subdivision or non-farm use.

# A Guide to the Agricultural Land Reserve Application

The following information may be required along with your amendment application when submitted to the Planning Department. The Planning Department can assist you by checking off the information required in order to complete your application. Please note, additional information may be required upon further review of your application

## General Information

- Copy of the Certificate of Title dated within 30 days of the date of the application
- Letter of Authorization signed by all registered property owners if the agent is not the owner
- Application fee
- Completed and signed application form
- Proof of notice of application (only for exclusion applications)
- Photographs (optional)
- Site plan drawn to a scale showing the following:
  - boundaries and dimensions of parcel
  - size and location of all existing and proposed buildings, structures, and uses on the site
  - location and name of road(s) adjacent to the property
  - existing and proposed parking and driveways
  - topographic features, water bodies and waterways including measurements from all proposed and existing structures to the natural boundary, stream centre line or top of bank, whichever is applicable
  - proposed subdivision layout, showing the number and approximate location of lots and/or consolidation of the parcel(s)
  - north arrow and scale
  - Other: \_\_\_\_\_



### The Commissioners North Panel

**Fort Fraser**  
**David Merz, Vice Chair**

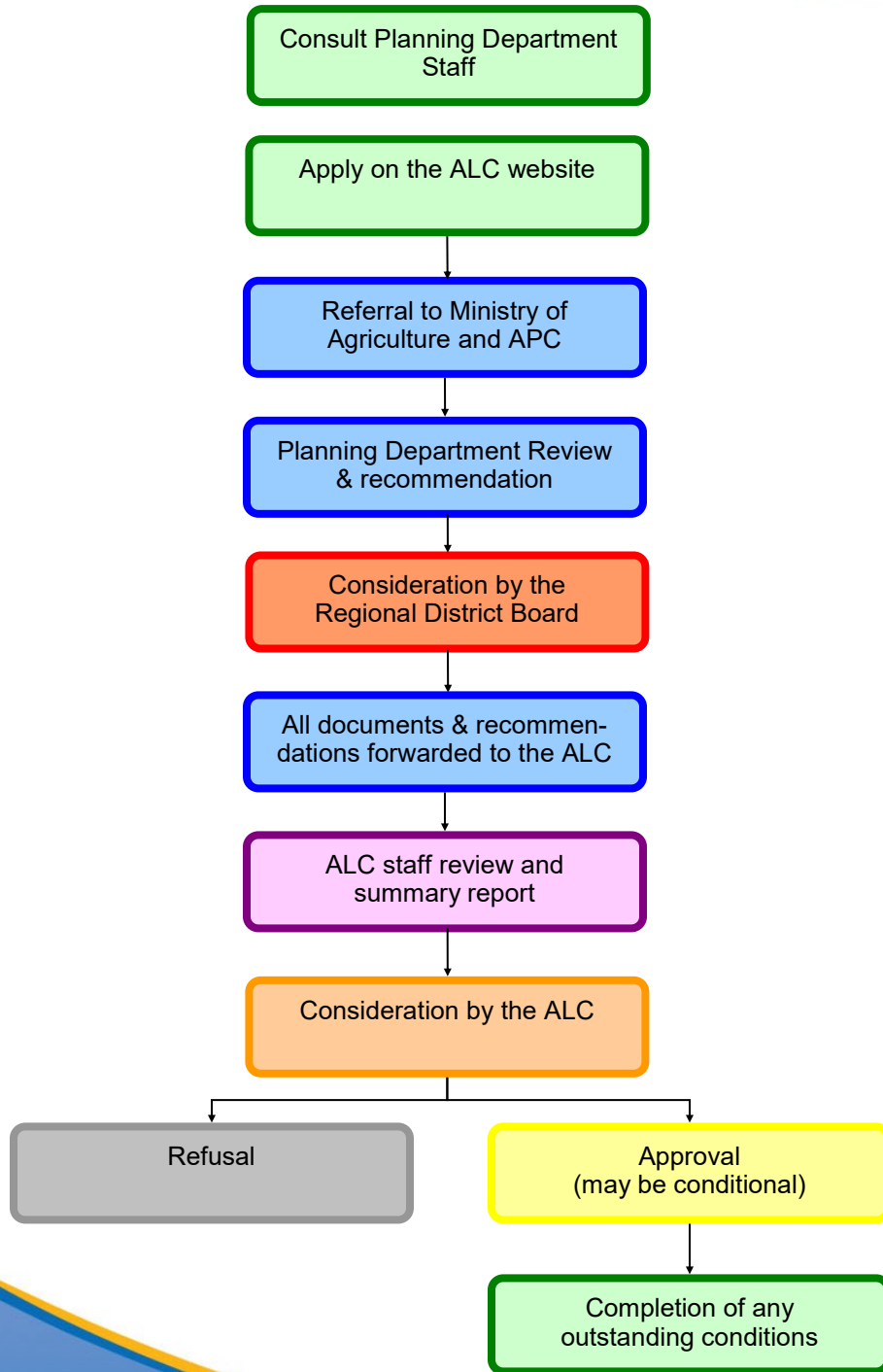
**Fort St John**  
**Sandra Busche**

### Reconsideration of Applications

If your application is refused, it will not be reconsidered by the Agricultural Land Commission unless there is new evidence that was not available at the time of its original decision, or if the decision was based on evidence that was in error or false.

The time limit for submitting a request for reconsideration is one year from the date of the decision letter.

# ALR Application Process



## Need More Information?

Contact the Planning Department, Regional District of Bulkley-Nechako, 37 3rd Avenue, PO Box 820, Burns Lake, BC V0J 1E0.

Call us at: (250) 692-3195 or toll free in BC 1-800-320-3339 Fax: (250) 692-3305

Visit our website at: [www.rdbn.bc.ca](http://www.rdbn.bc.ca)

## Before You Start

You will need the following to complete your application:

### Login Requirement

- BCeID Account ID

### General Application Documents (Required)

- Certificate of Title or Title Search Print
- Corporate Registry (if applicable)
- Agent Authorization (if applicable)\*
- Plan/Sketch Map\*
- Permits and Approvals (if applicable)
- Application fee (if applicable)

### General Application Documents (Optional)

- BC Assessment Roll Report or Property Assessment Notice
- Site Photos\*
- Maps of property
- Professional Report

### Additional Exclusion Documents

- Notice of Exclusion Application\*
- Exclusion Proof of Serving Notice\*
- Photographic Proof of Signage

### Additional Non-Farm Use to Place Fill and/or Remove Soil Documents and Additional Notice Of Intent Documents

- Site Plan
- Cross-section(s)

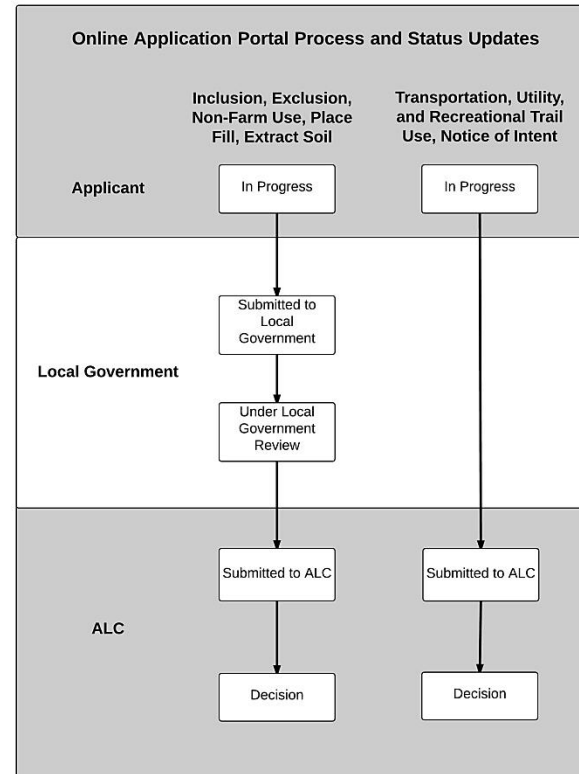
### Additional Transportation, Utility and Recreational Trail Uses Documents

- Brochure "Advisory for Landowners in the ALR"\*
- Proof of Serving Notice\*

\*Templates or examples for these documents are available on the ALC website

## Application Portal Process

The diagram below shows the status of the application as it progresses through the Application Portal



### Provincial Agricultural Land Commission

133-4940 Canada Way  
Burnaby, BC, Canada  
V5G 4K6

Tel: 604-660-7000

Fax: 604-660-7033

[ALCBurnaby@Victoria1.gov.bc.ca](mailto:ALCBurnaby@Victoria1.gov.bc.ca)

[www.alc.gov.bc.ca](http://www.alc.gov.bc.ca)



## Provincial Agricultural Land Commission

## Application Portal Quick Guide for Applicants

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# Application Portal Applicant FAQs

## What is the Application Portal?

The Application Portal is an online system that enables applicants, local governments and ALC staff to complete the application process in a single platform.

## Why the move from paper applications to online?

The Application Portal will provide more transparency of the applications received, considered, and decided upon by the ALC.

## Does the ALC still accept paper based applications now that the Application Portal has launched?

Local governments and the ALC will no longer accept paper forms.

## How is the application payment made?

After you have submitted your online application, you will receive an email with instructions to determine the acceptable form of payment. There are no online payment options within the Application Portal at this time.

## Do I need to complete the application in one session?

You can save your application and logout of the Application Portal. You can return to complete your application at a later date.

## If I do not have access to the internet, how do I make an application?

An application can be made from anywhere there is access to the internet. If you are not able to access the internet from home or at a friend's or family's home, BC public libraries usually have computer terminals available to the public. Alternatively, you can use an agent (e.g. friend, family, professional, etc) to make the application on your behalf.

## How is the Application Portal accessed?

The Application Portal will be accessed from the ALC website [www.alc.gov.bc.ca](http://www.alc.gov.bc.ca).

In order to login to the Application Portal, you will be required to use a BCeID account which will be your user identification. The minimum requirement is a BCeID basic account which does not require verification of personal information, but will ensure that the same person is logging in to the Application Portal each time.

## How do I get a BCeID Account?

- Go to the [www.bceid.ca](http://www.bceid.ca)
- Begin BCeID registration
- Select a type of BCeID account
- Select "Register without specifying an Online Service"
- Complete the registration and keep your BCeID username and password to login to the Application Portal

## Are there additional instructions and examples to help with my application?

Links to sample applications, templates and supporting documents are available through the Application Portal and on the ALC website. You will be able to view the questions required for each application type or notice of intent in the Application Portal, as well as find guidance documents on the website.

## Who can see the application?

All information (except contact details) submitted to the ALC in the Application Portal is viewable by the public. Please avoid sensitive or confidential information in your application.

## How will I know the status of my application?

You will be able to view the status of your application by logging into the Application Portal.

## Who should I contact if I am having technical problems?

If you are having technical problems with the Application Portal, please contact the ALC directly.

Telephone: 604-660-7000  
Toll Free: 1-800-663-7867  
[ALCBurnaby@Victoria1.gov.bc.ca](mailto:ALCBurnaby@Victoria1.gov.bc.ca)