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REGIONAL DISTRICT  
OF BULKLEY & NECHAKO

# AGENDA

MEETING NO. 13

October 24, 2019

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"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”**

**AGENDA**

Thursday, October 24, 2019



<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – October 24, 2019</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u> (All highlighted items may be received as a block)	
8-25	Board Meeting Minutes – September 19, 2019	Adopt
26-29	Agriculture Committee Meeting Minutes - October 10, 2019 (Unapproved)	Receive
30-32	Agriculture Committee Meeting Minutes - September 5, 2019	Receive
33-35	Broadband Committee Meeting Minutes - September 19, 2019	Receive
36-39	Broadband Committee Meeting Minutes - August 28, 2019	Receive
40-48	Committee of the Whole Meeting Minutes - October 10, 2019 (Unapproved)	Receive
49-51	Committee of the Whole Meeting Minutes - September 5, 2019	Receive
52-57	Rural Directors Committee Meeting Minutes - October 10, 2019 (Unapproved)	Receive
58-59	Rural Directors Committee Meeting Minutes - September 5, 2019	Receive
	<u>BUSINESS ARISING OUT OF THE MINUTES</u>	

Meeting No. 13  
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## DELEGATIONS

### BC EMERGENCY HEALTH SERVICES

Michael Lee, District Manager – Patient Care Delivery  
Nechako District  
RE: BC Ambulance staffing/shortages

### CYCLE 16 TRAIL SOCIETY

Tony Harris  
RE: Update

<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS</u>	<u>ACTION</u>
60-62	Wendy Wainwright, Executive Assistant - Committee Meeting Recommendations - September 19 and October 10, 2019	Recommendation (Page 60)
63-65	Cheryl Anderson, Manager of Administrative Services – Bulkley Valley Lakes District Airshed Management Society Request for Letter of Support Re: Woodstove Exchange Program	Recommendation (Page 63)
66-67	Cheryl Anderson, Manager of Administrative Services – Proclamation/Declaration Policy	Recommendation (Page 66)
68-74	Cheryl Anderson, Manager of Administrative Services – Economic Development Bylaws - Electoral Areas “C” (Fort St. James Rural), “D” (Fraser Lake Rural), and “F” (Vanderhoof Rural)	Recommendation (Page 68)
75-108	Protective Services – 911 Emergency Fire/Rescue Dispatch Radio Communications System Contract for Maintenance and Response Services	Recommendation (Page 75)
109-122	Protective Services – Regional District of Bulkley- Nechako Evacuation Order Area Permit Policy and Procedures	Recommendation (Page 109)
123	Protective Services – Waiver of Tipping Fees for the 2018 Wildfire Debris Removal Project	Recommendation (Page 123)
124-133	Protective Services – 2018 Wildfire Recovery Report	Recommendation (Page 124)
134	Nellie Davis, Regional Economic Development Coordinator – IAP2 Public Participation Training in the RDBN	Recommendation (Page 134)

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
135-147	John Illes, Chief Financial Officer – Bulkley Valley Swimming Pool	Recommendation (Page 135)
148-149	John Illes, Chief Financial Officer – Stuart-Nechako Economic Development Local Area Service	Recommendation (Page 148)
150-175	Cheryl Anderson, Manager of Administrative Services – <i>The Regional News</i> – Fall/Winter 2019	Recommendation (Page 150)
176	Cheryl Anderson, Manager of Administrative Services – RDBN Appointments – 2020	Recommendation (Page 176)
<u>ELECTORAL AREA PLANNING</u> (All Directors)		
<u>Memo</u>		
177-234	Maria Sandberg, Planner Zoning Bylaw Rewrite	Recommendation (Page 184)
235-244	Maria Sandberg, Planner Board of Variance	Recommendation (Page 236)
<u>Rezoning Applications</u>		
245-259	Jennifer MacIntyre, Planner 1 Rezoning File No. A-04-19 (Jones) Electoral Area “A”	Recommendation (Page 248)
<u>Temporary Use Permit Applications</u>		
<b><i>Call to gallery for comments</i></b>		
260-295	Jennifer MacIntyre, Planner 1 Temporary Use Permit G-01-19 (CGL Huckleberry Multi-Use Site) Electoral Area “G”	Recommendation (Page 270)
<b><i>Call to gallery for comments</i></b>		
296-317	Jason Llewellyn, Director of Planning Temporary Use Permit F-01-19 (CGL Clear Creek Stockpile Site) Electoral Area “F”	Recommendation (Page 299)

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<u>PAGE NO.</u>	<u>Temporary Use Permit Applications (cont'd)</u>	<u>ACTION</u>
	<b><i>Call to gallery for comments</i></b>	
318-329	Jennifer MacIntyre, Planner 1 Temporary Use Permit A-01-19 (Dodds) Electoral Area "A"	Recommendation (Page 326)
	<b><u>DEVELOPMENT SERVICES</u> (All Directors)</b>	
	<b><u>Memo</u></b>	
330	Jennifer MacIntyre, Planner 1 Recent Agricultural Land Commission Decision	Receive
	<b><u>Advisory Planning Commission (APC) Minutes</u></b>	
331-332	Area A APC Minutes – October 2, 2019	Receive
333	Area F APC Minutes – October 9, 2019	Receive
	<b><u>Referrals</u></b>	
334-351	Jennifer MacIntyre, Planner I Mines Referral No. 1640103 Electoral Area "F"	Recommendation (Page 335)
	<b><u>BUILDING INSPECTION</u> (All Directors)</b>	
	<b><u>Reports</u></b>	
	<b><i>Call to gallery for comments</i></b>	
352-358	Steve Davis, Building Inspector Section 57 Notice on Title Lot 5, DL 1423, Cariboo District, Plan PGP47307 (1601 Meier Road) Electoral Area "F"	Recommendation (Page 355)
	<b><i>Call to gallery for comments</i></b>	
359-366	Steve Davis, Building Inspector Section 57 Notice on Title Parcel B (Plan 8079), District Lot 1655, Range 5 Coast District (8679 Highway 27) Electoral Area C	Recommendation (Page 363)

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<u>PAGE NO.</u>	<u>BUILDING INSPECTION (CONT'D)</u>	<u>ACTION</u>
	<b><i>Call to gallery for comments</i></b>	
367-373	Steve Davis, Building Inspector Section 57 Notice on Title Lot 7, DL 1421, Cariboo District, Plan 26667 (51630 Guest Road) Electoral Area F	Recommendation (Page 370)
374	Jason Berlin, Building Inspector September 2019 Building Inspectors Report	Receive

**VERBAL REPORTS**

**RECEIPT OF VERBAL REPORTS**

**ADMINISTRATION CORRESPONDENCE**

375-379	Charge North – Update	Receive
380-381	Northwest BC Resource Benefits Alliance - RBA Update	Receive
382-383	Ministry of Environment and Climate Change Strategy – ICI Recycling	Receive

**FINANCIAL**

384-392	Operating Accounts - Accounts Paid September, 2019	Ratify
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**SUPPLEMENTARY AGENDA**

**NEW BUSINESS**

**ADJOURNMENT**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEETING NO. 12****Thursday, September 19, 2019**

**PRESENT:**

Chair	Gerry Thiessen
Directors	Gladys Atrill Shane Brienen – left at 12:23 p.m. Mark Fisher Dolores Funk Tom Greenaway Clint Lambert Brad Layton Linda McGuire Rob Newell Mark Parker Jerry Petersen Michael Riis-Christianson Kim Watt-Senner
Director Absent	Bev Playfair, District of Fort St James
Staff	Curtis Helgesen, Chief Administrative Officer – left at 12:25 p.m. Cheryl Anderson, Manager of Administrative Services – left at 12:30 p.m., returned at 12:47 p.m. Jason Blackwell, Regional Fire Chief – arrived at 11:51 a.m., left at 12:11 p.m. Nellie Davis, Regional Economic Development Coordinator – left at 11:41 a.m. Janette Derksen, Deputy Director of Environmental Services – arrived at 1:23 p.m. John Illes, Chief Financial Officer Deborah Jones-Middleton, Director of Protective Services – left at 11:41 p.m., returned at 12:05 p.m. Jason Llewellyn, Director of Planning and Protective Services – arrived at 10:43 a.m. Sashka Macievich, Recovery Coordinator – left at 11:41 a.m. Wendy Wainwright, Executive Assistant
Others	Michael Andrews, Sub-Consultants, Emergency Management and Training Inc. – left at 11:41 a.m. Andrew Czornohalan, Operations Director, Rio Tinto – via teleconference 10:41 a.m. to 11:06 a.m. Egorge Dinsmore, Home Owner – left at 11:06 a.m. Danielle De Kay, Advisor, Communities & Communications, Rio Tinto – left at 11:06 a.m. Kevin Frederiksen, Construction Manager, Pacific Atlantic Pipeline Construction Ltd. (PAPC) David Jonasson, Assistant Construction Manager, Coastal GasLink Donna Munt, Sub-Consultants, Emergency Management and Training Inc. – left at 11:41 a.m. Lianne Olson, Communications and communities Advisory, Nechako Watershed, Rio Tinto– left at 11:06 a.m. Brandy Poirier, ALR Property– Smithers – left at 1:41 p.m. Bobby Seinen, Concerned Citizens Morice River FSR- left at 12:32 p.m. James Steffenhagen, Health and Safety Manager, Pacific Atlantic Pipeline Construction Ltd. (PAPC)

Media Blair McBride, Lakes District News

**CALL TO ORDER**

Chair Thiessen called the meeting to order at 10:41 a.m.

**AGENDA & SUPPLEMENTARY AGENDA**

Moved by Director McGuire  
Seconded by Director Watt-Senner

2019-12-1

"That the agenda of the Regional District of Bulkley-Nechako Board meeting of September 19, 2019 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  
-August 15, 2019

Moved by Director Layton  
Seconded by Director Petersen

2019-12-2

"That the Regional District of Bulkley-Nechako Board Meeting Minutes of August 15, 2019 be adopted."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Committee Meeting Minutes

Moved by Director Parker  
Seconded by Director Riis-Christianson

2019-12-3

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

- Agriculture Committee Meeting Minutes  
-September 5, 2019 (Unapproved)
- Agriculture Committee Meeting Minutes  
-May 2, 2019
- Committee of the Whole Meeting Minutes  
-September 5, 2019 (Unapproved)
- Committee of the Whole Meeting Minutes  
- June 6, 2019
- Forestry Committee Meeting Minutes  
-September 5, 2019 (Unapproved)
- Forestry Committee Meeting Minutes  
-June 6, 2019
- Regional Transit Committee Meeting Minutes  
-September 5, 2019 (Unapproved)
- Regional Transit Committee Meeting Minutes  
-March 7, 2019
- Rural Directors Committee Meeting Minutes  
-September 5, 2019 (Unapproved)
- Rural Directors Committee Meeting Minutes  
-June 20, 2019
- Waste Management Committee Meeting Minutes  
-September 5, 2019 (Unapproved)
- Waste Management Committee Meeting Minutes  
-June 6, 2019."

(All/Directors/Majority) CARRIED UNANIMOUSLY

## **DELEGATIONS**

### **RIO Tinto – Andrew Czornohalan, Operations Director, Danielle De Kay, Advisor, Communities & Communications, Lianne Olson, Communications and Communities Advisor, Nechako Watershed RE: Nechako Reservoir Update via – teleconference**

Chair Thiessen welcomed Andrew Czornohalan, Operations Director, Danielle De Kay, Advisor, Communities & Communications, and Lianne Olson, Communications and Communities Advisor, Nechako Watershed.

Mr. Czornohalan provided a PowerPoint Presentation.

#### **Nechako Reservoir Update**

- Reservoir Precipitation & Inflow as of 30 August
- Reservoir condition & Forecast as of 30 August
- Big Bar Incident Update
- Nechako Reservoir Project
- Water Engagement Initiative
- Kemano T2 Project Update
- Community and economic impact \$533.9M
- Community Contributions
- 2019 RDBN Community Contributions

Curtis Helgesen, CAO requested a breakdown of the municipal and Provincial tax base of \$33.6 million. Mr. Czornohalan provided an approximation of the breakdown two-thirds of the funds are provided to the municipal tax base of Kitimat and 1/3 of the funds are provided to the Province.

Chair Thiessen thanked Mr. Czornohalan, Ms. De Kay and Ms. Olson for attending the meeting.

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

### **EMERGENCY MANGAEMENT AND TRAINING INC. –Michael Andrews and Donna Munt, Sub-Consultants RE: Review of the RDBN Emergency Operations Centre Response to the 2018 Wildfires**

Chair Thiessen welcomed Michael Andrews and Donna Munt, Sub-Consultants, Emergency Management and Training Inc.

Ms. Munt and Mr. Andrews provided a PowerPoint Presentation.

#### **Review of the RDBN Emergency Operations Centre Response to the 2018 Wildfires**

- Executive Summary
- Scope
- Observations and Recommendations
- Highlight Best Practices
- Core Recommendations

Chair Thiessen spoke to the report showcasing the capabilities of RDBN staff. Chair Thiessen questioned the use of a mobile EOC. Mr. Andrews noted that mobile EOC's are an option and is a prudent concept. There are opportunities for partnerships with industry for space and funding to build capacity for EOC units.

Director Newell commented that communication during the 2018 Wildfires was a challenge and he spoke of the importance of having permanent cell towers in areas that lack infrastructure for cell connectivity. He spoke of the additional people in the region with the pipeline activity in the region and noted the responsibility of industry and the Province to ensure everyone has the ability to access information. He also mentioned that people in his region wanted to have information in regard to the exact location of the fires. Director Newell spoke to the importance of

**DELEGATIONS (CONT'D)**

**EMERGENCY MANGAEMENT AND TRAINING INC. –Michael Andrews and Donna Munt,  
Sub-Consultants RE: Review of the RDBN Emergency Operations Centre Response to the  
2018 Wildfires (Cont'd)**

FireSmarting rural properties and needs for increased Provincial funding for the FireSmart Program.

Director Riis-Christianson questioned which recommendations should be prioritized. Mr. Andrews noted that the first step should be the completion of a Hazard Risk Vulnerability Analysis and move forward building capacity.

Discussion took place in regard to staff's performance during the 2018 Wildfires and Mr. Andrews noted that the EOC staff response deserved an A+ grade for the work they did during the event.

Director Fisher requested an easy to read public communication page that provides an overview of what is being completed in the region and progress moving forward. Mr. Andrews noted that the report is an external perspective with recommendations for the RDBN that may or may not be feasible for the region. Deborah Jones-Middleton, Director of Protective Services commented that staff are reviewing the report and will be coming forward with further information during the 2020 RDBN Budget discussions.

Chair Thiessen thanked Mr. Andrews and Ms. Munt for attending the meeting.

**ADMINISTRATION REPORTS**

Committee Meeting  
Recommendation  
- August 28 and  
September 5, 2019

Moved by Director Petersen  
Seconded by Director Watt-Senner

2019-12-4

"That the Regional District of Bulkley-Nechako Board of Directors approve August 28 and September 5, 2019 Committee Meeting Recommendations 1 through 10 as written:

**Broadband Committee Meeting – August 28, 2019**

**Recommendation 1:**

**Re: Subject Matter Experts and Project Management**

"That the Board approve TANex continue on a month to month basis to provide subject matter expertise and project management under the direction of the Broadband Committee at rates presented as outlined in the January 14, 2019 TANex report."

**Recommendation 2:**

**Re: CIRA Speed Test**

"That the Board direct staff to secure the CIRA Speed Test platform at a cost of \$3,000 for one year allocated to the Northern Capital Planning Grant Broadband apportionment."

**ADMINISTRATION REPORTS (CONT'D)**

**Broadband Committee Meeting – August 28, 2019 (CONT'D)**

**Recommendation 3:**

**Re: Meeting with Major Internet Providers and Non-Disclosure Agreements**

- 1 “That the Board direct staff to arrange meetings between the Broadband Committee and the major telecoms as well as the local internet providers, and other interested stakeholders, and that where possible, the meetings to be held in Vancouver are arranged during UBCM 2019 week to minimize travel costs; and
2. Further, that the Board enter into non-disclosure agreements with telecommunications companies when requested.”

**Committee of the Whole – September 5, 2019**

**Recommendation 4:**

**Re: Northern health – Invitation to Meet with Cathy Ulrich, President and Chief Executive Officer and Coleen Nyce, Chair, Northern Health at the 2019 UBCM Convention in Vancouver, B.C.**

“That the Board provide the following discussions to Northern Health for a meeting at the 2019 UBCM Convention in Vancouver, B.C.:

- Stuart Nechako Manor Update
- Fort St. James Hospital Update
- Fort St. James Primary Care Facility Update
- RDBN provide information re: impact to seniors care due to Ministry of Agriculture Regulations re: second dwellings on properties within the Agriculture Land Reserve (ALR).

**Regional Transit Committee Meeting – September 5, 2019**

**Recommendation 5:**

**Re: Fort St. James Intercommunity Transit Feasibility Review**

“That the Board direct staff to work with BC Transit and the RDBN Finance Department in regard to the Fort St. James Intercommunity Transit Feasibility Review.”

**Rural Directors Committee Meeting– September 5, 2019**

**Recommendation 6:**

**Re: Distribution of Northern Capital and Planning Grant**

“That the “Rural” portion of the Northern Capital and Planning Grant be allocated as per Option 2 (½ Fixed and ½ by Population) in the August 19, 2019 staff report.”

**ADMINISTRATION REPORTS (CONT'D)**

**Waste Management Committee Meeting – September 5, 2019**

**Recommendation 7:**

**Re: Extended Producer Responsibility (EPR) Programs - RDBN Transfer Stations**

"That the Board direct staff to investigate new and existing Extended Producer Responsibility (EPR) Programs at RDBN Transfer Stations including a complete cost analysis."

**Recommendation 8:**

**Re: RDBN Policy Re: Proclamations**

"That the Board direct staff to draft an RDBN Proclamation Policy that identifies that the Board does not support the practice of issuing proclamations."

**Recommendation 9:**

**Re: Chair Fisher Meeting Re: Plastic Pelletizer Design while in Attendance at the 2019 UBCM Convention**

"That the Board authorize Chair Fisher's attendance at a meeting regarding a Plastic Pelletizer while in attendance at the 2019 UBCM Convention September 23-27, 2019 in Vancouver, B.C."

**Forestry Committee Meeting – September 5, 2019**

**Recommendation 10:**

**Re: Forestry Policy Engagement Sessions**

"That the Board write a letter to Eamon O'Donoghue, Assistant Deputy Minister providing feedback in regard to the inconsistent format and reporting afterwards of the Interior Forest Renewal Engagement Sessions held throughout the region."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**Lakes Landscape - Level  
 Planning Pilot Project Meeting**

**2019-12-5**

Moved by Director Riis-Christianson  
 Seconded by Director Brien

"That the Board authorize attendance of Directors to either of the following Lakes Landscape-Level Planning Pilot Project Meetings:

- Monday, September 30<sup>th</sup> (3:30-4:30 pm), Village of Burns Lake Council Chambers
- Thursday, October 3<sup>rd</sup> (6:00-7:00 pm), Regional District of Bulkley-Nechako Boardroom."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ADMINISTRATION REPORTS (CONT'D)**

Proposed BC Caribou  
 Recovery – Herd Planning  
 Session

Moved by Director Atrill  
 Seconded by Director Riis-Christianson

2019-12-6

"That staff perform a Doodle Poll to determine the preferred date to schedule the Proposed BC Caribou Recovery – Herd Planning Session. Further, that the Board authorize attendance of Directors to the session to be held at the Regional District of Bulkley-Nechako Office on the preferred date."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development providing all stakeholders and the public an opportunity to provide input in the consultation process. The importance of attending the session was discussed.

BC Rural Conference  
 -October 7-8, 2019,  
 Kelowna, B.C.

Moved by Director Parker  
 Seconded by Director McGuire

2019-12-7

"That Chair Thiessen be authorized to attend the BC Rural Conference October 7-8, 2019 in Kelowna, B.C."

Moved by Director Fisher  
 Seconded by Director Brienen

2019-12-8

"That Motion 2019-12-7 be amended to include:

"and that, Rural Directors wishing to attend may do so utilizing the discretionary travel funds."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

"That the question be called on Motion 2019-12-7 as amended."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Regional Parks and Trails

Moved by Director Fisher  
 Seconded by Director Riis-Christianson

2019-12-9

"That "Regional District of Bulkley-Nechako Electoral Areas' Parks and Trails Establishment Bylaw 1881" be given three readings later in the agenda."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

Director Riis-Christianson removed himself from the meeting at 11:56 a.m. due to a conflict of interest. He is employed by the Burns Lake Museum.

Insurance Service Provider Agreement for Burns Lake Museum

Moved by Director Fisher  
Seconded by Director Funk

2019-12-10

"That the Board approve the Service Provider Agreement between the Regional District of Bulkley-Nechako and the Lakes District Museum Society effective October 1, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Riis-Christianson returned at 11:58 a.m.

Minor Amendment to the Remuneration and Expense Reimbursement Bylaw

Moved by Director Greenaway  
Seconded by Director Layton

2019-12-11

"That "Regional District of Bulkley-Nechako Directors' Remuneration and Expenses Bylaw Amendment 1882" be given three readings and adoption later in the agenda."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Amending the "Regional District of Bulkley-Nechako Emergency Service Establishment Bylaw No. 1201"

Moved by Director Newell  
Seconded by Director Brien

2019-12-12

"That "Regional District of Bulkley-Nechako Emergency Service Establishment Bylaw No. 1201" be given three readings later in the agenda."

Opposed: Director Fisher  
Director Lambert

CARRIED

(All/Directors/Majority)

Community Emergency Preparedness Fund - Volunteer & Composite Fire Departments Equipment and Training

Moved by Director Brien  
Seconded by Director Lambert

2019-12-13

1. "That the Board supports applying to UBCM for the Community Emergency Preparedness Fund – Volunteer & Composite Fire Departments Equipment and Training Program to seek funding to establish a central cache of specialized fire department training equipment and props.

2. That the Board authorize the Chair and CAO to enter into a contract with Community Emergency Preparedness Fund – Volunteer & Composite Fire Departments Equipment and Training Program should the funding be approved and provide overall grant management for the project."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

Community Resiliency Moved by Director Riis-Christianson  
Investment Program - FireSmart Seconded by Director Funk  
Community Funding & Support

- 2019-12-14
1. "That the Board supports applying to UBCM for the Community Resiliency Investment – FireSmart Community and Supports Funding Program to seek funding for a seasonal FireSmart Educator position."
  2. That the Board authorize the Chair and CAO to enter into a contract with Community Resiliency Investment – FireSmart Community and Supports Funding Program should the funding be approved and provide overall grant management for the project."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Southside Fire Department Moved by Director Riis-Christianson  
Maintenance Reserve Seconded by Director McGuire

- 2019-12-15
- "That the Board approve the withdrawal of \$6,653.16 from the Southside Fire Department Repairs and Maintenance Reserve for the purchase of new storage lockers."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**ELECTORAL AREA PLANNING (All Directors)**

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

Bylaw 1880, 2019, Rezoning Moved by Director Fisher  
File A-02-19 – Electoral Area A Seconded by Director Brien

- 2019-12-16
1. That the Board receive the Report of the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1880, 2019."
  2. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1880, 2019" be given third reading and adoption this 19<sup>th</sup> day of September, 2019."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**Applications**

Rezoning File D-01-19 Moved by Director Parker  
(Dinsmore) – Electoral Area "D" Seconded by Director Brien

- 2019-12-17
- "That OCP Amendment and Rezoning Application D-01-19 (Dinsmore) be denied."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**Applications (Cont'd)**

**Temporary Use Permit G-01-19 (CGL Huckleberry Multi-Use Site) – Electoral Area "G"**

Discussion took place in regard to:

- Forwarding the following Supplementary Agenda Items to the OGC and the Environmental Assessment Office
  - o Referral Comments – Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD)
  - o Referral Comments – Concerned Citizens of Morice River FSR

Director Layton mentioned that his employer has been tasked with forming a Road Use Committee within the Morice Timber Supply Area (TSA). A meeting is being scheduled for October 2, 2019. He suggested that the information received by the RDBN be forwarded to Canfor Houston as the industrial user group mandated to oversee the Forest Service Road (FSR).

Temporary Use Permit G-01-19 Moved by Director Lambert  
(CGL Huckleberry Multi-Use Site) – Electoral Area "G" Seconded by Director Newell

2019-12-18

1. "That the Board approve the issuance of Temporary Use Permit G-01-19 for the proposed Huckleberry Multi-Use Site located on the properties legally described as "Northeast and Southeast ¼ Sections of District Lot 3408, Range 5, Coast District, and unsurveyed Crown Lands.
2. That the Board direct staff to send the September 19, 2019 letter to the Environmental Assessment Office and the BC Oil and Gas Commission regarding Northern Health's request for a site-specific Health and Medical Services Plan as mentioned in the Northern Health Authority referral response letter to the RDBN dated August 12, 2019."
3. "That the Board direct staff to send the following Supplementary Agenda Items to the Environmental Assessment Office and the BC Oil and Gas Commission:
  - Referral Comments - Ministry of Forests, Lands, Natural Resource Operations and Rural Development
  - Referral Comments - Concerned Citizens of Morice River FSR."

Director Newell spoke of the need to have specific concerns addressed.

Moved by Director Newell  
Seconded by Director McGuire

2019-12-19

"That the Board table Motion 2019-12-18 until after the 2019 UBCM Convention."

(All/Directors/Majority)

DEFEATED

### Applications (Cont'd)

Chair Thiessen called for comments from the gallery.

Bobby Seinen, concerned citizens of Morice River FSR spoke to the Temporary Use Permit (TUP) G-01-19. She identified concerns in regard to section 6.2 (1) (a) in regard to traffic and safety concerns on the Morice River FSR and Planning Department Comments regarding Land Use Impacts. She spoke of the importance of improving the surface of the road, providing a legacy, the need for Coastal GasLink to communicate with area residents, CGL consultation process not including key stakeholders, and being invited to participate in a road user's management group. Ms. Seinen expressed frustration in regard to the lack of communication and support. Discussion took place in regard to the need for written confirmation from Coastal GasLink and TC Energy Corporation to follow due processes to ensure concerns are addressed prior to moving forward.

Director Fisher voiced concerns in regard to Northern Health awaiting a site-specific Health and Medical Services Plan (HMSP) for the camp as outlined in its August 12, 2019 letter.

"That the question be called on Motion 2019-12-18."

(All/Directors/Majority)

DEFEATED

James Steffenhagen, Health and Safety Manager, (Section 6 &7) Pacific Atlantic Pipeline Construction Ltd. (PAPC) mentioned that the priority is to keep workers and others in the area safe. He noted that PAPC will be providing its own health and medical services on site and there will be no draw on medical services.

Director Newell spoke of the importance of communications and developing agreements in writing with CGL and its contractors.

David Jonasson, Assistant Construction Manager, Coastal GasLink Project Section 6 & 7 identified the concerns in regard to the increased traffic on the Morice and Owen FSR and are engaged with Canfor Houston in regard to the road user committee. He mentioned that they take seriously the health and safety of its employees and the people of the communities. Mr. Jonasson spoke of addressing and improving the issues of road use.

Director Watt-Senner questioned if there was an indication that a meeting would be planned with the concerned citizens. Mr. Jonasson noted that he will forward to his supervisors the request for a meeting with the concerned citizens. He mentioned there are avenues in which people can provide complaints and issues and indicated he would provide his personal contact information.

Director Atrill noted the need to respect to the residents of the area and opportunities need to enhance the life of the residents, the challenge being is to determine how that can be achieved. Mr. Jonasson mentioned they will be participating in the road user committee and can potentially investigate options using signage and reinforcing issues and concerns to workers.

Director Fisher spoke of the importance of contractors requiring from its leadership, the highest level of the company, to be proactive and have all required information to stakeholders in a timely manner.

Discussion took place in regard to the information being brought forward to the October 10<sup>th</sup> Board meeting for consideration.

Kevin Frederiksen, Construction Manager, Pacific Atlantic Pipeline Construction Ltd. (PAPC) commented that during the company's orientation phase for all its workers they convey cultural awareness. He invited the Board to visit PAPC offices if they would like to review the orientation information.

**Break for lunch at 12:47 p.m.**

**Reconvened at 1:23 p.m.**

Send Referral Comments  
RE: Temporary Use Permit  
G-01-19 to the EA Office and  
OGC

Moved by Director Layton  
 Seconded by Director Fisher

2019-12-20

1. "That the Board direct staff to send the September 19, 2019 letter to the Environmental Assessment Office and the Oil and Gas Commission regarding Northern Health's request for a site-specific Health and Medical Services Plan as mentioned in the Northern Health Authority referral response letter to the RDBN dated August 12, 2019."

2. "That the Board direct staff to send the following Supplementary Agenda Items to the Environmental Assessment Office and the BC Oil and Gas Commission:  
 - Referral Comments - Ministry of Forests, Lands, Natural Resource Operations and Rural Development  
 - Referral Comments - Concerned Citizens of Morice River FSR."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

Federal Gas Tax Funds  
-Electoral Area "C" (Fort St.  
James Rural) RDBN Fort St.  
James Recycle Depot

Moved by Director McGuire  
 Seconded by Director Greenaway

2019-12-21

"That the Board rescind Motion 2019-3-4 passed on March 7, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Federal Gas Tax Funds  
-Electoral Area "G" (Houston  
Rural) RDBN Houston Recycle  
Depot

Moved by Director Newell  
 Seconded by Director Layton

2019-12-22

"That the Board rescind Motion 2019-3-5 passed on March 7, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Diesel Emissions Exhaust  
Study

Moved by Director Riis-Christianson  
 Seconded by Director McGuire

2019-12-23

"That the Board receive the Regional Fire Chief's August 7, 2019 memo titled "Diesel Emissions Exhaust Study."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## DEVELOPMENT SERVICES

### Memo

#### Parks and Recreation Service Delivery Study

Moved by Director Fisher  
 Seconded by Director Layton

2019-12-24

"That the Board authorize staff to enter into a contract with Dynamic Planning and Engagement for the completion of a Parks and Recreation Service Delivery Study."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

#### Coastal Gaslink Pipeline Delegations

Moved by Director Layton  
 Seconded by Director Newell

2019-12-25

"That the Board confirm the following issues to the OGC (BC Oil and Gas Commission), and TC (TransCanada) Energy to discuss at the October 10, 2019 Board Meeting:

- Emergency Management
- Permitting Process."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

#### Town of Smithers Rezoning and OCP Amendment Bylaws No. 1874 and 1875

Moved by Director Fisher  
 Seconded by Director Watt-Senner

2019-12-26

"That the Board direct staff to respond to the Town of Smithers that the RDBN has no comment or concerns with Rezoning and OCP Amendment Bylaw No. 1874 and 1875."

And further, that the Board recommends that the Town of Smithers consider updating its Noise Bylaw to ensure minimum and acceptable noise impacts as a result of changes to zoning and development."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

#### Recent Agricultural Land Commission Decisions

Moved by Director McGuire  
 Seconded by Director Petersen

2019-12-27

"That the Board receive the Planner 1's August 22, 2019 memo titled "Recent Agricultural Land Commission Decisions."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### Applications

#### ALR Application No. 1217 (Poirier) Subdivision within the ALR -Electoral Area A

Moved by Director Fisher  
 Seconded by Director Riis-Christianson

2019-12-28

"That Agricultural Land Reserve Subdivision Application No. 1217 (Poirier) be recommended to the Agricultural Land Commission for denial."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Applications (Cont'd)**

ALR Application No. 1218  
(Langen) Non-Adhering  
Residential Use Electoral  
Area A

Moved by Director Fisher  
 Seconded by Director Parker

2019-12-29

"That the Agricultural Land Reserve Non-Adhering Residential Use Application No. 1218 (Landry) be recommended to the Agricultural Land Commission for approval."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Referrals**

Land Referral No. 7410101  
(Ministry of Environment)  
Electoral Area "C"

Moved by Director Greenaway  
 Seconded by Director Layton

2019-12-30

"That "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7410101" be provided to the Province as the Regional District's comments on Crown Land application 7410101."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral No. 7401170  
(Larson) Electoral Area "F"

Moved by Director Petersen  
 Seconded by Director Parker

2019-12-31

"That "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7401170" be provided to the Province as the Regional District's comments on Crown Land application 7401170."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral No. 6409151  
Electoral Area "G"

Moved by Director Newell  
 Seconded by Director Layton

2019-12-32

"That "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 6409151" be provided to the Province as the Regional District's comments on Crown Land application 6409151."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**BUILDING INSPECTION (All Directors)**

**Report**

Building Inspectors Report  
-August 2019

Moved by Director Layton  
 Seconded by Director Atrill

2019-12-33

"That the Board receive the Building Inspectors Report for August 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## VERBAL REPORTS

### 2018 Wildfire Reclamation Work on the Southside

Director Lambert attended a meeting in regard to the 2018 Wildfire reclamation work on the Southside of Francois Lake. The work is nearing completion with some work within the Nadina Wildfire area being completed in spring of 2020.

### Follow-Up Meeting with Ken White, Research Entomologist, FLNRORD

Director Layton attended a follow-up meeting with Ken White Research Entomologist, Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) to discuss the Forest Health funding and the lack of permanent FLNRORD staff in the Forest Health position.

### Meetings in Fort St. James RE: Mill Closures

Director Greenaway mentioned he has attended a number of meetings since the announcement from Conifex in Fort St. James that it would be closing. The District of Fort St. James is responding to the Provincial announcement on September 17, 2019 regarding New Supports for Interior Forestry Workers.

Chair Thiessen attended the announcement by the Province in Prince George. He mentioned that the funding will assist those close to retirement. He spoke of concerns regarding those impacted by mill closures but may not be assisted by the funding. Discussion took place in regard to the significant number of sub-contractors and secondary industries/businesses impacted by the mill closures that will not be provided assistance. The mills that have reduced operations to four days a week will also impact the sub-contractors. Potential staff reductions in businesses related to the forest industry was discussed.

### Village of Granisle Health Centre

Director McGuire reported that the Granisle Health Centre negotiations between the private owner and the Province have broken down. The Village of Granisle has allocated a section of its arena for BC Emergency Health Services and discussion is taking place to relocate the Health Centre into the Babine Elementary-Secondary School.

### Village of Granisle Meeting Scheduled at the 2019 UBCM Convention with BC Emergency Health Services

Director McGuire mentioned that the Village of Granisle has a meeting scheduled with BC Emergency Health Services at the 2019 UBCM Convention in Vancouver in regard to the Village's Ambulances not being available in the community due to being used in neighboring communities. She spoke of the need to have a collective voice and the need for BC Emergency Health Services incentives for recruitment.

Chair Thiessen brought forward a recent event that took place in Vanderhoof where its BC Ambulance vehicles had transported patients to Prince George and were being dispatched while in Prince George leaving Vanderhoof without a BC Ambulance vehicle. He spoke of the need for better coordination.

Director Petersen noted that his recent experience with the need for BC Ambulance service was very positive and the response was very quick.

### West Fraser Sawmill -Fraser Lake

Director Watt-Senner commented that the Fraser Lake Sawmill is now operating a 4-day work week. She spoke of the impacts to the Scale Operators.

### VERBAL REPORTS (CONT'D)

<u>Fraser Lake &amp; District Chamber of Commerce Meeting September 18, 2019</u>	Director Watt-Senner attended a meeting on September 18, 2019 at the Fraser Lake & District Chamber of Commerce. In attendance was LNG pipeline representatives. Discussion took place in regard to utilizing local people and businesses where possible.
<u>2019 Recreation &amp; Small Business Expo – Village of Fraser Lake</u>	Director Watt-Senner mentioned that on September 28, 2019 the Village of Fraser Lake is having the 2019 Recreation & Small Business Expo.
<u>Letter to Cathy Ulrich, President and CEO, Northern Health</u>	Director Newell mentioned that after his recent hospital stay in Prince George he has wrote a letter he is intending to send to Cathy Ulrich, President and CEO, Northern Health in regarding short staffing concerns.  Director Newell thanked all those that visited while he was in the University of Northern B.C. Hospital.
<u>Nechako Valley Community Services Society - Community Inclusion Employment Program</u>	Director Petersen met with Nechako Valley Community Services Society in regard to his grant in aid sponsorship of its Gala Dinner celebrating contributions of people with disabilities in the workforce. He mentioned that they are doing a terrific job and extended his well wishes for the program.
<u>Village of Burns Lake Branding Exercise</u>	Director Funk mentioned that the Village of Burns Lake is moving forward with its branding exercise and encouraged Directors Lambert and Riis-Christianson and RDBN staff to participate in the online survey or speak directly with Village of Burns Lake staff.
<u>Lakes District Land-Use Planning Pilot</u>	Director Funk expressed her excitement for the Lakes District Land-Use Planning Pilot Project due to start the last week of September, 2019.
<u>Receipt of Verbal Reports</u>	Moved by Director Lambert Seconded by Director McGuire
<u>2019-12-33</u>	“That the verbal reports of the various Regional District of Bulkley-Nechako Board of Directors be received.”  (All/Directors/Majority) <u>CARRIED UNANIMOUSLY</u>
 <b><u>FINANCIAL</u></b>	
<u>Operating Accounts -August, 2019</u>	Moved by Director McGuire Seconded by Director Greenaway
<u>2019-12-34</u>	“That the Regional District of Bulkley-Nechako Board of Directors ratify the Operating Accounts – Paid August, 2019.”  (All/Directors/Majority) <u>CARRIED UNANIMOUSLY</u>

## **ADMINISTRATION BYLAWS**

### **Bylaw for First, Second and Third Reading**

No. 1881 – RDBN Electoral  
 Areas' Parks and Trails  
 Establishment

Moved by Director Funk  
 Seconded by Director Greenaway

2019-12-35

"That "Regional District of Bulkley-Nechako Electoral Areas'  
 Parks and Trails Establishment Bylaw No. 1881, 2019" be given  
 first, second and third reading this 19<sup>th</sup> day of September, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

No. 1883 – RDBN Emergency  
 Program Service Establishment  
 Amendment

Moved by Director McGuire  
 Seconded by Director Layton

2019-12-36

"That "Regional District of Bulkley-Nechako Emergency Program  
 Service Establishment Bylaw No. 1883, 2019" be given first,  
 second and third reading this 19<sup>th</sup> day of September, 2019."

Opposed: Director Fisher  
 Director Lambert

(All/Directors/Majority)

CARRIED

### **Bylaw for First, Second, Third Reading & Adoption**

No. 1882 – RDBN Directors'  
 Remuneration and Expenses  
 Amendment

Moved by Director Greenaway  
 Seconded by Director Newell

2019-12-37

"That "Regional District of Bulkley-Nechako Directors'  
 Remuneration and Expenses Bylaw Amendment No. 1882,  
 2019" be given first, second, third reading and adoption this 19<sup>th</sup>  
 day of September, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **SUPPLEMENTARY AGENDA**

### **ELECTORAL AREA PLANNING**

Temporary Use Permit A-02-19  
 (Steti) – Electoral Area A

Moved by Director Fisher  
 Seconded by Director Layton

2019-12-38

"That the Board renew Temporary Use Permit A-01-16 for the  
 property legally described as "NE ¼ of Section 5 Township 4  
 Except Plans 8393 & PRP14394, Range 5, Coast District" for  
 three years or upon expiry of ALC approvals, whichever comes  
 first."

(Participants/Directors/Majority)

CARRIED UNANIMOUSLY

**NEW BUSINESS**

Ministry of Agriculture – Public  
Engagement – Supporting  
B.C. Farmers

Moved by Director Lambert  
Seconded by Director Greenaway

2019-12-39

"That the Board authorize Director Parker's, Chair Agriculture Committee or an Alternate to attend the Ministry of Agriculture's Public Engagement Session Supporting B.C. Farmers October 3, 2019 in Prince George, B.C."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**IN-CAMERA MOTION**

Moved by Director Layton  
Seconded by Director McGuire

2019-12-40

"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)(i) – the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose (acquisition of property) 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

**ADJOURNMENT**

Moved by Director Atrill  
Seconded by Director Funk

2019-12-41

"That the meeting be adjourned at 2:06 p.m."

(All/Directors/Majority) CARRIED UNANIMOUSLY

\_\_\_\_\_  
Gerry Thiessen, Chair

\_\_\_\_\_  
Wendy Wainwright, Executive Assistant



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**AGRICULTURE COMMITTEE MEETING**  
**(Committee Of The Whole)**

**Thursday, October 10, 2019**

**PRESENT:** Chair Mark Parker

Directors Shane Brienen  
Mark Fisher  
Dolores Funk  
Clint Lambert  
Brad Layton  
Linda McGuire  
Jerry Petersen  
Michael Riis-Christianson  
Kim Watt-Senner  
Gerry Thiessen

Directors Gladys Atrill, Town of Smiithers  
Absent Tom Greenaway, Electoral Area "C" (Fort St. James Rural)  
Rob Newell, Electoral Area "G" (Houston Rural)  
Bev Playfair, District of Fort St. James

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Manager of Administrative Services  
Debbie Evans, Agriculture Coordinator  
John Illes, Chief Financial Officer  
Jason Llewellyn, Director of Planning – left at 10:12 a.m.,  
returned at 10:25 a.m.  
Wendy Wainwright, Executive Assistant

Via- Sara Dent, Executive Director, Young Agrarians – 10:00 a.m. to  
Teleconference 10:21 a.m.  
Jolene Swain, Land Matcher, Central & Northern BC Young  
Agrarians - 10:00 a.m. to 10:21 a.m.

Others Kiel Giddens, Public Affairs Manager, Coastal GasLink Project,  
TC Energy, left at 10:12 a.m., returned at 10:25 a.m.  
Tanner Moulton, Public Affairs Coordinator, Coastal GasLink, TC  
Energy – left at 10:12 a.m., returned at 10:25 a.m.  
Janine De Le Salle, Principal, Urban Food Strategies  
James O’Hanley, Deputy Commissioner, BC Oil and Gas  
Commission – arrived at 10:27 a.m.  
Peter Dalton, Director, Security and Emergency Management,  
BC Oil and Gas Commission – arrived at 10:27 a.m.

**CALL TO ORDER**

Chair Parker called the meeting to order at 10:00 a.m.

**AGENDA**

Moved by Director Lambert  
Seconded by Director Layton

**AG.2019-6-1**

"That the Agriculture Committee Agenda of October 10, 2019 be adopted."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## MINUTES

Agriculture Committee  
Meeting Minutes  
-September 5, 2019

Moved by Director McGuire  
Seconded by Director Petersen

AG.2019-6-2

"That the Minutes of the Agriculture Committee Meeting of  
September 5, 2019 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## DELEGATION

### YOUNG AGRARIANS – Jolene Swain, Land Matcher, Central & Northern BC and Sara Dent, Executive Director RE: BC Land Matching Program (via teleconference)

Chair Parker welcomed Jolene Swain, Land Matcher, Central & Northern BC, and Sara Dent,  
Executive Director, Young Agrarians.

Ms. Swain provided a PowerPoint Presentation.

#### **Young Agrarians**

- Growing the Next Generation of Farmers and Food Lovers in Canada
- Farmer – 2 – Farmer Networking
- Number of Canadians who Farm
- Young Agrarians
- Land Access
  - Value per Acre of Farmland in BC
  - Percentage of Farm Operators in BC under 35
- Land Access in Central/Northern BC
- BC Land Matching Program (BCLMP)
- BC Land Program Impact
- Central & Northern BCLMP Impact Indicators: June 2019—To Date
- UMAP: Land & Farmer Inventory
- Annual Land Linking Event Oct 20 in PG
- BCLMP Projected Impact Indicators – Overview April 1, 2019 – March 31, 2020
- Thank you to Funders.

Ms. Dent requested that the Agriculture Committee consider endorsement of the Young Agrarian  
BC Land Matching program.

Director McGuire questioned if the program has been introduced at the University level. Ms. Dent  
mentioned that they will be reaching out to universities and their students.

Director Fisher brought forward the following: two thirds of new farmers don't come from a family  
farm background. Ms. Dent spoke of one of the reasons that the Young Agrarians has grown is  
because of this fact. Ms. Dent spoke of Farmer – 2 – Farmer networking providing experienced  
and knowledgeable farmers/operations as a solid information anchor point in communities. They  
can provide a very good base of knowledge to new farmers or those considering farming.

Chair Parker asked about the size of parcels being considered for land matching. Ms. Swain  
noted that in Central B.C. a number of the parcels are larger. There is interest currently but  
matches have not yet been completed in Central B.C. Ms. Swain commented that a number are  
farmers looking for larger parcels to expand operations or for succession planning.

Chair Parker thanked Ms. Swain and Ms. Dent for attending the meeting.

## REPORT

### Funding of Bulkley-Nechako and Fraser-Fort George Regional Adaptation Strategy Projects (2020-2023)

Moved by Director Lambert  
 Seconded by Director Watt-Senner

AG.2019-6-3

"That the Agriculture Committee approve the support of annual funding in principal in the amount of \$7,500 for the years 2020 to 2023 for the Bulkley-Nechako & Fraser-Fort George, BC Agriculture & Climate Change, Regional Adaptation Strategies Projects subject to final budget approval by the Board;

And that Debbie Evans, Agriculture Coordinator continue to serve as the RDBN representative on the Advisory Committee;

And that the Administration Department will determine level of in-kind participation based on expertise and available resources, where the RDBN has been identified as a potential partner for an identified action."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## VERBAL REPORT

### **Ministry of Agriculture and Agricultural Land Commission Engagement Session Supporting B.C. Farmers Meeting October 3, 2019 – Prince George**

Chair Parker, along with Director Lambert, Jason Llewellyn, Director of Planning and Debbie Evans, Agriculture Coordinator attended the Ministry of Agriculture and Agricultural Land Commission Engagement Session Supporting B.C. Farmers Meeting October 3, 2019 – Prince George.

Chair Parker mentioned that it was long overdue that the Ministry of Agriculture and Agricultural Land Commission heard northern B.C.'s voices and it was a good meeting. He mentioned that there has been verbal confirmation that there will be some changes to the ALC Fill Regulations and Driveways. Chair Parker commented there is still a need to continue to lobby for second dwellings in the ALR. Ms. Evans reported that messaging regarding the need for the ALC and Ministry of Agriculture to support farmers not just agricultural lands was voiced at the meeting. She also mentioned that a number of farmers planning for succession are now reconsidering due to some of the new ALC Regulations. Director Thiessen expressed his surprise that the ALC and MoA have not conducted an Agriculture Tour in northern B.C. prior to these engagement sessions.

Director Lambert spoke of the four pillars of agriculture and farmers, at the inception of the ALR, agreeing with the Province to place their lands into the ALR and components of the agreement no longer being honoured. Chair Parker suggested gathering information in regard to the original inception of the ALR and the protection measures that were to be provided under the agreement for the farmer.

### Verbal Report

Moved by Director Brien  
 Seconded by Director Watt-Senner

AG.2019-6-4

"That the Verbal Reports from various Directors be received as presented."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**IN-CAMERA MOTION**

Moved by Director Watt-Senner  
Seconded by Director McGuire

AG.2019-6-5

"In accordance with Section 90(1)(i) of the *Community Charter*, it is the opinion of the Committee Members that the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose must be closed to the public and therefore exercise their option of excluding the public for this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Brien  
Seconded by Director Lambert

AG.2019-6-6

"That the meeting be adjourned at 10:31 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

\_\_\_\_\_  
Mark Parker, Chair

\_\_\_\_\_  
Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKOAGRICULTURE COMMITTEE MEETING  
(Committee Of The Whole)Thursday, September 5, 2019

**PRESENT:** Chair Mark Parker

Directors Gladys Atrill  
Shane Brienens  
Mark Fisher  
Tom Greenaway  
Clint Lambert  
Brad Layton  
Linda McGuire  
Jerry Petersen  
Bev Playfair  
Michael Riis-Christianson  
Kim Watt-Senner  
Gerry Thiessen

Directors Absent Dolores Funk, Village of Burns Lake  
Rob Newell, Electoral Area "G" (Houston Rural)

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Manager of Administrative Services  
Janette Derksen, Deputy Director of Environmental Services  
Debbie Evans, Agriculture Coordinator  
John Illes, Chief Financial Officer  
Jason Llewellyn, Director of Planning  
Wendy Wainwright, Executive Assistant

Media Blair McBride, Lakes District News

CALL TO ORDER

Chair Parker called the meeting to order at 1:30 p.m.

AGENDAMoved by Director Lambert  
Seconded by Director LaytonAG.2019-5-1

"That the Agriculture Committee Agenda of September 5, 2019 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLYMINUTESAgriculture Committee  
Meeting Minutes  
-May 2, 2019Moved by Director Petersen  
Seconded by Director BrienensAG.2019-5-2

"That the Minutes of the Agriculture Committee Meeting of May 2, 2019 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## REPORTS

### RDBN 2012 Agriculture Plan Update Report

Moved by Director Layton  
 Seconded by Director Lambert

AG.2019-5-3

"That the Agriculture Committee receive the Agriculture Coordinator's September 5, 2019 memo titled "RDBN 2012 Agriculture Plan Update report."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### NDIT – Agriculture Coordinator -Pilot Project Extension and Disbursement Schedule -Northern Development Project Number 5112 20

Moved by Director Playfair  
 Seconded by Director Riis-Christianson

AG.2019-5-4

"That the Agriculture Committee receive the correspondence from Northern Development Initiative Trust – Agriculture Coordinator - Pilot Project Extension and Disbursement Schedule – Northern Development Project Number 5112 20."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### BC Meat Inspection Program RE: Feedback on Class D Licences – Regional District of Bulkley-Nechako

Moved by Director Lambert  
 Seconded by Director Petersen

AG.2019-5-5

"That the Agriculture Committee receive the correspondence from the BC Meat Inspection Program RE: Feedback on Class D Licences – Regional District of Bulkley-Nechako."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## VERBAL REPORT

### **Agriculture Land Commission (ALC) – Jason Llewellyn, Director of Planning**

Jason Llewellyn, Director of Planning provided an overview of the challenges regarding the Ministry of Agriculture and Agriculture Land Commission's (ALC) regulation prohibiting the deposit of soils from another parcel of land onto land within the Agriculture Land Reserve (ALR) being limited to 1,000 m<sup>2</sup> and the ALC expecting local governments to enforce their regulations through the local government building permit process. Staff are currently researching the RDBN's role and flexibility in addressing the ALC requirements. Mr. Llewellyn outlined the ALC application process for a property owner needing to conduct groundwork on their property that requires more than 1,000 m<sup>2</sup> of soils. The ALC has 60 days once a property owner submits a Notice of Intent to provide approval or request further information, if more information is required the timeline is extended a further 60 days. Concerns were brought forward in regard to the potentially lengthy process and impacts to a property owner in a short northern building season. The ALC also provides a second option that potentially lessens the wait time but a separate application is required for a \$1,500 permit fee.

The Board expressed its concerns in regard to the ALC's expectation of local government. Frustrations were brought forward in regard to the ALC eliminating the two zones and only having one zone for the Province and no northern input. Discussion took place in regard to the Board advocating for a two zone system.

**VERBAL REPORT (CONT'D)**

Staff will bring forward a report at the September 19, 2019 Board Meeting regarding the RDBN's roles concerning the ALC's expectation of local government. Director Fisher requested staff bring forward a press release in regard to the information including the Board's stance on the issue at the September 19, 2019 meeting for Board review.

Discussion took place regarding the potential intent of the ALC regulations and questions were raised in regard to the Ministry of Agriculture educating the public in regard to the regulation changes.

Chair Parker noted the importance of meeting with the Minister of Agriculture and the Liberal Opposition Critic at the 2019 UBCM Convention.

**Verbal Report**

Moved by Director Layton  
 Seconded by Director Lambert

**AG.2019-5-6**

"That the Agriculture Committee receive the Director of Planning's verbal report re: Agriculture Land Commission."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Moved by Director Watt-Senner  
 Seconded by Director Layton

**AG.2019-5-7**

"That the meeting be adjourned at 2:05 p.m."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

\_\_\_\_\_  
 Mark Parker, Chair

\_\_\_\_\_  
 Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKOBROADBAND COMMITTEE MEETINGThursday, September 19, 2019

**PRESENT:** Chair Michael Riis-Christianson

Directors Tom Greenaway  
Clint Lambert  
Rob Newell  
Mark Parker

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Manager of Administrative Services  
John Illes, Chief Financial Officer  
Wendy Wainwright, Executive Assistant

Other Jerry Petersen, Director, Electoral Area "F" (Vanderhoof Rural)

CALL TO ORDER

Chair Riis-Christianson called the meeting to order at 9:30 a.m.

AGENDAMoved by Director Parker  
Seconded by Director GreenawayBBC.2019-1-1

"That the Broadband Committee Agenda for September 19, 2019 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLYMINUTESBroadband Committee  
Meeting Minutes  
– August 28, 2019Moved by Director Lambert  
Seconded by Director GreenawayBBC.2019-1-2

"That the Broadband Committee Meeting Minutes of August 28, 2019 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLYREPORTSProject Priority Setting

Discussion took place in regard to:

- The RDBN having oversight in developing internet services
- Internet service within the RDBN is key to improving the economy drawing businesses to the region and for individual residents
- Internet Service Providers (ISP's) only providing service to low-risk, high-yield residents and areas
- Developing a pilot project within the region
- Lobbying the Federal and Provincial Government and recommending that grant monies provided are for those areas that are without service and/or inadequate service
- Cost to establish internet service in an area and potential return on investment
- High, medium, and low priority areas
- CRTC grant submissions require applicants to have persons with a minimum of three years of experience

## REPORTS (CONT'D)

- Chair Riis-Christianson provided an update from Mayor McGuire, Village of Granisle
  - Projects within the Village of Granisle require no further analysis at this time
- Industry partnerships/stakeholders e.g. Rio Tinto to develop connectivity in areas
  - Director Newell has been in discussions with Kiel Giddens, Public Affairs Manager, TC Energy
- Safety concerns in regard to connectivity during wildfire events
- Download and upload speeds at the RDBN building
- More information being required from the ISP's in regard to plans for service development in the region and potential possibilities
- Investigating South Fort St. James P20.3 and Northwest Fort St. James P20.2
  - Boundaries are arbitrary and consideration can be given to make adjustments
- Director Lambert is attending a meeting this evening at Wisteria and will provide further information in regard to plans for the area
- Terrain in areas such as the Southside of Francois Lake is very rugged and can create connectivity challenges
- Meetings with ISP's
  - Scheduled with Shaw at the 2019 UBCM Convention
  - Staff are working to schedule a meeting with Telus and other ISP's
  - CityWest is scheduled for a future RDBN Board meeting
- Goal of 97% coverage
- Columbia Basin Broadband Corporation and Strathcona Regional District
- District of Elkford's experience
- RDBN priority to find a partner, form an ISP and the entity to apply for grant funding with a determined area
- Involving other stakeholders such as BC Hydro and Ministry of Transportation and Infrastructure
- Next steps moving forward
  - Meet with ISP's
  - Review areas covered by internet
  - Areas that have service but not meeting CRTC standards for download/upload speeds
- Prioritizing areas with no service, followed by areas with limited service.

### Project Priority Setting

Moved by Director Lambert  
 Seconded by Director Greenaway

### BBC.2019-1-3

"That the Broadband Committee recommend to the Board that connectivity be prioritized to all areas that do not currently have services."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## DISCUSSION ITEM

### CIRA Speed Test Engagement

Staff have developed plans to promote the CIRA Speed Test Engagement, including the use of Social Media, the Business Forum and Chamber of Commerce memberships. Once data is being collected specific areas that require more information can receive specific focus.

Discussion took place in regard to lobbying the Provincial and Federal Governments in regard to connectivity being an essential service and that local governments are a mechanism for oversight. Information sharing with the public in regard to areas lacking service was discussed.

**ADJOURNMENT**

Moved by Director Greenaway  
Seconded by Director Lambert

**BBC.2019-1-4**

"That the meeting be adjourned 10:28 a.m."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

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Michael Riis-Christianson, Chair

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Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKOBROADBAND COMMITTEE MEETINGWednesday, August 28, 2019

**PRESENT:** Chair Michael Riis-Christianson

Directors Tom Greenaway  
Clint Lambert  
Mark Parker

Director Absent Rob Newell, Electoral Area "G" (Houston Rural)

Staff Curtis Helgesen, Chief Administrative Officer  
John Illes, Chief Financial Officer  
Wendy Wainwright, Executive Assistant

CALL TO ORDER

Chair Riis-Christianson called the meeting to order at 12:27 p.m.

AGENDAMoved by Director Lambert  
Seconded by Director GreenawayBBC.2019-1-1

"That the Broadband Committee Agenda for August 28, 2019 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLYREPORTSTerms of Reference ReviewMoved by Director Greenaway  
Seconded by Director LambertBBC.2019-1-2

"That the Broadband Committee adopt the Regional District of Bulkley-Nechako Broadband and Connectivity Committee Terms of Reference."

(All/Directors/Majority)

CARRIED UNANIMOUSLYLegislation Review Local Government Act 273 to 275Moved by Director Lambert  
Seconded by Director ParkerBBC.2019-1-3

"That the Broadband Committee receive the Chief Financial Officer's August 20, 2019 memo titled "Legislation Review Local Government Act 273 to 275."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to the *Local Government Act Section 274 Exception for assistance under partnering agreements* and the definition of "high-speed internet service". Concerns were brought forward regarding the potential risks of providing high-speed internet service and subscribers purchasing the service.

## REPORTS (CONT'D)

### Important Milestones in Preparing for CRTC Grant Submission

Moved by Director Parker  
 Seconded by Director Greenaway

BBC.2019-1-4

"That the Broadband Committee receive the Chief Financial Officer's August 20, 2019 memo titled "Important Milestones in Preparing for CRTC Grant Submission."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Options in preparing for CRTC Grant submission
  - o Determining a business entity
    - Establishing a service – lengthy process
    - RD created corporation – requires consent of the Minister of Municipal Affairs and Housing
    - Potential partnerships with a society e.g. Rebroadcast societies – very limited capacity and volunteer organization
  - o Entity applying must have internet expertise
    - RDBN would require a partner
- If moving forward staff will determine best models to bring forward to the RDBN Board for consideration
- Identify and prioritize projects to apply for grant funding
  - o Provide at upcoming Broadband Committee meeting
- The importance of determining risk tolerance
- Future risks with the constant changing of technology
- Cost to subscribers and coverage
- The need to meet and have discussions with ISPs (internet service providers)
- Potential advocacy role with the Federal and Provincial Government
- Is there sufficient backbone infrastructure
- CRT grant requires applicants to own and operate infrastructure
- ISPs may only provide service to low-risk, high-yield opportunities
- 50 megabits per second download and 10 megabits per second upload
- Lobbying to ensure guidelines for funding to be allocated to areas that receive less than the 50 download and 10 upload speeds
- Rural areas participating in the economy require access to adequate high-speed internet as defined by the *Local Government Act*
- High-speed internet is a key factor for retention
- Federal Governments March 2019 announcement of providing everyone in Canada access to high speed internet at minimum speeds of 50/10 Mbps by 2030
- Potential partnership with Regional District of Fraser-Fort George (RDFFG)
  - o RDFFG recently received a positive update from Telus in regard to internet improvements in their region
- Many other agencies require high speed internet such as rural healthcare and education
- Deadlines for grant submissions have not been announced as of yet

## REPORTS (CONT'D)

### Subject Matter Experts and Project Management

Moved by Director Parker  
 Seconded by Director Greenaway

### BBC.2019-1-5

"That the Broadband Committee recommend that the Regional District of Bulkley-Nechako Board of Directors approve TANex continue on a month to month basis to provide subject matter expertise and project management under the direction of the Broadband Committee at rates presented as outlined in the January 14, 2019 TANex report."

(All/Directors/Majority) CARRIED UNANIMOUSLY

### CIRA Speed Test

Moved by Director Lambert  
 Seconded by Director Greenaway

### BBC.2019-1-6

"That the Broadband Committee receive the Chief Financial Officer's August 20, 2019 memo titled "CIRA (Canadian Internet Registration Authority) Speed Test;" and further, that the Broadband Committee recommend that the Board direct staff to secure the CIRA Speed Test platform at a cost of \$3,000 for one year allocated to the Northern Capital Planning Grant Broadband apportionment."

(All/Directors/Majority) CARRIED UNANIMOUSLY

The benefits of the data from the CIRA speed test was discussed along with marketing the tool to RDBN residents.

### Meeting with Major Internet Providers and Non-Disclosure Agreements

Moved by Director Parker  
 Seconded by Director Lambert

### BBC.2019-1-7

1. "That the Broadband Committee recommend that the Board direct staff to arrange meetings between the Broadband Committee and the major telecoms as well as the local internet providers, and other interested stakeholders, and that where possible, the meetings to be held in Vancouver are arranged during UBCM 2019 week to minimize travel costs; and

2. Further, that the Broadband Committee recommend that the Regional District of Bulkley-Nechako Board of Directors enter into non-disclosure agreements with telecommunications companies when requested."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Speaking with the Liberal Opposition Critics at the 2019 UBCM Convention was discussed along with meeting with the major telecoms as soon as possible.

## NEW BUSINESS

### Pipeline Legacy Funding for Broadband/Connectivity

Discussion took place in regard to asking the question of pipeline companies in regard to legacy funding/infrastructure for broadband and connectivity in the region.

**ADJOURNMENT**

Moved by Director Lambert  
Seconded by Director Parker

**BBC.2019-1-8**

"That the meeting be adjourned 1:49 p.m."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

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Michael Riis-Christianson, Chair

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Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKOCOMMITTEE OF THE WHOLE MEETINGThursday, October 10, 2019

**PRESENT:**

Chair	Gerry Thiessen
Directors	Shane Brienens Mark Fisher Dolores Funk Clint Lambert Brad Layton Linda McGuire Mark Parker Jerry Petersen Bev Playfair Michael Riis-Christianson Kim Watt-Senner
Directors Absent	Gladys Atrill, Town of Smithers Tom Greenaway, Electoral Area "C" (Fort St. James Rural) Rob Newell, Electoral Area "G" (Houston Rural)
Alternate Director	Bob Hughes, Electoral Area "C" (Fort St. James Rural)
Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Manager of Administrative Services Nellie Davis, Regional Economic Development Coordinator Janette Derksen, Deputy Director of Environmental Services – arrived at 1:05 p.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 1:00 p.m. Wendy Wainwright, Executive Assistant
Others	Peter Dalton, Director, Security & Emergency Management, BC Oil and Gas Commission – left at 12:19 p.m. Sunny Deol, Project Manager for Section 6/7, Coastal GasLink Project, TC Energy – left at 12:19 p.m. Kiel Giddens, Public Affairs Manager, British Columbia, TC Energy – left at 12:19 p.m., returned at 1:04 p.m., left at 1:14 p.m. Kevin Frederiksen, Construction Manager, Pacific Atlantic Pipeline Construction Ltd. (PAPC) – left at 12:19 p.m. Dave Jonasson, Assistant Construction Manager, Coastal GasLink Project, TC Energy – left at 12:19 p.m. Tanner Moulton, Public Affairs Coordinator, TC Energy – left at 12:19 p.m. James O'Hanley, Vice President Applications, BC Oil and Gas Commission – 12:19 p.m. Bobby Seinen, Concerned Citizens Morice River FSR – left at 12:19 p.m. Garth Thoroughgood, Executive Director of Major Projects, BC Oil and Gas Commission – left at 12:19 p.m.

Media Blair McBride, Lakes District News – left at 12:19 p.m., returned at 1:05 p.m.

### CALL TO ORDER

Chair Thiessen called the meeting to order at 10:50 a.m.

### AGENDA

Moved by Director Layton  
 Seconded by Director Petersen

### C.W.2019-7-1

“That the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of October 10, 2019 be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### MINUTES

#### Committee of the Whole Minutes – September 5, 2019

Moved by Director Lambert  
 Seconded by Director Parker

### C.W.2019-7-2

“That the Committee of the Whole meeting minutes of September 5, 2019 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### DELEGATIONS

#### BC OIL AND GAS COMMISSION – Peter Dalton, Director, Security & Emergency Management, Garth Thoroughgood, Executive Director Major Projects and James O’Hanley, Vice President Applications – RE: Emergency Management Requirements and Permitting and Approval Process

Chair Thiessen welcomed Peter Dalton, Director, Security & Emergency Management, Garth Thoroughgood, Executive Director Major Projects and James O’Hanley, Vice President Applications, BC Oil and Gas Commission (OCG).

Mr. Dalton provided a brief overview of OGC’s oversight of emergency management for oil and gas activities. He voiced appreciation for the opportunity to connect and establish good working relationships with local government where oil and gas activities are taking place. The OGC sees local governments as needing to be informed members of the emergency response team.

- Any provincially regulated or permitted oil and gas activities require companies to create, establish, maintain, update and communicate changes for an Emergency Plan
  - Must be a valid plan from construction to abandonment
  - Must be reviewed on an annual basis by the OGC Security and Emergency Management Team
  - Ensure permit holders have capacity and competency to enact their Emergency Plans
    - Evaluations are completed through exercises that are required to be held yearly with permit holders
      - Exercises are created and focused on the company’s primary risks
      - Must show capability of responding to and the ability to successfully manage the primary risk
      - OGC provides follow-up and feedback
      - Mostly successful but have had to provide feedback for additional training on occasion

## DELEGATIONS (CONT'D)

### BC OIL AND GAS COMMISSION – Peter Dalton, Director, Security & Emergency Management, Garth Thoroughgood, Executive Director Major Projects and James O’Hanley, Vice President Applications – RE: Emergency Management Requirements and Permitting and Approval Process (Cont’d)

- Encourage engagement with local governments for the occurrence of natural disasters/events
  - Providing the immediate ability to connect and support a larger coordinated effort on the landscape
- Majority of events during a project construction phase are mostly natural disasters/events
- What happens when you have a large contingent of additional people on the ground during construction phase of a project – each permit holder must have its own Emergency Plan in place to manage their infrastructure
- OGC expectation during a large-scale event – companies will want to remove people from the area as soon as possible
- OGC participates and involves permit holders as soon as it becomes aware of a natural event
  - Regularly participate in and provide information in coordination calls with Emergency Management B.C. (EMBC)
- Ensure permit holders are aware and involved in events
- Permit holders in construction phase will have an area specific plan
  - operate under core/corporate plan
  - overarching plan
    - Includes process for organizing a general response
    - Outlines how an event is reported up through an organization and how the threats/risks are communicated down through an organization

The following was discussed:

- Permit holder capacity regarding abandonment and financial guarantees required of the permit holder
- The *Oil and Gas Activities Act* outlines that permit holders have an obligation for any costs in regard to emergency events due to an oil or gas activity that they are responsible for
  - Similar to Emergency Support Services (ESS) provided to displaced residents in an event
- In B.C. a company that develops infrastructure for a project is responsible for that infrastructure and continues to be responsible through to decommission and applies in perpetuity.
- The OGC has the ability to require security for the discharge of obligation under *the Oil and Gas Activity Act*.
- The OGC has a system in place and is fully able to charge the necessary amount if there is a believed risk.

Director Lambert brought forward issues in regard to the abandonment of Equity Mine near Houston. Mr. O’Hanley commented that there are a small number of incidents being addressed in the Province in regard to insolvent companies and abandoned sites. He spoke of the Orphaned Obligation Fund that is funded by the Oil and Gas industry and the ability to address abandoned sites through that funding. Due to a number of recent insolvencies the OGC has increased that fund and the ability to utilize it.

## DELEGATIONS (CONT'D)

### BC OIL AND GAS COMMISSION (Cont'd)

Discussion took place in regard to:

- Long-term costs for emergency events
- Permit holders being responsible for their activities on the land base and are subject to the *Wildfire Act*
- In the case of wildfires, oil and gas right of ways have been used as break points and safety routes by BC Wildfire Service
- Licence/Permit holder is responsible for the Emergency Plan
  - Contractors/sub-contractors and all employees must have the ability to work within that plan
  - The Permit holder is responsible
- Challenges regarding information provided to local government
- Plans and information need to be completed and provided at the start of the process
  - Waste disposal
  - Invasive weeds
  - Road usage
- Direct impact to residents and neighbors of the project
  - More information earlier is better.

Mr. O'Hanley mentioned that consultation and notification permits have been provided and a number of concerns are Provincial regulations. He indicated that the OGC is willing to follow-up with Provincial Regulators with concerns and/or questions.

Chair Thiessen noted that residents come forward to local government representatives and with the Coastal GasLink Project being the first major oil and gas project to come through the area, there is a need for local government and area residents to have the ability to contact the appropriate project representatives, whether it be the OGC or Provincial Regulators and receive a timely response to concerns and/or questions. Mr. O'Hanley commented that the OGC has the opportunity to speak internally with the Province and has oversight concerning a large part of the regulatory process. The OGC can take the lead and bring forward questions and concerns. He spoke of finding the best point of contact and method to provide information to local government representatives.

Discussion took place regarding the process in regard to Emergency Response. Mr. Dalton mentioned that the OGC is conducting its third Emergency Management Pilot exercise in Terrace October 22-23, 2019. The exercises are intended to bring all stakeholders together to build capacity and break down barriers. The hope is that further lines of communication will be developed through the pilot project and a solid robust line of communication that addresses the needs of everyone can be developed.

Mr. O'Hanley commented that the OGC is a part of a number of different Provincial Government committees to address the Coastal GasLink Project and LNG. The Committees comprises of a number of agencies that have input into the decision making process. The Ministry of Energy, Mines and Petroleum Resources has set up a coordinating group led by Michelle Carr, Assistant Deputy Minister, LNG Canada Implementation. Mr. O'Hanley mentioned that ADM Carr would be a good source of contact to build relationships and develop levels of contact. Mr. O'Hanley reiterated the need for communication and information processes. Director Parker spoke of the need for the Regional District to have a direct line of contact with the OGC. Developing a simplified process to speak with decision makers was discussed.

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

### **BC OIL AND GAS COMMISSION (Cont'd)**

Discussion took place in regard to gravel extraction. Mr. O'Hanley outlined the process for the OGC to authorize gravel extraction. He noted that limits do exist and the OGC has a Memorandum of Understanding with the Ministry of Energy, Mines and Petroleum Resources under the *Mines Act* to provide approvals within a limited size and scope. If the project exceeds these parameters it is the responsibility of the Ministry of Energy, Mines and Petroleum Resources.

Chair Thiessen encouraged Messrs. O'Hanley and Dalton to return to the RDBN to have further discussions as the project moves forward to ensure that the Board has the opportunity to address any issues and or concerns. Mr. Dalton commented that Deborah Jones-Middleton, Director of Protective Services may contact him at any time if there are concerns or questions.

Chair Thiessen thanked Messrs. Dalton, O'Hanley and Thoroughgood for attending the meeting.

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

### **TC ENERGY – Kiel Giddens, Public Affairs Manager, British Columbia, TC Energy and Tanner Moulton, Public Affairs Coordinator – RE: Update**

Chair Thiessen welcomed Kiel Giddens, Public Affairs Manager, British Columbia, TC Energy and Tanner Moulton, Public Affairs Coordinator. Mr. Giddens introduced Sunny Deol, Project Manager for Section 6/7 and Dave Jonasson, Assistant Construction Manager, Coastal GasLink Project, TC Energy and Kevin Frederiksen, Construction Manager, Pacific Atlantic Pipeline Construction Ltd. (PAPC).

Kiel Giddens provided a PowerPoint Presentation.

#### **Coastal GasLink Pipeline Project Update**

- About TC Energy
- Coastal GasLink is Connecting Cleaner Energy to the World
- Rigorous Multi-Year Review and Assessment
- Project Milestones
- Delivering Local Benefits
- Prioritizing Local & Indigenous Contracting & Hiring
- Coastal Gaslink Pipeline Project: Progress at October 2019
- Section 8 Progress
  - "Cable Crane Hill:
- Preparing for 2020 Mainline Construction
- Building the Best – During Construction/After Construction
- Invasive Plant Management Plan
- Timber Salvage Strategy
- Emergency Response & Preparedness
- Workforce Accommodations & Waste Management
- Public Communications & Response
- Building a Legacy of Safety and Respect.

Mr. Giddens commented that once he was made aware of the concerns of Bobby Seinen, Morice FSR resident he contacted Ms. Seinen. He also noted that along with Mr. Moulton and Mr. Johansson he will be meeting with Ms. Seinen in regard to the Morice FSR. Mr. Giddens noted that the Morice FSR Permit Holder is Canfor Houston and CGL is committed to bringing forward the concerns of the Morice FSR residents to the road users' group.

## DELEGATIONS (CONT'D)

### TC ENERGY – Kiel Giddens, Public Affairs Manager, British Columbia, TC Energy and Tanner Moulton, Public Affairs Coordinator – RE: Update (Cont'd)

Mr. Giddens stated that for the first time within TC Energy, the Coastal GasLink Project has a Facebook Page.

The following was discussed:

- Public meetings for Houston, Burns Lake and Vanderhoof are being rescheduled outside the Federal Writ Period
- Fraser Lake Job Fair – October 29, 2019
- Community Investments Fund
  - Contributions to:
    - Fraser Lake
    - Baker Airport in Burns Lake
  - No end date for the Community Investment Fund
  - Aim to fairly allocate funds across northern B.C.
  - Focus funding on safety initiatives and community investments related to environment
- Anticipated Property tax dollars of approximately \$21 million a year across the project area (approx. \$8.3 M Property tax within the RDBN) was included in the Environmental Assessment process and is in 2014 dollars
- Indigenous relationships and work with the Indigenous communities and people
- Process for misunderstandings e.g. roads, cultural sites
  - OGC regulates and holds TC Energy accountable for the Coastal GasLink Projects
  - OGC and partners have Compliance Officers conduct regular site inspections
  - Self-report
  - Contingency Plans are in place and strict requirements have to be followed in regard to the Environmental Management Plans
  - Concerns in regard to notification letters distributed to residents along the Nechako River in regard to permits for water use rights
    - District of Vanderhoof provided a letter to the OGC outlining concerns
    - Mr. Giddens recognized the concerns and that in areas that are new to the Oil and Gas process there is a need for further conversations
    - Mr. Giddens noted that it is CGL's responsibility to respond and appreciates the District of Vanderhoof raising the issue and CGL will follow-up.
- Staff brought forward Director Newell's e-mail dated October 10, 2019
  - OGC's acknowledgement, investigation and addressing the issues or concerns brought forward by the Board
  - Mr. Giddens positive response to road upgrades, emergency response planning, cellular coverage, timber salvage, invasive plant management and waste management at UBCM
  - Concerns of residents living in the direct area of pipeline construction and the added activity in noted wildfire zones with sparse or non-existent cellular coverage intensifying the wildfire risk to local residents.

Chair Thiessen thanked Messrs. Giddens, Deol, Moulton, Jonasson and Frederiksen for attending the meeting.

**Break for lunch at 12:19 p.m.**

**Reconvened at 1:00 p.m.**

Director Brienens suggested having Michelle Carr, Assistant Deputy Minister LNG Canada Implementation, Ministry of Mines, Energy and Petroleum Resources attend a future RDBN meeting. He also spoke of having a flow chart that provides contact information for the regulatory authorities and agencies responsible for the CGL Project for local government officials and staff to utilize.

Director Layton spoke of the need to have a conflict resolution process outlined and available to local governments and residents to address concerns brought forward. Chair Thiessen noted that with the oil and gas industry being a relatively new industry in the region regular communication is important. He noted that residents contact their local government officials for support and assistance. The OGC has indicated they will be in contact with the RDBN CAO on a weekly basis and/or as required. Director Fisher spoke of the importance of having written processes and plans in place for accountability. Director Riis-Christianson reiterated the need to have a quick point of contact with the OGC and CGL Project to bring forward concerns and issues from residents and local government officials.

Curtis Helgesen, CAO noted that ADM Carr has reached out to the RDBN to meet with the Board, staff will follow-up to schedule a meeting.

## **VERBAL UPDATES RE: UBCM**

### **1. Minister Meetings Updates by Lead Speakers**

Chair Thiessen thanked the the Lead Speakers for taking responsibility for their topic and showcasing a strong Board stance and for being very engaged in the process. Cheryl Anderson, Manager of Administrative Services mentioned that staff will be providing follow-up letters to the Ministers that the Board met with at UBCM.

Chair Thiessen suggested a follow-up information page that includes a brief from each Minister meeting at UBCM.

Director Lambert spoke of the RDBN resolutions that were passed at UBCM and the need to follow-up with UBCM and Ministers to continue to move the issues forward.

Director Parker noted that the Board was very cohesive and had a good response to its Minister meetings. He mentioned providing follow-up letters to the Opposition Leaders the Board met with at UBCM and suggested meetings with Opposition Leaders at future UBCM's. Director Parker thanked Chair Thiessen for his leadership while at UBCM. Staff will also draft letters to the Opposition Leaders.

Director Fisher mentioned that all the meetings, including the meeting with UBCM staff in regard to Federal Gas Tax and the joint meetings with local governments and the Minister of Environment received a good response. He spoke of bringing local governments together as a collaborative approach to an issue in the future. He suggested staff also include brief information regarding the additional meetings RDBN Board members attended on the after UBCM briefing update.

- The Honourable Adrian Dix, Minister of Health – Lead Speaker: Directors Petersen and Brienens
  - Good meeting
  - Minister's understanding of the challenges faced by the Stuart-Nechako Regional Hospital District being one of the smallest in the province with one of the highest tax rates

Director McGuire noted that the Village of Granisle only had one Minister meeting but met with staff from seven different Ministries. She mentioned that Ministry staff were very responsive and it was very beneficial to meet with staff.

## **VERBAL UPDATES RE: UBCM (CONT'D)**

- The Honourable John Horgan, Premier – Lead Speakers: Chair Thiessen, Directors Brienens and Funk
  - Director Brienens indicated that the RBA Steering Committee is planning a meeting in the near future
  - Kris Boland, Northwest BC Resource Benefits Alliance (RBA) Project Manager is currently developing a key messaging brief for members
  - The meeting with Premier Horgan was positive
  - Premier Horgan announced at UBCM his commitment to negotiate with the RBA
  - Director Funk and Chair Thiessen expressed their appreciation for Director Brienens's lead in discussions with Premier Horgan.
  - Staff brought forward Director Newell's comments from his e-mail dated October 10, 2019

Director Funk noted that the Village of Burns Lake meeting with the Minister of Advanced Education was very challenging. Director Funk expressed concerns for post-secondary education in Burns Lake. Director Watt-Senner noted similar challenges. Chair Thiessen noted the need to find a solution moving forward and he spoke of the potential option of having a Government Affairs representative to assist.

Director Brienens mentioned that the District of Houston also met with the Minister of Advance Education in regard to Driver Training Programs in High schools to ensure that students completing high school have their Drivers Licence.

### **UBCM Follow-Up**

- The Honourable George Heyman, Minister of Environment and Climate Change Strategy has scheduled a teleconference meeting on November 26, 2019 with the Regional Board from 3:15 – 3:45 p.m. Staff will forward a calendar invitation to the Board.

## **2. Other Meeting Updates**

### **B.C. Rural Centre – Keeping It Rural 2019 Conference**

- Director Lambert attended the conference along with Chair Thiessen and Nellie Davis, Regional Economic Development Coordinator
- Very good conference with good speakers
- Excellent networking opportunity
- Most rural issues are shared
- Chair Thiessen encouraged Board members to consider attending future Keeping it Rural Conferences
- Key take aways from the conference:
  - An analysis presented at the conference identifying what will bring people to a rural community - #1 – Culture, #2 – Highspeed internet and jobs was #13
  - No community succeeds unless they do it on a regional basis – he spoke of the importance of building regional alliances
    - The Winners of the BC Rural Centre's 2018 Escape the City moved to the small rural community of Kaslo, BC from Calgary, AB because the community could provide high speed internet
  - Presenter, Rankin MacSween (Nova Scotia), New Dawn Enterprises on Cape Breton Island spoke of the negative impacts from government subsidies for Cape Breton Island in 1970 to address the coal and steel mine challenges
- All speeches from the conference will be on-line

## **NEW BUSINESS**

### **2018 Wildfire Event Timber Salvage**

Director Lambert brought forward concerns in regard to the slow process for salvage contracts in regard to timber burnt in the 2018 Wildfire Event. Director Layton mentioned that he attended a meeting on October 8, 2019 at the Nadina Forest District Office in Burns Lake and noted that brief discussions took place regarding the issue. Discussion took place in regard to the importance of meeting with FLNRORD District staff in the Nadina and Stuart Nechako Forest District Offices and BCTS regarding the salvaging of burnt timber.

Chair Thiessen voiced frustration and concerns that the issue was addressed in the 2017 Wildfires in the Cariboo and a model should be in place to address burnt salvage. He noted the importance of scheduling a meeting with Eamon O'Donoghue, Assistant Deputy Minister, Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) as soon as possible. Discussion took place in regard to the importance of finding a solution.

Staff will schedule a meeting with Eamon O'Donoghue, Assistant Deputy Minister, Timber Sales Managers and Woodlands Managers for the Nadina and Stuart Nechako Forest Districts and Chair Thiessen, Director Layton, Chair, RDBN Forestry Committee, Directors Funk, Lambert and Brienen regarding timber salvage of burnt timber.

## **ADJOURNMENT**

Moved by Director Layton  
 Seconded by Director McGuire

### **C.W.2019-7-3**

"That the meeting be adjourned at 1:40 p.m."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

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Gerry Thiessen, Chair

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Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKOCOMMITTEE OF THE WHOLE MEETINGThursday, September 5, 2019

**PRESENT:** Chair Gerry Thiessen

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

Via- Teleconference Rob Newell, Electoral Area "G" (Houston Rural)

Director Absent Dolores Funk, Village of Burns Lake

Alternate Director Darrell Hill, Village of Burns Lake

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Manager of Administrative Services  
John Illes, Chief Financial Officer  
Deborah Jones-Middleton, Director of Protective Services  
– arrived at 11:00 a.m.  
Jason Llewellyn, Director of Planning  
Wendy Wainwright, Executive Assistant

Others John Pousette, Provincial Bark Beetle Coordinator, Office of the Chief Forester Division, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – arrived at 10:43 a.m.  
Ken White, Entomologist - Skeena, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – arrived at 10:36 a.m.

Media Blair McBride, Lakes District News – arrived at 10:41 a.m.

CALL TO ORDER

Chair Thiessen called the meeting to order at 10:33 a.m.

OATH OF OFFICE

Curtis Helgesen, Chief Administrative Officer administered the Oath of Office to Gladys Atrill, Director, Town of Smithers.

**AGENDA**

Moved by Director Layton  
Seconded by Director Greenaway

C.W.2019-6-1

"That the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of September 5, 2019 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**MINUTES**

Committee of the Whole  
Minutes – June 6, 2019

Moved by Director McGuire  
Seconded by Director Petersen

C.W.2019-6-2

"That the Committee of the Whole meeting minutes of June 6, 2019 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**REPORT/DISCUSSION**

Union of B.C. Municipalities Meetings 2019 – Lead Speakers/Expanded Minister of Environment  
Topics for Discussion

- The Honourable John Horgan, Premier – Lead Speakers: Chair Thiessen, Directors Brien and Funk
- The Honourable Lana Popham, Minister of Agriculture – Lead Speaker: Director Parker
- The Honourable Jinny Sims, Minister of Citizens' Services – Lead Speaker: Director Newell (tentative)
- The Honourable Michelle Mungall, Minister of Energy, Mines and Petroleum Resources – Lead Speaker: Director Layton (tentative)
- The Honourable George Heyman, Minister of Environment – Lead Speaker: Director Fisher
- The Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development – Lead Speaker: Director Layton
- The Honourable Adrian Dix, Minister of Health – Lead Speaker: Directors Petersen and Brien
- The Honourable Mike Farnworth, Minister of Public Safety and Solicitor General – Lead Speaker: Director Lambert
- The Honourable Claire Trevena, Minister of Transportation and Infrastructure – Lead Speaker: Director Greenaway.

Director Fisher mentioned that a second meeting with Minister Heyman is not required at this time and at the conclusion of the 2019 UBCM Convention Minister Meetings further discussion can take place in regard to the need for an additional meeting with Minister Heyman and or Ministry of Environment and Climate Change Strategy staff.

**INVITATION**

Northern Health – Invitation to Meet with Cathy Ulrich, President and Chief Executive Officer and Coleen Nyce, Chair, Northern Health at the 2019 UBCM Convention in Vancouver, B.C. Moved by Director Fisher  
Seconded by Director Watt-Senner

C.W.2019-6-3 “That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors provide the following discussions to Northern Health for a meeting at the 2019 UBCM Convention in Vancouver, B.C.:

- Stuart Nechako Manor Update
- Fort St. James Hospital Update
- Fort St. James Primary Care Facility Update
- RDBN provide information re: impact to seniors care due to Ministry of Agriculture Regulations re: second dwellings on properties within the Agriculture Land Reserve (ALR).

(All/Directors/Majority) CARRIED UNANIMOUSLY

**NEW BUSINESS**

Meetings with Opposition Critics at the 2019 UBCM Convention Director Parker spoke of scheduling a meeting with the Opposition Critic for the Minister of Agriculture at the 2019 UBCM Convention. The Regional Board directed staff to also schedule meetings with the Opposition Critics for the Minister of Environment and Climate Change Strategy, Minister of Public Safety and Solicitor General and Minister of Forests, Lands, Natural Resource Operations and Rural Development.

Staff has spoken with UBCM staff and will schedule a meeting at the 2019 UBCM Convention to discuss Community Works Fund (Gas Tax) criteria once Minister Meetings are scheduled.

**ADJOURNMENT**

Moved by Director Greenaway  
Seconded by Director Watt-Senner

C.W.2019-6-4 “That the meeting be adjourned at 11:04 a.m.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

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Gerry Thiessen, Chair

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Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKORURAL DIRECTORS COMMITTEE MEETINGThursday, October 10, 2019

**PRESENT:** Acting Chair Mark Parker

Directors Mark Fisher  
Clint Lambert  
Jerry Petersen  
Michael Riis-Christianson  
Gerry Thiessen – left at 2:30 p.m., returned at 3:00 p.m., left at 3:10 p.m.

Directors Tom Greenaway, Electoral Area "C" (Fort St. James Rural)  
Absent Rob Newell, Electoral Area "G" (Houston Rural)

Alternate Bob Hughes, Electoral Area "C" (Fort St. James Rural)  
Director

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Manager of Administrative Services – left at 3:25 p.m.  
Janette Derksen, Deputy Director of Environmental Services  
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

Other Dolores Funk, Village of Burns Lake– left at 2:29 p.m.

Media Blair McBride, Lakes District News – left at 2:29 p.m.

CALL TO ORDER

Acting Chair Parker called the meeting to order at 1:54 p.m.

AGENDAMoved by Director Lambert  
Seconded by Director Riis-ChristiansonRDC.2019-8-1

"That the Rural Directors Committee Agenda for October 10, 2019 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLYMINUTESRural Directors Committee  
Meeting Minutes  
-September 5, 2019Moved by Director Petersen  
Seconded by Director LambertRDC.2019-8-2

"That the minutes of the Rural Directors Committee meeting of September 5, 2019 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## REPORTS

- Nechako Watershed Roundtable – Request for Grant in Aid – Electoral Areas “B”, “C”, “D”, “E”, and “F” Discussion took place in regard to having Kim Menounos, Manager, Northern and Interior Region, Fraser Basin Council attend an upcoming RDBN Rural Directors Committee Meeting. Director Petersen and Alternate Director Hughes indicated they would consider a contribution. Staff will invite Ms. Menounos to an upcoming meeting.
- Fort St. James Breakfast Program-Request for Grant in Aid – Electoral Area “C” Moved by Alt. Director Hughes  
 Seconded by Director Lambert
- RDC.2019-8-3 “That the Fort St. James Breakfast Program be given \$2,000 grant in aid monies from Electoral Area “C” (Fort St. James Rural) for costs associated with the Breakfast Program.”  
 (All/Directors/Majority) CARRIED UNANIMOUSLY
- Bulkley-Nechako Regional Transit Service - Request for Grant in Aid Moved by Director Riis-Christianson  
 Seconded by Director Fisher
- RDC.2019-8-4 “That the following grant in aid contributions be provided towards operating costs for the Bulkley-Nechako Regional Transit Services for 2019:  
 - Electoral Area “B” (Burns Lake Rural) - \$1,000  
 - Electoral Area “C” (Fort St. James Rural) - \$2,000  
 - Electoral Area “D” (Fraser Lake Rural) - \$1,000  
 - Electoral Area “G” (Houston Rural) - \$1,000  
 - Electoral Area “F” (Vanderhoof Rural) - \$1,000.”  
 Moved by Director Fisher  
 Seconded by Director Riis-Christianson
- RDC.2019-8-5 “That Motion RDC 2019-8-4 be amended removing:  
 - Electoral Area “C” (Fort St. James Rural) - \$2,000  
 (All/Directors/Majority) CARRIED UNANIMOUSLY  
 “That the question be called on Motion RDC.2019-8-4 as amended.”  
 (All/Directors/Majority) CARRIED UNANIMOUSLY
- Admin Recovery for Local Service Budgets John Illes, Chief Financial Officer provided an overview of the Admin Recovery for Local Service Budgets memo. The following discussion took place in regard to:  
 - Creating efficiencies with individual services and between services  
 - Cost estimates and a one-year review of admin costs  
 - Street Lighting Services  
   o Researching the option to utilize LED lighting  
   o cost recovery provided is based on actual current costs and staff time to administer  
 - More definition regarding staff support for Rural Directors to work with service groups  
 - Staff will investigate local service efficiencies

**REPORTS (CONT'D)**

**Draft Local Service Budgets**

Moved by Director Riis-Christianson  
Seconded by Director Lambert

**RDC.2019-8-6**

"That the Rural Directors recommend that the Board approve the following recommendations as presented:

1. That Electoral Area Directors Area A (Smithers Rural); Area B (Burns Lake Rural); Area C (Fort St. James Rural); and Area F (Vanderhoof Rural) attend the municipal budget deliberations for the fire department associated with their local contracted fire service.
2. That the Electoral Area Director for Area A attend the Town of Smithers municipal budget deliberations for Smithers Recreation and Culture Service.
3. That the Electoral Area Director for Area F attend the District of Vanderhoof municipal budget deliberations for the operation of the Vanderhoof Pool.
4. That the Rural Directors provide their 2020 Electoral Area economic development plans to the Finance Department.

Include the following in the 2020 Financial Plan:

5. Clucluz Lake Sewer budget
6. Lake Kathlyn Aquatic Weed Harvesting and Glacier Gulch Water Diversion Service budgets
7. Burns Lake & Area Victim Services and the Smithers Victim Services budgets
8. Lakes District Airport Service budget
9. Fort St. James Seniors Helping Seniors budget
10. Fort St. James Arena Grant Service budget
11. Vanderhoof Recreation and Culture Grant Service budget
12. Fort Fraser and Topley Cemetery Grant budgets
13. Budget for the Smithers, Telkwa, Houston Television Rebroadcasting Grant
14. Budget for the Fraser Lake and Area Television Rebroadcasting Grant
15. Budget for the Fort St. James and Area Television Rebroadcasting Grant
16. Budget for the Burns Lake and Area Television Rebroadcasting Grant
17. Budget for the Fraser Lake Library Grant
18. Budget for the Fort St. James Library
19. Budget for the Fort Fraser Community Hall and Braeside Community Hall
20. That the Rural Directors direct staff to arrange a meeting between Electoral Area Directors for Area B and Area E and the Village of Burns Lake Council to discuss the Lakes District Arts and Culture budget and the Burns Lake Arena budget."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Director Fisher spoke of potentially utilizing the Northern Capital and Planning Grant for the Telkwa Pedestrian Crosswalk Service budget.

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

### **Distribution of Northern Capital and Planning Grant**

Discussion took place in regard to an assessment-based option. Mr. Illes noted that in part the Province distributed the Northern Capital and Planning Grant by population.

### **Option 1 "EVEN SPLIT"**

#### **Cluculz Lake Fire Plan**

- Electoral Area "F" (Vanderhoof Rural) – remain as outlined in Staff Report

#### **Emergency Hazard Risk Vulnerability Analysis (HRVA)**

- Assign to the Region-Wide Project allocation

#### **Administrative Building – Solar**

- Remove item from NCPG allocation
- Bring forward for further discussion at a later date and consider using other sources of funding e.g. Climate Action Revenue Incentive Program (CARIP)

#### **Administrative Building – Upgrades (EOC)**

- Building efficiencies for daily and EOC use
  - o Physical modifications to the building to improve both areas of use
  - o Audio/visual improvements
- Discussion took place regarding:
  - o Off-site EOC
    - Separate daily RDBN operations from EOC operations
    - Potential cost considerations
  - o Mobile EOC
    - Potential cost considerations
- Assign to Admin/EOC Capital Reserves
- Assign to the Region-Wide Project allocation

#### **Water Storage for Fire Suppression**

- Include \$200,000 from Electoral Area "A" allocation
- Increase Electoral Area "E" allocation to \$150,000
- Discussed Cluculz Lake Fire Plan completion timeline and outcome options
- Director Lambert spoke of:
  - o the Three Nations Water Project and potentially including two underground water storage tanks on the Southside of Francois Lake
  - o Preliminary discussions in regard to creating a Colleymount Volunteer Fire Department service
- Director Riis-Christianson spoke of the option of having water storage in Decker Lake within Electoral Area "B"

#### **Fort Fraser Sewage System**

- Electoral Area "D" (Fraser Lake Rural) – to be determined moving forward

#### **Emergency Operations Storage Facility**

- Remain as outlined in staff report

#### **Recycling Centre Depot Upgrades**

- Adjust allocation for four concrete slabs only in front of the recycling containers in Burns Lake, Vanderhoof and Fort St. James
- Remove Electoral Area "A" allocation for concrete slabs in front of the recycling containers in Smithers and potentially utilize Electoral Area "A" Federal Gas Tax funds

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

### **Distribution of Northern Capital and Planning Grant (Cont'd)**

#### **Bobcat – Equipment Purchase**

- Assign to Region-Wide Project allocation

#### **Septage Beds**

- Assign to Region-Wide Project allocation

Discussion took place in regard to NCPG funding allocation and taxation options.

**Sewage Facility – Fort Fraser** – to be determined moving forward

**Water System (Tower) – Fort Fraser** – to be determined moving forward

**Consolidation Centre – Smithers** – to be determined moving forward

**Consolidation Centre – Vanderhoof** – to be determined moving forward

### **Knockholt Phase 3B**

- Assign to Region-Wide Project allocation

Chief Financial Officer will work with the Environmental Services Department to determine Environmental Services priorities for Region-Wide Project allocation.

### **Potential Additional Projects**

- Broadband Capital Projects
- Parks and Trails Capital Projects
- Agriculture Projects
- Administrative Building – Upgrades
- Clearview Landfill
- Bulkley Valley Aquatic Centre
- Environmental Services – Site Connectivity.

Rural Directors will provide direction to staff in regard to allocating the remaining of their NCPG funds to be brought forward for discussion at a future meeting. Staff will forward an updated allocation spreadsheet to Rural Directors.

Director Petersen noted that further consideration will need to be taken in regard to the outcome of the Cluculz Lake Fire plan. Staff will follow-up.

Director Lambert identified potential issues with timelines for initiatives he is also considering.

Discussion took place in regard to:

- Allocation of funding utilizing capital reserves
- Allocating funds according to Motion 2019-12-4. "Distribution of Northern Capital and Planning Grant" that the "Rural" portion of the Northern Capital and Planning Grant be allocated as per ½ fixed and ½ by population in the August 19, 2019 staff report. (Including Emergency Operation Storage Facility)

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

Northern Capital and Planning Grant – Hazard, Risk and Vulnerability Assessment Program Moved by Director Riis-Christianson  
 Seconded by Director Lambert

RDC.2019-8-7 “That the Rural Directors Committee recommend to the Board that the Hazard, Risk and Vulnerability Assessment Program be funded through the Planning and Infrastructure Grant allocation to the Regional Projects.

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **DEVELOPMENT SERVICES**

### Memo

Director Fisher spoke of agencies collaborating to potentially utilize access points/roads and right of ways be used for multi-purpose uses such as secondary egress routes for Emergency Management or recreation purposes. Staff will consider including comments for future opportunities.

Land Referral File No. 6409156 BC Hydro Moved by Director Fisher  
 Seconded by Director Lambert

RDC.2019-8-8 “That the “Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 6409156” be provided to the Province as the Regional District’s comments on Crown Land Referral 6409156.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **NEW BUSINESS**

Directors Travel Budget for Budget Consideration

Discussion took place in regard to the Directors Travel Budget allocation and consideration being given to increasing the discretionary travel budget. The demands for Directors to gather and provide information to their residents is increasing along with consideration of costs.

Staff will complete full cost accounting of Director travel budgets for the 2020 Budget process and will bring forward the item for further discussion.

## **ADJOURNMENT**

Moved by Director Lambert  
 Seconded by Director Riis-Christianson

RDC.2019-8-9 “That the meeting be adjourned 3:48 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Mark Parker, Acting Chair

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Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKORURAL DIRECTORS COMMITTEE MEETINGThursday, September 5, 2019

**PRESENT:** Acting Chair Mark Parker

Directors Mark Fisher  
Tom Greenaway  
Clint Lambert  
Jerry Petersen  
Michael Riis-Christianson  
Gerry Thiessen

Director Rob Newell, Electoral Area "G" (Houston Rural)

Absent

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Manager of Administrative Services  
Janette Derksen, Deputy Director of Environmental Services  
John Illes, Chief Financial Officer  
Deborah Jones-Middleton, Director of Protective Services – left at 3:03 p.m.  
Jason Llewellyn, Director of Planning  
Deneve Vanderwolf, Planning Technician/Regional Transit Coordinator – left at 2:53 p.m.  
Wendy Wainwright, Executive Assistant

CALL TO ORDER

Acting Chair Parker called the meeting to order at 2:48 p.m.

AGENDAMoved by Director Petersen  
Seconded by Director LambertRDC.2019-7-1

"That the Rural Directors Committee Agenda for September 5, 2019 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLYMINUTESRural Directors Committee  
Meeting Minutes  
-June 20, 2019Moved by Director Lambert  
Seconded by Director Riis-ChristiansonRDC.2019-7-2

"That the minutes of the Rural Directors Committee meeting of June 20, 2019 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY



**REPORTS**

Bulkley Nechako Regional  
Transit-Grant in Aid

The current agreement with the Province for the Bulkley Nechako Regional Transit Service will end March 31, 2022. Electoral Area Directors interested in committing Grant in Aid funds to the Bulkley Nechako Regional Transit Service can provide the information to staff to include at an upcoming RDBN Board Meeting.

Discussion took place in regard to utilizing Community Works (Gas Tax) Funds for the capital acquisition of buses.

Distribution of Northern Capital  
And Planning Grant

Moved by Director Riis-Christianson  
Seconded by Director Fisher

RDC.2019-7-3

"That the Rural Directors Committee receive the Chief Financial Officer's August 19, 2019 memo titled "Distribution of Northern Capital and Planning Grant" and;

That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the "Rural" portion of the Northern Capital and Planning Grant be allocated as per Option 2 (½ Fixed and ½ by Population) in the August 19, 2019 staff report."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Community Works Fund  
(Gas Tax) Allocation Methods

Moved by Director Fisher  
Seconded by Director Riis-Christianson

RDC.2019-7-4

"That the Rural Directors Committee receive the Chief Financial Officer's August 19, 2019 memo titled "Community Works Fund (Gas Tax) Allocation Methods."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**DEVELOPMENT SERVICES**

Memo

Land Referral File No. 0282536  
MOTI – Electoral Area "F"

Moved by Director Petersen  
Seconded by Director Greenaway

RDC.2019-7-5

"That the "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 0282536" be provided to the Province as the Regional District's comments on Crown Land Referral 0282536."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Lambert  
Seconded by Director Greenaway

RDC.2019-7-6

"That the meeting be adjourned 3:04 p.m."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEMORANDUM**

**TO:** Chairperson Thiessen and Board of Directors  
**FROM:** Wendy Wainwright, Executive Assistant  
**DATE:** October 16, 2019  
**SUBJECT:** Committee Meeting Recommendations  
 – September 19 and October 10, 2019

**RECOMMENDATION:** (ALL/DIRECTORS/MAJORITY)

Recommendation 1 through 6 as written

Following are recommendations from the September 19, 2019 Broadband Committee meeting and October 10, 2019 Committee meetings for the Regional Board's consideration and approval.

**Broadband Committee Meeting – September 19, 2019**

**Recommendation 1:**

**Re: Project Priority Setting**

"That connectivity be prioritized to all areas that do not currently have services."

**Agriculture Committee Meeting– October 10 2019**

**Recommendation 2:**

**Re: Funding of Bulkley-Nechako and Fraser-Fort George Regional Adaptation Strategy Projects (2020-2023)**

"That the Board approve the support of annual funding in principal in the amount of \$7,500 for the years 2020 to 2023 for the Bulkley-Nechako & Fraser-Fort George, BC Agriculture & Climate Change, Regional Adaptation Strategies Projects subject to final budget approval by the Board;

And that Debbie Evans, Agriculture Coordinator continue to serve as the RDBN representative on the Advisory Committee;

And that the Administration Department will determine level of in-kind participation based on expertise and available resources, where the RDBN has been identified as a potential partner for an identified action."

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**Rural Directors Committee Meeting– October 10, 2019**

**Recommendation 3:**

**Re: Fort St. James Breakfast Program – Request for Grant in Aid – Electoral Area “C”**

“That the Fort St. James Breakfast Program be given \$2,000 grant in aid monies from Electoral Area “C” (Fort St. James Rural) for costs associated with the Breakfast Program.”

**Recommendation 4:**

**Re: Bulkley-Nechako Regional Transit Service – Request for Grant in Aid**

“That the following grant in aid contributions be provided towards operating costs for the Bulkley-Nechako Regional Transit Services for 2019:

- Electoral Area “B” (Burns Lake Rural) - \$1,000
- Electoral Area “D” (Fraser Lake Rural) - \$1,000
- Electoral Area “G” (Houston Rural) - \$1,000
- Electoral Area “F” (Vanderhoof Rural) - \$1,000.”

**Recommendation 5:**

**Re: Draft Local Service Budgets**

“That the Board approve the following recommendations as presented:

1. That Electoral Area Directors Area A (Smithers Rural); Area B (Burns Lake Rural); Area C (Fort St. James Rural); and Area F (Vanderhoof Rural) attend the municipal budget deliberations for the fire department associated with their local contracted fire service.
2. That the Electoral Area Director for Area A attend the Town of Smithers municipal budget deliberations for Smithers Recreation and Culture Service.
3. That the Electoral Area Director for Area F attend the District of Vanderhoof municipal budget deliberations for the operation of the Vanderhoof Pool.
4. That the Rural Directors provide their 2020 Electoral Area economic development plans to the Finance Department.

Include the following in the 2020 Financial Plan:

5. Clucluz Lake Sewer budget
6. Lake Kathlyn Aquatic Weed Harvesting and Glacier Gulch Water Diversion Service budgets
7. Burns Lake & Area Victim Services and the Smithers Victim Services budgets
8. Lakes District Airport Service budget
9. Fort St. James Seniors Helping Seniors budget
10. Fort St. James Arena Grant Service budget
11. Vanderhoof Recreation and Culture Grant Service budget
12. Fort Fraser and Topley Cemetery Grant budgets
13. Budget for the Smithers, Telkwa, Houston Television Rebroadcasting Grant

**Rural Directors Committee Meeting – October 10, 2019 (Cont'd)**

**Recommendation 5 (Cont'd):**

**Re: Draft Local Service Budgets (Cont'd)**

14. Budget for the Fraser Lake and Area Television Rebroadcasting Grant
15. Budget for the Fort St. James and Area Television Rebroadcasting Grant
16. Budget for the Burns Lake and Area Television Rebroadcasting Grant
17. Budget for the Fraser Lake Library Grant
18. Budget for the Fort St. James Library
19. Budget for the Fort Fraser Community Hall and Braeside Community Hall
20. That the Rural Directors direct staff to arrange a meeting between Electoral Area Directors for Area B and Area E and the Village of Burns Lake Council to discuss the Lakes District Arts and Culture budget and the Burns Lake Arena budget."

**Recommendation 6:**

**Re: Northern Capital and Planning Grant – Hazard, Risk and Vulnerability Assessment Program**

"That the Board authorize the Hazard, Risk and Vulnerability Assessment Program be funded through the Planning and Infrastructure Grant allocation to the Regional Projects."



## **Regional District of Bulkley-Nechako Memo**

**TO: Chair Thiessen and Board of Directors**

**FROM: Cheryl Anderson, Manager of Administrative Services**

**DATE: October 17, 2019**

**SUBJECT: Bulkley Valley Lakes District Airshed Management Society Request  
for Letter of Support re: Woodstove Exchange Program**

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### **RECOMMENDATION**

"That the Board provide a letter to the Bulkley Valley Lakes District Airshed Management Society in support of the woodstove exchange program."

### **BACKGROUND**

Attached is a request for a letter of support from the Bulkley Valley Lakes District Airshed Management Society. The Society is seeking funding opportunities for its Woodstove Exchange Program and public education.

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**Cheryl Anderson**

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**Subject:** FW: Letter of support to continue the wood stove exchange program

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**From:** Susan <[notonsea@hotmail.com](mailto:notonsea@hotmail.com)>  
**Date:** Friday, September 20, 2019 at 4:02 PM  
**To:** Mark Fisher <[mark.fisher@rdbn.bc.ca](mailto:mark.fisher@rdbn.bc.ca)>  
**Subject:** Fw: Letter of support to continue the wood stove exchange program

Hello Mark,

It is the time of year we need to reapply for provincial funding of the local wood stove exchange program. In order to do this we request from your staff:

- 1) a letter of support to our organization to manage the program, see a sample at the bottom of this email
- 2) any news you would like to share concerning air quality and improvements in your community. This is shared with the Provincial government, Ministry of Environment and Climate Change and the BC Lung Association.

In addition if you have any suggestions or comments or concerns on how the program is managed please don't hesitate to call! My name is Sue Brookes and I am best reached by phone at 250 877-8739. Please also forward this to whom it may apply.

Thank-you, Sue Brookes

For links on related info:  
<http://cleanairplan.ca>



CleanAirPlan.ca – clean air solutions we can all live with

Our friends at the Cowichan Valley Regional District have been putting up purple air monitors too.. Sarah Coefield from Missoula Public Health did a killer talk at the 2019 BC Lung Wildfire Smoke workshop, download it here (40 meg powerpoint). Following on from the smoke filtering theme in Sarah's talk is this test we did on our homebrew filter. Now a wood stove blog, here: [https ...](https://www2.gov.bc.ca/gov/content/environment/air-land-water/air/air-pollution/smoke-burning/exchange)

[cleanairplan.ca](http://cleanairplan.ca)

<https://www2.gov.bc.ca/gov/content/environment/air-land-water/air/air-pollution/smoke-burning/exchange>

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## Wood Stove Exchange Program - Province of British Columbia

The Provincial Wood Stove Exchange Program changes out old, smoky wood stoves for cleaner heating options including heat pumps, gas or pellet stoves and cleaner burning wood stoves.

[www2.gov.bc.ca](http://www2.gov.bc.ca)

### Sample body:

Please accept this letter on behalf of ... in support of the BVLD AMS application for funding the 2020 woodstove exchange program and education.

Air pollution caused by residential wood smoke poses a significant problem in many northern communities, including those in the Bulkley Valley and Lakes District. We know that burning wood is a reality for many of our residents. Northern Health recognizes this challenge and barrier to improving our air quality. Wood smoke is a complex mixture of small particulate matter and other harmful chemicals. Any small improvement in local air quality, including more efficient or reduced wood burning, will have a positive impact for residents.

Public education and awareness campaigns are needed when addressing wood burning issues along with the financial incentive to recycle dirty wood burning appliances. The BVLD Air Management Society has been active for many years and has contributed to our body of knowledge and understanding of local impacts to air quality in the BVLD through initiatives such as the Woodstove Exchange Program, sector specific workshops and the drafting of the 2012 Clean Air Plan. We appreciate and support their efforts.

Please don't hesitate to get in touch if you would like more information or require clarification.

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## **Regional District of Bulkley-Nechako Memo**

**TO:** Chair Thiessen and Board of Directors

**FROM:** Cheryl Anderson, Manager of Administrative Services

**DATE:** October 16, 2019

**SUBJECT:** Proclamation/Declaration Policy

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### **RECOMMENDATION**

"That the Board adopt the Proclamation/Declaration Policy."

### **BACKGROUND**

Discussion took place at the September 5, 2019 Waste Management Committee Meeting regarding proclamations. Staff were directed to prepare a policy regarding proclamations. A draft policy is attached for the Board's consideration.



## **REGIONAL DISTRICT OF BULKLEY-NECHAKO PROCLAMATION/DECLARATION POLICY**

### **PURPOSE:**

To implement a policy that formalizes the resolution of the Board on handling proclamations and declarations.

### **POLICY:**

Recognizing that the large number of proclamations being received by the Regional District of Bulkley-Nechako is making them less meaningful and effective; and recognizing that proclamations made at the Provincial and Federal level are being repeated unnecessarily at the local government level, the Board will not issue proclamations and/or declarations. In extraordinary circumstances, the Chair has the authority to bring a proclamation or declaration forward to the Board for consideration.

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## Regional District of Bulkley-Nechako Memo

**TO:** Chair Thiessen and Board of Directors

**FROM:** Cheryl Anderson, Manager of Administrative Services

**DATE:** October 17, 2019

**SUBJECT:** Economic Development Bylaws – Electoral Areas “C” (Fort St. James Rural), “D” (Fraser Lake Rural), and “F” (Vanderhoof Rural)

---

### RECOMMENDATION

1. “That Regional District of Bulkley-Nechako Electoral Area “D” (Fraser Lake Rural) Economic Development Service Area Establishment Bylaw No. 1884, 2019 be given first, second and third reading this 24<sup>th</sup> day of October, 2019.”
2. “That Regional District of Bulkley-Nechako Electoral Area “C” (Fort St. James Rural) Economic Development Service Area Establishment Bylaw No. 1885, 2019 be given first, second and third reading this 24<sup>th</sup> day of October, 2019.”
3. “That Regional District of Bulkley-Nechako Electoral Area “F” (Vanderhoof Rural) Economic Development Service Area Establishment Bylaw No. 1886, 2019 be given first, second and third reading this 24<sup>th</sup> day of October, 2019.”

### VOTING

(all/directors/majority)

### BACKGROUND

Attached are Economic Development Bylaws for Electoral Areas “C”, “D”, and “F”. These bylaws are modeled on the Economic Development Bylaws for Areas “A”, “C”, “E”, and “G”.

These bylaws will provide the Electoral Area Directors with the maximum flexibility in deciding how to promote economic development within their areas.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## BYLAW NO. 1884

A BYLAW TO ESTABLISH THE ELECTORAL AREA "D" (FRASER LAKE RURAL)  
ECONOMIC DEVELOPMENT SERVICE

---

**WHEREAS:**

- A. Under Section 332 of the *Local Government Act* a Regional District may operate any service the Board considers necessary or desirable for all or part of the Regional District;
- B. The Board of the Regional District of Bulkley-Nechako wishes to establish a service for the purpose of the promotion of economic development in Electoral Area "D";
- C. The approval of the Inspector of Municipalities has been obtained under section 342 of the *Local Government Act*; and
- D. Participating area approval in the participating area has been obtained under Section 347 of the *Local Government Act*.

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

**1) Service**

The Electoral Area "D" (Fraser Lake Rural) Economic Development Service (the "**Service**") is established by this Bylaw for the purpose of the promotion of economic development in Electoral Area "D".

**2) Boundaries**

The boundaries of the Service Area are the boundaries of Electoral Area "D" (Fraser Lake Rural) in the Regional District of Bulkley-Nechako (the "**Service Area**").

**3) Participating Areas**

The "Participating Area" is Electoral Area "D" (Fraser Lake Rural).

**4) Cost Recovery**

As provided in Section 378 of the *Local Government Act*, the annual cost of

providing this service shall be recovered by one or more of the following:

- a. Property value taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*
- b. Fees and charges imposed under Section 397 of the *Local Government Act*;
- c. Revenues received by way of agreement, enterprise, gift, grant or otherwise;
- d. Revenues raised by other means authorized by the *Local Government Act*.

**5) Tax Base for Property Value Taxes**

The tax base for property value taxes shall be for the participating electoral area in accordance with section 384 (5) (c) of the *Local Government Act* - the net taxable value of improvements in the participating area.

**6) Citation**

This Bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Electoral Area "D" (Fraser Lake Rural) Economic Development Service Area Establishment Bylaw No. 1884, 2019."

READ A FIRST TIME this      day of                      , 2019

READ A SECOND TIME this      day of                      , 2019

READ A THIRD TIME this      day of                      , 2019

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1884 at third reading.

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

CONSENT OF ELECTORAL AREA "D" DIRECTOR RECEIVED this      day of  
,      2019.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this      day of  
2019

ADOPTED THIS    day of                      ,2019

\_\_\_\_\_  
Chair

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

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****BYLAW NO. 1885****A BYLAW TO ESTABLISH THE ELECTORAL AREA "C" (FORT ST. JAMES RURAL) ECONOMIC DEVELOPMENT SERVICE**

---

**WHEREAS:**

- A. Under Section 332 of the *Local Government Act* a Regional District may operate any service the Board considers necessary or desirable for all or part of the Regional District;
- B. The Board of the Regional District of Bulkley-Nechako wishes to establish a service for the purpose of the promotion of economic development in Electoral Area "C";
- C. The approval of the Inspector of Municipalities has been obtained under section 342 of the *Local Government Act*; and
- D. Participating area approval in the participating area has been obtained under Section 347 of the *Local Government Act*.

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

**1) Service**

The Electoral Area "C" (Fort St. James Rural) Economic Development Service (the "**Service**") is established by this Bylaw for the purpose of the promotion of economic development in Electoral Area "C".

**2) Boundaries**

The boundaries of the Service Area are the boundaries of Electoral Area "C" (Fort St. James Rural) in the Regional District of Bulkley-Nechako (the "**Service Area**").

**3) Participating Areas**

The "Participating Area" is Electoral Area "C" (Fort St. James Rural).

**4) Cost Recovery**

As provided in Section 378 of the *Local Government Act*, the annual cost of

providing this service shall be recovered by one or more of the following:

- a. Property value taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*
- b. Fees and charges imposed under Section 397 of the *Local Government Act*;
- c. Revenues received by way of agreement, enterprise, gift, grant or otherwise;
- d. Revenues raised by other means authorized by the *Local Government Act*.

**5) Tax Base for Property Value Taxes**

The tax base for property value taxes shall be for the participating electoral area in accordance with section 384 (5) (c) of the *Local Government Act* - the net taxable value of improvements in the participating area.

**6) Citation**

This Bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Electoral Area "C" (Fort St. James Rural) Economic Development Service Area Establishment Bylaw No. 1885, 2019."

READ A FIRST TIME this      day of                      , 2019

READ A SECOND TIME this      day of                      , 2019

READ A THIRD TIME this      day of                      , 2019

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1885 at third reading.

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

CONSENT OF ELECTORAL AREA "C" DIRECTOR RECEIVED this      day of  
,      2019.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this      day of  
2019

ADOPTED THIS    day of                      ,2019

\_\_\_\_\_  
Chair

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

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## BYLAW NO. 1886

A BYLAW TO ESTABLISH THE ELECTORAL AREA "F" (VANDERHOOF RURAL)  
ECONOMIC DEVELOPMENT SERVICE

---

**WHEREAS:**

- A. Under Section 332 of the *Local Government Act* a Regional District may operate any service the Board considers necessary or desirable for all or part of the Regional District;
- B. The Board of the Regional District of Bulkley-Nechako wishes to establish a service for the purpose of the promotion of economic development in Electoral Area "F";
- C. The approval of the Inspector of Municipalities has been obtained under section 342 of the *Local Government Act*; and
- D. Participating area approval in the participating area has been obtained under Section 347 of the *Local Government Act*.

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

**1) Service**

The Electoral Area "F" (Vanderhoof Rural) Economic Development Service (the "**Service**") is established by this Bylaw for the purpose of the promotion of economic development in Electoral Area "F".

**2) Boundaries**

The boundaries of the Service Area are the boundaries of Electoral Area "F" (Vanderhoof Rural) in the Regional District of Bulkley-Nechako (the "**Service Area**").

**3) Participating Areas**

The "Participating Area" is Electoral Area "F" (Vanderhoof Rural).

**4) Cost Recovery**

As provided in Section 378 of the *Local Government Act*, the annual cost of

providing this service shall be recovered by one or more of the following:

- a. Property value taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*
- b. Fees and charges imposed under Section 397 of the *Local Government Act*;
- c. Revenues received by way of agreement, enterprise, gift, grant or otherwise;
- d. Revenues raised by other means authorized by the *Local Government Act*.

**5) Tax Base for Property Value Taxes**

The tax base for property value taxes shall be for the participating electoral area in accordance with section 384 (5) (c) of the *Local Government Act* - the net taxable value of improvements in the participating area.

**6) Citation**

This Bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Electoral Area "F" (Vanderhoof Rural) Economic Development Service Area Establishment Bylaw No. 1886, 2019."

READ A FIRST TIME this     day of             , 2019

READ A SECOND TIME this     day of             , 2019

READ A THIRD TIME this     day of             , 2019

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1886 at third reading.

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

CONSENT OF ELECTORAL AREA "F" DIRECTOR RECEIVED this     day of  
,     2019.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this     day of  
2019

ADOPTED THIS                                     day of             ,2019

\_\_\_\_\_  
Chair

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



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

**TO:** Board  
**FROM:** Protective Services  
**DATE:** October 24, 2019  
**SUBJECT:** **911 Emergency Fire/Rescue Dispatch Radio Communications System Contract for Maintenance and Response Services**

**RECOMMENDATION:**

1. That the Board authorize staff to enter into and finalize contract negotiations with Tower Communications regarding the provision of 911 emergency fire/rescue dispatch radio communications system maintenance and response services; and
2. that the Board authorize the Chair and staff to enter into a contract with Tower Communications.

**VOTING:** All /DIRECTORS/MAJORITY

**EXECUTIVE SUMMARY**

The RDBN contract with Tower Communications to provide 911 emergency fire/rescue dispatch radio communications system maintenance and response services is due to expire on December 31, 2019.

In July 2019, the RDBN issued a request for proposals for the provision of 911 emergency fire/rescue dispatch radio communications system maintenance and response services. The RDBN received one proposal from Tower Communications.

The purpose of this report is to obtain the Board's consent to enter into a contract renewal with Tower Communications for 9-1-1 Emergency Fire/Rescue Dispatch Radio Communications System Contract for Maintenance and Response Services.

Written by,

  
 Rebecca Rodriguez  
 Acting Emergency Services Manager

  
 Deborah Jones-Middleton  
 Director of Protective Services

## Background

Tower Communications has been contracted to provide 911 emergency fire/rescue dispatch radio communications system maintenance and response services since November 2012. Tower Communications has done an excellent job of responding to issues and maintaining the 911 dispatch equipment owned by the RDBN.

Tower Communications is based out of Houston and, as far as staff are aware, is the only company within the RDBN that can provide the services required.

## The Contract

The attached contract is the same terms and conditions as in previous contracts with Tower Communications, the following is a summary of the services and fee schedule.

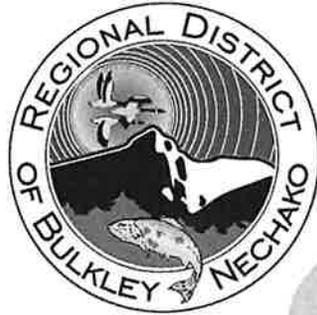
1. Twenty-four (24) hours a day, seven (7) days a week "on call" service and repair to Regional District 9-1-1 radio system equipment.
2. A scheduled "Annual Preventative Maintenance" program to be conducted on all equipment identified.
3. Response to Emergency Trouble Response System (ERTS) and "Routine" ETRS tickets within certain parameters.

The proposed contract is attached with the fee as outlined below.

## Tower Communication Proposed Service Costs

Description of Services	Fee	Unit of Service
<b>Annual Fee Component</b> ➤ Provide a 24 hour, 7 days per week on call availability for all "emergency" ETRS tickets; and ➤ Provide "Annual Preventative Maintenance Service" to all Regional District 9-1-1 sites.	\$31,585.00	Per annum
<b>Respond to ETRS tickets</b> ➤ "Emergency" ETRS tickets after business hours. ➤ "Routine" and Emergency ETRS tickets during business hours.	\$220.00 \$88.00	per hour per hour
➤ Mileage for "emergency" or "routine" ETRS response travel.	\$0.60	Per kilometer

A copy of the draft contract is attached. Should the Board approve the recommendations the contract will be provided to our solicitors for review. Staff will then complete discussions with Tower Communications to finalize the contract.



**REGIONAL DISTRICT  
OF BULKLEY-NECHAKO**

**911**

**EMERGENCY FIRE/RESCUE DISPATCH RADIO COMMUNICATIONS  
SYSTEM MAINTENANCE AND REPAIR SERVICES**

**CONTRACT DATED: January 1, 2020 to December 31, 2025**

Regional District of Bulkley-Nechako  
37 3<sup>rd</sup> Avenue, Burns Lake, BC V0J 1E0  
Telephone (250) 692-3195 / Toll Free 1-800-320-3339 / Fax (250) 692-3305  
[www.rdbn.bc.ca](http://www.rdbn.bc.ca)



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THIS AGREEMENT made this 1<sup>st</sup> day of January in the year of 2020 by and between the Regional District of Bulkley-Nechako, herein after called the "Regional District" and Tower Communications Ltd., herein after called the "Contractor".

WITNESS that the Contractor and the Regional District undertake and agree as follows:

1. The Contractor will:
  - a. Provide twenty-four (24) hours a day, seven (7) days a week 'on call' service and repair availability to Regional District 911 radio system equipment listed in Appendix 1 – Inventory and Location Report.
  - b. Conduct a scheduled 'Annual Preventative Maintenance' program on all equipment identified in the Contract.
  - c. Respond to 'Emergency' Emergency Trouble Response System (ETRS) tickets:
    - i. by telephone to the Fire Operations Communication Centre within 15 minutes of ETRS ticket time stamp;
    - ii. by telephone to the appropriate Fire Chief, or his/her alternate, within 30 minutes of ETRS ticket time stamp; and
    - iii. if required, site attendance within a maximum of eight (8) hours of ETRS ticket time stamp.
  - d. Respond to 'Routine' ETRS tickets:
    - i. by telephone to the Fire Operations Communication Centre within 15 minutes of the start of the next business day or the ETRS time stamp;
    - ii. by telephone to the appropriate Fire Chief, or his/her alternate, within 30 minutes of the start of the next business day of the ETRS time stamp; and
    - iii. if required, site attendance within a twenty-four (24) hours of the start of the next business day of the ETRS ticket time stamp.
  - e. Commence the Work of the Contract on January 1, 2020.
2. The Regional District will pay to the Contractor as full compensation for the performance and fulfillment of this Contract, the sum or sums of money specified in Appendix VI – Fees for Service in the manner and at the times specified in the Contract.
3. The Contract, General Conditions, Operational Specifications, Appendices, and all addenda are incorporated herein, to the intent and purpose as though recited in full herein and the whole shall form the Contract and shall enure to the benefit of and be binding upon the parties hereto and their successors, executors, administrators, and assigns.
4. No implied Contract of any kind whatsoever, by or on behalf of the Regional District, will arise or be implied from anything contained in this Contract or from any position or situation of the parties at any time, it being understood and agreed that the express contracts and agreements made herein by the parties hereto are and will be the only contract and agreements on which any rights against the Regional District may be founded.



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- 5. This Contract will supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to this Contract prior to the execution and delivery hereof.
- 6. All communications in writing between the parties will be deemed to have been received by the addressee if delivered to the individual or to a member of a firm, or to the employee of the Regional District for whom they are intended, or if sent by registered mail or by telegram as follows:

The Contractor at:

Address: 3459 10<sup>th</sup> Street  
Houston, British Columbia V0J 1Z0

The Regional District of Bulkley-Nechako at:

Address: 37 3<sup>rd</sup> Avenue  
Burns Lake, BC V0J 1E0

IN WITNESS WHEREOF the parties hereto have executed this Contract this \_\_\_\_ day of \_\_\_\_\_, 2019.

SIGNED, SEALED AND DELIVERED BY:

Tower Communications Ltd,

\_\_\_\_\_  
(Contractor)

signed in the presence of:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title (Please print)

Regional District of Bulkley-Nechako

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title (Please print)

\_\_\_\_\_  
Corporate Officer



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Draft

## GENERAL CONDITIONS

### 1. DEFINITION OF TERMS

“Contract Documents” and “Contract” means the documents in the Contract.

“Contractor” means Tower Communications Ltd.

“ETRS” means Electronic Trouble Reporting System

“FOCC” means the Fire Operations Communication Centre

“Regional District” means the Regional District of Bulkley-Nechako

“Standards” means the acceptable requirements for service and maintenance of the entire System.

“System” means the 911 Radio Communications System that serve fire/rescue agencies in the Regional District of Bulkley-Nechako.

“Work” means all maintenance and repairs and all other related services.

### 2. INTENT OF CONTRACT DOCUMENTS

The intent of the Contract Documents is that the Contractor will provide all work to the System and all else necessary for, or incidental to, the proper execution of the work described in the Contract.

This Contract is not an agreement of employment. The Contractor is an independent contractor, and nothing herein will be construed to create a partnership, joint venture or agency and neither party will be responsible for the debts or obligations of the other.

### 3. ASSIGNMENT OF CONTRACT

The Contractor will not sublet, sell, transfer, assign or otherwise dispose of the Contract or any portions thereof, or its right, title or interest therein, or obligations thereunder without written consent of the Regional District except for an assignment to a bank of the payments to be received hereunder.

### 4. CONFIDENTIALITY

In accordance with the Freedom of Information and Protection of Privacy Act, the Contractor will treat as confidential and will not, without the prior written consent of the Regional District, publish, release or disclose or permit to be published, released or disclosed, any information supplied to, obtained by, or which comes to the knowledge of the Contractor as a result of this Contract except insofar as such publication release or disclosure is necessary to enable the Contractor to fulfill its obligations under this Contract, or by the laws of British Columbia.

### 5. CONTRACTOR SYSTEM FAMILIARITY

One (1) month will be provided the Contractor to become thoroughly familiar with the System. The Contractor shall be responsible for obtaining all required System documentation during the one (1) month familiarity period.

The Regional District retains the right to assess the Contractor’s continuing ability to meet the Regional District’s needs in accordance with the Contract.

The Regional District, in its sole judgment, will determine whether the Contractor’s technicians are suitably trained and qualified to continue carrying out maintenance work on the System.

### 6. CONTRACT TERM

The Contract Term is from 12:01 a.m., January 1, 2020 to midnight, December 31, 2025.

## **7. OCCUPATIONAL HEALTH AND SAFETY**

The Contractor will use due care and take all necessary precautions to assure the protection of persons and property at the facilities and will comply with the *Workers Compensation Act* of the Province of British Columbia.

## **8. CONTRACT TERMINATION**

The Regional District reserves the right to terminate the Contract in writing if the Contractor is determined, at the sole discretion of the Regional District, to be in breach or non-performance of the terms and conditions of the Contract. The Contractor will have seven (7) days to remedy the breach or non-performance issue to the satisfaction of the Regional District.

Cause for termination, in the sole judgment of the Regional District, will include a breach or violation of any Contract terms and conditions, or the inability of the Contractor to adequately perform all System maintenance and repair functions in accordance with the Contract, or if the Contractor is not fulfilling the role of a maintenance contractor in a professional, responsible, cooperative, and business-like manner that is acceptable to the Regional District.

The Regional District will not be responsible for any costs incurred by the Contractor or for any Contractor business or non-business losses or liabilities, consequential or otherwise if the Regional District decides to terminate the Contract for cause.

All equipment, maintenance tools, documentation, keys (including those of other agencies/businesses) and all other Regional District property that is in the possession of the Contractor shall be returned to the Regional District immediately upon receiving notice of contract termination from the Regional District. The Regional District reserves the right to seek legal remedies through a court of competent jurisdiction, or other means at the disposal of the Regional District to recover costs and to impose penalties as deemed appropriate by the Regional District, in the event of termination of the Contract for cause.

## **9. CONTRACTOR'S TERMINATION OF THE CONTRACT**

The Contractor will have the right to terminate the Contract in the event the Regional District fails to pay for the Work performed except as provided in the Contract Documents, within thirty (30) days from the specified date of payment and fails to remedy such default within ten (10) days of the Contractor's written notice to do so.

## **10. OWNERSHIP**

The material produced, received or provided by the Regional District to the Contractor as a result of this Contract and any equipment or other property provided by the Regional District to the Contractor as a result of this Contract will:

- a) be the exclusive property of the Regional District; and
- b) be delivered by the Contractor to the Regional District upon the Regional District giving written notice to the Contractor requesting delivery of the same or at the end date of this Contract.

## **11. OWNER'S RIGHT TO CORRECT DEFICIENCIES**

Upon failure of the Contractor to perform the Work in accordance with the Contract Documents, and after twenty-four (24) hours verbal notice to the Contractor, or without notice if any emergency of danger to the work or public exists, the Regional District may, without prejudice to any other remedy, correct such deficiencies. The cost of work performed by the Regional District in correcting deficiencies will be paid by the Contractor to the Regional District except where the Contractor was not contracted or given verbal notice or any opportunity to respond.

## 12. INDEMNITY AND RELEASE BY CONTRACTOR

The Contractor shall indemnify and save harmless the Regional District and all its member municipalities, and their respective councillors, directors, officers and employees from and against all losses, claims, demands, payments, suits, actions, recoveries, and judgments of every kind brought or recovered against either of them by reason of any act or omission of the Contractor, its sub-contractors, agents or employees arising out of the entering of the Contract or the carrying out of the Work, whether on lands owned by the Regional District and whether arising from statutory liability or not.

## 13. INSURANCE

The Contractor will, at its own expense, provide the following insurance:

- a) The Contractor will provide and maintain at its expense, commercial general liability insurance coverage in a form satisfactory to the Regional District in an amount not less than five million (\$5,000,000) dollars inclusive, per occurrence insuring against bodily injury, personal injury, and property damage; and
- b) The Contractor will provide and maintain at its expense automobile liability insurance on all vehicles used in the performance of the Work in an amount not less than five million (\$5,000,000) dollars.

In all policies of insurance called for under this Contract (except automobile insurance on vehicles owned by the Contractor), the Regional District will be included as Additional Insured and all such insurance will contain a provision that the insurance will apply as though a separate policy had been issued to each named insured.

Each policy will contain a clause that states:

*“this policy will not be changed or amended in any way, nor cancelled or materially changed without the Insurer giving at least thirty (30) days’ notice by registered mail to the Regional District of Bulkley-Nechako.”*

The Contractor will provide Certificates of Insurance of these policies to the Regional District prior to commencement of the Work. The Contractor will provide up-to-date Certificates of Insurance to the Regional District upon renewal of these policies.

## 14. CHANGES IN THE WORK

The Regional District, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work. The Contractor shall proceed with the Work as changed and the Work shall be executed under the provisions of the Contract. No changes shall be undertaken by the Contractor, without written order of the Regional District, except in an emergency endangering life or property, and no claims for additional compensation shall be valid unless the change in writing was so ordered. The value of the addition or deduction from the Contract amounts, and the method of determining such value, shall be by unit prices or combinations of unit prices as set out in the proposal using the same formula applied to the Contract Price.

## 15. PAYMENT

The Contractor will invoice the Regional District monthly for services rendered in accordance with the contract for ETRS ‘Emergency’ and ‘Routine’ services and one-twelfth of the “Annual Fee Component” as outlined in Appendix V1 – Fees for Service. Invoices will be reviewed and approved by the Regional District of Bulkley-Nechako prior to payment. Once approved invoices will be paid within 30 days.

## **16. COMPLIANCE WITH ALL LAWS AND REGULATIONS**

The Contractor shall provide all services, and conduct all work, in full compliance with all federal, provincial and municipal laws and regulations.

## **17. WORKSAFE BC**

Prior to undertaking any of the work in this Contract, the Contractor will provide the Regional District with its WorkSafe BC (WSBC) number and will pay and keep current all assessments required by WSBC in relation to the contract amount. The Contractor will provide a clearance letter from WSBC to the Regional District prior to commencement of the work and at intervals not greater than six (6) months during the term of the Contract.

## **18. CONTRACT PERFORMANCE REVIEWS**

From time to time as deemed necessary, the Regional District may request that the Contractor participate in a Contract performance review. The Contractor will cooperate fully with the Regional District, and will provide the Regional District with all reports, records, and other documentation that may be requested by the Regional District from time to time, related to the maintenance of the System as required in the Contract, and participate in the periodic performance reviews with the Regional District. Documented performance arising from such reviews may be used as basis for alteration of the scope of work or suspension/termination of the Contract.

## **19. RIGHTS OF WAIVER**

A waiver of any breach of, or provision of, this Contract will not constitute or operate as a waiver, or any other breach of any other provisions, nor will any failure to enforce any provision herein operate as a waiver of such provisions or of any other provisions.

## **20. SEVERABILITY**

All paragraphs of the Contract are severable one from the other. Should a court of competent jurisdiction find that any one or more paragraphs herein are void the validity of the remaining paragraphs hereof will not be affected.

## **OPERATIONAL SPECIFICATIONS**

### **1. SYSTEM DESCRIPTION**

#### **1.1 General Overview**

The Regional District contracts with the Regional District of Fraser-Fort George for fire/rescue, dispatch and emergency services. The Regional District of Fraser-Fort George owns and operates a centralized Emergency Fire/Rescue Radio Communications System for dispatching eleven (11) fire/rescue agencies throughout the Regional District of Bulkley-Nechako.

All fire/rescue department dispatch operations are located at the Fire Operations Communications Centre (FOCC) which is located at the Prince George Fire Department Fire Hall #1 in the City of Prince George. The FOCC receives all 911 fire emergency calls from the Primary Public Safety Answering Point, for all areas within the 911 Service Area as shown on Appendix 4 – Map of Service Area.

The FOCC in Prince George is a sophisticated centralized dispatch facility, with three (3) identical communications dispatch workstations. The dispatch communications console technology includes expansion capabilities for a total of four (4) identical dispatch work stations, and a total of up to one hundred and five (105) emergency response agencies.

The FOCC communicates with Regional District agencies, listed in Appendix 3 – Inventory and Location Report, over a telephone interconnect system.

## **1.2 Site Locations**

911 Radio Communications System equipment and locations are listed on Appendix I – Inventory and Location Report.

## **2. CONTRACT MAINTENANCE STANDARDS**

### **2.1 Maintenance Standards**

All contract maintenance standards shall be in accordance with requirements specified throughout the Contract, which will be used by the Regional District to measure the performance of the Contractor.

### **2.2 Contractor Liability for Loss and Damage**

The Contractor shall be liable for the total cost to repair, or replace all damaged Regional District System equipment, facilities, tools and test equipment because of negligence, improper storage, improper transport, improper or inadequate service procedures or workmanship on the part of the Contractor, the Contractor's agents, servants or employees.

The decision to replace or to repair damaged equipment or facilities shall be made at the sole discretion of the Regional District, after due consideration by the Regional District and the Regional District's appointed advisors, of a detailed description of all remedial action proposed by the Contractor.

The detailed description of the proposed remedial work by the Contractor shall include a comprehensive and rational assessment of the impact of all remedial work on the long-term System reliability, performance, and life expectancy.

### **2.3 System Familiarity and Technical Knowledge**

The Contractor will be solely responsible for establishing and maintaining a structured training program for all service and maintenance personnel that will be carrying out maintenance work on the System.

The required training, skills and capabilities of all personnel is to ensure to a high level of technical proficiency to enable prompt, efficient and effective response to all System maintenance requirements.

Contractor technicians will need to be able to independently assess System performance, operating, and functional problems, troubleshoot the specific cause (or causes) of the problem, and carry out all required adjustments and repairs to restore the System to a fully operational state in accordance with all performance and industry standard specifications in an effective, responsible, and professional manner without supervision or guidance.

Sufficient numbers of qualified Contractor technicians are required to be properly trained at all times including provisions for illnesses, vacations, and other reasons for technician absences, to provide for uninterrupted System maintenance and repair services, twenty-four (24) hours per day, seven (7) days per week for the entire duration of the agreed upon contract.

### **2.4 System Documentation**

System documentation that is required by the Contractor to be able to properly train maintenance personnel, and to provide efficient and effective maintenance services, shall be identified by the Contractor, and arrangements for obtaining the necessary documentation shall be determined between the Contractor and the Regional District prior to signing of the Contract.

Lack of technical documentation or System operating and functional information will not be an acceptable excuse by the Contractor for not having all necessary knowledge to carry out all maintenance work efficiently and effectively, in accordance with the Standards unless the Contractor

has requested the technical documentation and system operating information from the Regional District and the information has not been supplied as set out in the Contract.

## **2.5 System Maintenance Tools**

The Contractor shall be responsible for the provision of all test equipment, service and maintenance computer software for all equipment, for all interconnecting cables, all extension circuit cards, and assemblies that are required for troubleshooting, maintenance and repair of all System equipment. See Appendix IV – Regional District of Bulkley-Nechako Test Equipment Required for Testing.

## **2.6 Service and Maintenance Resources and Facilities**

The Contractor shall always have available during the Contract Term, all required equipment, service and maintenance facilities, including trained service and maintenance personnel, to provide prompt, effective and efficient maintenance services with a high level of proficiency and excellent workmanship.

All equipment, maintenance facilities, and trained personnel shall be made available as required on a top priority basis, without exception, to respond to all requests for 'Emergency' ETRS response services, twenty-four (24) hours a day, seven (7) days a week.

Inability by the Contractor to respond promptly, in accordance with the stated 'Emergency' ETRS tickets from the FOCC because of the immediate unavailability of suitable equipment, facilities or properly skilled and trained personnel, shall be cause for termination of the Contract at the sole discretion of the Regional District.

## **2.7 Qualifications and Personnel**

All personnel who are designated to carry out service and maintenance work on the System, shall have formal training in the field of electronics and radio communications from a recognized trade school, community college, institute of technology, or equivalent level of training, with at least three (3) years full time experience as a service technician in two-way radio communications service and maintenance work.

All service and maintenance personnel shall have a strong working knowledge of two-way narrow band FM point-to-point and mobile two-way radio communications systems theory of operation, performance, and functions, including antenna systems, control systems, in band and sub-audible signalling.

A sound understanding of basic user level programming of microprocessor-controlled radio and control equipment is mandatory.

All personnel directly engaged in the maintenance of the System shall have a strong background in troubleshooting and repairing electronics and radio communications equipment with demonstrated excellent workmanship skills.

## **2.8 Location of Full Service and Maintenance Facilities**

The Contractor shall maintain a fully equipped, full time service shop and maintenance facilities with fully trained technical service personnel.

The facilities shall be available and maintained by the Contractor on a permanent, full time basis to provide twenty-four (24) hours a day, seven (7) days a week response to all 'Emergency' ETRS tickets.

The Regional District reserves the right to cancel the Contract if changes are made to the Contractor's maintenance facilities or personnel after award of the Contract (including the relocation

of some or all of the facilities), if in the opinion of the Regional District, the changes may result in a reduction of the Contractor's capabilities to provide a level of service as outlined in the said contract.

## **2.9 Availability of Maintenance Staff and Facilities**

The Contractor shall ensure that properly trained and skilled technical personnel, with immediate access to suitable equipment and facilities, shall be available at all times to respond promptly to 'Emergency' ETRS tickets for maintenance on the System, twenty-four (24) hours a day, seven (7) days a week, regardless of other commitments that may have been made by the Contractor to other customers.

The Regional District reserves the right to periodically and randomly inspect the Contractor's facilities, and to interview the Contractor's personnel at each location at the discretion of the Regional District, to ensure that standards are being met.

## **2.10 Quality of Workmanship**

The quality of workmanship always shall be excellent and shall reflect a high level of skill and technical competence.

All repair work shall not reduce either the life expectancy or reliability of the equipment or System and shall be carried out in accordance with the original equipment manufacturer's instructions.

All replacement parts shall comply with the original equipment manufacturer's specifications and shall not degrade the performance below the equipment manufacturer's performance standards.

Temporary repairs, and/or parts replacement, with field acceptable substitutes will be considered by the Regional District, only if the temporary repairs and/or parts replacement are necessary to urgently correct a malfunction that has disabled the System or is seriously jeopardizing the System's reliability. The Contractor shall immediately issue an expedited order for the approved (permanent replacement) parts without delay.

The temporary repairs and/or field-substituted parts shall be replaced with permanent repairs and approved parts as soon as the approved replacement parts are received by the Contractor.

All extraordinary field repair work, and/or field equipment replacement, that are required to immediately correct an urgent or catastrophic system problem, shall be carried out without delay at the discretion of the Contractor, pending a recommendation by the Contractor to the Regional District for a permanent solution.

## **2.11 Records and Reports**

The Contractor shall maintain thorough and accurate records of all maintenance work, including details of all repairs, replacements and adjustments on all equipment, at all sites.

Appendix III – Maintenance Log Report shall be completed for each site visit and shall clearly identify the time, date, and location of all site visits, the reason for the site visit, a concise, and accurate description of all work carried out during the site visit, all subsequent follow-up work that is necessary to comply with the Standards, the nature of any temporary work or parts replacement, the results of the site visit and maintenance work in terms of effects on System performance, the name of the Dispatcher with whom the System checks were made before departing the site location, and the status of the System operation and performance after all maintenance work that was completed during the site visit.

A copy of all maintenance records on all the System equipment shall be forwarded to the Regional District and the FOCC within one (1) business day after the maintenance work has been completed.

All maintenance records and reports that require an immediate or urgent response from the Regional District or the FOCC, to ensure system reliability and integrity, shall be submitted by either telephone, fax, or delivered by hand to the Regional District and the FOCC Supervisor immediately upon completion of the maintenance work at the site, to avoid all unnecessary delays.

While on site, any observations made by the Contractor regarding the condition of radio equipment, site facilities, etc., that may adversely affect the long term reliability or life of the System, shall be reported to the Regional District and the FOCC in a concise report that clearly describes the problems or nature of concern with a recommendation to the Regional District to correct the problems.

In all cases, the reports shall be submitted to the Regional District and the FOCC in a timely manner to ensure that the Regional District and FOCC can immediately assess the urgency or priority of the problem.

Appendix I – Inventory and Location Report shall be maintained by the Contractor to record equipment serial numbers and the amount of equipment installed at each location and report the discarding of equipment.

## **2.12 Electronic Trouble Reporting System**

The Regional District has an Internet (web) based ETRS that is the basis for reporting and tracking all System problems.

The Electronic Trouble Report System ticket:

- is used by the FOCC Dispatchers to initiate documented reports of System problems;
- is used by the Contractor to record all maintenance and repair actions and to report the current status of the problem and resolution process;
- is used by the Contractor to record all equipment that is replaced during System maintenance for inventory tracking and control;
- is used by the Contractor to record time spent on the ETRS; and
- is used to provide a complete, chronological history of all System problems and solutions for subsequent System performance analysis, and planning purposes by the Regional District.

The Contractor shall have access to the Internet with suitable computer technology for retrieving and entering trouble report data as required in a timely manner.

Only the Regional District and/or the FOCC are authorized to place 'Emergency' and 'Routine' ETRS tickets for service work on the System. The Contractor shall immediately advise the FOCC and as required, the Regional District of all requests for service to the System that have been received by the Contractor, from any other sources, including any of the fire departments. Only the FOCC, and as required, the Regional District will determine whether the Contractor should respond to a service request from any other individuals, including those from any fire or rescue department personnel.

## **2.13 Emergency Response Contact Telephone Number**

The Contractor shall maintain a central twenty-four (24) hours a day, seven (7) days a week, emergency contact telephone number.

The Contractor's emergency contact telephone number shall be capable of receiving a digital alphanumeric or text message.

### **Note:**

All electronic trouble reports initiated by the FOCC Dispatchers are automatically sent as a text message over a commercial paging system via the Internet.

The Contractor shall ensure that calls to the emergency contact telephone number shall result in immediate notification of properly skilled and trained technical service personnel who are able to respond to 'Emergency' ETRS tickets without delay.

During normal daytime business hours, 'Emergency' ETRS tickets may be made either to the emergency contact telephone number, or directly to the Contractor's service centre.

'Routine' ETRS tickets shall normally be made to the Contractor's service centre during normal business hours. However, the FOCC may place the 'Routine' ETRS tickets through the emergency contact telephone number, if the urgency of the service request cannot be immediately determined by the FOCC and/or if an immediate response is necessary to discuss the nature of the service requirements and possible impact on the reliability and operation of the System.

The Contractor shall maintain only one central emergency telephone number. The Contractor shall not change the central emergency telephone number without the express, prior approval of the Regional District.

**NOTE:**

Only the Regional District and/or the FOCC are authorized to place 'Emergency' and 'Routine' ETRS tickets for service work on the System. The Contractor shall immediately advise the FOCC and as required, the Regional District of all requests for service to the System that have been received by the Contractor, from any other sources, including any of the fire departments. Only the FOCC, and as required, the Regional District will determine whether the Contractor should respond to a service request from any other individuals, including those from any fire or rescue department personnel.

### **3. CONTRACTOR RESPONSE**

#### **3.1 'Emergency' ETRS Tickets**

The Contractor shall ensure that a qualified (fully trained) service technician responds by telephone to all 'Emergency' ETRS tickets within fifteen (15) minutes of the request being placed by the FOCC to the emergency contact telephone number.

If, after telephone discussion between the FOCC and the Contractor's personnel, it is determined by the FOCC that an 'Emergency' response is required, fully trained technical service personnel shall contact the appropriate Fire Chief or his/her alternate to attempt to correct the problem and if required be **enroute to the location requiring service within one (1) hour** from the completion of the telephone discussion between the FOCC and the Contractor's service personnel.

If at the discretion of the FOCC, the problem can be resolved by the FOCC with direction from the Contractor's service personnel, the FOCC at its sole discretion, may down grade the call to a 'Routine' request.

At no time however, shall the Contractor's responding service personnel attempt to place the onus on the FOCC for either resolving the problem through telephone discussions, and/or attempt to convince the FOCC that the nature of the request is not an emergency, or place any burden on the FOCC dispatcher that either disrupts, or interrupts the FOCC Dispatcher's normal duties.

In all cases, any question or doubt about the nature of the emergency, including a possible resolution of the problem, shall result in an immediate response by the Contractor's trained technical personnel within one (1) hour from the time of the telephone discussion with the FOCC.

At all times, the Contractor shall be solely responsible for assessing the nature of the System problem or malfunction reported by the FOCC, and for taking the appropriate action to correct the problem in accordance with the Standards. The Contractor shall always assume, that the FOCC does not have

sufficient technical knowledge or skills to either identify the cause, or to take appropriate action to rectify the problem unless the problem is of a procedural or operational nature only.

If the Contractor is unsure if the System problem is within the scope of the Contract the Contractor shall contact the Regional District. At no time shall the Contractor request the FOCC contact the Regional District to determine responsibility of a System problem. See Appendix V – Regional District of Bulkley-Nechako Emergency Contact Information.

The Contractor shall implement a clear escalation procedure that provides direct access by the Regional District and the FOCC Dispatchers to appropriate authorities within the Contractor's organization twenty-four (24) hours per day, seven (7) days per week. The Contractor shall supply a detailed escalation list that shall include the name, title, relevant authority, and direct business and after-hours telephone numbers, as well as direct e-mail address of each person on the escalation list.

The Regional District or the FOCC Dispatchers shall have the right to contact any or all persons on the escalation list twenty-four (24) hours per day, seven (7) days per week for emergency purposes.

### **3.2 'Routine' ETRS Tickets**

The Contractor shall respond to all 'Routine' ETRS tickets placed by the FOCC, through the ETRS, within a reasonable time, as determined during discussions between the Contractor and the FOCC, but at no time, shall the response be longer than one (1) full business day. All Work shall be subject to the acceptance of the Regional District.

### **3.3 Transportation Arrangements**

The Contractor shall be solely responsible for providing all surface transportation for maintenance personnel to all sites, as required to conduct all Work.

The Contractor shall always ensure, that all service personnel carefully plan all service work, and make all necessary preparations in anticipation of the work to be conducted at all sites to avoid unnecessary repetitive site trips and costs because of inadequate preparation or planning by the service personnel.

### **3.4 Contractor Personnel Safety**

The Contractor shall be solely responsible for the safety of the Contractor's maintenance personnel.

The Regional District shall not be responsible or liable for injury or death that may occur to any of the Contractor's personnel during the performance of maintenance work, including travel to and from the System sites, for any reason whatsoever.

The Contractor shall identify and report to the Regional District all site facilities, and/or working conditions at all sites, that are unsafe, or present an unacceptable risk to the safety of the Contractor's personnel.

The Regional District will determine, in conjunction with the Contractor and the appropriate Fire Department representative, the most expeditious and cost-effective rectification of unsafe facilities and/or working conditions based on specific recommendations to the Regional District by the Contractor and/or based on examination of the facilities and working conditions by the Regional District.

In all cases, the safety of the Contractor's personnel shall not be compromised.

### **3.5 Enforcement of Maintenance Standards**

All performance of maintenance services by the Contractor that are determined by the Regional District to be inadequate or unacceptable in accordance with the Standards may be cause for termination of the Contract by the Regional District as specified in the Contract.

Upon request of the Regional District, the Contractor shall provide detailed written responses to the Regional District explaining all circumstances that contributed to the cause or causes of inadequate performance.

The Contractor shall clearly describe in detail, the immediate remedial action that the Contractor will take to avoid repetition of the inadequate performance that is determined by the Regional District to have occurred within the control of the Contractor.

Failure by the Contractor to immediately implement remedies that are acceptable to the Regional District may be cause for termination of the Contract by the Regional District.

## **4. CONTRACT MAINTENANCE SERVICES**

### **4.1 General Requirements**

The Contractor shall be responsible for providing repair and maintenance services on all System communications and control equipment, that are identified in Appendix I – Inventory and Location Report on a twenty-four (24) hours a day, seven (7) days a week basis, to maintain the System operation and performance in a constant state of readiness for providing reliable dispatch and radio communications services to all of the fire departments and rescue service agencies served by the System. The Contractor shall also be responsible for carrying out a scheduled preventive maintenance program on all equipment as specified in the Contract.

### **4.2 Emergency ETRS Ticket Services**

'Emergency' ETRS tickets services shall include the repair and maintenance of all radio communications and control equipment and related communications system facilities that malfunction, or cause degraded radio system performance, or that reduce the system reliability and operational effectiveness of any part, or all the System.

In all cases, the Contractor shall respond to all 'Emergency' ETRS tickets as determined by the FOCC, in accordance with the Standards specified in the Contract.

Failure, malfunction or degradation of any component, equipment or materials that adversely affect the reliability of the dispatch service or performance of the System, shall require an emergency response from the Contractor, in accordance with the Standards specified in the Contract.

### **4.3 Routine ETRS Ticket Services**

All 'Routine' ETRS tickets that do not require an 'Emergency' response by the Contractor shall be in accordance with the Standards specified in the Contract.

'Routine' ETRS tickets service requirements shall be applicable to any System failures or malfunctions that in the opinion of the FOCC do not reduce the reliability or operational effectiveness of the System.

## **5. PREVENTATIVE MAINTENANCE SERVICES**

### **5.1 General**

The Contractor shall conduct a scheduled, annual preventative maintenance check on all of the sites and facilities listed in Appendix I – Inventory and Location Report.

The preventative maintenance checks at all sites shall be completed between April 15<sup>th</sup> and June 15<sup>th</sup> of each year.

All equipment, site facilities, and site shelters shall be thoroughly inspected, and tested as required to identify all items that may result in degraded system performance, malfunction or failure, or appear to be insecure, damaged, or susceptible to premature failure caused by weather or other causes, even

though the equipment, site facilities, and shelter are operating properly at the time of the preventative maintenance checks.

In general, the Contractor shall verify that the equipment at each site will continue to provide the reliability and operational effectiveness expected of the System.

The preventative maintenance program shall be carried out in addition to all other work that may have been conducted during the normal course of repair and maintenance work on the System in accordance with the Contract requirements related to both 'Emergency' and 'Routine' response work throughout each year of the Contract.

The Contractor shall provide a written preventative maintenance plan for the year following, to the Regional District for review and approval no later than September 1<sup>st</sup> of each year. The Contractor shall not begin the preventative maintenance program each year until the Regional District has provided written approval of the plan.

The Preventative Maintenance Plan (Plan) shall clearly and concisely list the planned date for carrying out the preventative maintenance checks at each site (location of System equipment) between April 15<sup>th</sup> and July 15<sup>th</sup> of each year.

The Plan shall include a list of all inspections and equipment tests that shall be carried out for all System equipment and facilities at each site. The Plan does not necessarily need to include the inspection or test procedures, but the type of test, and/or inspection shall be clearly identified for each planned test and inspection for all equipment and facilities at each location.

The Plan shall also include a preventative maintenance test and inspection form supplied by the Regional District and that shall be used by the Contractor for recording the results of all tests and inspections of all equipment and facilities at each site. See Appendix III – System Maintenance Log.

The Regional District will review the Plan in a timely manner and shall identify required changes to the Plan prior to approval of the Plan by March 31<sup>st</sup> each year.

The Contractor shall be responsible for making all changes to the Plan required by the Regional District, and for re-submitting the Plan for Regional District approval in sufficient time to enable the Contractor to make all necessary arrangements to start all required preventative maintenance Work by April 15<sup>th</sup> of each year.

In all cases the Regional District shall not be held responsible for any delays that may be incurred by the Contractor for conducting all preventative Work within the specified time frame, as a result of Contractor delays in submitting a Plan that is acceptable to the Regional District prior to carrying out the preventative maintenance program each year during the Contract.

The Fixed Contract Price, in accordance with the Contract Price Schedule, shall include the labour for the repair, adjustment, and if applicable, the replacement of failed, malfunctioning or suspect equipment and components during the preventative Work.

The cost of replacement materials and components including Radio Frequency and other electrical cables, batteries, antennas, and equipment (other than spare equipment) shall be in addition to the labour for the Contract preventative maintenance services, and the Regional District shall be obligated to reimburse the Contractor for such costs, subject to the terms and conditions specified in the Contract.

## **5.2 Preventative Maintenance Sites**

Annual preventative maintenance shall be carried out on all equipment listed in Appendix I – Inventory and Location Report.

### 5.3 Preventative Maintenance Services

At each site, preventative maintenance procedures shall include:

- a) detailed measurements to verify that the System performance meets or exceeds the Regional District's established levels and that all equipment meets or exceeds the manufacturer's performance standards and specifications;
- b) detailed visual inspection and verification of the integrity of the installation of all equipment, including interconnecting electrical cables, Radio Frequency transmission lines and Radio Frequency jumper cables, antennas, solar panels (if applicable), batteries, cabinets and equipment enclosures, electrical power and ground connections, and mounting arrangements;
- c) detailed measurements and verification of battery power supply systems including chargers, primary equipment power supplies, solar panel systems (if applicable), battery charge levels, and projected battery life (for both rechargeable and non-rechargeable batteries); and
- d) visual inspection of the general physical condition of the antennas and antenna mounting brackets, antenna mounting structure and guy wires (if applicable).

Wherever possible (or practical), all repairs, adjustments, and replacement of materials and/or equipment shall be carried out at the time the preventative maintenance Work is being conducted. During maintenance trips, the Contractor shall ensure they have all applicable Regional District spare radios and equipment, as well as all necessary tools, test equipment, programming cables and computers so repairs can be completed as soon as possible.

If the nature of the problem that is discovered during the preventative maintenance Work cannot be effectively or practically corrected at the time, the Contractor shall immediately submit a detailed report to the Regional District that clearly itemizes the specific Work that needs to be carried out during a subsequent visit to the site, the reasons that the Work could not be completed during the scheduled preventative maintenance site visit, and the prices for completing all itemized Work.

A detailed preventative maintenance report as set out in Appendix III – System Maintenance Log shall be completed for each site that clearly itemizes the detailed test and inspection results on all equipment. The report shall be submitted to the Regional District at the completion of the preventative maintenance test and inspection results for that site. The Contractor may provide specific recommendations to improve equipment performance and/or site facilities to increase system reliability and/or operational effectiveness, and the projected prices for implementing all recommendations.

### 5.4 Specific Services to be Included in All Contract Pricing

The Fixed Contract Price shall include all labour, surface travel expenses to and from each site, and miscellaneous electronic components, parts and materials that are normally part of a two-way commercial radio shop inventory for general repair purposes.

Special order components, parts and materials that are either unique to the System, and/or are not normally part of the standard general repair shop inventory that is maintained by a commercial two-way radio service facility, are not included in the Fixed Contract Price in accordance with Appendix VI – Fees for Service.

In all cases, all repair and maintenance Work shall be carried out by the Contractor to restore all equipment to the acceptable performance standards, and operational effectiveness, in accordance with the original equipment manufacturer's specifications and the system design requirements.

The Contractor shall ensure that no repair or maintenance Work results in any reduction in System reliability, functionality, or operational effectiveness after all repairs and maintenance Work have been completed and signed off.

Temporary repairs and maintenance Work will be acceptable to the Regional District only to expedite the restoration of the entire System to an acceptable level of reliability and operational effectiveness, pending permanent corrective action.

In these cases, temporary remedial measures shall be employed by the Contractor only under special circumstances, and only when immediate, permanent repairs or replacement are not possible.

In all cases, the Contractor shall ensure full compliance with the Standards, for both temporary and permanent remedial action to correct all System problems.

The Contract Maintenance Work shall include, but is not necessarily limited to:

- a) Repairing, adjusting and/or replacing all equipment, components, interconnecting wiring and all electrical connections to restore the equipment and system to the original, manufacturer's stated performance specifications, and to meet the system design requirements.
- b) Making all adjustments including all alignment and level setting procedures for all radio communications and control equipment, in accordance with the original equipment manufacturer's approved procedures and instructions.
- c) Carrying out the necessary trouble-shooting and investigative Work to identify the nature of all problems, to assess the appropriate remedial action, and to expedite all corrective measures that are necessary to restore the equipment and the System to acceptable standards of performance and operational effectiveness.
- d) Responding to all requests for maintenance.
- e) Preparing and maintaining technical and administrative reports for approval and/or review by the Regional District as may be required on a case-by-case basis by the Regional District.
- f) Ensuring full compliance with the Standards and making recommendations to the Regional District that will increase the cost-effectiveness of providing the Contract Work throughout the Contract Term, and that will result in improved overall 911 Fire Rescue Radio Communications System reliability and operating effectiveness.
- g) Providing a 'Recommendations and Quotation for Replacement of Equipment' Report based on the results of the Annual Preventative Maintenance Services.

### **5.5 Maintenance Manuals and Documentation**

The Regional District will supply one copy of all equipment operating and service manuals, System drawings, and documentation with all pertinent system technical and system descriptive information to the Contractor prior to the commencement of the Contract Term.

All documentation provided or purchased by the Regional District will always remain the property of the Regional District.

The Contractor shall be responsible for retaining, and for having available as required by the Contractor's personnel, all documentation supplied by the Regional District, and replacing all lost or destroyed documentation that has been supplied by the Regional District, at the sole cost of the Contractor.

Lack of appropriate documentation that is required to provide all contract maintenance services by the contractor, will not be an acceptable excuse for not being able to fulfill contract maintenance

commitments, and may be cause for termination of the Contract by the Regional District, without recourse by the Contractor.

All documentation supplied or purchased by the Regional District shall be immediately returned to the Regional District upon termination of the Contract, either at the expiry of the Contract Term, or at any time as requested by the Regional District.

## **5.6 Spare Equipment**

Appendix I – Inventory and Location Report includes a list of all spare equipment that will be provided by the Regional District to the Contractor for immediate replacement purposes to minimize down-time and System disruption during the repair or permanent replacement of System equipment and components.

The Contractor shall use the ETRS (web based) trouble reporting system to record all equipment changes and to maintain an accurate inventory of all spare equipment supplied by the Regional District.

The Contractor shall be responsible for maintaining all spare equipment in a fully operational and functional condition, in accordance with the original equipment manufacturers performance specifications, and for making recommendations to the Regional District to replace, or to add to the spare inventory, in the event that the spare equipment is required as a permanent replacement for equipment or components that have failed, and cannot be repaired either cost effectively, or in a reasonable period of time.

Any System equipment, including spare equipment that is lost or destroyed either through the negligence of the Contractor, or because of improper repair or maintenance procedures, shall be replaced at the sole cost of the Contractor. Any repairs to any equipment, including spare equipment, caused by the negligence of the Contractor, or resulting from improper maintenance or repair procedures, shall be subject to the prior approval of the Regional District, based on a specific recommendation by the Contractor.

The spare equipment inventory and inventory records shall be available for immediate inspection by the Regional District during normal business hours.

## **5.7 Equipment Component Spares and Replacement**

All repairs and maintenance of the System equipment, that require replacement of electronic or electrical components, including connectors, modules, circuit boards, special wiring or cable assemblies, and special materials that are not part of the inventory normally maintained by a commercial radio communications service company, or are not part of the spare equipment supplied by the Regional District, may be charged to the Regional District, in addition to the Fixed Contract Price in the proposal, subject to the prior approval of the Regional District.

Within 60 days after execution of the Contract with the Regional District, the Contractor shall list for prior approval by the Regional District, all special-order components, materials, equipment, special assemblies and sub-assemblies, including special cables and connectors that are not normally included in the Contractor's general service parts inventory, and that are required for System maintenance and repair. All special order requests shall include firm prices that will be charged by the Contractor to the Regional District. All such special order items that are approved by, and paid for by the Regional District, shall be the property of the Regional District and shall be accounted for in the spare equipment inventory by the Contractor.

The Contractor shall provide evidence satisfactory to the Regional District that the price charged to the Regional District is fair and reasonable, and is based on the direct landed cost at the Contractor's maintenance facilities (premises), with a reasonable gross profit margin that includes provisions for

the Contractor's normal overhead, and a net profit that represents the full discount that would be provided by the Contractor to the Contractor's most favoured customer.

The firm prices for repair or replacement of System components that are approved as special-order items shall include the price for extraordinary labour, in addition to the labour that is included in the Contract, to repair and/or to replace the special-order items.

The Regional District reserves the right to purchase directly from the equipment and/or parts suppliers, any special-order equipment, parts or material if in the opinion of the Regional District, direct purchases will result in a cost savings to the Regional District.

All off-the-shelf and special components, materials, sub-assemblies, including interconnecting wiring and cabling assemblies, shall be replaced and/or repaired in accordance with the standards specified in the Contract.

## **6. MAINTENANCE REPORTS AND RECORDS**

### **6.1 Reporting Procedures**

An ETRS is used by the FOCC dispatchers to report all problems encountered with the System.

The ETRS is completed in electronic format via the Internet.

When the ETRS form is submitted by a dispatcher, the ETRS form is automatically submitted by e-mail to the Regional District, the Contractor and the FOCC supervisor.

A fax copy of the ETRS is also automatically sent to the Contractor.

The dispatcher will identify the problem as an 'Emergency', or as 'Routine'.

ETRS submissions automatically generate an alphanumeric paging message to the Contractor.

The Contractor shall complete and submit a response on the ETRS form to clearly state the results of all troubleshooting and remedial Work that was carried out to resolve the problem within one (1) business day of the ETRS being initiated.

### **6.2 Preventative Maintenance Reports**

The Regional District will provide a preventative maintenance and service report form to be used by the Contractor for all preventative maintenance Work. Within one (1) month after the award of the Contract, the selected Contractor shall submit to the Regional District for comments and approval, samples of any proposed changes to the provided preventative maintenance and service report forms to be used by the Contractor for all preventative maintenance work.

### **6.3 Records**

The Contractor shall maintain Appendix 1 – Inventory and Location Report to record equipment serial numbers and the amount of equipment installed at each location and report the discarding of equipment.

### **6.4 Future System Additions and Deletions**

Equipment that has been added to the System after commencement of the Contract will be added to the Appendix I – Inventory and Location Report and shall become part of the Contractor's responsibilities.

The Contractor shall provide to the Regional District a quotation for extra Work to maintain additional equipment for the remainder of the Contract Term. The price shall be based on a reasonable estimate of the Contractor's cost that is in line with, and uses the same formula applied to, the Contract Price.

The Regional District shall be entitled to full disclosure of all Contractor costs and the methods that have been used by the Contractor to establish the price originally negotiated at the beginning of the Contract Term to enable the Regional District to determine if the additional Contract Price is fair and reasonable.

The Contractor shall also be expected to reduce the Contract Price in the event that equipment is permanently removed from the System.

The Contractor shall provide, to the Regional District, a revised Contract Price for reduced equipment maintenance requirements for the remainder of the Contract Term. The reduced price shall be based on a reasonable estimate of the Contractor's reduced cost that is in line with, and uses the same formula applied to the Contract Price.

## **7. SITE ACCESS, SECURITY AND CLEAN UP**

The Contractor shall be responsible for gaining authorized access to all System equipment locations, including all sites and facilities that are owned and operated by the Regional District, and all System sites and facilities that are not owned, or operated by the Regional District.

The Contractor shall be responsible for acquiring keys and alarm security codes from the owner/manager of each location (site), including fire departments and rescue services in accordance with the procedures specified by each owner/manager. The Contractor shall provide a detailed listing of the keys to the Regional District. The list is to be updated, as required, and a copy of the updated list is to be provided to the Regional District. All lost or misplaced keys shall be immediately reported to the relevant agency, or site manager, and the Regional District.

The Contractor shall be fully responsible for the safe and secure storage of all keys.

The Contractor shall be responsible for ensuring that access to all sites by the Contractor's personnel, is in strict accordance with the rules and procedures established by all site owners and managers and that all Work conducted at all sites is carried out in a professional manner and always conforms to excellent workmanship standards.

At all shared sites, the Contractor's personnel shall avoid disturbing all other occupants' equipment and facilities and shall take special precautions to avoid any damage to all site facilities and equipment and ensure that all other occupant's communication systems are not disrupted.

All debris, discarded materials, and parts that are the result of the Contractor's works at all sites, shall be removed from the site and disposed of either at the Contractor's premises, or at a disposal receptacle or facility in accordance with all federal, provincial and local laws and regulations.

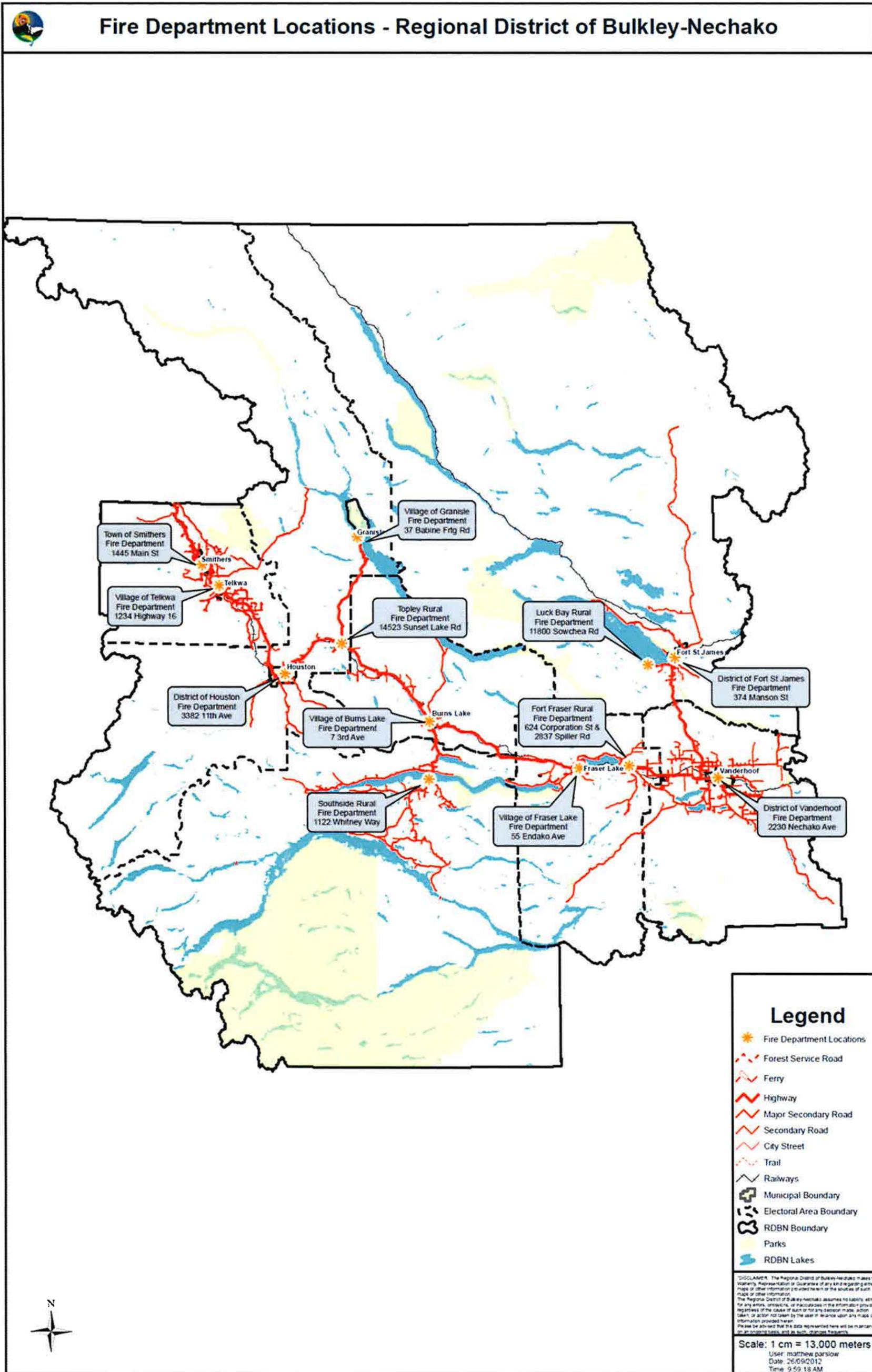
Prior to departing each site, the Contractor's personnel shall ensure that the status of all site utilities (lights, heat, etc.), are set in accordance with the site owners' or managers' requirements and that the site is properly secured, and all doors and gates are properly locked.

The Contractor shall be fully responsible for all cost, and liability for any damage, or causes of malfunction of any equipment, facilities, buildings, towers, and other site structures and systems at all locations (sites) that is caused by the negligence of the Contractor's personnel, agents, sub-contractors.





APPENDIX II – MAP OF SERVICE AREA





### APPENDIX III – SYSTEM MAINTENANCE LOG

<b>SITE:</b>		<b>TECH:</b>	
<b>Radio/system</b>		<b>Date:</b>	
Deviations specified are for wide band (25 KHz) radio systems; with narrow band (12.5 kHz) systems use half the specified deviations.			
<b>Transmit Tests</b>	<b>Reading before Adjustment</b>		<b>Notes and or Adjusted to</b>
Transmit Frequency			
Frequency Error, Hz. Use Industry Canada Specifications. Current wide band channels 150 MHz=+- 375HZ, 174 MHz = +-435 HZ, 400 MHz = +-500 HZ, 932 MHz = +-699 HZ.			
Power out of radio forward, watts.			
Power out of radio reverse, watts.			
Power to antenna forward after Duplexer or multi-coupler, watts.			
Power to antenna reverse after Duplexer or multi-coupler, watts.			
Deviation microphone, maximum deviation using direct microphone on radio. Less than 5 KHz deviation.			
Deviation CTCSS. Set to manufactures specification.			
Deviation RF repeater, if applicable. Adjust to within .2 KHz of input. Send +- 3.3 kHz @ 1 KHz into repeater receiver plus CTCSS tone if applicable.			
Deviation back to back Repeaters, if applicable. Adjust to within .2 KHz of input. Send +- 3.3 KHz deviation @ 1khz into other receiver plus CTCSS tone if applicable. This applies to back to back UHF repeaters and to VFD agencies between the VHF base radio and the UHF link radio.			
Deviation FOCC 1 kHz test tone, if applicable. A 1 KHz tone is sent from the FOCC dispatch console; field technician measures transmitter deviation toward field.			
Deviation base remote 1, if applicable. Transmitter deviation with voice test from remote base unit. Normal Voice spec=3.3 KHz +- .3 KHz.			
Deviation base remote 2, see above			
Deviation page tones (VFD), if applicable Deviation level of the page tones sent from the VFD module to the field radios. Spec= 2.5 +- 0.5			
Deviation DTMF (VFD and Transponder), Deviation of the DTMF sent from the VFD module and the transponder module towards the FOCC. Spec= 2.5 +- 0.5			

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### APPENDIX III – SYSTEM MAINTENANCE LOG

Deviation stored voice (Transponder) Spec= 3.3 KHz +/- 0.3 KHz.		
<b>Notes:</b>		
<p><b>All sensitivity tests</b> shall be done using 12 dB SINAD point of receiver using 1 kHz tone @ 3.3 kHz deviation + CTCSS tone if applicable.</p> <p><b>Effective sensitivity tests:</b> Use a power splitter or power sampler to connect to the receiver input. One port connects to service monitor, other to antenna line or termination.</p>		
Receiver Tests	Reading before Adjustment	Notes and or Adjusted to
Receive Frequency		
Squelch Open, dbm.		
Squelch Closed, dbm.		
Sensitivity Direct into receiver, dbm. As per manufactures specifications.		
Sensitivity through Duplexer or multi-coupler on the antenna line input, dBm.		
Effective sensitivity with test splitter antenna port terminated. This is the reference level		
Effective sensitivity through power divider, with antenna line connected, and all transmitters off.		
Effective sensitivity through power divider, with antenna line connected, and all transmitters off.		
Effective sensitivity through power divider, with antenna line connected, and all applicable site transmitters on. If there is an increase over step b, test individual transmitters to find which are causing desense of receiver.		
Effective sensitivity through power divider, with antenna line connected, and specific interfering transmitter keyed.		
RF signal into receiver, from far end radio, where applicable: Far end UHF link radio keyed, or VHF base radio: if applicable, external repeater keyed, or Transponder radio: repeater keyed, if no repeater base radio keyed.		
Test tone sent to FOCC, where applicable: 1 kHz test tone @ 3.3 kHz at -80 dbm sent into radio receiver towards the FOCC. RDFFG staff to check receive level at FOCC.		

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### APPENDIX III – SYSTEM MAINTENANCE LOG

Battery install date.		
Battery float AC on.		
Battery Full load AC OFF.		
Battery Conductance.		
Low Voltage cut off disconnect voltage.		
Low Voltage cut off connect voltage.		
<b>Notes:</b>		

The form is an Excel Worksheet that will be provided to the Contractor by the Regional District at the beginning of the contract

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APPENDIX IV TELEPHONE INTERCONNECT TEST LOG

<b>Site:</b> _____		<b>Tech:</b> _____
		<b>Date:</b> _____
All telephone line measurements should be with test set bridging		
Tests	Reading before Adjustment	Notes and or Adjusted to
Receive level on telephone line with -10dbm 1 kHz tone sent from FOCC.		
Radio transmit deviation with -10dbm 1 kHz tone from FOCC. Nominally around 3 to 4 KHz.		
Receive level on telephone line with 0 dbm 1 kHz tone sent from FOCC.		
Radio transmit deviation with 0 dBm 1 kHz tone from FOCC. Nominally around 3 to 4 KHz.		
Receive level on telephone line with 0 dbm 1 kHz tone sent from FOCC.		
VOX trigger point with tone level sent from FOCC. Usually less than -30 dbm.		
Idle noise on telephone line bridging connected to FOCC. Should be less than 20 dBrc.		
Transmit level on telephone line to FOCC with 1 kHz tone @ 3.3Khz into RX. Adjust as per RDFFG staff. Nominal -3 to -5 dbm.		
Transmit level on telephone line to FOCC with 1 kHz tone @ 4.5Khz into RX. Adjust as per RDFFG staff. Nominal +1 to -2 dbm.		
Page tone deviation. Spec= 2.5 +/- 0.5		
Deviation base remote 1, if Interconnect has a remote interface unit. Spec= normal voice 3.3 KHz deviation +/- 0.3 KHz.		
Deviation base remote 2, see above.		
If problems are found in above tests then the applicable interconnect setup procedures are to be followed. Then repeat above applicable tests. Note: End to end distortion should be %5 or better (26db Signal to Noise)		
Notes:		



## APPENDIX IV – REGIONAL DISTRICT OF BULKLEY-NECHAKO TEST EQUIPMENT REQUIRED FOR TESTING

1. Service monitor 150 to 920 MHz capable of testing:
  - a. Receiver sensitivity;
  - b. SINAD external input and off air;
  - c. Audio filters (to filter out CTSSS);
  - d. RF receive levels;
  - e. Transmitter deviation;
  - f. Receiving and sending test tones, PL tones, DTMF, and two-tone paging;
  - g. Spectrum analyser; and
  - h. Capably of tuning duplexers and multi-coupling filters.
2. Power meter from 150 to 920 MHz.
3. Power splitter or power sampler and termination for effective sensitivity measurements from 150 to 920 MHz.
4. Battery conductance meter.
5. Analog voice band test set (60 to 4000hz) with:
  - a. 600ohms impedance;
  - b. Terminated and hi impedance receive impedance;
  - c. Level reading in dBm;
  - d. Noise reading in dBnc; and
  - e. Hold function to take telephone line off hook.
6. DOS laptop with serial port to operate programming software for Barnett VFD and transponder module, and Zetron interconnect.  
Laptop with serial port and applicable cables and software to program radios



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**APPENDIX V – REGIONAL DISTRICT OF BULKLEY-NECHAKO EMERGENCY CONTACT INFORMATION**

<b>Contact Name</b>	<b>Cell Phone Number</b>
Deborah Jones-Middleton	250-251-4911
Jason Blackwell	250-692-0928
Rebecca Rodriguez	250-251-0515

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APPENDIX VI – FEES FOR SERVICE

Description of Services	Fee	Unit of Service
<p><b>ANNUAL FEE COMPONENT</b></p> <ul style="list-style-type: none"> <li>➤ Provide 24 hour 7 days per week on call availability for all ‘Emergency’ ETRS tickets; and</li> <li>➤ Provide “Annual Preventive Maintenance Service” to all Regional District 911 sites.</li> </ul>	\$31,585.00	per annum
<p><b>RESPOND TO ETRS TICKETS</b></p> <ul style="list-style-type: none"> <li>➤ ‘Emergency’ ETRS tickets after business hours.</li> <li>➤ ‘Routine’ and ‘Emergency’ ETRS tickets during business hours.</li> </ul>	\$220.00 \$88.00	per hour per hour
<ul style="list-style-type: none"> <li>➤ Mileage for ‘Emergency’ or ‘Routine’ ETRS ticket response travel</li> </ul>	\$0.60	per kilometer

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**REGIONAL DISTRICT OF BULKLEY NECHAKO  
STAFF REPORT**

**TO:** Board  
**FROM:** Protective Services  
**DATE:** October 24, 2019  
**SUBJECT:** 'Regional District of Bulkley-Nechako Evacuation Order Area Permit Policy and Procedures'

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**RECOMMENDATION:**

1. That the Board ratify the 'Regional District of Bulkley-Nechako Evacuation Order Area Permit Policy and Procedures' as presented.

**VOTING:** All /DIRECTORS/MAJORITY

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**EXECUTIVE SUMMARY**

Under the *Emergency Program Act*, the Regional District of Bulkley-Nechako is solely responsible for issuing permits, to evacuees and non-response individuals, to allow entry into an RDBN Evacuation Order area. The 'RDBN Evacuation Order Area Permit Policy and Procedures' document will be used in the event of an Evacuation Order to determine the circumstances under which a permit may be issued.

The attached document has been rewritten to incorporate lessons learned from the 2018 wildfire season and information received from the Province of BC 'Operational Guideline Managing Access to Areas under Evacuation Order for Local Authorities and First Nations'.

The 'Waiver of Liability' in the document was written by RDBN legal counsel. The document was reviewed by the Municipal Insurance Association (MIA).

MIA has requested that the RDBN share the final document to post on their website for sharing with their membership.

Written by,

  
Rebecca Rodriguez  
Acting Emergency Services Manager

  
Deborah Jones-Middleton  
Director of Protective Services

Chief Administrative Officer 



Regional District of Bulkley-Nechako

# Evacuation Order Area Permit Policy and Procedures

DRAFT

*Know the Risks, Make a Plan, Be Prepared"*

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## SCOPE

The Regional District of Bulkley-Nechako (RDBN) has the authority under the *Emergency Program Act* of British Columbia to order the evacuation of an area to provide and maintain public safety of residents from an existing or imminent threat in a specific area. Once an area is evacuated the RDBN may task the RCMP and or other agencies to maintain the security of the evacuation zone through closure of roads and installation of staffed checkpoints.

While an area is under an evacuation order, only the RDBN has the authority to issue permits to evacuees and other non-response individuals to allow entry into an evacuation zone. This policy will guide the RDBN, and other agencies working with the RDBN, as to the circumstances under which permits may be issued, and the procedures to be followed in doing so.

British Columbia Emergency Management System (BCEMS) identifies eight response goals.

1. Provide for the Health and Safety for all Responders
2. Save Lives
3. Reduce Suffering
4. Protect Public Health
5. Protect Government Infrastructure
6. Protect Property
7. Protect the Environment
8. Reduce Economic and Social losses

The RDBN will use these goals as a guideline to determine what entry permit requests will be accepted for review. This is a three-part process:

1. Completion of the Evacuation Order Entry Permit by the applicant;
2. Review of the Application for Entry into the Evacuation Order Area by the Emergency Operation Centre and Incident Commander; and
3. Entry Approval or Denial issued to applicant by the EOC.

## PERMIT APPROVAL PROCESS

### Permit Application Procedure

All applications will be processed as follows:

- 1) Requestor fills out the Evacuation Order Area Permit form including location specifics, reasons for access, etc.
- 2) Local Authority/First Nation/EOC receives completed Evacuation Order Area Access Application form.
- 3) Using the BCEMS as a guideline, the EOC will confirm if the application is approved for processing or is denied.
- 4) Daily, at a pre-determined and agreed upon time, the EOC will communicate the Permit requests approved for processing to the hazard-specific Subject Matter



Expert (SME) for recommended approval/denial based on issue of safety due to emergency event

- 5) EOC makes decision for the final approval/denial of the Permit
- 6) EOC will then complete, sign-off on, and issue numbered, standardized Permits to the approved requestor(s)
- 7) EOC will simultaneously create an EOC Master List of the approved Permits and keep a copy of all denied and approved permits on file.
- 8) Permit holders will receive a safety briefing from the EOC at the time they receive the permit.
- 9) Permit holders will have the Permit waiver of liability explained to them, and will voluntarily sign the waiver with full indication of understanding of the terms and conditions in order to gain temporary access
- 10) Permit holders will present themselves at the checkpoint at the specified time/location

## Application Priorities

Priority will be given to requests as follows:

**First Priority:** Requests to protect public health or the health of responders.

**Second Priority:** Requests for the protection of government and/or critical infrastructure (i.e. radio towers).

**Third Priority:** Requests to reduce economic loss [for example, requests to enter for the purpose of feeding or watering livestock]. These requests will require substantiation by qualified parties.

**Fourth Priority:** Requests to retrieve pets, personal documents, belongings, and medications.

The following applications will be denied for processing:

- Requests to protect property such as
  - buildings,
  - automobiles, and
  - personal property.
- Requests that would compromise the safety of the applicant or first responders.
- Requests which interfere with the implementation of the RDBN's emergency plan.

## Conditions for Temporary Access

All Applicants must meet the following criteria:

- have a valid reason for entry and a written action plan including access route and a secondary egress route if available;
- agree to enter the area with an escort [if required] (RCMP or other approved escort);
- agree to the time limit to be inside the evacuation zone set by the EOC and the Incident Commander;



- must indicate understanding of and sign the provided liability waiver in advance of entry; and
- present substantial evidence that an economic loss can be mitigated through permitted entry in the case of requests to reduce economic loss. That evidence may include, but is not limited to:
  - proof of ownership or other evidence that the applicant is authorized to operate or manage the operation,
  - the applicant's purpose for entry,
  - the action the applicant proposes to take,
  - and evidence that the applicant has the means and ability to accomplish their objectives.

Once a permit is issued it can be revoked without advance notice by the EOC Director or the Incident Commander and enforced by the checkpoint personnel should conditions change and/or deteriorate.

Original copies of the permit must always be in the possession of the approved applicant/escort and must be surrendered to the check point personnel as the party exits the evacuation zone. All vehicles entering an evacuation zone **MUST** have an EOC issued Entry Permit for each person entering the area, including the driver. Each person issued an Entry Permit must present government issued photo ID at the specified checkpoint.

The RDBN will not be responsible for the issuing of permits for personnel operating under authority of the Provincial or Federal government. All personnel operating under the authority of the Provincial or Federal government will be required to display an entry pass designed and issued by the authority under which they are operating.

Evacuation personnel will not permit the entry of any person(s) or vehicle(s) into an evacuation zone that does not have a valid Evacuation Order Area Permit.

### **Provincial and Federal Response Access Permits**

- The RDBN is not responsible for issuing permits for Provincial or Federal Response staff and their support personnel entering into an evacuation order area.
- People and equipment working on response efforts independent from the Provincial or Federal efforts will not be granted access permits by the RDBN to access an evacuation order area.

### **Temporary Access Permits**

- Permits to enter into an evacuation order area for a critical reason will be considered on a case-by-case basis and will depend on property location, and the current event situation. These permits will likely have a time limit, and may require an escort, as determined by the Incident Commander.
- No permits are being issued to re-enter and remain in an evacuation order area.
- These permits must be approved by the Incident Commander.
- The person entering the order area may require an escort at the discretion of the Incident Commander.



### **Essential Service Access Permits**

- Essential Service Access permits will be granted on a case-by-case basis to providers of essential services who require access into an evacuation order area to maintain infrastructure.
- In the case of both Essential Service and Company Essential Service Access Permits, the person listed on the permit form must present company or employee ID along with the required government issue photo ID at the specified checkpoint.
- These permits must be approved by the Incident Commander.

### **Agriculture Access Permits**

- Entry for agricultural access will be considered for livestock care only on a case-by-case basis and will depend on property location, and the current event situation.
- Must provide proof of ownership or other evidence that the applicant is authorized to operate or manage the operation.
- Applications involving more than one personnel per operation must be accompanied with evidence of requirement for multiple personnel.
- Premise Identification Number and/or Range Tenure Number are required if applicable.

### **Pass-Through Permits**

- The purpose of the Pass-Through Permit is to allow the permit holder to travel from an area that is under an Evacuation Alert or under no alerts or orders to pass through an area that is under an Evacuation Order.
- Travel will be restricted to specific dates and time of travel, and to a predetermined route.
- The permit holder is not to detour from the route that is described on the permit.

### **First Nations Access Permits**

- The RDBN will assist First Nations in issuing permits for their members to enter the Evacuation Order Area when requested by the First Nation. The RDBN's role is only to facilitate the process on behalf of the First Nations.
- The First Nation must provide a person of authority from the First Nation in the RDBN EOC to process entry permits for their residents.
- The First Nation must provide a letterhead template and logo which will appear on all permits being processed on their behalf.

### **Basis Necessities Drop-Off Permits**

- Basic Necessity Drop-Off Permits will be issued on a case-by-case basis for parties to deliver supplies for drop-off at main checkpoints. These permits will not allow people past the checkpoint.
- Delivering parties can accompany the goods being delivered to the checkpoint. The goods must be picked up at the checkpoint and the person delivering the materials must exit the area immediately following the drop-off of goods.
- No person delivering goods will be allowed to travel into the evacuation order area to deliver supplies.



- Basic Necessity Drop-Off permits will not be granted for delivery of fuel or equipment for the purposes of facilitating response efforts independent from the Provincial, Federal or EOC response efforts.
- Fuel in tidy tanks identified for vehicle use or general use will be allowed.
- The parameters of these permits will be enforced by RCMP members at the Checkpoints.
- Deliveries must occur during the period specified.
- Government issued photo ID for the person listed on the permit form must be presented at the specified checkpoint.
- The person entering the order area may require an escort at the discretion of the Incident Commander.

## Escorts

A person entering the Evacuation Order area may require a qualified escort at the discretion of the hazard-specific SME or EOC. In this case, access may be subject to the availability of an escort, within the time limit identified on the permit. Escorts may be required for individuals with vulnerabilities or increased risk, or when the nature of the emergency event calls for it. It is recommended that an escort be considered for all individuals/agencies passing-through an evacuated area, as reasonable.

## Waiver of Liability

The EOC must review the following waiver with each individual gaining access to an Evacuation Order area and receive indication of understanding from the individual before requiring them to sign the following liability waiver provided on the Evacuation Order Area Permit:

### *APPLICANT WAIVER OF LIABILITY – PLEASE READ CAREFULLY*

*I understand and confirm that I have voluntarily chosen to enter into an area that is under an evacuation order due to the extreme and imminent risk to life and safety. I confirm that I am aware of the nature and extent of the risks associated with entering the evacuation area including, but not limited to, the risk of property damage, personal injury, and death. I confirm and acknowledge that the Regional District of Bulkley-Nechako and other responding agencies, and their respective officers, agents, employees, contractors and volunteers (collectively, the “Released Parties”) may not be able to assist or protect me while I am in the evacuation area. I also understand that the risk of danger to life and safety may change suddenly and dramatically, and without warning, and confirm that I have made my own judgment as to the nature and extent of the risks in entering the evacuation area. I voluntarily accept all physical and legal risks resulting from my actions and choices in entering the evacuation area. In consideration for being permitted to temporarily enter the evacuation area, I hereby agree to release and forever discharge and hold harmless the Released Parties from and against all liability of any kind for any loss, damage, expense or injury, including death, that I or my next of kin may suffer or claim as a result of my entry into the evacuation area, including any such loss, damage, expense or injury, including death, caused by the negligence of the Released Parties.*



## Minors

An applicant cannot waive the rights of any third party or minor. Accordingly, if the applicant is accompanied by another person, both persons must sign separate waivers (Entry Permits). With respect to minors, a parent or other adult will **NOT** be legally able to waive the RDBN's liability for allowing a minor to enter an evacuated area. As such, no minor may enter an evacuated area and to this end proof of the birth date of the applicant must be viewed and recorded on every Evacuation Order Area Permit.

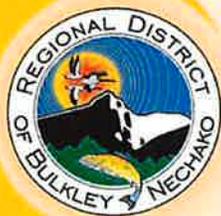
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**APPENDIX 1:  
EVACUATION ORDER AREA ACCESS APPLICATION**

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## Evacuation Order Area Permit Application Information

**A separate application must be completed for each person applying for entry. Each person entering into the Evacuation Order Area must have an EOC issued Entry Permit.**

### Application Priorities

Priority will be given to requests as follows:

- First Priority:** Requests to protect public health or the health of responders.
- Second Priority:** Requests for the protection of government and/or critical infrastructure.
- Third Priority:** Requests to reduce economic loss.
- Fourth Priority:** Requests to retrieve pets, personal documents, belongings, and medications.

### Application Requirements

All Applicants for Evacuation Order Area Access must be accompanied with the following information:

- Have a valid reason for entry and a written action plan including access route and a secondary egress route if available;
- present substantial evidence that an economic loss can be mitigated through permitted entry in the case of requests to reduce economic loss. That evidence may include, but is not limited to:
  - proof of ownership or other evidence that the applicant is authorized to operate or manage the operation,
  - the applicant's purpose for entry,
  - the action the applicant proposes to take,
  - and evidence that the applicant has the means and ability to accomplish their objectives.

All applicants will be required to agree to the time limit to be inside the evacuation zone set by the EOC and the Incident Commander; and to agree to leave the zone immediately if the Incident Commander deems the area no longer safe.

### Permit Specific Requirements

**Temporary Access:** Permits to enter into an evacuation order area for a critical reason will be considered on a case-by-case basis and will depend on property location, and the current event situation. These permits will likely have a time limit, and may require an escort, as determined by the Incident Commander. No permits are being issued to re-enter and remain in an Evacuation Order area.



**Basic Necessities Drop-Off:** Basic Necessity Drop-Off Permits will be issued on a case-by-case basis for parties to deliver supplies for drop-off at main checkpoints. These permits will not allow access past the checkpoint. No person delivering goods will be allowed to travel into the Evacuation Order area to deliver supplies. Basic Necessity Drop-Off permits will not be granted for delivery of fuel or equipment for the purposes of facilitating response efforts independent from the Provincial response efforts.

**Agriculture Access Permits:** Entry for agricultural access will be considered for livestock care only on a case-by-case basis and will depend on property location, and the current event situation. Proof of ownership or other evidence that the applicant is authorized to operate or manage the operation must be included with the application. Applications involving more than one personnel per operation must be accompanied with evidence of requirement for multiple personnel. If applicable, please provide Premise Identification Number and/or Range Tenure Number.

**Essential Services Access:** Essential Service Access permits will be granted on a case-by-case basis to providers of essential services who require access into an evacuation order area to maintain or infrastructure. In the case of a Company with multiple staff requiring access, the company must complete an application form and receive an Evacuation Order Entry Permit for each employee who requires access to the property.

**Pass Through:** Pass through permits will authorize the holder to pass through an Evacuation Order area when their destination lies outside of the Evacuation Order area. Travel will be restricted to specific dates and time of travel, and to a predetermined route.

### **Waiver of Liability**

All applicants will be required to indicate their understanding of and sign the following liability waiver in advance of entry:

*I understand and confirm that I have voluntarily chosen to enter into an area that is under an evacuation order due to the extreme and imminent risk to life and safety. I confirm that I am aware of the nature and extent of the risks associated with entering the evacuation area including, but not limited to, the risk of property damage, personal injury, and death. I confirm and acknowledge that the Regional District of Bulkley-Nechako and other responding agencies, and their respective officers, agents, employees, contractors and volunteers (collectively, the "Released Parties") may not be able to assist or protect me while I am in the evacuation area. I also understand that the risk of danger to life and safety may change suddenly and dramatically, and without warning, and confirm that I have made my own judgment as to the nature and extent of the risks in entering the evacuation area. I voluntarily accept all physical and legal risks resulting from my actions and choices in entering the evacuation area. In consideration for being permitted to temporarily enter the evacuation area, I hereby agree to release and forever discharge and hold harmless the Released Parties from and against all liability of any kind for any loss, damage, expense or injury, including death, that I or my next of kin may suffer or claim as a result of my entry into the evacuation area, including any such loss, damage, expense or injury, including death, caused by the negligence of the Released Parties.*



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# REGIONAL DISTRICT OF BULKLEY & NECHAKO

## Evacuation Order Area Permit

### Entry Permit for:

- Temporary Residential Access: Permission to travel into the Evacuation Order area as per the conditions outlined
- Basic Necessities Drop-Off: Permission to pass basic necessities through the indicated checkpoint as per the conditions outlined.
- Essential Services Access: Permission to travel into the Evacuation Order area as per the conditions outlined.
- Agricultural Access: Permission to travel through the Evacuation Order area as per the conditions outlined.
- Pass Through: Permission to travel through the Evacuation Order area as per the conditions outlined.

Date of Application: \_\_\_\_\_ Requested Entry Date / Time: \_\_\_\_\_

Destination: \_\_\_\_\_

Proposed Route: \_\_\_\_\_

### Permit Holder Information

Full Legal Name: \_\_\_\_\_

Birthdate (yyyy/mm/dd): \_\_\_\_\_ Driver's Licence #: \_\_\_\_\_

### Vehicle Information

Make/Model: \_\_\_\_\_ Colour: \_\_\_\_\_ License Plate No: \_\_\_\_\_

### Purpose of Access

Reason for Entry: \_\_\_\_\_

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**Applicant Waiver and Agreement (Release and Indemnity – Please Read Carefully)**

I understand and confirm that I have voluntarily chosen to enter in to an area that is under an evacuation order due to the extreme and imminent risk of wildfire. I confirm that I am aware of the nature and extent of the risks associated with entering the evacuation area, including but not limited to the risk of property damage, personal injury, and death. I confirm and acknowledge that the Regional District of Bulkley-Nechako and other responding agencies, and their respective officers, agents, employees, contractors and volunteers (collectively, the “Released Parties”) may not be able to assist or protect me while I am in the evacuation area. I also understand that the risk of wildfire may change suddenly and dramatically, and without warning, and confirm that I have made my own judgment as to the nature and extent of the risks in entering the evacuation area. I voluntarily accept all physical and legal risks resulting from my actions and choices in entering the evacuation area. In consideration for being permitted to temporarily enter the evacuation area, I hereby agree to release and forever discharge and hold harmless the Released Parties from and against all liability of any kind for any loss, damage, expense or injury, including death, that I or my next of kin may suffer or claim as a result of my entry into the evacuation area, including any such loss, damage, expense or injury, including death, caused by the negligence of the Released Parties.

Name: (print) \_\_\_\_\_ Signature: \_\_\_\_\_

**To be completed by the EOC:**

The above waiver was reviewed with the Permit Holder and they have indicated their understanding:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Permit Specifications:**

Date of Issue: \_\_\_\_\_ Permit Expiry (Date / Time): \_\_\_\_\_

Entry Checkpoint Location: \_\_\_\_\_

Escort Required:  Yes  No

Escort Name/Contact: \_\_\_\_\_

**To be completed by the Incident Commander:**

Incident Commander Recommendation for Access Based on Safety Conditions:  Approved  Denied

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Local Authority Temporary Access Authorization**

Authorization:  Approved  Denied PERMIT # \_\_\_\_\_

Signature: \_\_\_\_\_

Emergency Operation Centre Director

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**REGIONAL DISTRICT OF BULKLEY NECHAKO  
STAFF REPORT**

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**TO:** Board of Directors  
**FROM:** Protective Services  
**DATE:** October 24, 2019  
**SUBJECT:** Waiver of Tipping Fees for the 2018 Wildfire Debris Removal Project

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**RECOMMENDATION:**

1. That the RDBN temporarily waive tipping fees for homeowners who sustained structure loss as a direct result of 2018 wildfires.

**VOTING:** All Directors

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**EXECUTIVE SUMMARY**

During the 2018 wildfire 1,550 homes were put under evacuation order. Approximately 53 structures were destroyed as a result of the 2018 Wildfires including 8 homes. Directly following the rescinding of the evacuation orders the RDBN temporarily waived disposal fees for destroyed or ruined fridges and freezers. Approximate 45 fridges and freezers were disposed of.

From August to October 2019 the RDBN coordinated a debris removal cleanup project funded by the Red Cross. Approximately 40 homes received assistance, including home cleaning, tree removal and property cleanup.

Staff are requesting that the tipping fees associated with the removal of debris from destroyed home be temporarily waived. Tipping fees for debris directly resulting from wildfires is typically waived by the local government. After the 2017 wildfires the Thompson-Nicola Regional District and Cariboo Regional District waived the tipping fees. Approximately 20 loads of debris have been removed from the impacted properties.

Written by,

Handwritten signature of Sashka Macievich in blue ink.

Sashka Macievich  
Recovery Manager

Reviewed by:

Handwritten signature of Deborah Jones-Middleton in blue ink.

Deborah Jones-Middleton  
Director of Protective Services



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**REGIONAL DISTRICT OF BULKLEY NECHAKO  
STAFF REPORT**

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**TO:** Board of Directors  
**FROM:** Protective Services  
**DATE:** October 24, 2019  
**SUBJECT:** 2018 Wildfire Recovery Report

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**RECOMMENDATION:**

1. That the 2018 Wildfire Recovery Report be received
2. And, that the Board directs RDBN staff to consider recommendations contained in the report in the preparation of Emergency Response Plans and Community Recovery Plans

**VOTING:** All Directors

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**EXECUTIVE SUMMARY**

This report provides an overview of recovery activities undertaken as a result of the 2018 Wildfires in the region. The report also contains observations and recommendations, starting on page 8 of the report, based on the experiences and knowledge obtained during the recovery process.

Written by,

*Sashka Macievich*

Sashka Macievich  
Recovery Manager

Reviewed by:

*Deborah Jones-Middleton*

Deborah Jones-Middleton  
Director of Protective Services



# 2018 Wildfire Recovery Report



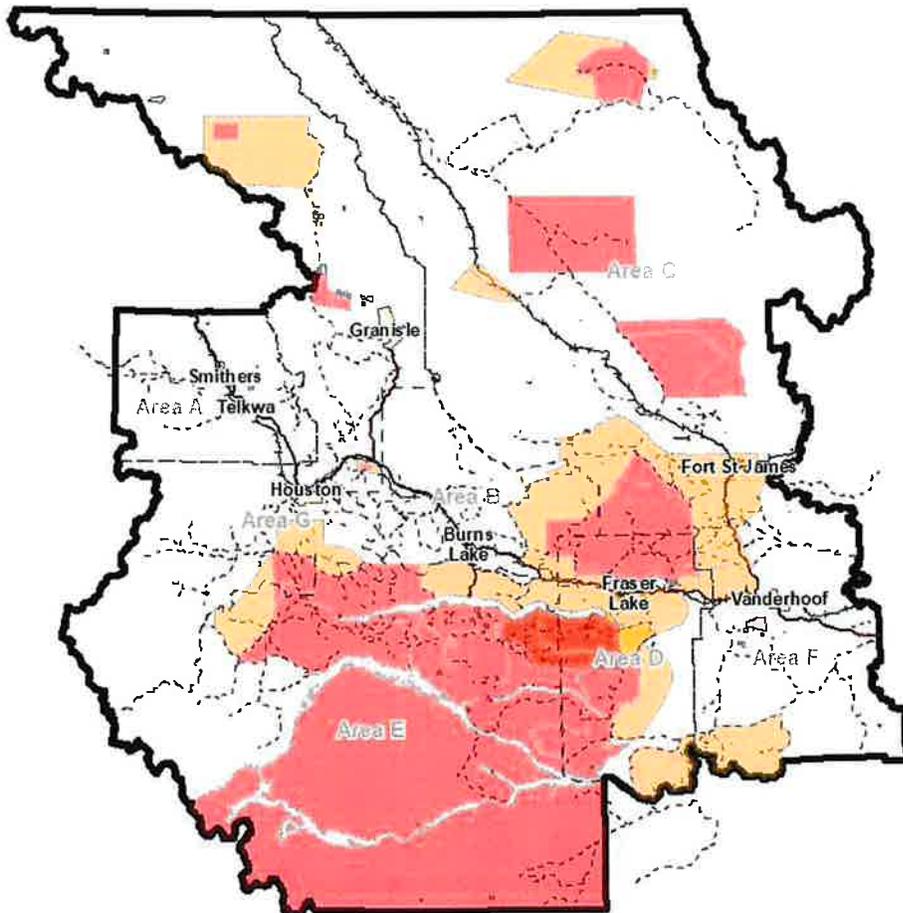
Submitted October 24, 2019

In 2018 the Regional District of Bulkley-Nechako (RDBN) responded to 15 separate wildfires across the region that involved Evacuation Alerts and/or Evacuation Orders. The RDBN had a State of Local Emergency in place from August 1<sup>st</sup> to September 20<sup>th</sup>, 2018.

In total the RDBN Emergency Operation Centre (EOC) issued a total of 64 Evacuation Alerts, Evacuation Orders, and Evacuation Alert and Order expansions. A total of 1,550 known dwellings were put on evacuation order. A total of 8 dwellings and over 45 other structures were lost primarily in the area south of Francois Lake.

With support from the Ministry of Agriculture and the Ministry of Forests, Lands, Natural Resource, Operations and Rural Development, The RDBN EOC facilitated the evacuation of over 1,800 cows, 1,200 sheep or goats, and 140 horses.

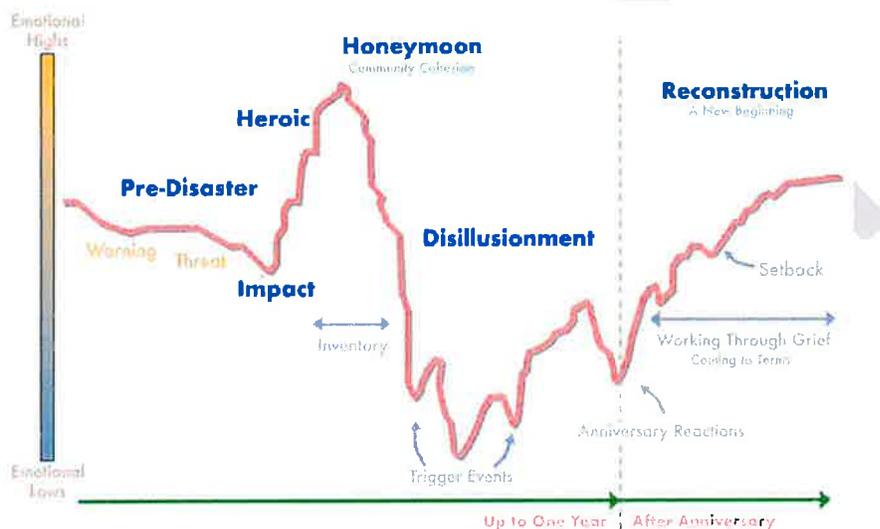
The map below shows the extent of the evacuation orders and alerts put in place due to wildfire in 2018.



A number of areas throughout the RDBN were evacuated and suffered the inconvenience of being away from home and extremely smoky conditions. However, Southside residents also suffered the loss of dwellings, outbuildings, the effects of an extended power loss and many properties were directly impacted by fire suppression activities. Therefore, recovery efforts were focused on the needs of the Southside.

The RDBN established a Wildfire Recovery and Resiliency Centre which made it easier for residents to connect with organizations and agencies that assisted with recovery from the 2018 wildfires. The recovery centre, located at the Grassy Plains Hall was open from September 23<sup>rd</sup> to 27<sup>th</sup>, 2018.

A Recovery Committee was formed in September 2018 that met bi-weekly to discuss, and coordinate recovery efforts until November 2018. Participants changed based on the ongoing needs of the residents and included local community groups and First Nations organizations. In May 2019 the committee was re-established; meeting monthly to address long term needs.



*The six phases of a community's response to a disaster (FEMA)*

### Emotional Support

**Short Term:** Initially many residents displayed signs of emotional trauma due to the original impact of the fires. The Southside Health and Wellness Centre, in partnership with First Nations and Northern Health offered support for all residents.

**Medium Term:** HEMBC and the RDBN hosted Community Wellness checks in May 2019. The Southside Health and Wellness Centre continues to offer support to all residents.

**Long Term:** Information about emotional support resources have been distributed to health centres, libraries and municipalities located in the RDBN. Ongoing psycho-social support is offered in the community.

## Uninsured Structure and Content Losses

A number of the residents who suffered structure loss or property damage from the wildfires did not have insurance to cover the loss. The cost of insurance for the necessary coverage is relatively high and not available from all insurance brokers. In some situations insurance providers declined to provide fire insurance coverage following the 2017 fire season.

Disaster Financial Assistance (DFA) does not cover “costs or expenses ... for which insurance was reasonably and readily available”. The Province considers that fire Insurance is reasonably and readily available for single family residential homes across all of BC. Affordability is not a consideration.

Fire damage, including wildfires, is insurable and therefore not eligible for DFA.

**Short Term:** A total of 8 homes were destroyed and 15 properties were identified having burnt outbuildings. All residents obtained alternate housing.

**Long Term:** Local community donations and assistance from relief agencies provided support with the replacement of some belongings. However most homes that were destroyed will not be rebuilt. Financial challenges continue to contribute to emotional distress.

## Food Losses

Approximately 176 households were without electricity for an extended period. Many residents lost food in kitchen refrigerators and chest freezers. Due to the evacuation gardens were unable to be harvested. Rodents invaded and destroyed dry supplies in many homes.

The RDBN obtained \$4,000 in funding to cover the operational cost of the Food Bank, Lakes District Family Enhancement Society (LDFES now The Link) distributing food to Southside residents in need.

## Fridges and Freezers

The Province provided funding to contract with the Village of Burns Lake to collect fridges and freezers that were ruined by spoiled food. Approximately \$900 in disposal fees were waived by the RDBN. The transfer station had extended hours to facilitate fridge and freezer disposal. Village crews picked up 25 fridges or freezers and approximately 20 fridges or freezers were delivered to the Southside Transfer Station by residents.

Community donations and Red Cross funding assisted with the replacement of approximately half of the fridges and freezers.

## Household Items, Tools

Smoke from the fires, water from fire suppression and rodents damaged household necessities. The local Hospital Auxiliary Thrift Store opened their store to impacted residents after hours, for household item needs. Provincial donations organized through the NW Regional Recovery Manager provided winter clothing and boots, water, granola bars and hygiene items. The Postmen organization were actively involved in response and organized donations of laundry soap, toilet paper and pet food in recovery. These

donations were distributed by volunteers at the Grassy Plains Community Hall. The Lakeside Animal Friendship Society provided donations of food and items for domestic animals, and received a donation of dog and cat food from the Canadian Animal Disaster Response Team (CDART).

### **Firewood**

Due to length of time the area was under Evacuation Order, and the time of year that the orders were in place, many residents were unable to secure their winter firewood supply. Available local wood supply was impacted by the wildfires.

The Chinook Community Forest provided 300 cords of firewood to residents of the Southside, as well 4 logging/processing companies donated machine time. The Southside Health and Wellness Centre obtained support from the Burns Lake and District Community Foundation to split and deliver firewood to seniors in the community.

The Chinook Community Forest donated a logging truck load of wood to the Trout Creek Community Hall at the northwest end of Francois Lake for area residents that were under an evacuation order for an extended period.

Christian Disaster Relief organized delivery of 2-3 loads of logs donated from mills in the Vanderhoof area. Volunteers from Christian Disaster Relief cut and delivered this wood. Local residents donated firewood from trees damaged in the wildfires.

Team Rubicon volunteers cut and delivered firewood from one residents' property and delivered to 3 properties in urgent need on the Southside.

Under the direction of the Province the RDBN collaborated with the Red Cross to fund the cost of firewood to the Southside and other areas as necessary. Firewood and funding was obtained through EMBC, the Red Cross, and the Chinook Community Forest and community agencies.

### **Danger Tree Removal**

Burned trees with compromised root systems that are falling or in danger of falling are considered danger trees and are a safety issue.

**Short Term:** Volunteers from disaster assistance agencies assessed and removed the most dangerous trees from around homes and ingress/egress routes.

**Medium Term:** Additional danger trees were assessed and removed by the Christian Disaster relief team in August 2019.

**Long Term:** Danger trees will continue to be a safety concern as damaged trees will deteriorate over time.

### **Property Damage from Fire Fighting Activities**

Many properties on the Southside suffered damage to property due to wildfire suppression efforts. This damage includes destruction of fencing, the creation of fire guards, the digging of water supply ponds, and damage to septic systems from heavy equipment.

**Short Term:** Residents who suffered property damage were directed to submit a claim directly with the BC Wildfire Service (BCWS). During October 2018 critical property repair needs were fast tracked by the BCWS. Teams assessed claims by residents until unable to do so by weather restrictions.

**Medium Term:** Crews continued assessing claims in the summer of 2019. Due to location and availability of contractors the BCWS determined they would accept claims with only one or, in some circumstances, even no quote. Regional Director (Area E) Clint Lambert held a meeting at Grassy Plains Hall in September to help residents navigate the claims process.

**Long Term:** Approximately 15 claims were denied by the BCWS as the fire suppression damages were incurred by private individuals or contractors. The Red Cross is considering claims for these damages if they have been denied.

### **Property Clean-up**

57 properties were identified as having challenges with the return of the evacuees. Properties required burnt house and site debris removal; house cleaning, and yard and outbuilding clean-up.

**Short Term:** During October 2018, 70 volunteers provided labour and machinery for a total of 1,222 hours, to assist residents who were deemed in urgent or vulnerable need. The volunteer organizations engaged in this time period included the Mennonite Disaster Services, Christian Disaster Relief, Team Rubicon, Ootsa Lake Bible Camp, Northside Community and Men's Breakfast Club.

**Medium Term:** In August 2019, 12 volunteers with The Christian Disaster Relief Team assisted homeowners with house cleaning, tree removal and property cleanup.

The Red Cross provided funds for a major debris cleanup from six properties. The project was contracted to Radley Contracting and was completed October 10 – October 17, 2019.

### **Power Poles and Electricity**

BC Hydro crews were timely and efficient in restoring power to the community for poles owned by BC Hydro. However, 6 meter poles were damaged on private property that were not owned by BC Hydro. Two properties were able to replace meter poles with insurance proceeds. The remaining properties have reported that power is restored or will be restored and have made suitable arrangements with BC Hydro.

### **Re-greening**

**Long Term:** Reseeding and tree planting is required to reduce erosion and to restore the landscape to pre-existing conditions. Once damaged trees and debris have been removed reseeded and reforestation can be initiated. The RDBN is exploring grant opportunities for re-greening through Trees Canada.

### **Agriculture – Commercial Producers**

**Short Term:** RDBN staff assisted applicants to access the funding and worked closely with staff from the Ministry of Agriculture to assist with the following recovery issues.

### **Emergency Hay Program**

The RDBN secured up to \$891,000 in funding from the Province to implement an Emergency Hay Program for commercial livestock owners in a situation where they cannot use their normal forage supply as a result of wildfire related activities. This program was extended until October 19<sup>th</sup>, 2018.

### **Riders Assistance Program for Cattle Producers**

The BC Cattleman's Association provided assistance to cattle producers who needed to gather cattle affected by wildfires. The program provided funding assistance and WCB coverage for riders herding, sorting, and moving cattle/livestock. The Province provided \$25,000 in support of this program.

### **2018 Canada-British Columbia Wildfires Recovery Initiative for Agricultural Producers**

The Province, through the 2018 Canada-British Columbia Wildfires Recovery Initiative, provided up to \$5 million to assist agricultural producers with the extraordinary costs incurred to recover from the adverse effects of this year's wildfires. The 2018 Wildfire Recovery Initiative was cost-shared between the federal and provincial governments on a 60 – 40 percent ratio.

**Long Term:** The RDBN is actively engaged with the commercial producers;

- One on one consultation providing an overview of Agriculture Farm Business recovery planning workbook, with opportunity for further in depth consultation; and
- Agricultural Farm Financial workshops are being offered through the RDBN Agriculture Coordinator

### **Agriculture - Non-Commercial Farms**

**Short Term:**

#### **Eagle Creek Fairground Support**

The Eagle Creek Fairground played a notable role housing commercial and non-commercial livestock. In support of the fairground the following (estimated) Provincial Government funding was obtained.

- |                        |          |
|------------------------|----------|
| ➤ Water Hauling        | \$6,000  |
| ➤ Non- commercial feed | \$12,000 |
| ➤ Restoration          | \$30,000 |

**Long Term:**

#### **Agriculture Fencing on Private Land**

There was notable loss of fencing on private land on the Southside from the wildfire. This is causing safety issues, and conflict in the community, as livestock are roaming on the roads, becoming a nuisance, and causing damage to property. The loss of fencing on private land is insurable through private insurance companies; therefore, according to Provincial Policy, replacement costs are not eligible for coverage by Disaster Financial Assistance or any Ministry of Agriculture programs.

If fencing on private land was damaged by fire suppression activities costs associated with repair may be recoverable through the BC Wildfire Service Claims process.

### **Small Business and Tourism**

The Lakes District has many small businesses which rely on tourism for sustainability. Due to the lengthy fire season with heavy smoke, businesses reported less tourists and cancellations resulting in loss of revenue.

**Short Term:** The Regional Manager of Bulkley-Nechako, Regional Economic Operations in Vanderhoof (through FLNORD) attended the Wildfire Recovery and Resiliency Centre event and has been in contact with the businesses which have identified their needs.

### **Long Term:**

#### **Red Cross Small Business and Non Profit Assistance Program**

In June 2019 the Province of BC made funds available to assist small business owners who incurred financial hardships due to the wildfires.

### **Observations**

Disasters, many of which are exacerbated by climate change are increasing in frequency and intensity. Exposure of persons and infrastructure has increased faster than vulnerability has decreased, thus generating new risks and a steady rise in disaster related losses, with a significant economic, social, health, cultural and environmental impact. (*Sendai Framework for Disaster Reduction 2015-2030*).

### **Recommendations**

#### **Community Recovery Plan**

Develop a Community Recovery Plan based on information from a hazard, risk and vulnerabilities assessment and a current Emergency Response Plan.

#### **Community Engagement**

Enable awareness and understanding of disaster risk and impacts through various methods, forums, social media, newsletters. Develop an ongoing Community Recovery Committee that includes community members, individuals, business, agencies and organizations.

#### **Public Education and Training**

Share information on existing challenges and prepare for future ones with the community. Encourage preparedness for disaster risks and impacts using workshops, social media etc.

#### **Volunteers**

Develop policies and best practices for volunteer management during response, and short and long term recovery.

**Donations**

Develop policies and best practices for unsolicited donations of goods. Determining what and how physical donations will be collected and distributed in the community, the Recovery Plan will help to focus on what is required and when, eliminating un-needed or irrelevant donations.

**Financial Donations**

Develop policies and best practices for the management of financial donations. Bank accounts and agencies to aid in the collection of and distribution of financial donations will ensure that donations are used as intended.

**Vulnerability**

Work with Disaster Financial Assistance to understand community vulnerability in rural areas and advocate to change legislation to include vulnerability in the factors used to determine financial assistance.

**Communication**

Develop communication plans and methods to provide two way communication with community members, understanding that communication is received in different ways.

**Connectivity**

Advocate for increased connectivity to rural areas.

**Collaboration**

Through the Community Recovery Plan develop collaborative partnerships. Advocate for collaboration between agencies and the establishment of a comprehensive all-inclusive application process.

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**Regional District of Bulkley-Nechako  
Board of Directors  
October 24, 2019**

To: Chair Thiessen and the Board of Directors  
From: Nellie Davis, Regional Economic Development Coordinator  
Date: October 24, 2019  
Regarding: **IAP2 Public Participation Training in the RDBN**

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As per a June 20, 2019 RDBN Board Resolution and in support of the Board’s Strategic Priority of Public Engagement and Communication, the Regional Economic Development Coordinator has requested a quote for providing the International Association for Public Participation (IAP2) training in the RDBN, with seats available for RDBN Staff as well as member municipalities or neighboring local government staff as space permits.

The cost for both the ½ day Decision Makers Course, as well as the full, 5-day Foundations in Effective Public Participation Course - Planning for Effective Public Participation (3 days) and Techniques for Effective Participation (2 days) is approximately \$22,000, assuming 25 participants in each session.

Based on the quote provided the RDBN would be able to offer the 5-day Foundations course for around \$1,100 per participant – less than half the cost per person of sending staff to attend training in a larger center.

Arranging the Decision Makers training for the same week as Foundations training creates the opportunity to provide this ½ day course for up to 25 Elected Officials in the Region for the total cost of \$1,887, approximately \$75 per person.

In order to simplify the provision of Public Participation training and implementation, staff are recommending the creation of a \$25,000 Public Participation budget item within the Economic Development Department Budget for 2020. Training for RDBN staff and Elected Officials will be allocated from this budget. Participants from other local governments will pay a registration fee to cover their training, and this revenue will offset the total cost.

This budget will allow for the reliable offering of training in the region, as well as provide funding for the potential implementation of subsequent public engagement activities across multiple RDBN departments.

The IAP2 Trainer, Amanda Mitchell, has proposed mid-May 2020 for the training sessions. A Doodle Poll can be conducted to arrive at the best dates for RDBN Directors.

<b>Recommendation:</b>	<b>(All/Directors/Majority)</b>
That the Board approve the creation of a \$25,000 Public Participation Budget within the Economic Development Department for 2020 to be used for Public Participation training and public engagement projects.	



## REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

**To:** Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** October 24, 2019  
**Subject:** Bulkley Valley Swimming Pool

---

### Overview:

The contract with the Bulkley Valley Aquatic Centre Management Society is expiring at the end of December this year. The society manages the Bulkley Valley Pool on behalf of the Regional District - providing nearly all the services associated with running a swimming pool from life guarding to swimming lessons. The society has held the contract to manage the pool since the pool's construction.

A copy of the current agreement is included with this memo.

### Recommendation:

(All/Directors/Majority)

1. "That the Board direct staff to re-negotiate a five-year renewal agreement with the Bulkley Valley Aquatic Centre Management Society for the purpose of managing of the Bulkley Valley Pool on behalf the Regional District."

### Discussion:

There are three main choices for the management of the Bulkley Valley Pool. The first is to renew the contract with the Aquatic Centre Management Society; the second to manage the pool directly with RDBN staff; and the last is to seek another entity to manage the pool. Initial estimates suggest that the latter two options would likely prove much more expensive to the Regional District's tax payers; however, staff could investigate these options at the direction of the Board.

The Regional District does not have the staff with the proper expertise to be a contract administrator and a performance assessor for a swimming pool contract. Because of this an assessment on the contract performance of the Aquatic Centre Management Society has not been completed. There have been no formal complaints about the Society's performance to the Regional District of which staff have been made aware. If the Board agrees with the recommendation, then staff will bring forward an option for renewal of the contract with the current provider at a future meeting prior to December 31, 2019.

**OPERATING AGREEMENT**

**THIS AGREEMENT** is made the 11<sup>th</sup> day of December, 2014.

**BETWEEN:**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

P.O. Box 820  
37 Third Avenue  
Burns Lake, B.C. V0J 1E0

(the "Regional District")

OF THE FIRST PART

**AND:**

**BULKLEY VALLEY AQUATIC CENTRE  
MANAGEMENT SOCIETY, (Inc. No. S0026459)**

P.O. Box 2298  
1316 Toronto Street  
Smithers, B.C. V0J 2N0

(the "Operator")

OF THE SECOND PART

**WHEREAS**

- A. The Regional District is the owner of the lands and premises known as the Bulkley Valley Aquatic Centre and Racquet Courts/Climbing Wall (collectively known as the "Facility");
- B. The Operator is duly incorporated under the laws of the Province of British Columbia and has the necessary skills and ability to operate a regional recreational facility such as the Facility;
- C. The Regional District wishes to enter into an agreement with the Operator for the management and operation of the Facility, as more fully set out and described in this Agreement; and
- D. The purpose of this Agreement is to:

- (1) to set out the respective obligations of the Regional District as the owner of the Facility and the Operator as both the operator of the Facility and the recipient from the Regional District of the major source of the Operator's public funding;
- (2) ensure the alignment of the objectives of the Regional District and the Operator with respect to the Facility;

**NOW THEREFORE** the Regional District and Operator in consideration of the premises, and the mutual promises exchanged in this Agreement, agree as follows:

## **1.0 Definitions**

### **1.1 In this Agreement**

- (a) "**Capital Works**" means the construction of an addition or improvement to the Facility;
- (b) "**Chief Administrative Officer**" means the CAO for the Regional District;
- (c) "**Hazard**" means anything that presents a risk of personal injury or property damage to users and persons at or within the Facility;
- (d) "**Facility**" means the Bulkley Valley Aquatic Centre and Racquet Courts/Climbing Wall;
- (e) "**Term**" means the term of this Agreement as established under section 2.1.

## **2.0 Term**

- 2.1** The Term of this Agreement shall be for a period of five years commencing on January 1, 2015 and terminating on December 31, 2019 (the "**Term**").

## **3.0 Operator's Services**

- 3.1** During the Term, the Operator will manage, operate and maintain the Facility in accordance with the terms and conditions set out in this Agreement.
- 3.2** The Operator will render its services to the Regional District with that degree of care, skill and diligence normally provided by the operators of similar regional recreational facilities elsewhere in British Columbia.
- 3.3** The Operator shall manage, operate and maintain the Facility in a manner that is consistent with and to the standards required under the policies of the Regional District. The parties agree that those policies, if any, are incorporated into and

form part of this Agreement, and the Operator shall carry out and perform all of the duties and responsibilities of the Operator as described in the Regional District policies. In the event of a conflict between the terms of this Agreement and the Regional District policies, this Agreement shall govern.

- 3.4 The Operator will ensure that all of its employees, licensees, contractors and volunteers are appropriately trained, are familiar with all rules, regulations and bylaws applicable to the Facility, and are thoroughly familiar with and able to implement all emergency procedures as required under this Agreement. The Operator will also ensure that its employees, licensees, contractors and volunteers abide by the terms of this Agreement.
- 3.5 From time to time, the Operator may undertake off-site activities that are complementary to the operation of the Facility. For example, such activities may include, but are not limited to:
- off-site rock climbing programs;
  - the operation of a triathlon; or,
  - field trips for school age children in the Facility's day camp.
- 3.6 Except as specifically provided elsewhere in this Agreement, during the Term the Operator will be solely responsible:
- (a) to supply at its sole cost and expense all administration, management, supervision, labour, equipment (including vehicles, material, supplies) and other services necessary for the management, operation and maintenance of the Facility in accordance with this Agreement,
  - (b) for all other operating expenses during the Term, including, without limitation, all utility and similar charges for the use of electric current, water, sewer, solid waste removal, telephone services and any other fees or charges for services and utilities which may be assessed or charged in relation to the operation of the Facility,
  - (c) carry out equipment maintenance in accordance with the schedules and cycles recommended by the manufacturer and, if none, in accordance with Regional District policies, and where none are applicable, in the manner that a prudent owner of such equipment would maintain them,
  - (d) to comply with the requirements of all Federal, Provincial, Regional District and Municipal laws applicable to the Facility, and
  - (e) to manage all funds received and disbursed in connection with the Facility.

**3.7 Except where expressly provided elsewhere under this Agreement:**

- (a) the Regional District shall not be obliged to furnish any services or materials for the management, operation and maintenance of the Facility, or to make repairs or alterations in or to the Facility, and
- (b) the Regional District shall not be responsible for the payment of any operating expenses in relation to the Facility.

**3.8 As an exception to section 3.5 and 3.6 above, the Regional District will be responsible for the payment of natural gas bills for the Facility.**

**4.0 Accessibility**

**4.1 The Operator shall ensure that the Facility is open and accessible to the general public during scheduled hours of operation. Notice of any changes in the schedule of operating hours shall be sent to the Regional District at least one week prior to implementation.**

**4.2 The Operator shall ensure that the Facility is secured at all times when the Facility is closed to the general public.**

**5.0 Safety and Security**

**5.1 The Operator shall implement and follow procedures for security, public safety, public control and emergencies at the Facility to the satisfaction of the Regional District and subject to the approval of the Regional District's insurer.**

**5.2 The Operator shall review and obtain the approval of the Regional District for the procedures in Section 5.1 on an annual basis throughout the Term of this Agreement.**

**5.3 In the event of an emergency, and where the Operator deems it necessary, the Facility may be closed to the general public until the Operator determines that it is safe to reopen the Facility.**

**5.4 The Operator shall ensure that appropriate and sufficient warning signage is posted and maintained, and that information is made available to Facility users, concerning Hazards at the Facility.**

**5.5 The Operator shall promptly notify the Regional District of any major incidents or accidents at the Facility.**

**6.0 Policies and Procedures**

**6.1 The Operator will establish policies and procedures for the operation and management of the Facility but those policies and procedures must be consistent with the following goals and objectives of the Regional District, namely:**

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- (a) to enrich the lives of the residents of the community by providing affordable leisure, recreation and fitness opportunities;
- (b) to manage the Facility in a professional, responsible manner;
- (c) to promote the Facility and to encourage members of the community to use and support it;
- (d) to exercise the principles of sound financial management in the operation and management of the Facility;
- (e) to obtain the approval of the Regional District's Board for any borrowing in respect of the Facility.

## **7.0 Reporting Requirements**

**7.1 The Operator shall, throughout the Term of this Agreement, provide to the Regional District:**

- (a) a quarterly report including
  - (i) an unaudited statement of revenues and expenditures for the quarter in two parts:
    - (1) separately for the pool, the racquet courts and the climbing wall, and
    - (2) consolidated for the Facility as a whole,
- (b) minutes of all meetings of the Operator's Board, prepared promptly following those Board meetings, sent to the Regional District as follows:
  - (i) unapproved minutes sent immediately they are prepared, and
  - (ii) approved minutes sent as soon as they are available;
- (c) monthly, a copy of the Facility Manager's Report;
- (d) notice of the Operator's Annual General Meeting, including an invitation to the three Regional District Directors representing the taxpayers funding the Operator under this Agreement, names of the Directors to be notified to the Operator from time to time as they change by the Regional District;
- (e) an annual budget and a five year capital plan for the Facility, updated each year, by December 1 in each year of the Term;

- (f) an annual update of the proposed schedule of user fees for the ensuing year, by December 1 in each year of the Term;
- (g) annual financial statements for the Facility by June 30th of the ensuing year; and
- (h) any other information that may be requested by the Regional District from time to time.

## **8.0 Constitution and Bylaws**

- 8.1 The Operator shall not amend its Constitution or Bylaws without at least 30 days' prior written notice to the Regional District.

## **9.0 Standards**

- 9.1 The Operator shall maintain the Facility in good repair in the same manner as a prudent owner of the Facility would maintain it.
- 9.2 The Operator shall be responsible for all necessary repairs and upgrades to equipment within the Facility.
- 9.3 The Operator shall not undertake any Capital Works in respect of the Facility without the prior written consent of the Regional District.
- 9.4 All Capital Works and any other improvements placed by the Operator within the Facility shall become and remain the property of the Regional District, and shall be maintained by the Operator to the same standards applicable under section 9.1.

## **10.0 Management**

- 10.1 The Operator shall hire, train, manage, supervise, discipline and terminate all personnel necessary for the management and supervision of the day to day operation of the Facility.
- 10.2 The Operator shall, under the direction of the Regional District, conduct an annual review of Facility operations and of the Operator's services. That annual review shall include a risk assessment of the Facility and the Operator's operations and programs in or at the Facility. The Operator shall implement any changes in management, operational or maintenance practices or standards reasonably requested by the Regional District following such review.
- 10.3 The Operator shall monitor and maintain all public information displayed on notice boards in or outside the Facility, and at any other locations designated by the Regional District.

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10.4 The Operator shall annually develop and submit to the Regional District, for its approval, a marketing strategy for the Facility. The Operator shall undertake all marketing initiatives as required by the marketing strategy, once approved by the Regional District.

#### 11.0 Cooperation

11.1 The Operator shall, from time to time, communicate with the Regional District and the owners of land adjacent to the Facility with respect to matters of mutual interest or benefit, including:

- (a) public access issues,
- (b) nuisance and vandalism,
- (c) security, and
- (d) emergency preparedness.

#### 12.0 Sources and Disposition of Revenues

12.1 In consideration of the services provided by the Operator under this Agreement, and in lieu of receiving a fee for its services from the Regional District, the Operator shall be entitled to retain all user fees charged and collected by the Operator for the use of the Facility and all other user fees authorized by the Regional District for programs or facilities provided by the Operator.

12.2 The user fees charged under section 12.1 shall be the fees established by the Regional District by bylaw from time to time, based on input from the Operator.

12.3 The amount, if any, of Regional District operating funds provided to the Operator for the cost of operation of the Facility is in the sole discretion of the Regional District Board and will be determined annually at the same time the Regional District establishes its budget for the ensuing year, and will be subject to Regional District bylaws.

12.4 The Operator may conduct its own fundraising to assist it to fund special projects for the Facility or if the Operator determines that it requires funding to supplement the revenues from the user fees under section 12.1 and operational funding provided by the Regional District under section 12.3.

#### 13.0 Spending Authority, Financial Accountability and Recordkeeping

13.1 The Operator's annual budget, when approved by its Board of Directors and the Regional District Board, is the source of the Operator's authority to make expenditures in relation to the Facility.

- 13.2 The Operator must obtain approval from its own Board of Directors as well as the Regional District Board for any proposed expenditures in excess of one thousand dollars that are not included in the Operator's annual budget under section 13.1.
- 13.3 The Operator must notify the Regional District in a timely manner of any unplanned over-expenditures in excess of those contained in the Operator's annual budget under section 13.1, and must include the Operator's proposal for corrective measures.
- 13.4 The Operator must obtain approval from its own Board of Directors as well as the Regional District Board for any proposed changes in wage rates or benefit plans.
- 13.5 The Operator shall, throughout the term of the Agreement, maintain accurate records, to a standard or in such form as would normally be kept by a prudent operator, of all maintenance and repair activities undertaken by the Operator.
- 13.6 During the Term, the Operator shall keep and maintain accurate financial and accounting records in a form that is in accordance with generally accepted accounting principles, of all revenue and expenditures in relation to the management, maintenance and operator of the Facility.
- 13.7 The books, accounts, financial records and other records of the Operator with respect to the matters referred to in sections 13.5 and 13.6 shall be open for audit and inspection by the Regional District and its auditors upon 24 hours notice to the Operator during regular business hours, and the Regional District and its auditors may take copies and extracts therefrom.
- 14.0 Insurance**
- 14.1 The Regional District agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Operator as an Additional Named Insured entitled to full coverage in the amount of \$10,000,000 (ten million dollars) with respect to third party liability claims arising from the provision of the agreed service. The Operator agrees to carry its own statutory worker's compensation insurance and automobile liability insurance (owned and non-owned), if appropriate.
- 14.2 The Regional District shall insure against all risks of loss or damage to the Facility, Equipment and any and all other chattels and equipment owned by the Regional District and maintained and utilized by the Operator to provide the Services under this Agreement to the full replacement value thereof.
- 14.3 The Regional District will give the Operator timely notice of any changes in Regional District policies of insurance which may affect the operation of the Facility.

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**15.0 Responsibilities of the Regional District**

- 15.1 The Regional District shall provide the Operator on a monthly basis, the funds established by the Regional District in its annual budget for the operation of the Facility.
- 15.2 The Regional District shall notify the Operator in a timely manner of any change in the Directors representing participating areas for the Facility as a Regional District service.

**16.0 Termination****16.1 If:**

- (a) the Operator becomes bankrupt or insolvent, or makes an assignment or petitions for or enters into an arrangement for the benefit of creditors; or
- (b) being an incorporated company or society, proceedings are begun to wind up or dissolve the Operator,

the Regional District may immediately terminate this Agreement.

- 16.2 If the Operator is in default of the performance of any of its obligations under this Agreement, then the Regional District may, by written notice to the Operator, require that such default be corrected within a period of 30 days. If within 30 days after receipt of such notice the default has not been corrected, the Regional District, without limiting any other right it may have, may immediately terminate this Agreement, in which case the Operator may retain the user fees it has collected to the date of Termination under the terms of this Agreement, less any costs incurred by the Regional District in remedying or correcting the Operator's default.

**17.0 Assignment**

- 17.1 The Operator may not assign this Agreement without the advance written consent of the Regional District, which consent may be withheld in the absolute and unfettered discretion of the Regional District.

**18.0 Freedom of Information and Protection of Privacy Act**

- 18.1 The Operator acknowledges that, as a contractor of the Regional District, it is subject to the provisions and limitations under the *Freedom of Information and Protection of Privacy Act* with respect to the collection, use and disclosure of personal information (as that term is defined under the *Freedom of Information and Protection of Privacy Act*). The Operator agrees that it shall not collect, use or disclose personal information respecting Facility users, except in strict

accordance with the requirements of the *Freedom of Information and Protection of Privacy Act*.

## 19.0 General Provisions

### 19.1 Notice

It is hereby mutually agreed that any notice required to be given under this agreement will be deemed to be sufficiently given if:

- (a) delivered at the time of delivery; and
- (b) mailed from any government post office in the province of British Columbia by prepaid registered mail addressed as follows:

if to the Regional District:

P.O. Box 820  
37 Third Avenue  
Burns Lake, B.C.  
V0J 1E0

if to the Operator:

P.O. Box 2298  
1316 Toronto Street  
Smithers, B.C.  
V0J 2N0

Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, or sent by facsimile transmission, or delivered to the address of the other party set forth on the first page of this Agreement or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, 72 hours after the time of mailing or faxing and, if delivered, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

### 19.2 Time

Time is to be the essence of this Agreement.

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**19.3 Binding Effect**

This Agreement will enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors, and permitted assignees.

**19.4 Waiver**

The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

**19.5 Cumulative Remedies**

No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

**19.6 Entire Agreement**

This Agreement when executed will set forth the entire agreement and understanding of the parties as at the date hereof.

**19.7 Further Assurances**

Each of the parties will do, execute or deliver or cause to be done, executed and delivered all such further acts, documents and things as may be reasonably required from time to time to give effect to this Agreement.

**19.8 Amendment**

No amendment, waiver, termination or variation of the terms, conditions, warranties, covenants, agreements and undertakings set out herein will be of any force or effect unless they are reduced to writing and duly executed by all parties to this Agreement.

**19.9 Law Applicable**

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





## REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

**To:** Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** October 24, 2019  
**Subject:** Stuart-Nechako Economic Development Local Area Service

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### Overview and Discussion:

Stuart Nechako Economic Development Service was created in 2008 (by bylaw 1460).

This bylaw has remained inactive for several years. There were some directors' meetings about possible economic development projects in 2018 but no activity in 2019.

This memo proposes to include this local service in the 2020 budget without taxation showing the surplus of \$8,692 as a miscellaneous expense to be used at the contributing directors' joint discretion.

A copy of the budget is included with this memo.

Recommendation:

(All/Directors/Majority)

1. "That the Board of the Regional District approve the Stuart-Nechako Economic Development Service budget and direct staff to include it in the 2020 general budget ."

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
Stuart-Nechako Economic Development**

**(2300)**

	2017 Actual	2018 Actual	2019 Budget	2019 Actual	Five Year Financial Plan:																								
					2020	2021	2022	2023	2024																				
<b>REVENUE:</b>																													
400004 Taxation - Apportionment on Population																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">2001 Census Population</td> <td style="text-align: right;">14,372</td> <td style="text-align: right;">14,372</td> <td style="text-align: right;">14,372</td> <td style="text-align: right;">14,372</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Estimated Tax Rate per Capita</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>										2001 Census Population	14,372	14,372	14,372	14,372						Estimated Tax Rate per Capita	-	-	-	-					
2001 Census Population	14,372	14,372	14,372	14,372																									
Estimated Tax Rate per Capita	-	-	-	-																									
Municipalities - Fraser Lake, Vanderhoof, Fort St. James Electoral Areas - "C", "D", and "F"																													
Bylaw 1460, Tax Limitation - \$50,000 Levy on Improvements Only			0		0	0	0	0	0																				
446001 Grants In Lieu of Taxes																													
446002 Grant in Lieu of Alcan Taxes			0		0	0	0	0	0																				
480001 Miscellaneous Income (Return of Funds from RED)			0																										
499999 Prior Year's Surplus	10,218	10,218	8,692	8,692	8,692																								
<b>TOTAL REVENUE.....</b>	<b>10,218</b>	<b>10,218</b>	<b>8,692</b>	<b>8,692</b>	<b>8,692</b>	-	-	-	-																				
<b>EXPENDITURE:</b>																													
600101 Director's Remuneration		737			-	-	-	-	-																				
600201 Director's Travel	-	321																											
609011 Meeting Expense		396																											
779999 Miscellaneous Expense	-	72	8,692	-	8,692																								
799999 Prior Year Deficit																													
<b>TOTAL EXPENDITURE.....</b>	<b>-</b>	<b>1,526</b>	<b>8,692</b>	<b>-</b>	<b>8,692</b>	-	-	-	-																				
<b>Revenues minus Expenditures</b>	<b>10,218</b>	<b>8,692</b>	<b>-</b>	<b>8,692</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>																				

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## Regional District of Bulkley-Nechako Memo

**TO:** Chair Thiessen and Board of Directors

**FROM:** Cheryl Anderson, Manager of Administrative Services

**DATE:** October 16, 2019

**SUBJECT:** *The Regional News* – Fall/Winter 2019

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### RECOMMENDATION

1. "That the Board ratify the Fall/Winter 2019 edition of *"The Regional News."*
2. Discussion re: Methods of Communication

### BACKGROUND

Attached is a draft copy of the RDBN's electronic version of *The Regional News* – Fall/Winter 2019 edition.

Previously, *"The Regional News"* was published quarterly and distributed to all residents of the region via Canada Post. Due to the cost of printing and postage, the newsletter was changed to an electronic document that is published twice per year. Discussion took place at the RDBN Strategic Planning session regarding public engagement and the effectiveness of *"The Regional News."* Some Regional Districts publish Board meeting highlights after each Board meeting (examples are attached). One of the benefits of a monthly publication (following each Board meeting) is that the information is timely. Staff are seeking input on the Board's preferred method of communicating with the public.



# The Regional News

## 2019 RDBN Meeting Dates:

### Board Meetings:

- November 21st
- December 12th

### Committee Meeting:s

- November 7th
- December 12th

## Questions & Comments:

37 3rd Avenue  
Burns Lake, B.C

Mail: P.O. Box 820  
Burns Lake, B.C.  
VOJ 1E0

Phone:  
250-692-3195

Toll Free:  
1-800-320-3339

Fax: 250-692-3305

Email: inquiries  
@rdbn.bc.ca

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

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

[www.visitbulklevnechako.com](http://www.visitbulklevnechako.com)

## Update from the Chair



It has been an honour to serve as the Chair of the Regional District of Bulkley-Nechako for the past year. As you see from this report, even though we did not have the disasters we had last year, we were still very busy.

Beginning July 1<sup>st</sup>, Curtis Helgesen joined the Regional District as the Chief Administrative Officer. Curtis spent the last thirteen years with the District of Elkford; six years as the Director of Financial Services and the last seven years as the Chief Administrative Officer. Having previously worked in the area, Curtis brings a local knowledge perspective, in addition to a well-rounded education in public administration, accounting, executive leadership, and emergency management. We are very pleased to welcome him to our team.

Fortunately, we did not experience the extreme wildfire activity that we faced in 2018. Emergency Management & Training Inc. conducted a review of the Regional District's Emergency Operations Centre Response to the 2018 Wildfires. The report identifies a series of recommendations and considerations that can be implemented for future events. Our Board and staff will be working towards the implementation of those recommendations.

During the last year, the Regional District has been studying what we feel is a lack of internet connectivity within our Regional District. We commissioned a report from TanEx Engineering to make recommendations for improvements. This report is now complete and was included on the August 15<sup>th</sup> Board Agenda ([that can be found on our website](#)). I encourage all those interested or concerned in high speed internet to read the report and provide comments. To get additional information on the speed of internet in the Regional District we have partnered with the Canadian Internet Registration Authority to provide a geographically referenced speed test tool just for our Regional District. Take a look at our Economic Development Department's web article "[Connecting the RDBN](#)".

The Regional District completed its Solid Waste Management Plan in 2018 which identified that more residential recycling options in the region should be explored. As a result,

*(Continued on page 2)*



## Holiday Hours:

The RDBN will be closed  
Wednesday, December 25,  
2019 to Wednesday,  
January 1, 2020.

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In 2018 the Regional District of Bulkley-Nechako experienced some of the worst wildfires in modern BC history. A State of Local Emergency was in place from August 1<sup>st</sup> to September 20<sup>th</sup>, 2018. A total of 15 wildfires that caused 1550 homes to be put on evacuation order. Eight homes and over 45 other structures were destroyed. Over 1800 cows, 1200 sheep or goats and 140 horses were evacuated. Many lives have been changed forever by the wildfires.

Over the past 14 months, funding and support has come from all levels of government and support organizations. Local governments and community groups have supported affected residents and businesses in their recovery from extensive damage caused by the fires. Non-profit groups such as the Canadian Red Cross, Team Rubicon and Mennonite Disaster Service as well as local faith-based support groups have provided incredible support and continue to do so where they can. Provincial and federal agencies and ministries have provided resources and support to the recovery.

The recovery phase of emergency management is transitioning back to preparedness and mitigation. Life after the fire will never be the same for many, but it is important that we move from looking backward at the event that caused us hardship, to a rebuilding phase. Making sure individual recovery plans are in place is an important step in returning to a sense of normalcy.

In many cases, recovery activities that could be completed, have been completed. Support for our small business partners has been provided where possible. Outreach and community wellness programs will continue.

Residents of the Regional District of Bulkley-Nechako are invited to join us at a **Community Meeting and Dinner**. Members of the community will have an opportunity to meet with agencies and organizations and to connect and share experiences.

**Date: November 7, 2019**

**Time: 6:30 – 8:30 pm**

**Location: Francois Lake Community Hall**

**Address: 770 Francois Lake East Road, Burns Lake**

**Contact: Recovery Manager, 250-692-3195 or [eoc.recovery@rdbn.bc.ca](mailto:eoc.recovery@rdbn.bc.ca)**

(cont'd from Page 1)

## Update from the Chair

recycling depots were opened at the Vanderhoof and Smithers/Telkwa Transfer Stations. Subsequently, depots were opened at the Burns Lake and Fort St. James Transfer Stations. This direction is proving to be successful in diverting waste from the landfill. The Regional District continues to work towards solutions with a special focus in the Village of Fraser Lake and the District of Houston.

The Regional Districts of Bulkley-Nechako, Kitimat-Stikine and North Coast, along with their member Municipalities, continue to work towards negotiations with the Province on a resource benefits sharing agreement that will benefit both Northwest BC and the entire Province through greater economic development and more sustainable and livable communities. The RBA, along with Regional District representatives, met with Premier Horgan, the Honourable Carole James, Minister of Finance, and the Honourable Selina Robinson, Minister of Municipal Affairs and Housing at the Union of B.C. Municipalities Convention in September. The meeting was very productive, with Premier Horgan firmly committing to negotiate a resource benefits sharing agreement with the RBA.

On behalf of the Board of Directors, I look forward to continuing to serve the people of this region. We at the Board would love to hear from you. I encourage you to contact your local representative or contact myself as Chair at [gerry.thiessen@rdbn.bc.ca](mailto:gerry.thiessen@rdbn.bc.ca). We welcome your input and feedback and encourage you to contact us so we can do our best to assist you.

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The Regional District brought the following Resolutions to the Union of BC Municipalities conference in September, all five resolutions were endorsed by the conference attendees.

**Community Resilience Investment Program – FireSmart Bulkley-Nechako RD Community Funding**

Whereas the Community Resilience Investment Program’s funding model for FireSmart related activities on private property is capped at \$100,000 per local government regardless of population or geographic area;  
And whereas the funding model and funding eligibility requirements put geographically large regional districts at a notable disadvantage compared to local governments with significantly less wildfire interface areas;  
Therefore be it resolved that the Province develop eligibility requirements for Community Resilience Investment Program funding, and a funding model, that are equitable and based on local government need.

**Permitting Entry into an Evacuation Order Area**

Whereas wildfire events are increasing in frequency, intensity, and duration, and local governments and the BC Wildfire Service are required to implement an efficient, effective, and coordinated approach to address the demand for persons, equipment, and supplies requiring entry into an evacuation order area;  
And whereas the BC Wildfire Service does not have a comprehensive permitting process to facilitate the entry of support personnel, equipment, and supplies into an evacuation order area, and the *Emergency Program Act* and British Columbia Emergency Management System do not address, recognize, or provide any direction regarding the permitting of residents, farmers, or persons working in coordination with the BC Wildfire Service to enter into an evacuation order area:  
Therefore be it resolved that the Province work with local governments to develop a permitting system and associated policy, procedures, and best practices that facilitate the necessary entry of persons, equipment, and supplies into an evacuation order area;  
And be it further resolved that the Province consider the need for legislation that addresses the risk management issues associated with allowing entry into an evacuation order area.

**Stay and Defend Policy**

Whereas wildfire events are increasing in frequency, intensity, and duration, and local governments and the BC Wildfire Service are increasingly required to deal with the issues created by residents who stay within an evacuation order area to defend their property and farmers who stay to look after livestock sheltering in place;  
And whereas the *Emergency Program Act* and the British Columbia Emergency Management System do not address, recognize, or provide direction regarding the management of issues created by persons choosing to stay and defend their property from wildfire:  
Therefore be it resolved that the Province work with local governments to develop policy and best practices regarding stay and defend issues with consideration given to formally recognizing a person’s right to stay and defend their property from wildfire.

**Disaster Relief and Recovery Funding**

Whereas the Province has delegated responsibility for emergency and disaster recovery to local governments under Section 6 of the *Emergency Program Act*;  
And whereas the Province’s current policy of providing funding for disaster relief and recovery to organizations other than local governments is proving ineffective in meeting the needs of many British Columbians who require such assistance;

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## The Vanderhoof Rural Official Community Plan (OCP) review is underway!

The Regional District has launched a process to update the Official Community Plan for rural Vanderhoof. The process started off with an open house in Vanderhoof on October 9, 2019 and is scheduled to be completed in 2020 with First Nations, stakeholder and public consultation to occur from now through spring, followed by the formal approval process.



An OCP is intended to set out the community vision for the Plan area and contains statements of goals and objectives identified in consultation with the community to guide future growth and development of an area. It guides the Regional District Board, staff and others in their land use and development decisions.

A copy of the current Vanderhoof Rural OCP and associated maps and more information are available on the Regional District's website: <https://www.rdbn.bc.ca/departments/planning/area-f-ocp-review>

A survey has been prepared to collect information from rural Vanderhoof residents to better identify issues and understand public opinion regarding land use and planning in the rural area. The survey results play an important role in the OCP update process. The survey can be found on the website here:

<https://www.rdbn.bc.ca/departments/planning/area-f-ocp-review/area-f-ocp-survey>

If you have any questions or would like to become involved in the Vanderhoof Rural OCP review process, please contact the Planning Department at (250) 692-3195 or 1-800-320-3339.



## WHAT'S NEW IN THE PLANNING DEPARTMENT

The Planning Department is on Facebook! For up to date information on land use planning in your area, Like us **@RDBN Planning**.



## Agriculture Support in the Regional District of Bulkley-Nechako

Agriculture in the Regional District of Bulkley-Nechako (RDBN), is a strong sector of the economy and continues to be an area of opportunity. The 2016 Census of Agriculture for the region had over 1,500 people employed in agriculture with gross farm receipts just over \$63 million annually.

The RDBN hosted an agriculture forum in 2016 and identified a need for an agriculture coordinator position. A two-year pilot project was brought to fruition through a partnership between Northern Development Initiative Trust, (NDIT), and the RDBN. Debbie Evans joined the RDBN in November 2017 and is currently working as the Agriculture Coordinator, a full-time staff position in the RDBN. In August 2019 a year extension was approved by NDIT taking the pilot project to the end of October 2020.

A large part of the Agriculture Coordinator role is building relationships with agriculture stakeholders, producers and all levels of Government and other agriculture support services. We also work with agriculture groups to leverage opportunities for their specific commodity groups or producer associations. In March 2018 a beef producer strategy workshop was held, March 2019 we held "SheepFest" for sheep producers. Livestock Emergency Preparedness workshops were held in 2018 and 2019. We participate at association and other organization events throughout the region, for example teaming up with Stuart Nechako Community Futures two-day workshop on hops, craft brewing, malting barley with an hour presentation on "The Many Ways to Craft a Brew". We are currently working on the 2020 RDBN Agriculture Forum for February 2020. Also trying to leverage opportunities and weaknesses in agriculture and planning workshops in 2020 for the Beef industry with varied topics, one of which will be pests, grasshoppers and cutworms. Marketing has been identified as a crucial producer tool that needs to be addressed and we are planning a 1x or 2x day Marketing workshop in 2020.



Participation in a two-year project as a member of the working group for the Bulkley-Nechako & Fraser-Fort George BC Agriculture & Climate Change, Regional Adaptation Strategies. As of August 2019, the project has now moved into the phase of identified projects and supporting up to six projects running until 2023. Support on behalf of the RDBN for the 2020 phase of climate change projects.

The RDBN is currently updating the 2012 RDBN Agriculture Plan. A food and agriculture plan are a strategic planning document that will help to develop a shared vision for food and agriculture amongst farmers, the public, and local governments within the RDBN, as well as goals, objectives and actions for achieving the vision. Upon completion, the agriculture plan will be approved by the Regional District Board of Directors and used to guide future activities affecting agriculture for the next 5-7 years. The update is expected to be approved in March 2020 and will also include a marketing plan for the distribution of the information.

The distribution of agriculture information is assisted with the agriculture department pages on the RDBN website. The site is intended to be an information "go-to" site for producers and potential new farmers in the region. The site is [www.rdbn.bc.ca/departments/agriculture](http://www.rdbn.bc.ca/departments/agriculture) and it is updated at least monthly.

Another role of the Agriculture Coordinator is to support the RDBN emergency events for livestock support. The large 2018 wildfires event resulted in over four months of time focusing on livestock support to producers during and after the event with agriculture support funded by Emergency Management B.C.

The Agriculture Coordinator reports to the CAO of the RDBN and the RDBN Agriculture Committee Chairperson. Assist in preparation of meetings and prepare written responses as identified by the committee. Also update the committee on regional, provincial, national or world agriculture news. Work with other departments of the RDBN such as Planning with ALR applications, Economic Development on our Connecting Consumer & Producers Guide and other initiatives within the RDBN.

The motto of the RDBN is "**A World of Opportunities Within Our Region**" and there are many opportunities to support and expand agriculture within the RDBN.

**Submitted by Debbie Evans, P. Ag, Agriculture Coordinator of the RDBN**

## Regional District of Bulkley-Nechako (RDBN) Expands Transfer Stations to Include Recycling Centres

The RDBN has opened two more recycling centres in our region, one at the Fort St. James Transfer Station on Necoslie Road and another at the Burns Lake Transfer Station on Babine Lake Road. Both are Recycle BC Depots, accepting all the same items that you are used to taking to the previous depots that used to operate in those communities.



RDBN depots accept all materials in Recycle BC's residential packaging and printed paper recycling program, including non-deposit glass bottles and jars, plastic bags and plastic foam packaging, along with curbside recycling materials such as newsprint, cardboard, metal containers, plastic containers, spiral wound cans and paper packaging that held liquid when sold, such as coffee cups and soup cartons.

The RDBN is also excited that the Fort St. James Transfer Station is now offering electronics recycling and soon will offer small appliance, household batteries, lamps and light bulbs recycling as well.

Recycle BC is a non-profit organization responsible for residential packaging and printed paper recycling throughout British Columbia. Recycle BC ensures packaging and printed paper is collected from households and recycling depots, sorted and recycled responsibly. The Recycle BC program is funded by over 1,200 businesses, like retailers, manufacturers and restaurants, that supply packaging and printed paper to BC residents, to shift recycling costs away from homeowners.



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Cont'd from Page 3

Therefore be it resolved that the Province work collaboratively with local governments to establish policy and best practices relating to the provision of disaster recovery assistance, and thereafter make all funding for this purpose available directly to local governments in support of their legislated responsibilities under the *Emergency Program Act*

**Provincial Download**

Whereas Section 2 of the *Community Charter* states that the Provincial government must not assign responsibilities to municipalities unless there is provision for resources required to fulfill the responsibilities; And whereas legislated changes have shifted responsibility for managing a wide range of complex issues, including but not limited to the significant impact of emergency response services onto local governments placing notable strain on local government resources:

Therefore be it resolved that UBCM lobby the provincial government to ensure that adequate resources and funding are provided to local governments to fulfill the responsibilities that have been assigned to local governments.

**Composter Rebate Program Popular**

Once again, the Regional District was able to offer composter rebates of \$40 to those residents who would like to keep organics out of our waste stream by doing backyard composting. Overwhelming response to the rebate meant that we had to close off the



program in August. Thank you all for joining in and happy composting!!

Year	Method	Total Distributed
2019	Rebate	171
2018	Rebate	99
2017	Rebate	96
2016	Direct sale	200
2015	Direct sale	100
2014	Direct sale & workshop	100
	<b>Grand Total!</b>	<b>766</b>

**Purchase of New Excavator and Tractors**

The Environmental Services Department has purchased an excavator that will be used for processing/loading of wood waste throughout the region. This will reduce annual operational costs the RDBN pays for this material to be landfilled. Current hauling staff will be utilized to haul / operate the machine site to site.



We were also able to purchase two Kubota tractors for use at our Smithers/Telkwa and Vanderhoof Recycling Depots. The smaller tractors that were there went to the Fort St. James and Burns Lake Recycling Depots.

# Congratulations to our 2019 Start-Up Business Contest Finalists!

- AirRays
- Bare Hands Landscaping & Design
- Stark Bee Products
- Stir Artisan Tisanes
- Wild Roots Flowers & Gifts



<sup>158</sup>  
Do Grant  
Applications  
make your  
head hurt?



## We're here to help!

Did you know the RDBN offers free, confidential grant-writing services? We can help your non-profit society to:

- ✓ Identify grant opportunities
- ✓ Review Proposals
- ✓ Plan Projects
- ✓ Write and Submit Grant Applications

Call 250-692-3195 or email [economic.development@rdbn.bc.ca](mailto:economic.development@rdbn.bc.ca) for more information

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



#VISITBULKLEYNECHAKO

# WIN A GOPRO HERO 7 PRIZE PACKAGE



*How to enter:*  
Take a picture of your adventure in the Bulkley-Nechako  
Upload your photo to Instagram with the hashtag

#VISITBULKLEYNECHAKO

Tag your photo's location

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The Regional District of Bulkley-Nechako will be monitoring the implementation of its Solid Waste Management Plan that was adopted by the RDBN Board of Directors and would like to have members of the public sitting on the committee for their input.

The Solid Waste Management Plan is the guiding document that lays out how we manage our recycling, compost and disposal of solid waste for the next 10-20 years. The current plan was updated in 2018 and can be found on the RDBN's website (rdbn.bc.ca).

The Solid Waste Management Plan Monitoring Committee will be looking at:

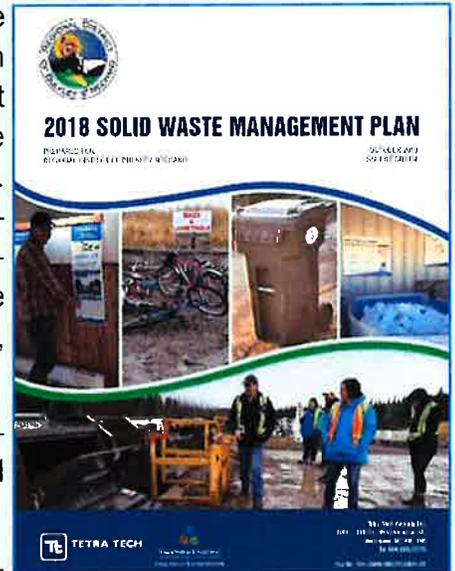
- The progress made on the plan to date
- Key topics and trends in the solid waste and recycling sectors and their impact on the region
- Prioritizing and implementing projects and initiatives.

Interested citizens may apply to be part of the Plan Monitoring Committee for the RDBN's Solid Waste Management Plan. If you are interested in waste management and recycling for our Region, we invite you to be part of this process. There will be 2 meetings (2 to 3 hour duration) taking place every year for the next 5 years (possibly May & November or as needed). You will have an opportunity to review reports, provide feedback and participate in discussions related to the scope of this committee. Terms of Reference will be posted on the RDBN's website for those interested. Please submit an Expression of Interest (found at rdbn.bc.ca) before October 23, 2019.

We acknowledge the distances that will need to be traveled within the Regional District, and as such there will be remuneration for mileage and meals as required for committee meetings.

For more information on any of these initiatives, please contact the Environmental Services Department at 250-692-3195, toll free at 1-800-320-3339 or e-mail at:

[wastewatchers@rdbn.bc.ca](mailto:wastewatchers@rdbn.bc.ca).



## Help us understand connectivity in the RDBN!

Use the link on our website to test your internet performance and be entered to win a prize package from local businesses worth over \$200!

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

Emergencies and disasters can strike at any time and leave you without basic services such as water, gas, electricity or a working telephone. You might have to evacuate your home or neighborhood, or you may be confined to your home for safety. Roads may be closed or important supplies unavailable.

Your best strategy for dealing with disasters and emergencies is to be as prepared as possible. Don't be caught off-guard. Know the hazards in your area and take the time to assemble your family emergency kit. Predetermine meeting places to reunite with family and contact persons close-by and out-of-town.

### **Prepare a 72 - Hour Emergency Kit**

Pack everything in totes or bags and store in one easy-to-reach location. Ensure everyone in the household knows where it is. Use the checklist provided as a guide to stock a basic 72- hr kit and add items depending on your family's needs:

#### **Toiletries**

- Cleaning supplies (hand sanitizer, dry shampoo, etc.)
- First aid kit
- Toilet paper
- Dish soap
- Feminine supplies

#### **Special Needs Items**

- Infant needs (diapers, formula, bottles, etc.)
- Prescription medicines
- Extra pair of prescription glasses or contact lenses
- Pet items (food, leash, muzzle, medication, pet carrier/portable kennel, etc.)



#### **Personal Documents and Items**

- A list of your emergency contacts (names and contact numbers)
- An extra set of house and car keys
- Cash in smaller bills
- Copies of important documents like passports, birth certificates, and insurance policies

#### **Food and Water**

- Four litres of water per person per day
- Food that doesn't require cooking and won't spoil, such as granola and protein bars, trail mix, dried fruit, canned tuna (remember to replace food and water once a year)

#### **Equipment**

- Manual can opener
- Flashlight (wind-up or battery operated) and batteries (replace batteries every year)
- Wind-up or battery powered radio (replace batteries every year)
- Candles, lighter, waterproof/strike-anywhere matches
- Pens and paper
- Duct tape
- Pocket knife
- Cooking and eating utensils
- Garbage bags
- Whistles and flares (to attract attention)



## What are Ice Jams?

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River ice jams usually occur during spring melt as the ice begins to break up and during winter freeze-up. Ice jam floods can be unpredictable and potentially more destructive than open water flooding.

The Regional District of Bulkley-Nechako (RDBN) continuously monitors ice jam situations as they occur. RDBN issues public notices to residences who may be at risk of being affected by an ice jam.

Sand and Sandbags may be issued by the Regional District of Bulkley-Nechako to residents whose homes are under imminent threat to ice jam flooding.

## When do Ice Jams usually happen?

In winter and spring months, residents in low-lying areas are at a higher risk for ice jam flooding. Ice jams occur most frequently in spring, when ice melts and begins to break up; and early winter when freeze-up begins.

## Tips for dealing with and preparing for Ice Jams

- Follow information on weather advisories from the River Forecast Center.
- Have a plan and educate others.
- Have access to a sump pump.
- Know where to access and how to use sand and sandbags.
- Know the risks associated with living in a flood plain.
- Have a 72 Hour Emergency Kit available and easily accessible.



## Tips for Winter Storms

- Insulate walls and attic.
- Caulk and weather-strip doors and windows.
- Install storm windows or cover windows with plastic from the inside.
- Insulate any water lines that run along outer walls.
- Install an easy-to-read outdoor thermometer.
- Repair roof leaks and cut away tree branches that may fall on your home or other structure during a storm.
- Keep your vehicle fueled up to minimize risk of the fuel line freezing
- If you go away, leave the heat on in your home to keep the temperature above 55°F.
- Check your 72-hr emergency kit for any items which need to be replaced.

## During Winter Storms and Blizzards, Keep Your Family Safe with the Following Tips

- Stay Indoors if possible.
- Select a location where heat can best be conserved, such as the side of the house that receives the most sunlight and is away from cold winds.
- Avoid heat loss by closing off unneeded rooms and stuffing towels or rags in cracks underneath doors to conserve heat.
- Cover the windows at night.
- Keeping your water running at a trickle to prevent your pipes from freezing.
- Keep kitchen and bathroom cabinet doors open to allow warmer air to circulate around the plumbing.
- Wear layers of loose-fitting, light weight and warm clothing.
- Eat and drink to prevent dehydration.
- If caught in a blizzard, seek shelter and wait out the storm.
- Avoid overexertion when shoveling snow.

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Emergency Support Services (ESS) is a Provincial emergency response program that is facilitated by local governments. This service can provide British Columbians forced from their homes by fire, floods, earthquakes or other emergencies support for up to 72 hours. Services may include food, lodging, clothing, and information about the crisis.

If you do not have insurance to cover your immediate essential needs, or are unable to access your insurance immediately, the Province of BC will cover the cost through ESS for up to 72 hours. You will be responsible for any needs not considered essential, such as long-distance phone calls, tobacco, and alcohol. Some additional services which may be provided through ESS by coordination with other organizations and agencies:



- Emotional Support
- Communications
- First Aid
- Health Services
- Information
- Child Care
- Transportation Services
- Recreation Services
- Multicultural Services
- Pet Services

ESS is provided by the Regional District of Bulkley-Nechako by trained staff and volunteers. When you need ESS support, ESS volunteers will meet with you to help determine your family's immediate needs in a practical, timely and sensitive manner.

Being displaced from your home during an emergency can be a very stressful time for you and your family. You may forget important details and/or feel unable to cope. Things that may assist in dealing with your situation include:

- Make plans for accommodation, food and clothing beyond the first 72 hours
- Advise your employer of your current situation
- Let your children's teachers know what has happened
- Re-direct your mail if you are not returning home for an extended period of time
- Contact extended family and friends to let them know that you are safe
- Contact your ESS provider if you change your location during an event

## Become an ESS Volunteer

Volunteering as an ESS responder is a rewarding experience. Would you like to help people in your community during a crisis or emergency? Would you like to work with a team of other dedicated volunteers? Can you be available on short notice to respond to an emergency event? We need your help!

You will be part of a team that provides shelter, food and a shoulder to lean on when disaster forces people from their homes. ESS volunteer training is offered through the Justice Institute and your local government. All ESS volunteers receive WorkSafe BC and liability insurance coverage while on assignments.



**For more information or to become an Emergency Support Services Volunteer, call the Regional District of Bulkley Nechako at (250) 692-3195 or email [Rebecca.rodriquez@rdbn.bc.ca](mailto:Rebecca.rodriquez@rdbn.bc.ca).**

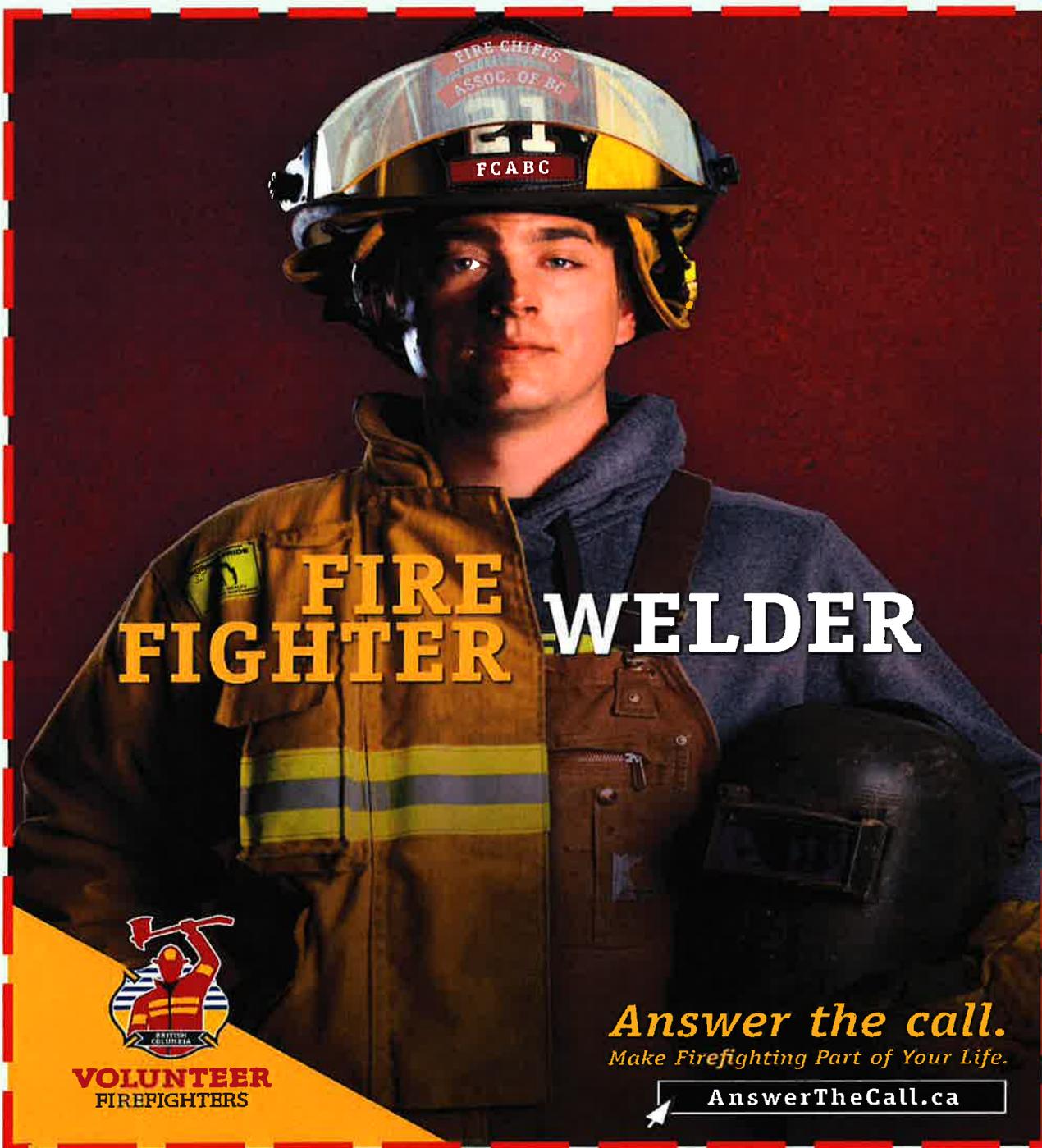
# WHAT IF 163

## No one Answered the Call?

What if you called to report a fire or medical emergency, and no one answered the call?

Did you know that over 80% of the country's fire service is volunteer based?  
Are you looking to give back to your community?

**Join a local department today for an experience of a lifetime!**



**FIRE FIGHTER WELDER**

**Answer the call.**  
*Make Firefighting Part of Your Life.*

**VOLUNTEER  
FIREFIGHTERS**

[AnswerTheCall.ca](http://AnswerTheCall.ca)

# Home Fire Safety Tips

## Smoke Alarms Save Lives

Investigations into home fire deaths often find that a smoke alarm did not sound. It may have been disconnected or not in working order. The batteries may have been dead, or someone may have taken them out.

Many fatal fires start at night. Smoke alone won't necessarily wake you up. In fact, the fumes could put you into an even deeper sleep. Often, victims never wake up. Only a working smoke alarm can save your life.

The Canada Safety Council advises all Canadians to make sure their smoke alarms are working. A dead unit is worse than none at all — it can give you a false sense of security



Smoke alarms should be installed on every level of your home, as well as near the kitchen and sleeping areas.

Test your smoke alarms monthly, and if powered by batteries replace them twice a year. Smoke detectors are only good for 10 years and must be replaced upon expiry to ensure your safety.

## Carbon Monoxide Safety

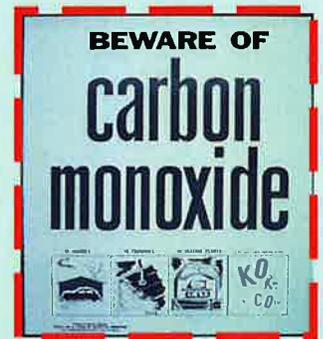
How do you protect yourself and your family from something you can't see, smell, or taste? Install a carbon monoxide detector on every level of your home. Carbon monoxide is produced when fuels are burned incompletely such as natural gas, propane, and wood.

Never use equipment designed for outdoor use, such as barbecues, camp stoves, propane lanterns, generators or lawnmowers, in any enclosed space. Remove vehicles and gas-powered equipment from the garage immediately after starting the engine.

Breathing in carbon monoxide depletes the oxygen in your blood, and too much exposure could lead to unconsciousness, brain damage and death. Symptoms to watch for include;

- Headaches
- Nausea
- Drowsiness
- Impaired judgment
- Loss of coordination

If you suspect carbon monoxide poisoning, get outside to fresh air and call 911.



## Fire Escape Plans

Every household in Canada should have an emergency plan in order to react quickly if a fire were to occur. Draw up a floor plan of your home showing all possible exits from each room. If possible, plan two exits: a main route and an alternate route from each room. Identify a safe place where everyone should meet. Practice the plan with your family and make sure every member knows what to do.

## Close Before You Doze

We all know how important it is to have working smoke/carbon monoxide alarms, escape plans, and a designated meeting place. But did you know that closing your door especially before you go to bed is also an important step to ensure your safety in case of a fire. Because of synthetic materials, furniture and construction, fires spread faster than ever before. 17 minutes is how much time you had to escape a house fire 40 years ago, and 3 minutes is how much time you now have to escape. With the limited time that a resident may have to escape, any extra measure to ensure safety is worth the effort. Some of the benefits of a closed door are;

- Temperature reduction- a closed door can mean reducing the temperatures in the room from 600 degrees to 40 degrees,
- Carbon monoxide, smoke and toxic gas levels are reduced.
- Helps slow the fires spread by reducing the available oxygen.
- Gives you more time to react if the smoke alarm sounds.

## Fire Extinguishers

Many people have a fire extinguisher, but they may not know how to use one. Everyone should have at least one fire extinguisher at home, but it's just as important to ensure you have the proper type of fire extinguisher. Fire extinguishers are divided into four categories, A, B, C, or D, based on different types of fires. The following is a quick guide to help choose the appropriate extinguisher for the right type of fire.

**Class A** extinguishers are for ordinary combustibles materials such as paper, wood, drapes and upholstery.

**Class B** extinguishers are for flammable and combustible liquids such as fuel oil, gasoline, paint, grease in a frying pan, solvents and other flammable liquids.

**Class C** extinguishers are for electrical equipment such as appliances, wiring, overheated fuse boxes, conductors, and other electrical sources.

**Class D** extinguishers are for metals such as magnesium, potassium and sodium, and are commonly found in a chemical laboratory.

Most household extinguishers are a multi-purpose extinguisher labelled ABC and will put out most types of fires such as wood, paper, cloth, flammable liquids, and electrical fires.

Before using your fire extinguisher, make sure to read the instructions. Although there are many different types of fire extinguishers, all of them operate in a similar manner.

**Pull** the pin. Some units require the releasing of a lock latch, pressing a puncture lever, inversion or other motion.

**Aim** the extinguisher nozzle (horn) at the base of the fire.

**Squeeze** or press the handle.

**Sweep** from side-to-side at the base of the fire and discharge the contents of the extinguisher.

If you have any questions about home fire safety, feel free to contact the Regional District Fire Chief, [Jason.blackwell@rdbn.bc.ca](mailto:Jason.blackwell@rdbn.bc.ca)



## **You and your family are fast asleep when the smoke alarm sounds:**

### **Do you know what to do?**

Consider this scenario: it's 2am, you and your family are fast asleep when you wake to the sound of the smoke alarm and the smell of smoke. What do you do? If you are not prepared for this situation, it could jeopardize your safety or worse, possibly prove deadly.

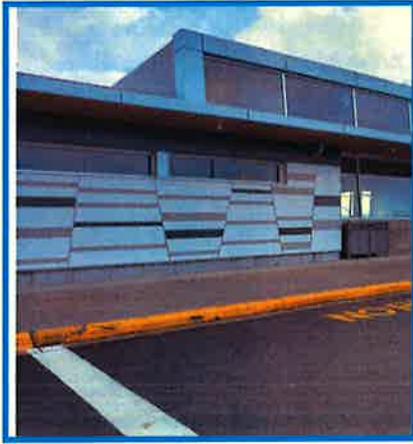
In a typical residential fire with working smoke alarms, you may only have a few minutes to escape safely once the alarm goes off. This is one of the reasons home escape plans are so crucial, and why they must be practiced. It helps ensure that all members of the household know what to do in the event of a fire.

The theme for this year's fire prevention week was, "Every second counts, Plan 2 ways out". It is meant to educate the public on not only the importance of developing a home escape plan, but also practicing that plan, as it can truly make a difference when seconds count.

The Regional District of Bulkley-Nechako encourages all residents to develop a plan and practice it. It consists of working smoke alarms on every level of the home, inside each bedroom, and outside sleeping areas. It also includes 2 ways out of every room, usually a door or window, and an outside meeting place a safe distance from the home. A good rule of thumb is to practice your escape plan at least twice a year, as well as change the batteries in all your smoke detectors. Some residents may not be aware that smoke alarms do not last forever, and need to be replaced every ten years. Check the manufacturers date on the back of your alarm to ensure it has not expired. For more information and to download a home escape plan template visit <http://www.nfpa.org/Public-Education/By-topic/Safety-in-the-home/Escape-planning/Basic-fire-escape-planning>

# RDBN'S Federal Gas Tax Program

Numerous projects were completed in the region this year with the assistance of Federal Gas Tax Funds, including:



**Electoral Area "A", Smithers Rural** Airport Upgrade Project with the Town of Smithers



**Electoral Area "D", Fraser Lake Rural** - Backup Generator for the Fort-Fraser Water Project

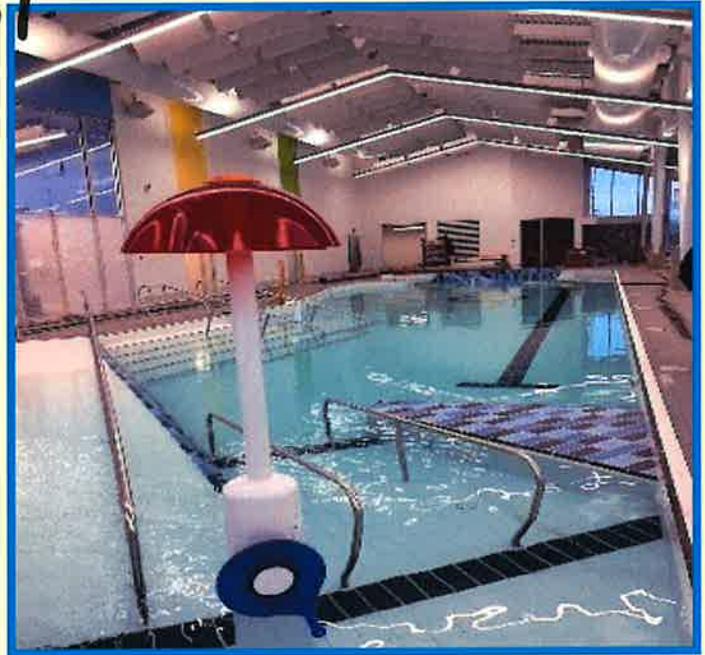


**Electoral Area "E", Francois/Ootsa Lake Rural** Well Drilling Project at the Lakes District Fall Fair Grounds; Refinish Floors and install Dishwasher at the Francois Lake Hall

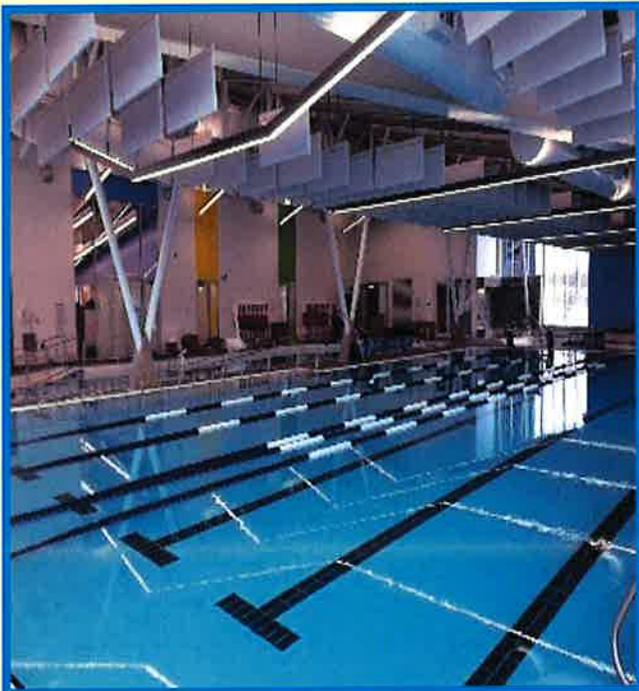


**Electoral Area "B", Burns Lake Rural** - Kitchen Expansion project at the Rose Lake Community Hall - (No picture available)

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**Electoral Area "F", Vanderhoof Rural - Pool Completion with the District of Vanderhoof**



**Skateboard Park Project with the District of Vanderhoof**

*For more information on the RDBN's Federal Gas Tax program, please check out our website at [www.rdbn.bc.ca](http://www.rdbn.bc.ca).*

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**162 Smithers To Smithers**

**Monday, Wednesday, Friday**

Burns Lake: Government at Gilgan	6:46 am	—
Wet'suwet'en: Tom Dr at Hwy 16	7:00	—
Burns Lake: Government at Gilgan	7:14	—
Burns Lake: 3rd Ave at Kerr	7:24	—
Burns Lake: Centre St at 10th Ave	7:30	—
Decker Lake: Trading Post	7:38	—
Broman/Duncan: Hwy 16 at Duncan Lk Rd	7:58	—
Topley: Rest Area	8:10	—
Houston: Leisure Facility	8:33 <b>Ar</b>	—
Houston: Leisure Facility	8:48 <b>Lv</b>	1:00 pm
Telkwa: Post Office	9:33	1:45
Smithers: 8th Ave at Columbia Dr	9:49	—
Smithers: Roi Theatre	9:53 am	2:00 pm

**162 Burns Lake To Burns Lake**

**Monday, Wednesday, Friday**

Smithers: Roi Theatre	11:30 am	3:00 pm
Smithers: 8th Ave at Columbia Dr	—	3:04
Telkwa: Post Office	11:45	3:20
Houston: Leisure Facility	12:30 pm	4:05 <b>Ar</b>
Houston: Leisure Facility	—	4:15 <b>Lv</b>
Topley: Rest Area	—	4:38
Broman/Duncan: Hwy 16 at Duncan Lk Rd	—	4:50
Wet'suwet'en: Tom Drive at Hwy 16	—	5:07
Decker Lake: Trading Post	—	5:12
Burns Lake: Government at Gilgan	—	5:20 <b>Ar</b>
Burns Lake: Government at Gilgan	—	5:25 <b>Lv</b>
Burns Lake: 3rd Ave at Kerr	—	5:35
Burns Lake: Centre St at 10th Ave	—	5:41
Decker Lake: Trading Post	—	5:49
Wet'suwet'en: Tom Dr at Hwy 16	—	5:54
Burns Lake: Government at Gilgan	—	6:08 pm



*(Transit schedules cont'd on Page 18)*

# Newsletter

**Suggestions or Comments?**

*If you have comments about service in general or suggestions for improvements, contact:*

*Deneve Vanderwolf,  
Regional Transit Coordinator  
Toll Free 1-800-320-3339 or  
[deneve.vanderwolf@rdbn.bc.ca](mailto:deneve.vanderwolf@rdbn.bc.ca)*



*If you wish to be included in the distribution list to receive the "Regional News" please send an email to:*

*[inquiries@rdbn.bc.ca](mailto:inquiries@rdbn.bc.ca) and ask to be added to the email or mail list. You can read past issues [here](#).*

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**161 Prince George/To Prince George**  
**Tuesday, Thursday, Saturday**

Wet'suwet'en: Tom Dr at Hwy 16	7:00 am
Decker Lake: Trading Post	7:05
Burns Lake: Government at Gilgan	7:13
Burns Lake: 3rd Ave at Kerr	7:23
Burns Lake: Centre St at 10th Ave	7:29
Burns Lake: Government at Gilgan	7:33
Tintagel: Rest Area Hwy 16 at Tintagel	7:44
Endako: Endako Pub	8:14
Stellaquo: Slenyah Store	8:21
Fraser Lake: Fraser Lake Mall	8:27 Ar
Fraser Lake: Fraser Lake Mall	8:37 Lv
Nautley: Nadleh Whut'en Store	8:54
Fort Fraser: Community Hall	9:01
Vanderhoof: Co-Op	9:31 Ar
Vanderhoof: Co-Op	9:41 Lv
Hospital Rd at Health Care Ave	9:46
Vanderhoof: Co-Op	9:50
Beaverly: Petro Canada	10:48
Prince George: Westgate Mall	10:58
Prince George: Pine Centre	11:06
Prince George: Edmonton at 13th Ave (Hospital)	11:15
Prince George: Downtown 7th at Dominion	11:22 am

**161 Burns Lake To Burns Lake**  
**Tuesday, Thursday, Saturday**

Prince George: Downtown 7th at Dominion	3:00 pm
Prince George: Edmonton at 13th Ave (Hospital)	3:04
Prince George: Pine Centre	3:16
Prince George: Westgate Mall	3:26
Beaverly: Petro Canada	3:36
Beaverly: Petro Canada	3:41
Vanderhoof: Co-Op	4:39 Ar
Vanderhoof: Co-Op	4:49 Lv
Hospital Rd at Health Care Ave	4:54
Vanderhoof: Co-Op	4:58
Fort Fraser: Community Hall	5:28
Nautley: Nadleh Whut'en Store	5:35
Fraser Lake: Fraser Lake Mall	5:52 Ar
Fraser Lake: Fraser Lake Mall	6:02 Lv
Stellaquo: Slenyah Store	6:08
Endako: Endako Pub	6:15
Tintagel: Rest Area Hwy 16 at Tintagel	6:45
Burns Lake: Government at Gilgan	6:56
Burns Lake: 3rd Ave at Kerr	7:06
Burns Lake: Centre St at 10th Ave	7:12
Decker Lake: Trading Post	7:20
Wet'suwet'en: Tom Dr at Hwy 16	7:25 pm

**Riding The Bus:**

Arrive at the bus stop a few minutes early; seats are for customers, hold your bag on your lap or on the floor where it will not obstruct aisles or other customers. Please allow others to make use of the seats; have correct fare; take a seat as soon as possible; hold on while the bus is in motion; keep head, hands and arms inside bus at all times; assist your

children on and off the bus; never allow your children to stand or kneel on the seat while riding the bus; be considerate of others e.g. loud music, offensive language; remind your driver if you have to get your bike off the bike rack; never enter the street in front of or directly behind a stopped bus. Make sure traffic can see you; take your garbage with you when you leave. Rural residents

requiring information in regard to flagging the bus please contact the Regional District at 1-800-320-3339 or 250-692-3195.



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### Lake Babine Nation Gets a New Bus Shelter

The Lake Babine Nation community of Woyenne has a new bus shelter. The shelter is located directly across from the administration building on Sus Ave.

A shelter was needed at this bus stop so riders have a place to wait for the bus that is protected from the weather. The shelter also has lighting further increasing safety for passengers.



### CCTV Installed on Bulkley-Nechako Transit Buses to Improve Safety

To improve safety on Bulkley-Nechako Regional Transit Service Closed-Circuit Television Cameras (CCTV) have been installed on two of the three buses. The installation of CCTV cameras will help reassure passengers that taking the bus is a safe option.

“Over the last three years, BC Transit has been working on a program to install closed-circuit television cameras on buses across the province,” said BC Transit communications manager Jonathon Dyck. “The idea behind installing the CCTV cameras on buses is to help deter inappropriate activity on the bus.”

BC Transit works closely with law enforcement in the province, so when there is an incident on a bus the videos are a useful tool to provide on-camera evidence, according to Dyck.

“We know when there is an incident on a bus we need as much evidence as possible to be able to follow up,” he said, “and so this provides another piece for police to see what occurred, and then use that as part of their evidence as they move forward.”

Each bus has four to eight cameras recording events in the interior. As well, a high-definition camera in the driver’s compartment that records events in front of the bus and two more cameras watch the outside of the bus.

Cameras are not monitored live, but video files are encrypted and stored on hard drives for up to seven days.

- Regional District of Bulkley-Nechako Board of Directors Municipalities**
- Town of Smithers**  
- Deputy Mayor Gladys Atrill
- Village of Telkwa**  
- Mayor Brad Layton
- District of Houston**  
- Mayor Shane Brienen
- Village of Granisle**  
- Mayor Linda McGuire
- Village of Burns Lake**  
- Mayor Dolores Funk
- Village of Fraser Lake**  
- Councillor Kim Watt-Senner
- District of Fort St. James**  
- Mayor Bev Playfair
- District of Vanderhoof**  
- Mayor Gerry Thiessen-Chair

**Electoral Areas**

- A - Smithers Rural**  
- Director Mark Fisher
- B - Burns Lake Rural**  
- Director Michael Riis-Christianson
- C - Fort St. James Rural**  
- Director Tom Greenaway
- D - Fraser Lake Rural**  
- Director Mark Parker
- E - Francois/Ootsa Lake Rural**  
- Director Clint Lambert
- F - Vanderhoof Rural**  
- Director Jerry Petersen
- G - Houston Rural**  
- Director Rob Newell

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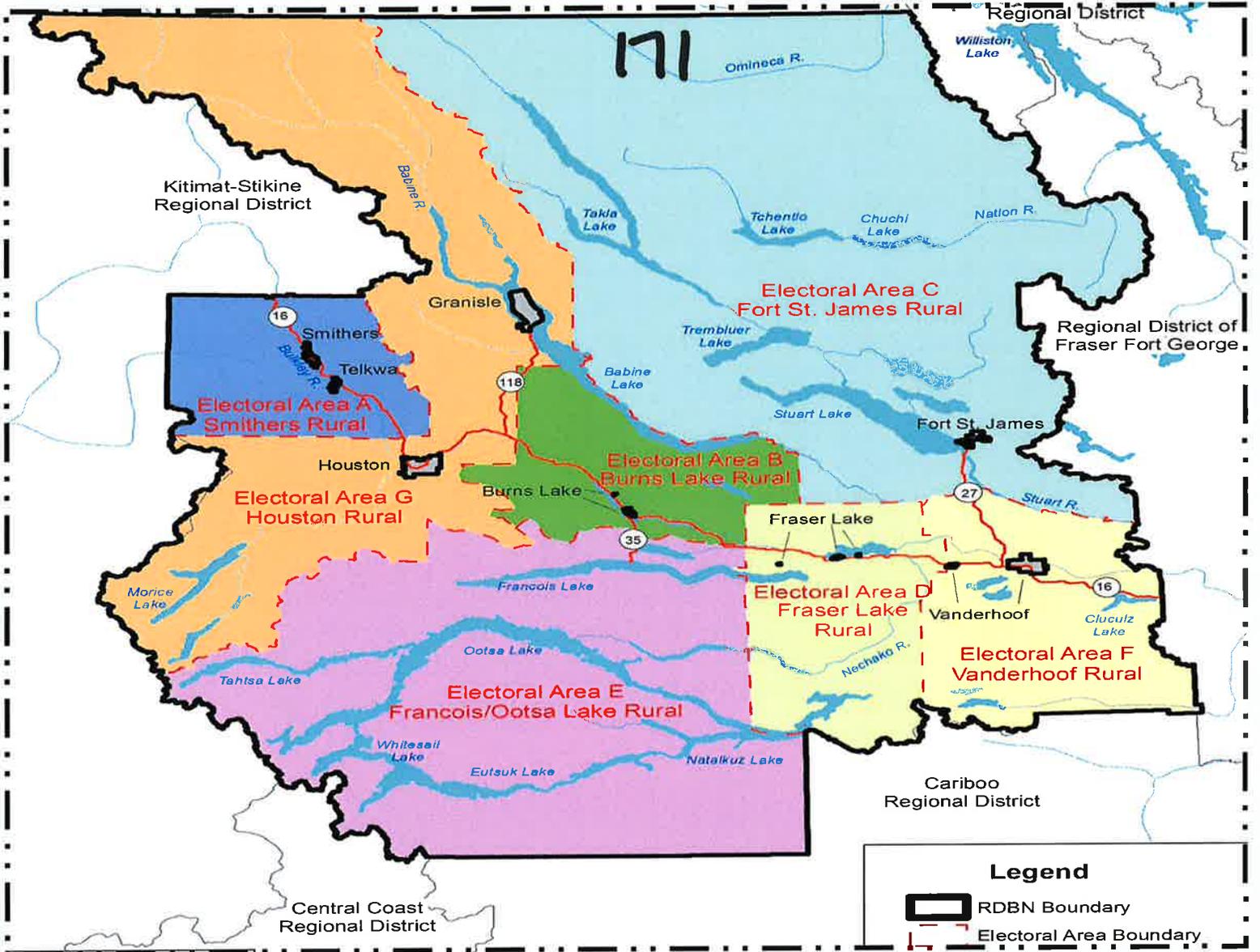
- \* **Bulkley Nechako Opportunities**
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- \* **Visit Bulkley Nechako**
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- \* **Bulkley-Nechako Emergency Information.**
- \* **RDBN Planning**

Do you know that you can now pay by debit card for your building permit fees, Regional District utility and industrial waste invoices?

Come try our new debit machine at the Regional District Office!



# Regional District of Bulkley-Nechako

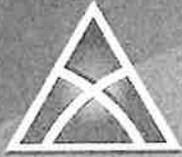


## Municipalities

- Town of Smithers
- Village of Telkwa
- District of Houston
- Village of Granisle
- Village of Burns Lake
- Village of Fraser Lake
- District of Fort St. James
- District of Vanderhoof

## Electoral Areas

- Electoral Area "A" Smithers Rural
- Electoral Area "B" Burns Lake Rural
- Electoral Area "C" Fort St. James Rural
- Electoral Area "D" Fraser Lake Rural
- Electoral Area "E" Francois/Ootsa Lake Rural
- Electoral Area "F" Vanderhoof Rural
- Electoral Area "G" Houston Rural



REGIONAL DISTRICT  
of Fraser-Fort George

June 20, 2019

172

JUN 21 2019

REGIONAL DISTRICT OF  
BULKLEY-NECHAKO

# BOARD HIGHLIGHTS

## JUNE 20 BOARD MEETING HIGHLIGHTS

Mackenzie and Foothills Landfill Annual Reports approved; Transfer Station Assessment Update; RDFFG transitions out of delegation agreement with Agricultural Land Commission; Updates to the 9-1-1 system proposed

### Mackenzie and Foothills Landfill Annual Reports approved

The Regional District has approved the 2018 annual reports for the Mackenzie and Foothills Blvd Regional Landfills. Highlights of year from the Foothills Landfill include

- a total of 115,615 tonnes of material was managed at the Foothills facility
- 36,720 tonnes of material received at the Landfill were diverted through recycling, onsite use as cover material or compost
- approximately 72,741 tonnes of waste was buried at the facility from January 1, 2018 to December 31, 2018
- 6,154 tonnes of yard and garden waste were received in 2018

Mackenzie highlights include:

- approximately 6,590 tonnes of waste was buried at the facility
- with the facility being 100% fenced with electrified fence, no wildlife activities reported onsite for 2018
- approximately 10,070 litres of waste oil was collected and recycled

### Transfer Station Assessment Update

In November 2018, the Board gave approval for a comprehensive review of the Regional District's current waste collection and diversion services, including existing service levels, materials collected, hauling distances, tonnages, site usage, and current EPR depots in the region. A summary of that initial review was presented to the Board as phase one of the project. Information on how the system functions, as well as the potential at each site for either expansion, consolidation or maintenance will help form recommendations in the next phase for options to deliver more producer-supported recycling services in the region, as well as consideration for improvements for caretaker amenities at the transfer stations.

### RDFFG transitions out of delegation agreement with Agricultural Land Commission

As a result of recent changes made to the Agricultural Land Commission Act and regulations, the Regional District Board voted to cease consideration of Agricultural Land Reserve applications under the Agricultural Land Commission-Regional District of Fraser-Fort George delegation agreement as of 5:00 pm June 20, 2019. The Regional District has held the agreement since 2001.

### Updates to the 9-1-1 system proposed

The Regional District is proposing enhancements to its 9-1-1 service. The proposed enhancements include relocating the centre that dispatches fire departments within the service area (FOCC) to the new Prince George Fire Hall currently under construction as well as the development of a back up location. The system will also be upgraded as technologies have evolved and to meet federal requirements for Next Generation 9-1-1 by 2023. The total budget for this project is about \$5 million, with \$3 million of that proposed to come from borrowing, subject to elector approval via an Alternate Approval Process (AAP). Further details on the AAP process is expected later this summer.

155 George Street,  
Prince George, BC V2L 1P8  
Tel: 250-960-4400 • Toll Free: 1-800-667-1959  
Fax: 250-563-7520 • Email: [district@rdffg.bc.ca](mailto:district@rdffg.bc.ca)

[www.rdffg.bc.ca](http://www.rdffg.bc.ca)

### Community Grants

The Board approved the following requests for Community and Recreation Grants:

- \$2430 to the Northwest 4-H Club for grooming and training equipment
- \$2167 to the Nukko Lake PAC for hot lunch expenses and swimming lessons
- \$2845 to the Nukko Lake Recreation Commission for volunteer appreciation dinner and insurance
- \$5302 to the Beverly Community Association for insurance
- \$775 to the Bednesti/Berman Community Association for Directors' insurance
- \$8319 to the Pineview Elementary PAC for a school zone speed sign
- \$2500 to the Tabor Lake Recreation Commission for insurance, maintenance, events, etc.
- \$6000 to the Hixon Community Association for general administrative, maintenance and utility expenses
- \$1000 to the Eaglet Lake Farmers Institute for District C AGM expenses
- \$1800 to the Longworth Recreation Commission for school building propane location
- \$4200 to the Penny Community Historical Association for windows and hall maintenance and insurance and extinguisher recertifying
- \$4000 to the Shell-Glen Improvement Society for insurance, park maintenance, etc.
- \$1781 to the Bear Lake Recreation Association for workshop travel expenses and insurance
- \$10,500 to the McLeod's Lake Centennial Club for operating expenses and volunteer dinner
- \$7500 to the Summit Lake Community Association for insurance, restoration and maintenance
- \$280 to the McBride Anglican United Church for Texas 4000 arena fees

### For further information, please contact

Renee McCloskey  
Manager of External Relations  
Regional District of Fraser-Fort George  
250-960-4453





# THOMPSON-NICOLA REGIONAL DISTRICT

RECEIVED  
JUN 13 2019  
REGIONAL DISTRICT OF  
BULKLEY-NECHAKO

Highlights from the Thompson-Nicola Regional District Board of Directors' Meeting of June 13, 2019

The Current

June 17, 2019

### Public Hearing: Zoning Amendment Bylaw No. 2686

A public hearing was held regarding an application for a temporary use permit (TUP) to enable short-term vacation rental of a property located at 5115 East Barriere Lake FSR. The applicant spoke to the Board about the proposed use of renting his property and answered questions to clarify the TUP application.

Residents of East Barriere Lake were also present at the public hearing and expressed a number of concerns about allowing short-term rental of a residential property in the community, citing potential issues about fire risk, noise, public safety, environmental impacts, and the potential for more short-term rentals to be allowed along the lakefront.

The Board considered the public hearing input along with the report provided by the Director of Development Services. After much deliberation, the recommendation was defeated and the TUP application was denied.

Read the report [here](#).

### Zoning Amendment Bylaw Approved

The Zoning Amendment Bylaw pertaining to second dwelling regulations on ALR land and cannabis regulation was read a third time and adopted by the Board.

These minor amendments will provide improved clarity and accordance with federal legislation around cannabis regulation and 'craft' cannabis production facilities, and will align the TNRD's regulations with the new 2019 *Agricultural Land Commission Act*.

Read the report [here](#).

### Search and Rescue Grants Approved

The Board approved the following annual operating, equipment and training grants for regional Search and Rescue groups:

SAR GROUP	OPERATING GRANT 100%	EQUIPMENT 50%	TRAINING 50%
Barriere	\$10,000	\$0.00	\$0.00
Kamloops	\$10,000	\$3,557.50	\$6,000
Logan Lake	\$10,000	\$14,799.68	\$0.00
Nicola Valley	\$10,000	\$0.00	\$0.00
South Cariboo	\$3,325	N/A	N/A
Wells Gray	\$10,000	\$11,054.57	\$8,200

Read the minutes of the May 19, 2019 Emergency Protective Services Management Committee [here](#).

#### Gas Tax Funds

The Board approved the following requests for Federal Gas Tax Funds:

- **\$79,000** for improvements to the [Little Fort Community Hall water system](#)
- **\$5,000** to complete the installation of washroom facilities and system improvements for the [Paul Lake sewer system](#)
- **\$215,000** to undertake improvements to the [Pritchard wastewater system](#) rapid infiltration basin (RIB) discharge
- **\$30,000** to complete water system and flushing capacity upgrades for the [Pritchard water system](#)
- **\$280,000** for upgrades at the [70 Mile House Community Hall](#)

#### Director/Committee Remuneration and Expense Report

The Board received the 2018 Director and Committee Member Remuneration and Expense Report which will be made available for public inspection on the Finance page of the [TNRD website](#).

Read the report [here](#).

**The next Regular Board Meeting is the annual out of town meeting held in Chase on July 10, 2019 at 1:15 pm.**

Please note that The Current is not a substitute for the TNRD's Board meeting minutes, found on our website: [www.tnrd.com](#)



## Regional District of Bulkley-Nechako Memo

**TO:** Chair Thiessen and Board of Directors

**FROM:** Cheryl Anderson, Manager of Administrative Services

**DATE:** October 16, 2019

**SUBJECT:** RDBN Appointments – 2020

---

### RECOMMENDATION

“That the Regional Board of the Regional District of Bulkley-Nechako ratify the appointments as outlined below for the year 2020.”

### BACKGROUND

As in previous years, the following recommendations are made with respect to appointments for the Regional District bankers, lawyers, election officers, signatories and auditors and must be ratified by the Regional Board:

- Bankers: - Bulkley Valley Credit Union
- Lawyers: - Stewart McDannold Stuart, Victoria, BC  
Young Anderson, Vancouver, BC  
Carvello Law Corp., Victoria, BC
- Election Officers: - Cheryl Anderson, Chief Election Officer  
(with authority to appoint election officials as necessary)  
Geraldine Craven and Wendy Wainwright, Deputy  
Chief Election Officers
- Signing Authority: - The Chairperson, the Vice Chair, Director from the  
Village of Burns Lake, the Director from Electoral  
Area “B”, the Chief Administrative Officer, Financial  
Administrator, Manager of Administrative  
Services or Deputy Chief Administrative Officer.
- Auditors - RHN Schmitz & de Grace



## MEMORANDUM

To: Chairperson Thiessen and Board of Directors  
From: Maria Sandberg  
Date: October 15, 2019  
Re: Zoning Bylaw Review

---

### **PURPOSE**

At the November 29, 2018 Regional District of Bulkley-Nechako Board meeting the RDBN Board of Directors passed the following resolution:

*“That the Regional District of Bulkley-Nechako Board of Directors direct staff to undertake a referral and public consultation process for the draft zoning bylaw.”*

Over the past year, the Planning Department has completed the referral and consultation process and amended the draft zoning bylaw based on the input received. The amended draft is now presented to the Board for consideration, and staff are asking for approval to initiate the formal bylaw approval process.

The bylaw draft is provided to the Board under separate cover and the zoning maps for the draft bylaw can be viewed at the Planning Department.

### **THE ZONING BYLAW REVIEW PROCESS (2012 – 2018)**

The Regional District Board has reviewed previous drafts of the proposed new zoning bylaw in 2012, 2015 and 2018. 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.

The draft bylaw was last presented to the Board in November 2018. Staff recommended that the draft bylaw be presented to the public for comment prior to initiation of the formal public approval process to allow the bylaw adoption process to proceed as quickly as possible. This is important given the need to suspend the rezoning application process during the process of adopting a new zoning bylaw.

### **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 the Ministry of Transportation and Infrastructure, and the Ministry of Agriculture, are attached to this report as Appendix B. The changes that have been made to the draft zoning bylaw as a result of the input, as well as some housekeeping amendments, are outlined in Appendix C which is attached to this report. The most notable changes to the bylaw relate to the home occupation regulations and are designed to increase flexibility.

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 been working with the Ministry to provide the requested information and explain the rationale behind the proposed changes.

The amended draft has also been posted on the website and staff will continue to accept comments on the draft bylaw until the public hearing has concluded.

## **OVERVIEW OF THE PROPOSED NEW ZONING BYLAW**

The most notable text changes to the proposed draft of the new zoning bylaw are outlined below. The remainder of the text changes made before the draft was presented to the Board in November 2018 can be found in Appendix D. Appendix E contains the map changes in the draft zoning bylaw, attached to this report for the Board's information.

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

The most significant change in the proposed 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 of note is the amended definition for a Portable Sawmill. This definition in the draft bylaw is provided to clarify the intention that Portable Sawmills, which are permitted in the Large Holdings Zone (H2), Agricultural Zone (Ag1), and the Rural Resource Zone (RR1), are intended to be 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 six consecutive month limit, while another property owner wanted increased restrictions.

**Waste Disposal Sites** (definition on page 19)

Waste Disposal Sites have 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.

**Minimum Parcel Size for Un-zoned Land**

A previous draft of the bylaw established a minimum parcel area requirement of 28 hectares (69 acres) for land that is not subject to zoning. This would have limited the ability of the Province to create parcels for development and sale or lease without first zoning the land to the satisfaction of the Regional District.

The previously proposed change would not have applied zoning or land use regulations; but would have established a minimum parcel size that will apply to future subdivision. This requirement was removed from the draft bylaw as staff thought it would be best to put forward this regulation as part of a process separate from the initial adoption of the new zoning bylaw.

**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 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 a number of 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 Zoning Bylaw in line with the minimum standards recommended by the Department of Fisheries and Oceans, 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 m<sup>2</sup> 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; therefore, it is unclear whether they are permitted or not. 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.

#### **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 69) 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 71) 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 deleted 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 is comfortable with the draft, the next step in the process is to present the final draft to the Board for consideration of first and second reading. As noted, it is important that the formal approval process occur as efficiently as possible to avoid procedural difficulties and

inconvenience to the public. When the formal approval process is underway no new rezoning applications should be processed under the existing bylaw as it is likely that the existing bylaw may no longer exist when the rezoning process is complete. Therefore, there is the potential that applicants will have to wait until a new bylaw is adopted prior to proceeding with the processing of new rezoning applications.

**Proposed timeline** (tentative and subject to change)

<b>November 2019</b>	<b><i>Present the proposed new zoning bylaw and LUC termination bylaw, to the Board for consideration of 1<sup>st</sup> and 2<sup>nd</sup> reading.</i></b>
<b>December 2019</b>	<i>Public hearing in Burns Lake for the bylaws. Stop accepting new rezoning applications. Memo to board about closing old rezoning applications.</i>
<b>January 2020</b>	<i>Bylaws for consideration of 3<sup>rd</sup> reading. Ministry of Transportation approvals of bylaws.</i>
<b>February 2020</b>	<i>Consideration of adoption of bylaws.</i>

Considering the need for a timely approval process, 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. In preparation for the formal bylaw adoption process the Planning Department will work to expedite any ongoing rezoning applications. There are several inactive rezoning applications that should be formally denied by the Board as part of this process.

## LAND USE CONTRACTS

In 2014, the Provincial government amended the *Local Government Act* to provide that all Land Use Contracts (LUC) 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 initiated the process to discharge all existing LUCs in our region as part of the zoning bylaw review.

LUCs 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. The land use contracts were supposed to be registered on the title of each property, however for some reason this was never done in the RDBN. The land use contracts cannot be registered on the titles now because the legislation allowing this to occur no longer exists. In addition, almost all the land use contracts contain wording that precludes any land use not specified within the contract, therefore the uses permitted under zoning cannot legally occur.

The majority of the LUCs can just be removed as they are no longer relevant, but some have uses that need to be specifically addressed in the draft zoning bylaw. Staff have worked with property owners to transition the LUCs into the new zoning bylaw. The legislation does allow

local governments to discharge land use contracts without the consent of the property owner. The legislation also gives property owners the right to appeal to the Board of Variance (BoV) for temporary exemption from early termination of a land use contract, as further detailed in the "Board of Variance" report on this agenda.

## CONCLUSION

Given the disruption to the rezoning process associated with the adoption of a new zoning bylaw it is important that as many issues as possible are identified and addressed at this time in order to best ensure that the formal approval process occurs as quickly as possible.

The Planning Department therefore asks that the Regional District Board provide staff with any comments that the Board may have regarding the proposed draft new zoning bylaw, prior to initiation of the formal referral process. If the Board has no proposed changes to the draft, staff asks for Board direction to initiate the formal approval process for the draft zoning bylaw.

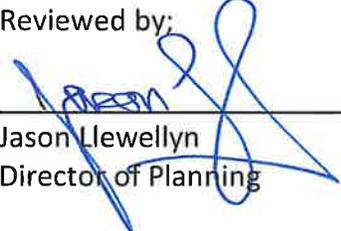
It is noted that staff may continue to make minor amendments to the draft prior to presenting the Board with a bylaw for consideration at 1<sup>st</sup> and 2<sup>nd</sup> reading.

### Recommendation

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.

### *Electoral Area Planning – Participants/Directors/Majority*

Reviewed by:

  
 Jason Llewellyn  
 Director of Planning

Written by:

  
 Maria Sandberg  
 Planner

*Appendix A - Written submissions from the public*

*Appendix B – Written submissions from government agencies*

*Appendix C - Table of text changes made to November 2018 draft*

*Appendix D – List of text changes in the draft zoning bylaw (2012-2018)*

*Appendix E – List of mapping changes in the draft zoning bylaw*

## **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

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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

Art Wiens

---

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

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187

2019/03/09

Henry A. Klassen

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

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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 Gilden  
**Cc:** Maria Sandberg; Jennifer MacIntyre  
**Subject:** RE: Proposed Zoning Changes

Thanks for these thoughtful comments Jay.

Cheers

Jason

**From:** Jay Gilden  
**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 to spring up throughout the area.

6. Livestock	Allows livestock and other domesticated farm animals on residential parcels.
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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 <sup>2</sup> (0.49 ac.)	0	10 hens	10
2000 m <sup>2</sup> - 0.5 ha. (0.49 - 1.2 ac.)	0	25	25
0.5 ha - 1 ha. (1.2 - 2.47 ac.)	2	25	25
1ha. – 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 & TENLEY DAHLIE

SMITHERS, B.C.



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, HOPE 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**

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**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.

Cemetaries 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

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**Maria Sandberg**

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**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 is 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 families 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 by 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](mailto:jason.llewellyn@rdbn.bc.ca)>; Richard Bris  
**Cc:** Maria Sandberg <[maria.sandberg@rdbn.bc.ca](mailto:maria.sandberg@rdbn.bc.ca)>; Jennifer MacIntyre <[jennifer.macIntyre@rdbn.bc.ca](mailto: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 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 your 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.

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Thanks.  
Mark

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

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**From:** Richard Brise  
**Date:** Tuesday, January 29, 2019 at 9:45 AM  
**To:** Mark Fisher <[mark.fisher@rdbn.bc.ca](mailto: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.

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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.

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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

Telkwa BC

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 set back from lake shore lines.
- ② Should have a mandatory minimum "green belt" of native vegetation along all lake shore.

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**Maria Sandberg**

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

**From:** Jeremy Shriber  
**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

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**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  
**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,

--

Jeremy Shriber

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Jeremy Shriber

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

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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

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- 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 rbdn 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 rbdn 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.

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?

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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- 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.

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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

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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](mailto:maria.sandberg@rdbn.bc.ca)>; Jennifer MacIntyre <[jennifer.macIntyre@rdbn.bc.ca](mailto:jennifer.macIntyre@rdbn.bc.ca)>  
**Cc:** Jason Llewellyn <[jason.llewellyn@rdbn.bc.ca](mailto:jason.llewellyn@rdbn.bc.ca)>  
**Subject:** FW: Proposed zoning bylaw question

**From:** Ben Forsyth  
**Sent:** Wednesday, January 23, 2019 9:21 PM  
**To:** inquiries <[inquiries@rdbn.bc.ca](mailto: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?

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**Maria Sandberg**

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**From:** Jason Llewellyn  
**Sent:** Thursday, January 24, 2019 1:20 PM  
**To:**  
**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  
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

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**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

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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 COMMENTS 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 UOTIDE 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 thing .....ownership 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

**Sent:** Wednesday, January 23, 2019 1:12 PM

**To:** Jason Llewellyn <jason.llewellyn@rdbn.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

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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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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**

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



**From:** -  
**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

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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

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**From:** "Maria Sandberg" <maria.sandberg@rdbn.bc.ca>  
**To:** "Maria Sandberg" <maria.sandberg@rdbn.bc.ca>  
**Cc:** "Bo Bradley" , "B&H Frederick" , "Lynn  
Debianchi" , "Marlene Pauls" , "Nick Rosger"

**Sent:** Wednesday, January 9, 2019 11:10:35 AM

**Subject:** Zoning Bylaw Review

Please note that you are receiving this email because you have indicated an interest in the zoning bylaw review process at an earlier date.

## Notice of Open Houses

The Regional District of Bulkley-Nechako (RDBN) is proposing a new zoning bylaw and welcomes your input!

The RDBN Planning Department has drafted a proposed new zoning bylaw as a replacement for "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993." This preliminary draft of the proposed new zoning bylaw is now available for public comment.

The zoning bylaw contains regulations relating to the use and development of land in the rural area of the RDBN. This includes regulations relating to the following:

- The use and density of land, buildings and other structures;
- The siting, size and dimensions of buildings and other structures and permitted uses;
- The location of uses on the land and within buildings and other structures;
- The shape, dimensions and area of all parcels of land created by subdivision, including minimum and maximum parcel sizes); and,
- Minimum landscaping, screening, and parking requirements.

To facilitate public input and discussion on the proposed new zoning bylaw the RDBN is hosting a series of open houses across the RDBN in January 2019. The open houses offer an opportunity to review the draft bylaw, ask questions, and submit comments for the RDBN's consideration (prior to the formal bylaw approval process). All interested persons are encouraged to attend an open house. The date, time, and location of all open houses are shown below.

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**Maria Sandberg**

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**From:** Bradley, Bobbi <  
**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

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**From:** Maria Sandberg <maria.sandberg@rdbn.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.rdbn.bc.ca](http://www.rdbn.bc.ca)



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**From:** Bradley, Bobbi  
**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

---

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



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**From:** Bradley, Bobbi  
**Sent:** Wednesday, January 9, 2019 1:43 PM  
**To:** Maria Sandberg <[maria.sandberg@rdbn.bc.ca](mailto: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

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**From:** Maria Sandberg <[maria.sandberg@rdbn.bc.ca](mailto:maria.sandberg@rdbn.bc.ca)>  
**Sent:** Wednesday, January 9, 2019 11:10 AM  
**To:** Maria Sandberg  
**Cc:** Bradley, Bobbi; Bob Fredrick; Lynn Debianchi; Marlene Pauls; Nick Rosger  
**Subject:** [EXT] Zoning Bylaw Review

Please note that you are receiving this email because you have indicated an interest in the zoning bylaw review process at an earlier date.

## **Notice of Open Houses**

The Regional District of Bulkley-Nechako (RDBN) is proposing a new zoning bylaw and welcomes your input!

## **APPENDIX B – WRITTEN SUBMISSIONS FROM GOVERNMENT AGENCIES**

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- Ministry of Transportation
- Ministry of Agriculture

**Maria Sandberg**

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**To:** Jennifer MacIntyre  
**Subject:** RE: Zoning Review

**From:** DeFord, Darren AGRI:EX <[Darren.DeFord@gov.bc.ca](mailto:Darren.DeFord@gov.bc.ca)>  
**Sent:** February 27, 2019 9:31 AM  
**To:** Jennifer MacIntyre <[jennifer.macIntyre@rdbn.bc.ca](mailto:jennifer.macIntyre@rdbn.bc.ca)>  
**Cc:** Stevenson, John J AGRI:EX <[John.J.Stevenson@gov.bc.ca](mailto:John.J.Stevenson@gov.bc.ca)>; Bailey, Reed AGRI:EX <[Reed.Bailey@gov.bc.ca](mailto: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.

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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](mailto:AgriServiceBC@gov.bc.ca)



Your File #:  
eDAS File #: 2019-00100  
Date: Feb/01/2019

Regional District of Bulkley-Nechako  
37 3<sup>rd</sup> 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 19<sup>th</sup> 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
Fort George District
Phone: (250) 565-4410 Fax: (250) 565-6820

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- Minimum parcel sizes proposed for P1 and P2 zones (items 35 and 38 of Memo) seem small (350m<sup>2</sup>) 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

## APPENDIX C – Text changes made to November 2018 draft zoning bylaw

SECTION	CHANGE MADE
Definition of Building and Garden Supplies	Removed “commercial greenhouse”
Definition of Cannabis	Changed the word “and” to “or” (... as permitted by the Access to Cannabis for Medical Purposes Regulation and Bill C-45)
Definition of Motor Vehicle Dealer	Added “motor” in front of vehicles and added “including” in front of trailers.
Exchanging the word persons in any Bed and Breakfast Limitations on Use sections for the word “patrons”.	
Definition of Camping Vehicle	Added “operational” in front of vehicle
Definition of Guest Ranch	Removed the reference to guest ranch being permitted in the C3 and C4 zone.
Definition of Home Occupation	Removed “(R1, R2, R3, R4, R5, R8, R9, R10, H1, H1A, H1B, H2, Ag1, RR1)”
Definition of Rural Retreat	Added definition of Rural Retreat
Definition of Wind Turbine	Small = 10 to 6, med. = 6 – 20, large = over 20
Definition of Home Occupation	Added “A resident bringing a work vehicle such as a logging truck to and from their Dwelling Unit, and the routine maintenance of that vehicle, does not constitute a home occupation.”
Section 3.0.1.1.h)i	Removed “covered by, or serviced by”
Section 3.0.2.3.c)	Added “unless located within a container that is enclosed on all sides”
Section 3.0.2.4.f) i and ii	Removed “A Home Occupation must not include the on-site manufacturing, processing, fabricating or assembling of goods heavier than 10 kg and any business involving the repair, washing or painting of vehicles or mechanical equipment.”
Sections 3.0.2.4.f)	Added “The total combined number of motor vehicles, trailers, Camping Vehicles, boats, all terrain vehicles, snowmobiles, and motorcycles located on a parcel in association with Home Occupations must not exceed 15.” and;

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	<p>“The total combined number of pieces of heavy equipment including back-hoes, bulldozers, front end loaders, graders, skidders, feller bunchers, logging trucks, harvesters, and other similar sized equipment located on a parcel in association with Home Occupations must not exceed 15.”</p>
<b>Section 3.0.2.4.b and c</b>	<p>Added “This section does not apply to the storage of vehicles, including Camping Vehicles or boats.”</p>
<b>Section 3.0.2.4.b)</b>	<p>Added “The area used for outdoor storage shall be calculated including all land between areas used for outdoor storage, resulting in a single use area.”</p>
<b>Section 3.0.1.1.a)</b>	<p>Added “unless specifically prohibited in the Zone”</p>
<b>Section 3.0.2.2</b>	<p>Moved “In the Multiple Family Residential Zone (R2) and the Hudson Bay Mountain Single Family Residential Zone (R9) Home Occupations are restricted to one or both of the following:</p> <ul style="list-style-type: none"> <li>a. an Office use;</li> <li>b. a Bed and Breakfast that includes a maximum of three beds and provides accommodation to a maximum of 6 persons at any one time.”</li> </ul> <p>to the R2 and R8 zones.</p>
<b>Section 3.0.14</b>	<p>Increased wind turbine setbacks from wind turbine height to 2 x wind turbine height.</p>
<b>Section 6.0.3</b>	<p>Moved from 3.0.2.2 “Limitations on Use - Home Occupations are restricted to Office use only, and a Bed and Breakfast that includes a maximum of three beds and provides accommodation to a maximum of 6 persons at any one time”.</p>
<b>Section 3.0.1.1.i)</b>	<p>Removed” A Home Occupation as a Secondary Use only on a Parcel that legally contains an occupied Building, unless a Home Occupation is specifically prohibited in the zone applicable to that Parcel.”</p>
<b>Section 9.0.2.1.</b>	<p>Removed “or one kennel” as kennels are not an allowed use in the R5 zone.</p>
<b>Section 12.1.3.5</b>	<p>Moved from 3.0.2.2 “Home Occupations are restricted to Office use only, and a Bed and Breakfast that includes a maximum of three beds and provides accommodation to a maximum of patrons at any one time.”</p>
<b>Section 14.1.2.4</b>	<p>Added Notwithstanding Section 14.1.2 (2) only one Single Family Dwelling on the Parcel legally described as Lot 4, Section 2, Township 1A, Range 5, Coast District, Plan 7267 may exceed a Gross Floor Area of 140 square metres (1,500 square feet) as per bylaw 1871 adopted July 18, 2019.</p>
<b>Section 15.0.1</b>	<p>Removed Guest Ranch as a principal permitted use and added it as a secondary use if agriculture is a principal use.</p>

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<b>Section 15.0.1.1f)</b>	Added Rural Retreat as a permitted use.
<b>Section 16.0.1</b>	Removed Guest Ranch as a principal permitted use and added it as a secondary use if agriculture or intensive agriculture is a principal use.
<b>Section 16.0.1.1 h</b>	Added Rural Retreat as a permitted use.
<b>Section 16.02</b>	Removed "Not more than two Single Family Dwellings or one Two Family Dwelling shall be located on a Parcel." and replaced with "Not more than one single family dwelling shall be located on a Parcel unless additional dwellings are permitted pursuant to the <i>Agricultural Land Commission Act</i> ."
<b>Section 16.0.1.1(i)</b>	Removed "Two Family Dwelling".
<b>Section 17.0.1</b>	Removed Guest Ranch as a principal permitted use and added it as a secondary use if agriculture or intensive agriculture is a principal use.
<b>Section 17.0.1.1 i)</b>	Added Rural Retreat as a permitted use.
<b>Section 20.0.1.1 and 2</b>	Added Single Family Dwelling as a principal use and removed dwelling unit in a building containing a Principal use from secondary uses.
<b>Section 21.0.1.2</b>	Added "on Common Property" to all the secondary uses.
<b>Section 21.0.2.4</b>	Removed "... on a Strata Lot" and added "in a strata development".
<b>Section 22.0.0.2</b>	Remove Agriculture as a secondary use, as it is already a principal use.

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## APPENDIX D - TEXT CHANGES IN THE DRAFT BYLAW (2012-2018)

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### Overview of text changes in the draft bylaw

1. Section 2.0.2 is amended as follows:
  - The Agriculture definition is amended by adding nurseries and greenhouses. This allowed nurseries and greenhouses to be removed from the list of permitted uses where Agriculture is permitted.
  - The Intensive Agriculture definition is amended by adding wording to clarify the nature of the use.
  - The Building definition is amended by adding wording to clarify the meaning of the definition.
  - The definition of Community Water and Community Sewer System are updated.
  - The Campground definition is amended to include associated rental use. This allowed recreation equipment rentals to be removed from the list of permitted uses where Campground is permitted.
  - The Farmers' Market definition is amended to remove reference to a nonprofit society and the sale of arts and crafts is added as an accessory use.
  - The Park definition is amended to be generally more inclusive, to remove reference to campgrounds, and to remove reference to government.
  - The Portable Sawmill definition is amended to clarify that the intent is for a temporary and portable sawmill.
  - The Waste Disposal Site definition is amended to remove reference to the RDBN. The Courts have determined that zoning cannot discriminate on the basis of user. Therefore, the use cannot be permitted for a government user only.
2. Section 2.0.2 is amended to add definitions for the following: Agricultural Feed Store, Airport, Accessory Building, Principal Building, Building and Garden Supply, Camping Vehicle, Cemetery, Clubhouse, Community Recreation, Contracting, Crematorium, Emergency and Health Service, Heavy Equipment Repair and Sales, Light Equipment Repair and Sales, Home Occupation, Institutional, Kennel, Licensed Establishment,

Livestock, Manufactured Home Dealer, Light Manufacturing, Heavy Manufacturing, Poultry, Recreational Vehicle and Equipment Storage, Motor Vehicle Dealer, Motor Vehicle Repair Shop, Motor Vehicle Wash, Office, Retail Store, Convenience Retail Store, Tourist Retail Store, Rotor Diameter, Special Recreation, Transportation Terminal, Use, Utility, Unattended Utility, Veterinary Clinic, Warehousing, Wind Turbine, Wind Turbine Height, Large Wind Turbine, Medium Wind Turbine, Small Wind Turbine, Wind Farm, and Wrecking and Salvage Yard.

3. Section 3.0.3 is expanded to provide improved language regarding the need to follow the regulations in the bylaw.
4. Section 3.0.4 is reworded to provide more details regarding a potential penalty imposed by the courts.
5. Section 4.0.1 is amended to allow a utility to be located within a strata development, and to allow uses associated with an emergency response. A section dealing with the process to appeal or amend the bylaw was removed as this is dealt with in detail in the Development Approval Procedures Bylaw.
6. Section 4.0.5 is amended to improve wording clarity regarding the construction of accessory buildings.
7. 4.0.6 is amended to allow substandard sized parcels to be created for parks and utility sites provided that a covenant is placed on title restricting their use to a park or utility site.
8. Section 4.0.8 is added to allow minor boundary adjustments involving an undersized parcel.
9. Section 4.0.9 is added to increase the building setback from a lake, marsh, pond, or dyke from 7.5 metres to 15 metres. This setback is in keeping with Ministry of Environment and Department of Fisheries and Oceans standards, and reduce the impact of flooding on structures.
10. Section 4.0.11 is added to allow certain unobtrusive structures and parts of building to encroach into the required setbacks.
11. Section 4.0.13 is added to allow the use of Camping Vehicles and tents as accommodation in certain circumstances.
12. Section 4.0.16 is added to regulate the number of livestock and poultry permitted on small parcels where Agriculture is a permitted use. The regulation is necessary as Agriculture is proposed to be allowed in zones with smaller parcel sizes.

13. Section 4.0.15 and 5.0.1 (2) are added to accommodate wind farms, and wind turbines.
14. In all zones where a Home Occupation is permitted it has been changed from a Principal Use to a Secondary Use.
15. The new definitions are added to the applicable zones as permitted uses. It is noted that the actual uses permitted in zones has not significantly changed, except where specifically noted in this document.
16. Silviculture and forestry are removed from zones where it was referenced because these uses can't be regulated by zoning.
17. The Service Commercial (previous C4) zone is removed. No properties are Zoned C4 in the RDBN and the uses in this zone are contained in the General commercial (C1) zone.
18. Section 6.0.2 (1) (b) is amended to set size of a parcel not serviced by sewer and water system.
19. Section 9.0 added 9.0.1 (1)(c) A building containing three Dwelling Units where each of the Dwelling Units is occupied by only one resident only on the Parcel legally described as Lot 2, Plan 3309, District Lot 314, Range 5, Coast District (3615 Roberts Rd, Fort St James), to accommodate Land Use Contract 94. This was added to accommodate a use permitted by land use contract.
20. Section 10.0.1 (2) is amended to add Agriculture and Home Occupation as a secondary use in the R5 zone. Field crops and horticulture were removed as a use.
21. Sections 14.0.7, 15.0.6, and 16.0.7 are added to require a portable sawmill to be located 300 metres from a residential dwelling.
22. Section 14.0.1 (1) is amended by removing waste disposal site as a use from the H2, Ag1, RR1, and M1 zone. The use is permitted in M2 zone and all RDBN sites used for Waste disposal are proposed to be zoned M2.
23. Section 15.0.1(2)(b) added to allow Taxidermy Shop on the Parcel legally described as Lot A, Section 2, Township 1A Range 5, Coast District, Plan PRP43278 (4214 Slack Rd, Smithers) provided that a Dwelling Unit is a Principal Use. This was added to accommodate a use permitted by land use contract.
24. Sections 15.0.1 (2), 15.1.1 (2), and 15.2.1 (2) are added to restrict the operation of a kennel to parcels that are more than 2 hectares in size, and a dwelling unit is a principal use.

25. Section 15.1.4 is amended to increase the maximum size of a second dwelling from 100 to 120 square meters.
26. Sections 15.0.4 (2), 15.1.5 (2) and 15.2.4(2) are removed (the distance between Single Family Dwellings on the same Parcel shall not be less than 15 metres (49.21 ft)).
27. Section 18.0.1(1) is amended by adding a Farmers Market as a permitted use to the RR1 zone.
28. Section 19.0.1 (1) is amended by adding Community Recreation, Service Commercial, Farmers Market, and Light Equipment Repair and Sales as permitted uses in the C1 zone.
29. The Service Commercial Zone has been deleted and the use added to the C1 Zone.
30. Section 21.0.1 (1) is amended by adding a Primitive Campground as a permitted use in the C3 zone.
31. Section 23.0.1 (1) is amended by adding Transportation Terminal, Aggregate Processing, Contracting, Heavy Equipment Repair and sales, Veterinary Clinic, Agricultural Feed Store, and Waste Disposal Site as permitted uses in the M1 zone.
32. Section 24.0.1 (1) is amended by adding Crematorium, Light Manufacturing, Warehousing, Transportation Terminal, Motor Vehicle Repair shop, and contracting as permitted uses in the M2 zone.
33. C5 and C5A zones become C4 Strata –C5 zone removed.
34. Section 23.0.1 (1) is amended by adding Farmer's Market, Agricultural Feed Store, Crematorium, Agriculture and Intensive Agriculture (with associated setbacks) as permitted uses in the M3 zone.
35. Section 26.0.3 is added to set the size of a parcel not serviced by sewer and water system.
36. Section 26.1.1 Special Civic / Institutional Zone (P1A) is added to accommodate community uses with the potential for creating notable negative impact on adjacent properties.
37. Section 27.0.1 (1) is amended by adding Campground, Primitive Campground and Restaurant as permitted secondary uses in the P2 zone.
38. Section 27.0.3 is added to set the size of a parcel serviced by a community sewer system in the P2 zone.

39. Section 27.1 is amended by changing the Motor Sport Zone to the Special Recreation Zone (P3) and uses expanded to include recreational uses that may have a notable negative impact on adjacent residential development.
40. Section 30.0.1 and 30.0.2 are amended by adding parking and loading requirements that reflect the new use definitions.
41. Add Clubhouse as a principal permitted use in the P2 zone.

## APPENDIX E –

### MAPPING CHANGES IN THE DRAFT ZONING BYLAW

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1. a-i Active waste disposal facilities including the Knockholt Landfill, the Clearview Landfill, the Manson Creek Landfill, the Smithers Telkwa Transfer Station, the Burns Lake Transfer Station, the Southside Transfer Station, the Fraser Lake Transfer Station, the Fort St James Transfer Station and the Fort Fraser Wastewater Treatment Facility are proposed to be rezoned to Heavy Industrial (M2). The text of the Zoning Bylaw has been amended to only allow waste disposal facilities within the M2 Zone.
2. a-o Inactive waste disposal facilities including the Francois Lake (Colleymount) Transfer Station, the Southbank landfill, the two landfills near Ootsa Lake, the Tatalrose landfill, the Cluculz Lake landfill, the Topley Landing landfill, the Perow landfill, the Topley landfill, the Palling landfill, the Grassy Plains landfill, the Smithers Landing landfill, the Fort Fraser Landfill, the Endako landfill, and the McGeachy Pit landfill are proposed to be rezoned to Heavy Industrial (M2). The text of the Zoning Bylaw has been amended to only allow waste disposal facilities within the M2 Zone. Even though these sites are no longer active, the Regional District holds tenure over these properties for monitoring purposes.
3. L A DL 750 R5C PL 8435 (PID 007-726-406), 18250 Quick East Rd, in Quick, is owned by the Regional District and contains a Historic Telegraph, is proposed to be rezoned from Ag1 to P1.
4. The NE ¼ of DL 4185 R5C (no PID, Crown lease) Burns Lake Rod and Gun Clubhouse, 5030 and 5040 Babine Lake Rd, is proposed to be rezoned from H2 to a new zone P2A (Special Recreation Zone).
- ~~5. In all instances where the zoning boundaries follows the Endako River the zoning boundary is proposed to be amended to follow the most current water feature dataset.~~
- ~~6. Along the Bulkley River from Bulkley Lake to the FRAC W 1/2 OF DL 4222 R5C EXC PL 11833 (PID 008-823-006) in Broman Lake, the zoning boundary is proposed to be rectified with the ALR boundary and the Bulkley River boundary.~~
7. Along Stuart Lake from L 2 DL 1268 R5C PL 1333 (PID 012-798-321) to L C (SEE BB67183) DL 1625 R5C PL 8089 (PID 026-998-165), Sweder Rd and Kring Rd, the R4 zoning boundary is proposed to be rectified with the property boundary. Waterfront properties in this area are unnecessarily split zoned R4 and H1. The zoning is proposed to be changed to make the waterfront properties zoned entirely R4.

8. Along Francois Lake within DL 4523 R5C, Francois Lake Rd, the R4 zoning boundary is proposed to be rectified with the property boundaries of lots that are unnecessarily split zoned R4 and RR1. The zoning is proposed to be changed to make the waterfront properties zoned entirely R4.
9. Along Cluculz Lake from BK E OF DL 1140 CARIBOO (017-152-704) to L 18 DL 1142 CARIBOO PL 23140 (008-589-216), Meier Rd East and West, the R4 zoning boundary is proposed to be rectified with the right-of-way and property boundary.
10. The M3 Zoning on the Northwest Premium Meat Co-op property (PID 027-377-083) 5986 Donaldson Rd, is proposed to be adjusted to the actual property boundary. When this property was originally rezoned to M3 the zoning was applied before the land was released from the Crown and subdivided from the remaining property. The parcel that was created did not exactly match the zoning boundary.
11. ~~The SW 1/4 OF DL 874 R5C EXC PLS 1496 & 9153, (PID 014-423-235), 20268 Highway 16, Smithers, the H1 zoning boundary is proposed to be rectified with the property boundary and made larger to reflect the actual size it was intended to be (Bylaw 903). Mapping error so already fixed in current bylaw.~~
12. ~~Within L 1 DL 2621 R5C PL 10294 EXC FIRSTLY PL PRP46705 & SECONDLY PT IN PL BCP26226 (005-384-788), 10843 Bye Rd, the R6 zoning boundary is lined up with the property boundary. Mapping error so already fixed in current bylaw.~~
13. ~~Within L 6 SEC 11 TP 1A R5C PL 3958, (PID 011-709-669), 7391 HIGHWAY 16 W, Lake Kathlyn, the C1 zoning boundary is proposed to be rectified with the property boundary and made larger to reflect the actual size it was intended to be. Mapping error so already fixed in current mapping.~~
14. Within L A DL 850 R5C PL 2067 & BK B DL 850 R5C PL 2067 (012-462-713 and 012-476-099), 13804 TELKWA HIGH RD and 3484 DRIFTWOOD RD, the P1 zoning boundary is proposed to be aligned with the property boundary.
15. For BK C SEC 16 TP 4 R5C PL 6397 EXC PLS 8749 & PRP47360 and L 1 SEC 16 TP 4 R5C PL PRP47360 (PID 025-208-934 and 009-943-480), 3350 Poplar Rd, Smithers, the P1 zoning boundary is lined up with L 1 SEC 16 TP 4 R5C PL PRP47360 boundary.
16. For the N1/2 DL 1881 R5C, (no PID), Decker Lake, across the lake from Rowland Rd, the P2 zoning boundary is lined up with the property boundary (for a Crown Land recreation reserve).
17. Within the E 1/2 DL 4161 R5C (no PID), Tintagel FSR, Burns Lake, the H2 zoning boundary is proposed to be extended to the property boundary. Parcel is Crown.

18. Within the REM SEC 31 TP 2A R5C north of Telkwa High Rd (no PID), 12675 Snake Rd, the AG1 and RR1 zoning boundaries are lined up with the property boundary.
19. For L 1 SEC 32 TP 4 R5C PL 7087 EXC PL 8945 (PID 009-486-232), 1083 VIEWMOUNT RD N, Smithers, the AG1 and H1 zoning boundaries are proposed to be lined up with the property boundary.
20. For L 1 SEC 8 TP 4 R5C PL BCP25323 and L A EXC PT SUBDIVIDED BY PL BCP25323 SEC 8 TP 4 R5C PL PRP43710 (PID 026-801-809 and 024-438-871) 3950 TATLOW RD, Smithers, the M2 zoning boundary is lined up with the property boundary.
21. Within THAT PTN OF DL 2623 R5C LYING N OF PL 5170 EXC PLS 3250 4933 5547 6505 & PRP13560 (PID 010-210-083) 21536 TOPLEY POST OFFICE RD, Topley, the C1 zoning boundary is lined up with the property boundary.
22. Within the FRAC N 1/2 OF THE SE 1/4 OF DL 3553 R5C EXC PLS 2069 & 4136, (PID 015-209-121), Rock Pit Rd, Perow, the AG1 and R5 zoning boundaries are lined up with the property boundary.
23. For L A DL 2544 R5C PL BCP4567, (PID 025-619-888), 2800 MOOSE RD, Burns Lake, H1 and H2 zoning boundaries are lined up with the property boundary. The property was rezoned before the final form of the subdivision was determined.
24. For L A DL 1656 R5C PL 9419 (PID 006-031-871), 2174 FROST RD, Fort St James, the H1 zoning boundary is lined up with the property boundary.
25. For L A SEC 24 TP 13 R5C PL PRP45791 (PID 024-835-943), 4196 LANDALUZA Rd, Engen, the H1 zoning boundary is lined up with the property boundary.
26. Within L 3 DL 2545 R5C PL BCP1827 (PID 025-514-806), 6760 DECKER LAKE FRONTAGE RD, Burns Lake, the P1 zoning boundary is lined up with the property boundary. This property is the site of the Decker Lake Mennonite School. Several years ago, the property boundary was adjusted to increase the size of the property, but the P1 zone was not amended to cover the entire property.
- ~~27. DL 3534A R5C EXC PL PRP43785 (015-408-655), Rose Lake Pit Rd and Bedore Rd, Burns Lake is only partially zoned M2. The M2 Zone is proposed to be extended to cover the entire property, Crown land. Mapping error so already fixed in current bylaw.~~
28. DL 5712 R5C ON PL 1236 (PID 015-574-903) along Highway 16 W, Burns Lake, covers a portion of the Decker Lake shoreline and is not currently zoned. The M1 and H2 zoning boundaries are proposed to be extended into this property.

29. For the REM DL 1185 & NW 1/4 DL 1184 (no PIDs), Finmoore Rd, north of Cluculz Lake, the RR1 zoning boundary is proposed to be rectified with the property boundary.
30. For L 1 SEC 35 TP 7 R4C PL 7774 (PID 008-985-740), Sinkut Lake, Vanderhoof, the H1 zoning boundary is lined up with the property boundary. Occurred because of cadaster error at the time of rezoning.
31. L 2 DL 2985 R5C PL 6606, L A DL 2985 R5C PL 9294, L B DL 2985 R5C PL 9294, L C DL 2985 R5C PL 9294 and L 4 DL 2985 R5C PL 6606, (Cook Road, in Dog Creek, south of Fort St James) are proposed to be rezoned to H1 in order to correct a mapping error that applied M2 Zoning to these properties. The mapping error resulted from a nearby rezoning application.
32. SW ¼ OF DL 2510 R5C EXC PT ON PLS PRP13246 PRP14734 PRP41785 & BCP14200 and L A DL 2510 R5C PL BCP14200 (026-090-023 and 015-134-521), 3645 and 3935 Moe Rd are partially zoned H1. The small portion that is zoned H1 is not practical therefore it is proposed that the H2 zoning of the remainder of these properties be extended to cover the entire properties.
33. DL 4175, R5 CD, Except Plans 3332, 5153, 8142 8303 10041 and 4623 (015-236-226), 1820 Peterson Rd, Burns Lake, extent of the C2 zone proposed to be corrected to cover the auto sales use.
34. PCL A (PL 7897) DL 1624 R5C EXC PLS 10375 & 12787 (010859110), 3776 Sowchea Rd. Zoning changed from H1 and R4 to legalize Camp Morice, proposed to zone H2 as rural retreat is a permitted use.
35. Clean up A1 zoning for the Fort St James Airport. Does not need to extend across Highway 27 and the River. Zone to RR1 zoning for the eastern part and Ag1 for the western end.
36. DL 2625 R5C EXC THE S 160 AC & EXC PLS 4672 4870 5169 8353 11579 PRP13561 PRP14464 & 4042 (013-269-429), 21889 Strimbald Pt Rd, Topley, is currently zoned H1, but has a small part in the northeast corner zoned RR1 as cut off by a Hydro ROW. The small portion that is zoned RR1 is not practical so the whole parcel is zoned H1.
- ~~37. DL 2631 R5C (007-173-059), Topley Landing Rd, is not currently zoned, proposed to apply RR1 zoning. (Now has a private owner, decided not to pursue zoning.)~~
38. Apply P1 zoning to the SEDA centre: L 17 DL 716 R4C PL 1503 EXC PL 3835 (012-648-523), 1246 Uncha Lake Road, Southbank, as there is no P4 zoning in the new zoning bylaw.

39. a-e The zoning of the five rural fire hall locations (Southside, Topley, Fort Fraser, Luck Bay and Cluculz Lake) have been changed from P1 to the new zone P1A (Special Civic / Institutional Zone) in the draft.
- ~~40. Change R5 zoning to H1 zoning on L 1 DL 4163 R5C PL PRP42602 (024-165-638), 10878 Tintagel R, Burns Lake. Property currently triple zoned R5, H1 and H2 and is 35 acres in size. Private owner, decided not to pursue this change.~~
41. Remove C2 zoning and apply RR1 zoning to 2 ha portion of W 1/2 OF DL 3738 R5C EXC PLS 4459 & 7398 (014-672-316) 24890 Highway 16 W, in Savory, west of Endako. Rezoned in 1996 (Bylaw 889) to accommodate restaurant use that never happened. Property currently not occupied.
42. Change H1A zoning to H1 zoning on L 5 SEC 18 TP 4 R5C PL 1081 EXC PL PRP13939 (013-170-830) Freeland Rd. Was rezoned in 1998 to accommodate owner's parents. There is a covenant on title restricting use of second dwelling to parents, and restricting it to a mobile home, and was to be removed after the parents vacate the property. The property has since been sold and the second dwelling removed.
43. a to aw Apply Ag1 zoning to Crown land parcels in the ALR.
44. a-z Apply P2 zoning to Provincial parks.
45. Apply P1 zoning to L 1 DL 1879 R5C PL 6683 (009-900-641) 810 HIGHWAY 35, on Gerow Island, Burns Lake, to cover the extent of the Island Gospel Church. Currently zoned R4.
46. Apply P2 zoning to Crown property BK 3 DL 5686 R5C PL 3334 EXC PL 8459 (012-264-148) used for parking and boat launch adjacent to Beaver Point resort on Tchesinkut Lake. Currently zoned H1.
47. Adjust R6 zoning for L A SEC 21 TP 4 R 5 COAST DISTRICT PL EPP24107 (028-933-451), 1915 Millar Rd, Smithers, to new property boundaries.
48. Apply P2 zoning to "THOSE PORTIONS OF SECTION 2, 11 AND 12, TOWNSHIP 17, SECTIONS 7, 8, 9, 10, 13, 14, 15, 16, 23 AND 24, TOWNSHIP 16, SECTIONS 18 AND 19, TOWNSHIP 18, THE NORTHEAST 1/4 OF SECTION 32 AND THE WEST 1/2 OF SECTION 33, TOWNSHIP 13, ALL OF RANGE 5, COAST DISTRICT" along the Nechako River, north of Fort Fraser, for Section 16 Map Reserve 7405897. Ryan Hall, MoFLNRO confirmed that the map reserve was established on behalf of the Ministry of Environment in 1989 for Fish and Wildlife Management purposes. The area contains critical winter range for mule deer and moose. Currently zoned RR1.
49. Apply P2 zoning to all of Stuart River Provincial Park. Currently un-zoned/zoned RR1 or Ag1.

50. Apply M1 zoning to L 1 DL 314 R5C PL 3822 (011-726-059) located at the intersection of Garvie Rd and Highway 27, Fort St James, to replace LUC 1038 which allowed a warehouse, storage facility, rental and sales.
51. Apply P2 zoning to S 1/2 BK B DL 651 R5C, south of Heavenor Drive, Fort St James, to allow outdoor recreation facilities and club house by Fort St James Snowmobile Club. Property currently zoned RR1.
52. Apply RR1 zoning to DL 4084 R5C (015-391-230), north of Hwy 16 and west of Endako. Currently zoned H1, owned by Crown. No apparent road access, no development and surrounded by RR1 zoning.
53. Apply P2 zoning to NLY 119 ACRES DL 2036 R5C and REM DL 2036 R5C. Designated Dry William Ecological Reserve by the Province. Located between Fraser Lake and Fort Fraser. Currently zoned Ag1 and H1, not in the ALR.
- ~~54. Fine tune H1 zoning to correspond with geographic extent — aerial photo for DL 3194 R5C, island in Fraser Lake. Decided not to pursue this change.~~
55. Change zoning from H2 to RR1 on the northern part of DL 2474 and 2470 R5C, south of Tchesinkut Lake. Add RR1 zoning to the remainder of those parcels and DL 2471 R5C, SE 1/4 OF DL 2471 R5C and DL 2473 R5C. All parcels Crown land.
56. Change zoning of DL1775, Cariboo District from R4 and H1 to RR1 at the east end of Cluculz Lake. According to mapping the property is a big swamp with very limited development potential and is owned by the Crown.
57. Lots E (005-482-682) and F (005-482-691) DISTRICT LOT 1140 CARIBOO PLAN 30257, (5430 and 5440 Comptois Place, Cluculz Lake) the R4 zoning boundary is proposed to be rectified with the property boundaries of lots that are unnecessarily split zoned R4 and H1. The zoning is proposed to be changed to make the waterfront properties zoned entirely R4.
58. a – bj Apply RR1 zoning to previously un-zoned Crown land parcels that are close to settled areas.
59. BLOCK A DISTRICT LOT 6688 RANGE 5 COAST DISTRICT (018-093-965) is split-zoned R4 and H2. Proposing to extend the R4 zone to cover the entire property.



## MEMORANDUM

To: Chairperson Thiessen and Board of Directors  
 From: Maria Sandberg  
 Date: October 15, 2019  
 Re: Board of Variance

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### PURPOSE

The process to discharge Land Use Contracts (LUCs) as part of the process to adopt a new zoning bylaw (as outlined in the “Zoning Bylaw Review” report on this agenda), may result in the Board needing to appoint a Board of Variance (BoV).

The *Local Government Act* allows local governments to discharge land use contracts without the consent of the property owner. However, the legislation also gives property owners the right to appeal to the Board of Variance for temporary exemption from early termination of a land use contract. The BoV may grant an exemption, if it finds that early termination of the land use contract will cause undue hardship. The application must be made within six months of the adoption of the land use contract termination bylaw. Staff do not foresee this issue arising as property owners have been consulted regarding the changes proposed to the LUCs.

Where a local government has adopted a zoning bylaw it must also establish a Board of Variance (BoV) by bylaw, pursuant to Section 536 of the *Local Government Act*. That bylaw must set out the procedures to be followed by the local government and BoV in receiving and considering applications and providing notice. It is noted that the RDBN does not currently have a Board of Variance.

### BOARD OF VARIANCE BYLAW AND POLICY

The Regional District Board adopted a Board of Variance (BoV) Bylaw and a Board of Variance Policy in 2012. The policy outlines the process to appoint the three Board of Variance members. The process involves each RDBN Board member having an opportunity to nominate a person to be considered for appointment to the BOV by the RDBN Board. The BoV consists of three members appointed by the Regional District Board. Members are appointed for a 3-year term; however, a local government may rescind an appointment to the BoV at any time.

According to RDBN Board of Variance Policy the following process is used to identify nominees for appointment to the Board of Variance by the Regional District Board:

- a. *When a new Board of Variance member is required to be appointed, for up to a three year term, staff shall ask each Regional District Board member to nominate a person*

*eligible to be appointed to the Board of Variance. Staff shall contact that person and obtain a completed nomination form (attached) from that person.*

- b. The nomination form(s) for appointment to the Board of Variance shall be presented to the Regional District Board at a regular Board meeting with a staff recommendation that the Board undertake a secret ballot where each Regional District Board member identifies their top three choices for the Board of Variance.*
- c. The three applicants for the Board of Variance with the most votes are considered the winners. If there is a tie for the third place a vote is held between the tied third place applicants to determine the winner of third place.*
- d. The Regional District Board may then consider a motion to appoint the three winners of the secret ballot to the Board of Variance.*

Since 2012 the Planning Department has made several requests to the RDBN Board for persons to be nominated for appointment to the BoV. In October 2015 two names were brought forward by a director for appointment. The Board resolved in January 2017 to nominate a third candidate and appoint a Board of Variance when necessary.

#### **NEW BOV NOMINATIONS**

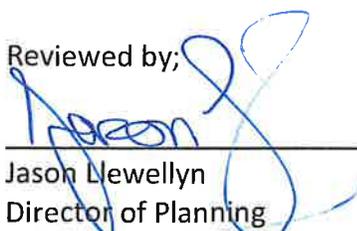
The Board may wish to identify nominees for the Board of Variance so that if the Regional District receives an appeal from a property owner regarding the discharge of a LUC in connection with the adoption of the new zoning bylaw, a Board of Variance can quickly be appointed.

#### **Recommendation**

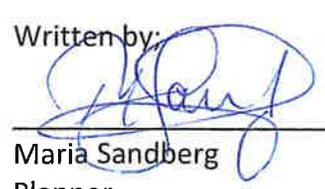
That each Board member nominate a person eligible to be appointed to the Board of Variance and submit that person's name and contact information to the Planning Department.

*Electoral Area Planning – Participants/Directors/Majority*

Reviewed by;

  
 Jason Lewellyn  
 Director of Planning

Written by;

  
 Maria Sandberg  
 Planner

*Appendix A – Board of Variance Bylaw No. 1623, 2012*

*Appendix B – Board of Variance Policy February 2012*



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## REGIONAL DISTRICT OF BULKLEY-NECHAKO

### BYLAW NO. 1623, 2012

*A bylaw to establish a Board of Variance and its procedures*

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**WHEREAS** Section 899 (1) of the *Local Government Act* requires a local government that has adopted a zoning bylaw to establish a Board of Variance;

**AND WHEREAS** Section 900 (3) of the *Local Government Act* requires that the bylaw establishing a Board of Variance must set out procedures to be followed by the Board of Variance;

**AND WHEREAS** Section 931 of the *Local Government Act* provides that a local government may adopt a bylaw which imposes fees payable upon application to a Board of Variance;

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

#### **1. CITATION**

This bylaw may be cited as "Regional District of Bulkley-Nechako Board of Variance Bylaw No. 1623, 2012".

#### **2. ESTABLISHMENT**

Pursuant to the *Local Government Act*, the Board of the Regional District of Bulkley Nechako hereby establishes a single Board of Variance for Areas A, B, C, D, E, F and G of the Regional District of Bulkley-Nechako.

#### **3. DEFINITIONS**

3.1 In this bylaw:

- 3.1.1. "Board of Variance" means the Board of Variance established under this bylaw;
- 3.1.2. "Chair" means the chair of the Board of Variance appointed under Section 4.4;
- 3.1.3. "Regional District Board" means the board of the Regional District of Bulkley-Nechako;
- 3.1.4. "Secretary" means the secretary to the Board of Variance appointed under Section 5.1.



#### **4. APPOINTMENT AND MEMBERSHIP**

- 4.1 The Regional District Board, by resolution, shall appoint 3 members to the Board of Variance for a three year term.
- 4.2 The Regional District Board may, at its sole discretion, rescind the appointment of any member.
- 4.3 Upon the resignation, death, or removal of a member during his or her term the Regional District Board shall, by resolution, appoint a successor who shall hold office for the remainder of the term of the former member.
- 4.4 At the first Board of Variance meeting of a new year the Board of Variance shall appoint one of their members as Chair for that year by majority vote of members present.
- 4.5 If the Chair of the Board of Variance is not at a meeting the members present shall appoint one of the members present as the Chair for that meeting.

#### **5. SECRETARY**

- 5.1 The Director of Planning of the Regional District of Bulkley-Nechako or his or her designate shall act as the Secretary to the Board of Variance. The Secretary shall be responsible for the following:
  - 5.1.1. receiving applications to the Board of Variance;
  - 5.1.2. scheduling Board of Variance meetings in consultation with Board of Variance members;
  - 5.1.3. ensuring that notice of an application is provided as required under Section 901 of the *Local Government Act* and this bylaw;
  - 5.1.4. assisting the Board of Variance in its communication with applicants;
  - 5.1.5. providing the Board of Variance with the Planning Department's comments regarding each application to the Board of Variance;
  - 5.1.6. maintaining a record of Board of Variance decisions and ensuring that the records are available for public inspection during normal business hours.



## **6. APPLICATION AND APPLICATION FEE**

- 6.1 All applications to the Board of Variance shall be made on the application form provided by the Secretary.
- 6.2 The application must be accompanied by plans and technical information sufficient to explain the basis for the application. This information may include, but may not be limited to, the following:
  - 6.2.1. a letter stating the grounds for the application;
  - 6.2.2. a certificate of location certified by a BC Land surveyor;
  - 6.2.3. a site plan drawn to scale;
  - 6.2.4. building elevation plans drawn to scale.
- 6.3 The Secretary may request that an applicant provide additional plans and other information where necessary to explain the basis for the application.
- 6.4 All applications shall be accompanied by an application fee in the amount identified in Regional District of Bulkley-Nechako Development Procedures Bylaw No. 1422, 2007.
- 6.5 Processing and review of an application shall only proceed upon full payment of the application fee to the Regional District of Bulkley-Nechako.
- 6.6 Half of the application fee may be refunded if the application is withdrawn prior to the provision of notice under Section 7 of this bylaw, or Board of Variance consideration of an application. Following the provision of notice, or Board of Variance consideration of an application, no part of the application fee shall be refunded.

## **7. NOTICE OF APPLICATION**

- 7.1 Where notice of an application is required pursuant to Section 901 of the *Local Government Act*, the notice shall be mailed or otherwise delivered not less than 10 calendar days prior to the date of the meeting at which the Board of Variance shall consider the application to:
  - 7.1.1. the owners, as shown in the last revised assessment roll, and tenants in occupation of the land that is the subject of the application and all parcels any part of which are within 50 metres of the parcel that is the subject of the application;
  - 7.1.2. the Board of Variance members; and



7.1.3. the Director for the Electoral Area in which the land that is the subject of the application is located.

## **8. BOARD OF VARIANCE MEETINGS AND HEARINGS**

- 8.1 Two (2) members of the Board of Variance shall be a quorum for the purpose of considering an application.
- 8.2 Upon receipt of an application the Secretary shall schedule a Board of Variance meeting for the consideration of that application.
- 8.3 The Board of Variance shall consider an application at the time and place stated in the notice under Section 7 of this bylaw.
- 8.4 The Board of Variance may adjourn the meeting from time-to-time, and may reconvene without further published notice if the time, date and place of the reconvening are announced at the time of the adjournment.
- 8.5 Provided that notice has been given in accordance with Section 7.1 of this bylaw, the Board of Variance may decide upon the application in the absence of the applicant or any other person.
- 8.6 At a Board of Variance meeting when an application is heard the Chair shall do the following:
  - 8.6.1. provide an overview of the application and state the location of the application;
  - 8.6.2. provide the applicant, or a representative of the applicant, with the first opportunity to present information or comments relating to the application to the Board of Variance;
  - 8.6.3. provide any other person notified of the application with an opportunity to present information or comments relating to the application.

## **9. DECISION**

- 9.1 All decisions of the Board of Variance shall be by majority vote of those members present and must be made within 7 days of a hearing for that application.
- 9.2 In the case of a tie vote the application shall be considered to be denied.



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## 10. REPEAL

The "Regional District of Bulkley-Nechako Board of Variance Bylaw No. 1275, 2003" and any amending bylaws thereto are hereby repealed.

READ A FIRST TIME this 23<sup>rd</sup> day of February, 2012

READ A SECOND TIME this 23<sup>rd</sup> day of February, 2012

READ A THIRD TIME this 23<sup>rd</sup> day of February, 2012

I hereby certify that the foregoing is a true and correct copy of  
"Regional District of Bulkley-Nechako Board of Variance Bylaw No. 1623, 2012".

Dated at Burns Lake, B. C. this 13<sup>th</sup> day of December, 2012

  
Corporate Administrator

ADOPTED this 22<sup>nd</sup> day of March, 2012

  
Chairperson

  
Corporate Administrator



## REGIONAL DISTRICT OF BULKLEY-NECHAKO

### BOARD OF VARIANCE POLICY

February 2012

#### 1. Policy Objective

This document is designed to provide direction to staff regarding the administration of "Regional District of Bulkley-Nechako Board of Variance Bylaw No. 1623, 2012".

#### 2. Appointment of Board of Variance Members

The process used to identify nominees for appointment to the Board of Variance by the Regional District Board shall be as follows.

- a. When a new Board of Variance member is required to be appointed, for up to a three year term, staff shall ask each Regional District Board member to nominate a person eligible to be appointed to the Board of Variance. Staff shall contact that person and obtain a completed nomination form (attached) from that person.
- b. The nomination form(s) for appointment to the Board of Variance shall be presented to the Regional District Board at a regular Board meeting with a staff recommendation that the Board undertake a secret ballot where each Regional District Board member identifies their top three choices for the Board of Variance.
- c. The three applicants for the Board of Variance with the most votes are considered the winners. If there is a tie for the third place a vote is held between the tied third place applicants to determine the winner of third place.
- d. The Regional District Board may then consider a motion to appoint the three winners of the secret ballot to the Board of Variance.

#### 3. Planning Department Review and Comment on Applications

All Board of Variance applications shall be reviewed by Regional District Planning Department staff. Planning Department staff shall prepare a staff report which discusses the application and provides the following information to the Board of Variance for their consideration.

- a. If approval of an application would be in conflict with a Section 219 covenant registered on title the Board of Variance shall be advised to deny the application as it does not have jurisdiction to approve the application.

- b. If the application deals with a matter that is covered in a development variance permit that has been issued for the subject property the Board of Variance shall be advised to deny the application as it does not have jurisdiction to approve the application.
- c. If the application deals with a variance that was the subject of a development variance permit refused by the Regional District Board staff shall provide the staff report(s) for the development variance permit to the Board of Variance for consideration.
- d. If the application deals with a flood plain specification under Section 910 (2) of the *Local Government Act* the Board of Variance shall be advised to deny the application as it does not have jurisdiction to approve the application
- e. If the application applies to a property for which an authorization for alterations is required under Part 27 of the *Local Government Act* the Board of Variance shall be advised to deny the application as it does not have jurisdiction to approve the application.
- b. If the application applies to a bylaw infraction that is the subject of enforcement action by the Regional District the Board of Variance shall be advised of the nature and history of the enforcement action for consideration.
- c. The Board of Variance shall be advised if the variance or exemption may result in the inappropriate development of the site, an adverse affect on the natural environment, a substantial affect on the use and enjoyment of adjacent land, a variance of the permitted uses and densities under the applicable bylaw, or the defeat of the intent of the applicable bylaw.

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## Board of Variance Nomination Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Comments in Support of Membership on the Board of Variance:

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\_\_\_\_\_  
Applicant Signature

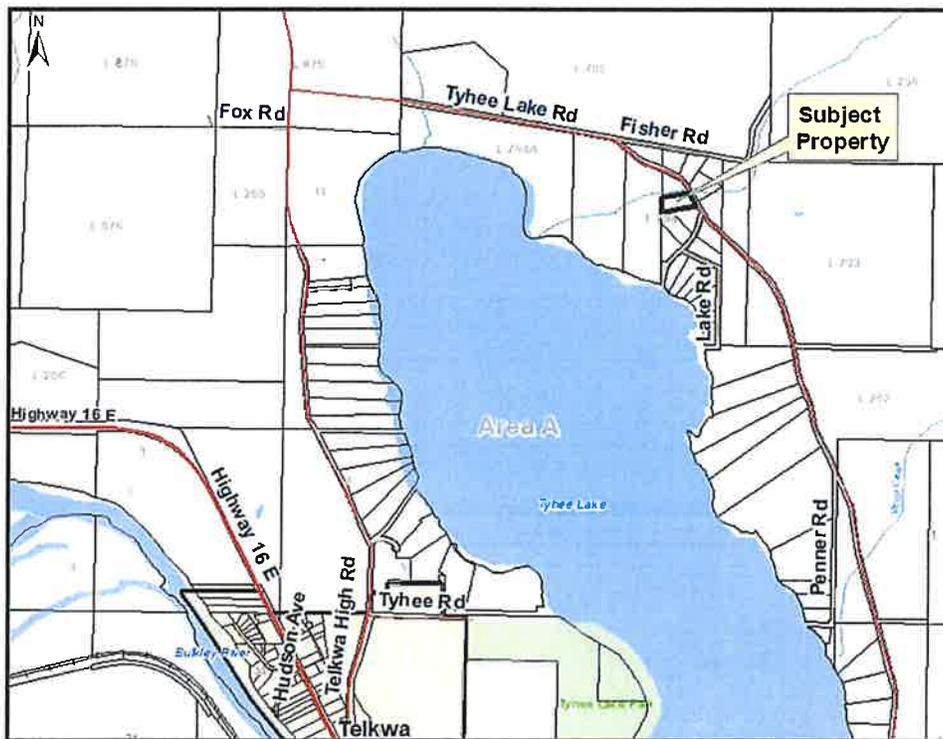
\_\_\_\_\_  
Date



Planning Department Referral Report  
 Rezoning Application File No. A-04-19  
 October 11, 2019

### APPLICATION SUMMARY

**Name of Applicants:** Peter Meger and Gale Jones  
**Electoral Area:** A  
**Subject Property:** Lot 7, District Lot 794, Range 5, Coast District, Plan 6345  
**Property Size:** 0.82 ha. (2.04 ac.)  
**Location:** The subject property is located at 4777 Tyhee Lake Road, 1 km from the Town of Smithers.



**ALR Status:** Within the ALR  
**O.C.P. Designation:** Agriculture (AG) 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 (the Zoning Bylaw).  
**Land Use:** The area around Tyhee Lake is a mix of Residential and Agricultural land uses. The immediate surrounding area consists of residential parcels that range in size from 0.8 ha. to 2 ha.  
**Proposed Use:** Year-round Living in a Travel trailer as a principle use.

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## PROPOSAL

The applicants wish to live in what they refer to as a 'tiny home on wheels' on the property and build a 30' x 40' (1,200 ft<sup>2</sup>) workshop/garage (including a bathroom). The RDBN cannot issue a building permit for the 'tiny home on wheels' because it is travel trailer and does not comply with the BC Building Code. The RDBN cannot issue a building permit for the workshop / garage because that use is not permitted without a dwelling on the property. Year-round occupation of a travel trailer, or other type of recreational vehicle, is not permitted in any zone.

The applicants have been living in a wall tent on the property since May 2019. They indicate they purchased the travel trailer, and hope to occupy it on the property by November 2019. Therefore, they have applied for a site-specific amendment to the zoning bylaw to allow for the year-round occupation of a travel trailer as a permitted principle use.



## REFERRAL COMMENTS

### Ministry of Transportation and Infrastructure

No Objections.

Comments: Please provide the applicant with the attached residential highways information sheet for driveway standards. Permits are not required for residential driveways on secondary roads.

### Advisory Planning Commission

Resolution: Unanimously support a TUP or variance to allow the applicants to build the shop and live in the tiny home.

Comments: APC discussion included wondering if TUP can be issued to deal with this now, variance to build the shop now and allow RDBN time to discuss and formulate a permanent

solution. Suggest that decision include a covenant that the property cannot be sold with a tiny home as a residence unless/ until RBN determines how to handle tiny homes in the RDBN.

### **Northern Health Authority**

No response received at the time of writing this report.

## **PLANNING DEPARTMENT COMMENTS**

### **The Zoning Bylaw and Travel Trailers**

The Zoning Bylaw allows the use of recreational vehicles or camping vehicles, including travel trailers, in the H2, Ag1, RR1, C3, C5 and C5A zones. In all cases the use of recreational vehicles, including travel trailers, is limited to a maximum length of stay of 200 days per year. A primary reason for this restriction is to ensure that recreational vehicles are not improperly used as single-family dwellings contrary to the BC Building Code.

### **The Building Bylaw and Travel Trailers**

Travel trailers, and other RVs are constructed in compliance with Canadian Standard Association (CSA) requirements and are regulated under the *BC Motor Vehicle Act*. A travel trailer does not meet the required standard under the BC Building Code for a dwelling. In staff's opinion, allowing the use of travel trailers for year-round occupation, as proposed, would temporarily allow the avoidance of compliance to the BC Building Code. However, this would inevitably lead to notable enforcement issues.

When a travel trailer is permanently placed on the land or otherwise becomes inoperable as a travel trailer over time it functions as a building and would become subject to the BC Building Code and the RDBN's Building Bylaw. This can be expected to become a significant safety and enforcement issue for the Building Inspectors over time. Enforcement would be challenging given that the only practical enforcement option would be removal of the structure as compliance to the BC Building Code, and Home Protection Office Home Warranty regulations, would not be possible.

### **Other Considerations**

Staff are also concerned that allowing the use of travel trailers for year-round occupation would have a negative impact on the appearance of rural communities. It is expected that the use of older travel trailers for year-round occupation would become relatively commonplace. Therefore, this could impact the value and sale potential of neighbouring properties. In addition, the use of Recreation Vehicles cannot be assessed as a built improvement by BC Assessment. Therefore, the structure cannot be taxed resulting in all other complying homeowners paying more.

## PLANNING DEPARTMENT RECOMMENDATIONS

The RDBN Planning Department is sympathetic to the intent behind the “tiny home” movement and the associated sustainability and cost benefits. However, the benefits of smaller homes does not justify accepting the use of travel trailers masquerading as single family dwellings. The BC Building Code regulations are in place to protect resident’s safety and ensure minimum construction standards. In staff’s opinion travel trailers cannot properly function as year-round accommodation in the RDBN.

The Planning Department understands that the applicant is only asking that their specific proposal be allowed. However, staff believe it is important to not support any rezoning to allow the year round occupation of a travel trailer. The longer term and bigger picture land use and safety implications exist regardless of the proposed location.

### MOVING FORWARD

Many local governments are struggling with the pressure to accommodate “tiny homes.” The challenge is that the BC Building Code is not designed to allow “tiny” functional dwellings. Therefore, the only current option appears to be to build to the standard of a travel trailer and be regulated as a vehicle. Unfortunately, this creates obvious problems when people want to use the travel trailer as a dwelling.

In staff’s opinion the solution must involve modification to the BC Building Code to allow properly built tiny homes to exist as dwellings. The RDBN Board may want to consider directing staff to prepare a letter encouraging the Province to review ways to accommodate the “tiny home” movement in the BC Building Code.

#### Board Options

Should the Board wish to give further consideration to this application staff should be directed to prepare the necessary rezoning bylaw for the Board’s consideration

#### Recommendation:

1. That Rezoning Application A-04-19 (Jones) be denied.
2. That staff prepare a letter for Board consideration encouraging the Province to review ways to accommodate the “tiny home” movement in the BC Building Code.

*Electoral Area Planning – All Directors/ Majority*

Reviewed by:

  
\_\_\_\_\_  
Jason Llewellyn  
Director of Planning

Written by:

  
\_\_\_\_\_  
Jennifer MacIntyre  
Planner I

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Gale Jones / Peter Meger  
gijane1@telus.net / phfed1@gmail.com  
250-643-0297 / 250-643-1945

September 5th, 2019

To whom this may concern,

Please see our attached application for rezoning our property at 4777 Tyhee Lake Road.

The reason we are applying for rezoning is at the time we made the decision to go with a tiny home on wheels and purchased our custom built, dream retirement home we didn't know the regulations prohibited a tiny home on wheels.

There were many factors in our decision to go with a tiny home, but the main one was that it is the perfect size for just the two of us and it has everything we need and want.

Our home will be blocked, skirted, have wrap around decks and be attached to services including hydro, septic and our local community water supply. We plan on living in our home full time.

Thank you for your time and consideration

Cheers

Gale Jones / Peter Meger

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**Deneve Vanderwolf**

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**From:** Gale Jones <gijane1@telus.net>  
**Sent:** September 5, 2019 3:02 PM  
**To:** Jennifer MacIntyre  
**Subject:** Exterior

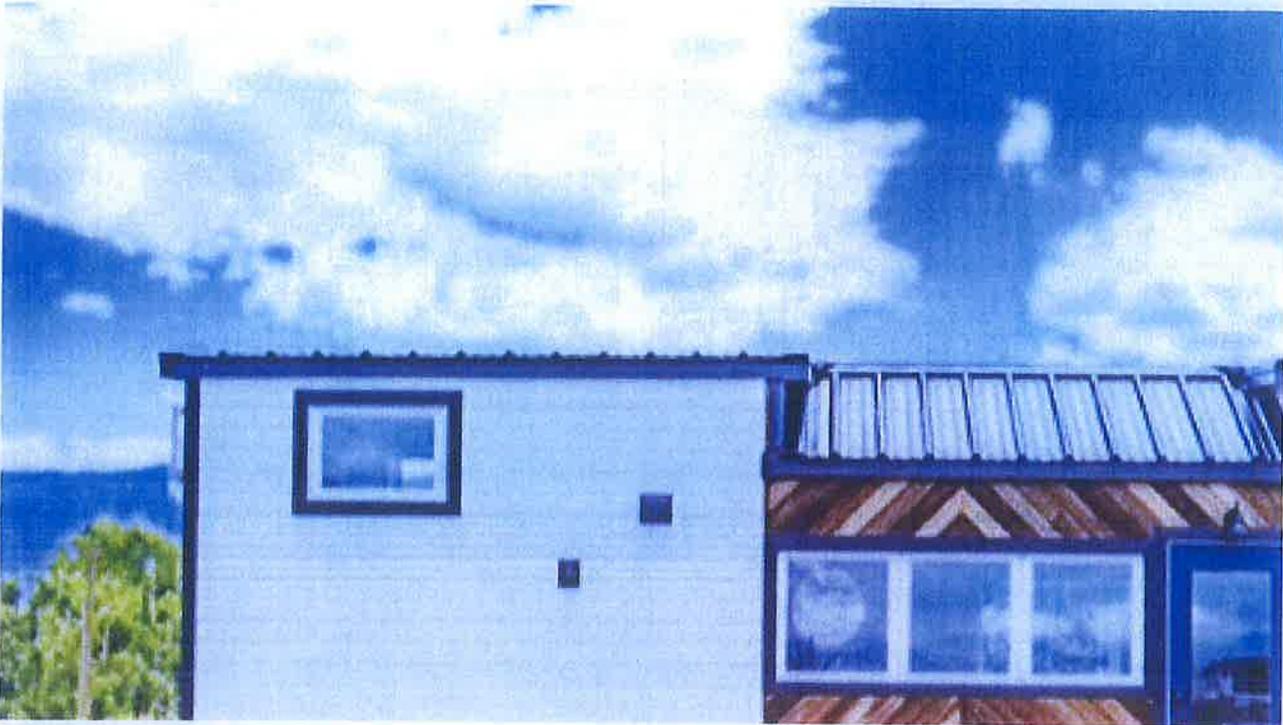
This is similar to what we are getting.

Our home will be 6' longer, the doors are different and we have more windows.

We are having dark blue ship lap siding running vertically with black windows with white trim and cedar accents. I will send you a pic of the paint colour and another house that's similar to what we are having built but in a different colour.

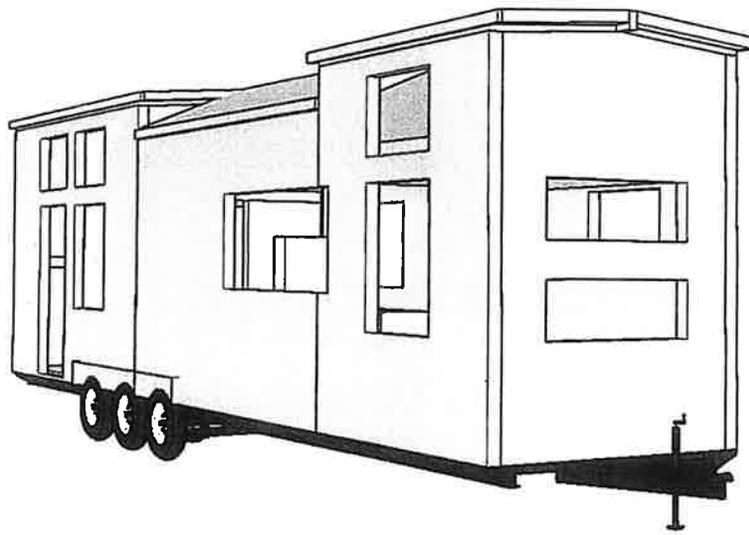
These are all homes that our builders have built.

Cedar decking.



Sent from my iPhone

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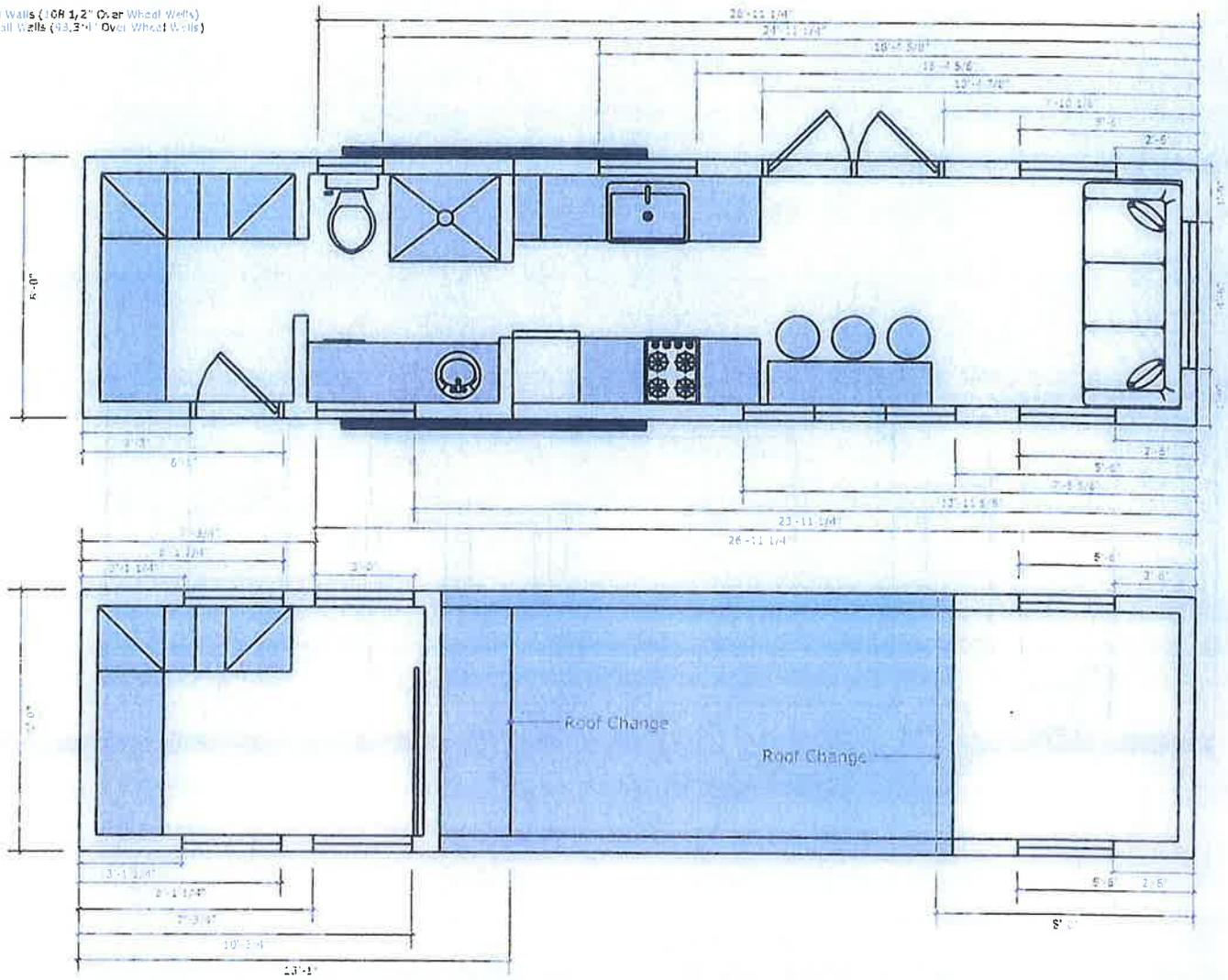


Summit Tiny Homes  
6 - 1935 11th Ave.  
Vernon BC  
V1T 9A9  
250-938-4636

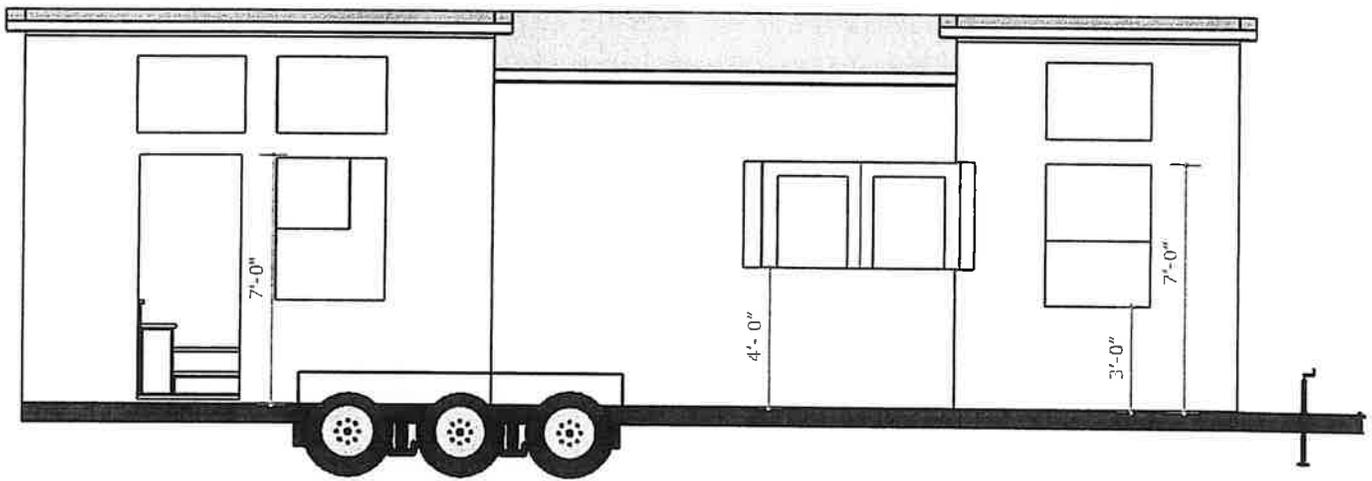
Jones/ Meger

252

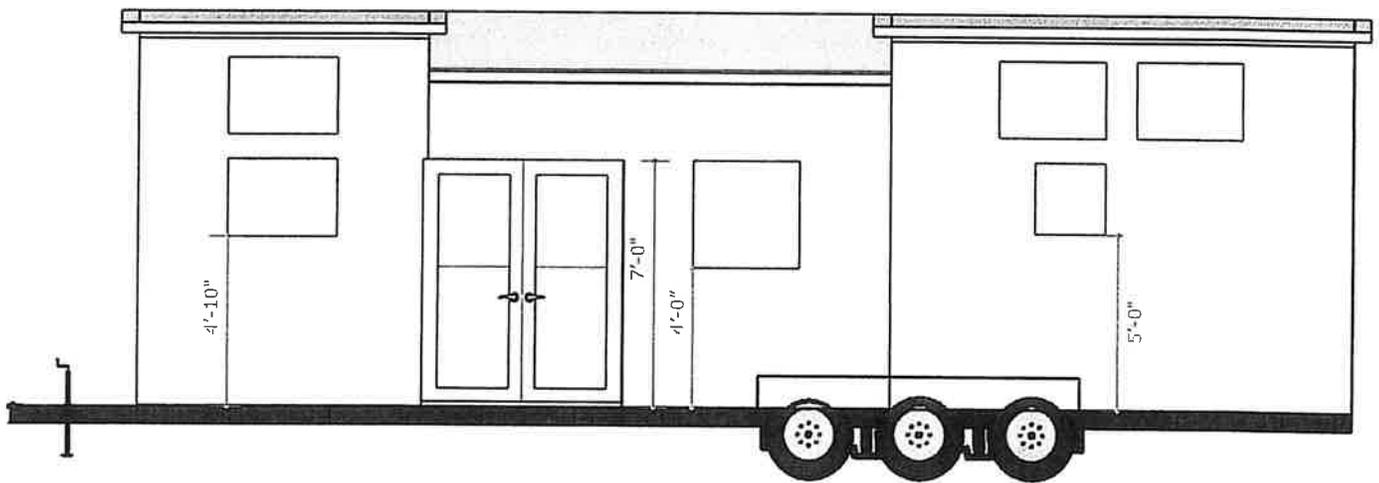
Stud Heights  
119 1/2" Tall Walls (10R 1, 2" Over Wheel Wells)  
124 3/4" Small Walls (93.3" Over Wheel Wells)



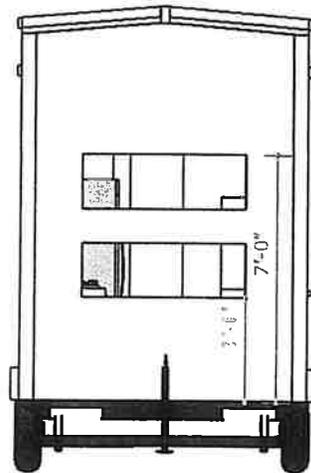
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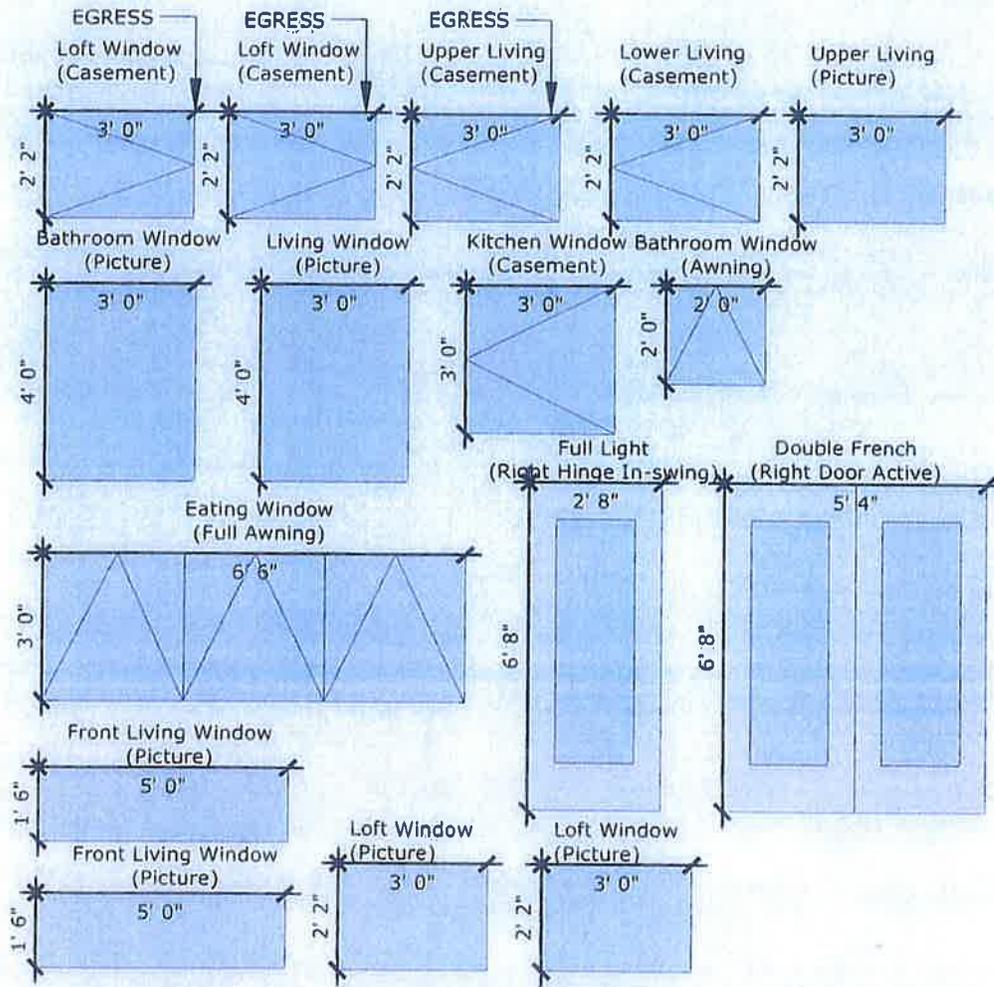


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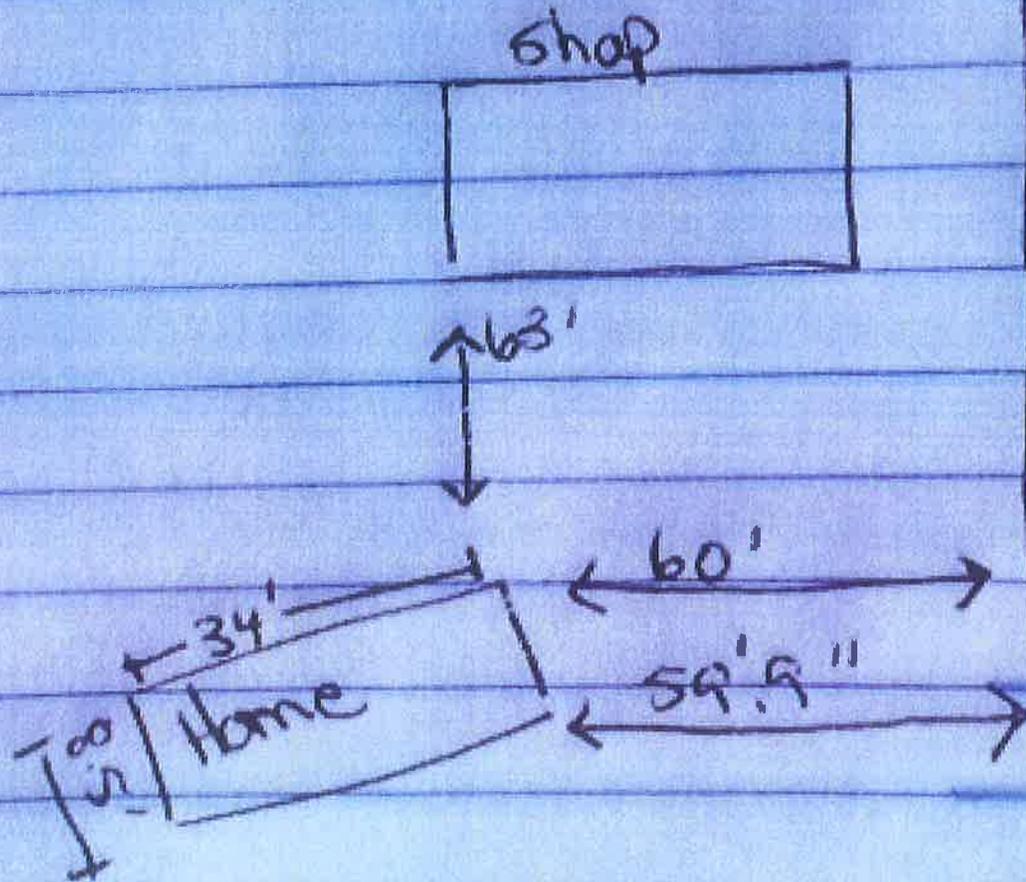




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Tyhee hk Rd

Property Line





21556



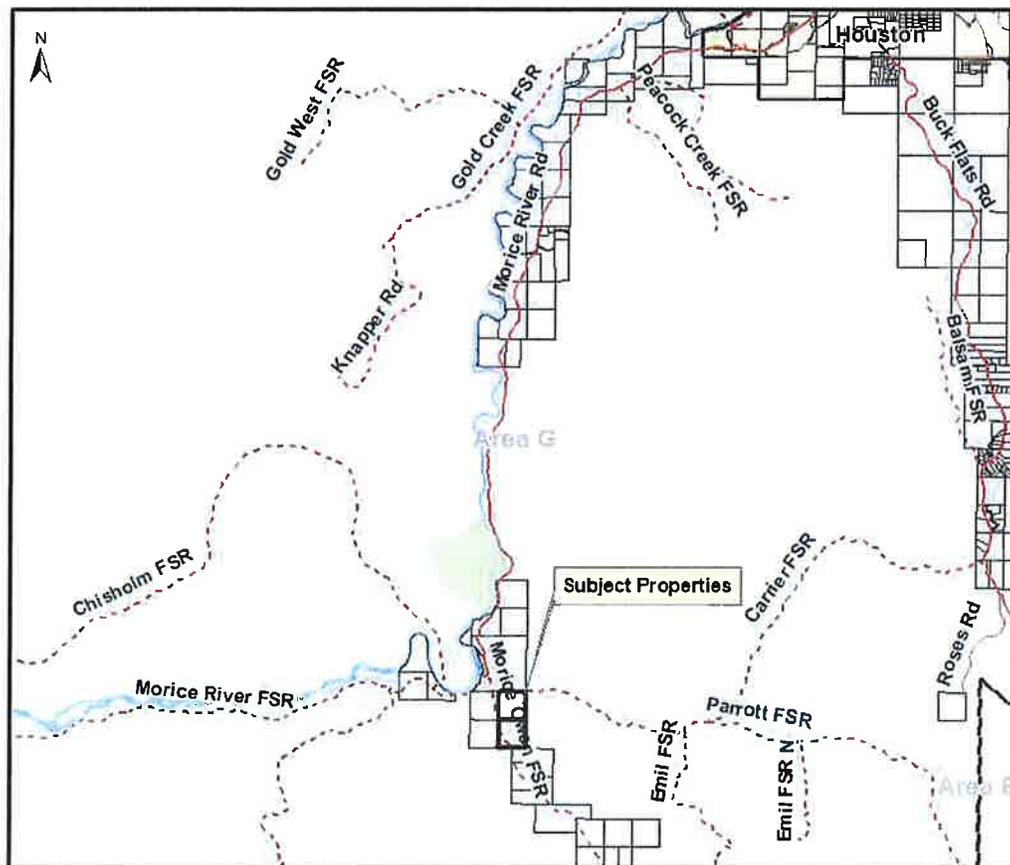
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Regional District of Bulkley Nechako  
 Planning Department Board Report  
**Temporary Use Permit G-01-19 (CGL Huckleberry Multi-Use Site)**  
 September 9, 2019

## APPLICATION SUMMARY

<b>Name of Owner:</b>	Crown
<b>Name of Agent:</b>	Nicole Stuckert, CGL Land Representative
<b>Electoral Area:</b>	G
<b>Subject Properties:</b>	Northeast and Southeast ¼ Sections of District Lot 3408, Range 5, Coast District, and unsurveyed Crown Lands.
<b>O.C.P. Designation:</b>	Resource (RE)
<b>Zoning:</b>	Rural Resource (RR1) pursuant to Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.
<b>Existing Land Use:</b>	Forested
<b>Location:</b>	The subject properties are located on Morice Owen and Carrier Forest Service Roads, 25 km south of the District of Houston.



## Proposal

TC Energy wish to use the 42.94 ha. application area for a temporary work camp providing accommodation for workers (Area A), equipment and materials storage area or laydown site (Area C), and contractor yard (Area B). The application area is referred to as the Huckleberry Multi-Use Site and is proposed to support the construction of the Coastal GasLink (CGL) Pipeline.



Construction, use, and reclamation of the proposed multi-use site is intended to occur over a three to four-year period. CGL wish to start clearing the site in September 2019. At peak times there is expected to be 800 workers housed in the construction work camp. The Huckleberry Multi-Use Site is not located within the Building Inspection Area. Therefore, no building permit is required.

A portion of the subject properties are zoned Rural Resource (RR1). The RR1 zone does not allow contracting, storage yard, or work camp use. Therefore, the applicant is requesting the issuance of a Temporary Use Permit (TUP) to allow the operation of the proposed work camp and a portion of the laydown site, as these uses are not permitted uses in the Rural Resource (RR1) zone. The contractor yard is not located in a zoned area; therefore, RDBN issuance of a Temporary Use Permit application is not required. The Temporary Use Permit Area is shown as the cross hatched area and is approximately 24.78 ha. in size; whereas, the multi-use site is 42.94 ha. in size.



## TEMPORARY USE PERMITS EXPLAINED

A TUP can allow a use to occur 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 can be made to allow the use to continue.

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

- 6.2 (1) Temporary use permits may be issued for temporary uses, pursuant to Section 492 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 affects on neighbouring land uses or property owners;
  - (d) The proposed temporary use does not require a significant amount of capital investment in a particular location; and,
  - (e) The proposed temporary use has the support of the Agricultural Land Commission if the land is within the Agricultural Land Reserve (ALR).

### Notification and Approval Process

This report has been referred to affected government agencies, First Nations, and the local Advisory Planning Commission (APC) for comment on the proposed development. Notice of this application was published in the Houston Today, September 11, 2019 publication, informing the public of the time and location of the Board's consideration of the application, and their ability to provide input.

There are no residents near the proposed location. However, the Ministry of Forests Lands Natural Resource Operations and Rural Development, Skeena District office was notified of the proposal and asked to provide all tenure holders within 50 metres of the subject property with a similar notice.

Prior to the Board's consideration of the application the gallery will be asked if anyone wishes to provide comment on the application. No submissions have been received at the time of writing this report.

## REFERRAL COMMENTS

### Advisory Planning Commission

Recommend approval of the application provided that the applicants submit a draft Emergency Response Management Plan to the satisfaction of the RDBN.

**Ministry of Transportation and Infrastructure**

Approval recommended subject to conditions below:

- The site itself is far removed from any highway or road under the jurisdiction of MoTI
- Cautions should be taken for traffic volumes to and from camp – or going to work vs leaving work – scheduled days off
- Any overweight oversized or extra-ordinary loads need to be permitted through CVSE (Provincial Permit Centre)
- Load restrictions will apply
- Cautions should also be made as far as getting workers to the camp – use of bus system etc.

**RDBN Environmental Services Dept.**

In the review of the CGL Environment Management Plan included in the report the Environmental Services department recognized that there was need for some clarification on the types of waste that the RDBN will be accepting from the Construction/Demolition and the duration of the operation of these work camp.

The EMP itemizes the Solid Non-hazardous Wastes as materials that could be classified as industry waste and others as General or Construction & Demolition Waste.

The RDBN will be accepting General Waste from the work camps such as food waste, and other household waste produced but the living/entertainment quarters and kitchen facilities. The RDBN will also accept Construction & Demolition Waste streams from the set up and take down of the camps. Both these waste streams will need to be segregated when disposed of at the RDBN sub-regional landfills as there is different disposal rates for each. There will be a surcharge applied to the fee if these waste streams are not separated or contain restricted materials. Both these waste streams are recognized in the EMP as Non-hazardous Waste, but it is recognized that other materials in that list of non-hazardous waste are considered by the RDBN to be restricted or industry waste. Approval by the Director of Environmental Services or his/her delegate to regulate those materials, these being, metal, clean dimensional wood and other program's material which is located at the RD facilities.

The RDBN will not be excepting Industry waste, waste produced by the production of the pipeline and its operation, or any hazardous waste. These will be the responsibility of CGL or its sub coordinate to locate another disposal location. There are also restricted materials that will not be accepted at any of the RD facilities, these being Tires and Cardboard. These are recommended to be recycled, current situations in the region will force the haul contractors to ship to other Regional District processing facilities.

The EMP lists off the process for waste disposal where they will provide receptacles for recycling various products and materials to be hauled and disposed of at appropriate recycling depots. By provincial definition work camps fall under the Industry Commercial and Institutional sector. Currently, there are recycling depots located around the region that are strictly for residential recycling although, some depots offer a variety of Extended Producer Responsibility programs that can accept some materials from commercial business. All Print Paper and Packaging material will not be accepted at regional recycling facilities.

The department is recommending that the work camp solid waste managers consult with the RDBN staff on what can be recycled and where.

**Northern Health Authority**

Please see attached letter.

**Ministry of Environment**

No response received at the time of writing this report.

**District of Houston**

No response received at the time of writing this report.

**First Nations**

Referral package was sent out on July 23, 2019 and no responses were received from the following groups at the time of writing this report.

- Skin Tyee Nation
- Nee-Tahi-Buhn Band
- Wet'suwet'en First Nation
- \*Office of the Wet'suwet'en

\*Office of the Wet'suwet'en contacted RDBN notifying staff that the Wet'suwet'en Hereditary Chiefs could not respond in time of the September 19, 2019 Board meeting.

**Public Meeting**

During the referral process of the application, RDBN staff recommended that the proponent hold a public meeting in the District of Houston to allow residents to ask questions and raise concerns directly with CGL and the contractor regarding the proposed work camp.

The applicant declined the meeting request and responded with the following comments:

*“Coastal GasLink has held public open houses on the project since 2013, including an open house providing information on the Huckleberry Multi-Use Site in Houston in 2015. The project also held a series of Regional Economic Summits this year which provided an opportunity for residents to engage with the project team, and for prospective subcontractors or job-seekers to meet our prime contractors. The Houston Regional Economic Summit took place on February 21st, 2019. At this time, Coastal GasLink has additional public open houses and job fairs planned across the entire project corridor to discuss the Project and related ancillary sites in the area, such as Huckleberry Multi-Use Site, in September and October of 2019. Open house events closest to the Huckleberry site are scheduled in Houston on October 23, Burns Lake on October 24 on and Fraser Lake on October 29. Coastal Gaslink will provide details regarding the venues to the RDBN upon confirmation of all details, and will advertise these events in newspapers, radio, and on social media. PAPC has also opened a local*



*office in Houston and has a Community BBQ planned for September 13th. Should greater interest be communicated by RDBN community members specific to the Huckleberry Multi-Use site, Coastal Gaslink would be available to arrange a community meeting for interested members.”*

## **PLANNING DEPARTMENT COMMENTS**

For the purposes of this application the impacts associated with the proposed use have been divided into four categories. The land use impacts associated with the proposed location, the Infrastructure Impacts, the Emergency Management Impacts, and the Social / Health Impacts associated with the introduction of a large temporary workforce into the region.

### **Land Use Impacts**

The area is exclusively undeveloped Crown lands. The closest residence is 4 km south from the proposed Multi-Use Site. This location appears well suited for the proposed uses, given its relatively remote location, proximity to the Pipeline ROW and existing road infrastructure, relatively flat topography, and is within a previously disturbed site (cut-block).

*Fencing and Screening* - No screening or berming is noted on the site plan. It is assumed that the Multi-Use Site will be well screened with existing forested lands as the site is placed 300 to 500 metres from Carrier and Morice Owen Forrest Service Roads. The Multi-Use Site plan shows that the area will be fenced and gated with a security guard at the contractor yard entrance at Carrier FSR. The Work Camp site (Area A) will be fenced but does not show a security guard at the Morice Owen entrance point.

Given the isolated location staff have no notable concerns regarding the aesthetic impact of the proposed use.

*Site Reclamation* - Hazardous materials will be stored on site in the areas defined under the site plan. It is noted that testing for contaminants is not planned; however, in an event contaminated soils are encountered during construction, the Contaminated Soils Management Plan will be implemented. If a spill occurs the Spill Contingency Plan will be implemented. These plans identify responsibilities for containment, clean-up and reporting and have been developed to the satisfaction of the Province.

*Site Security* - At the APC meeting, the Prime Contractor specified that all access points into the multi-use site will be gated and supervised by security personnel.

*Parking* – Temporary Use Permits can limit the area available for parking requirements, transportation plan and operations could be incorporated into the permit to ensure minimal personal vehicular traffic to and from the site along with ensuring reliance on bus and shuttle services.

When asked about the increase in traffic, the prime contractor stated that they plan to provide a shuttle service to and from the work camp to town.

According to the prime contractor there are 300 parking spaces available on site. The RDBN Zoning Bylaw regulates parking requirements. However, Industrial Work Camp accommodations are not a listed use under the regulation. Municipalities generally require 2 spaces per 10 beds for construction accommodation use (example, District of Kitimat). Therefore, the OGC permitted area for the multi-use site is large enough to accommodate the anticipated occupancy of the camp and the number of parking stalls appears to be adequate. Therefore, to ensure minimal but adequate space for the operation of the camp, a condition of the TUP is to require 2 spaces per 10 beds within the Use Area.

*Dust* - The roads, parking areas and walkways will not be paved. There are no nearby residents that will be impacted by dust generated on site. However, dust is a concern for the workers and employees attending the site. The prime contractor has stated that the use of water will be used to mitigate dust on site. The applicant is aware that they need to apply for a water licence for the use of water.

*Archaeological Sites* - There are no known archaeological sites on the property according to Provincial Mapping. CGL's Heritage Resource Discovery Contingency Plan provides site assessment criteria and mitigation to be implemented in the event that archaeological, historical or paleontological resources are discovered during construction of the Project. The contingency plan does not include notice to local First Nation groups who have traditional territories in the area.

*Environmental Impact* - There are two small watercourses adjacent to the Multi-Use Site. Owen Creek flows into the Morice River and the other flows to into Owen Creek. The RDBN's Floodplain management bylaw contains building elevation requirements above the natural boundary of these watercourses. No water features are shown on the proposed site plan.

*Capital Investment* – The proposed development will require notable construction costs; however, there will be limited long term improvement or capital investment remaining on site following reclamation of the site. There will be no permanent structures proposed as part of the temporary use, as CGL has agreed to reclaim the site to its natural state. Therefore, the use can be removed from the site at the end of the permit period.

### **Infrastructure Impacts**

*Solid Waste Disposal* – CGL has stated that receptacles for recycling various products will be available on site and will be hauled to appropriate recycling center in Houston. RDBN's Environmental Services Department states that recycling centers may not accept materials from commercial business and recommends that the work camp solid waste managers consult with the RDBN Environmental Services Department on what can be recycled where.

*Liquid Waste Disposal* – The method of liquid waste disposal is not confirmed at this time. Approval from Northern Health or the Ministry of Environment will be required. CGL stated that

they are in negotiation with the District of Houston and no confirmation has been made.

*Transportation and Roads* - From August 2019 to September 2021, CGL intends to receive medium size equipment and material to the camp, with an expected frequency of about 5 trucks per day. From June 2020 until March 2022 an average number of 250 vehicles (trucks and cars) will be leaving and entering the camp daily to reach to work locations in the Pipeline ROW from Monday to Saturday.

Site access and egress will be from Highway 16, to the Morice FSR, Morice Owen FSR, Carrier FSR, and Coastal GasLink Right of way. CGL has confirmed that they will not utilize Buck Flats Road to access the Multi-Use Site or any other facilities associated with the pipeline project. Traffic Control Management Plan provides guidelines for vehicle use on the Pipeline ROW, temporary access roads. Operators will also adhere to the Wet Soils Contingency Plan. As stated in the Traffic Control Management Plan, CGL will notify the RDBN of all access road upgrading required for the pre-construction stage of the project. Under the Traffic Control Management Plan CGL commits to "Place notices in local and regional newspapers where appropriate to announce the Project initiation and the construction schedule. Information regarding labour, equipment, and activity schedules will be provided to applicable municipal and provincial authorities prior to the commencement of work."

It is likely that road access may be impacted due to construction activities. Coastal GasLink state that they will accommodate continued public access during pipeline construction whenever practical. To ensure safety of roadways, CGL will do the following;

- All access points to the ROW will be flagged and signed to discourage public use.
- Construction personnel will be transported between construction yards, construction camps and the construction site by multi-passenger vehicles to the extent practical, to reduce vehicle traffic.
- Coastal GasLink will set the speed limit on the ROW.
- Post-construction, roadways will be deactivated and reclaimed unless identified in other agreements or regulatory direction.

Methods to control access may include:

- posting of appropriate signage at all points of access
- create a visual barrier to reduce line of sight
- installation of locking gates and fencing
- installation of slash or rock barriers

At the APC meeting, CGL and the Prime Contractor stated that they have organized a road use committee with Canfor and the Ministry of Forests regarding the potential impacts to forestry operations and scheduling.

*Community Recreational Facilities* - The proposed work schedule for the Huckleberry work camp is six days on and one day off, from Monday to Saturday with Sundays off. The workers day off is non-negotiable. There is concern that the camp will increase demand on community facilities



such as nearby recreation sites. CGL states that they will mitigate this negative affect by providing workers with access to recreation facilities in the construction camp, including exercise equipment, electronics, movies, television, etc. On the site plan there are two areas for recreation and gym facilities. No other details regarding this is noted in the application.

### **Emergency Management Impacts**

Coastal GasLink must adhere to their Emergency Response Plan for the proposed project related emergencies. Prime Contractors are responsible to submit and adhere to safety plans that address emergency procedures. The RDBN has requested the ability to review the draft emergency response plans developed for the Huckleberry Multi-Use Site and other facilities. The Planning Department, and Protective Services Department have informed CGL, TC Energy, and the contractor that staff support for the TUP may be dependent upon staff have confidence that there is an evacuation plan in place for the work camp that does not rely on local resources, and occupy hotel rooms in the region (including Prince George).

CGL has provided the RDBN with a draft Emergency Management and Fire Management Plans for review on September 7, 2019. The plans have satisfied the Director of Protective Services. Copies of the draft emergency response plans can be provided upon request.

### **Social / Health Impacts**

It is known that work camps can have negative social, health, and crime related impacts on communities. Northern health Authority state in their referral letter (see attached) that throughout the EA and SEEMP review processes, Northern Health have requested that the camp develop a site-specific Health and Medical Services Plan (HMSP) outlining how they will manage their impacts to local health care systems. At the APC meeting, the prime contractor stated that these plans are underway and are working with CGL at providing Northern Health with a final HMSP for the Huckleberry Camp.

The Province of BC has accepted as adequate the mitigation strategies proposed by TC Energy as part of the Environmental Assessment Certificate approval process, and the Oil and Gas Commission permitting processes to address the concerns raised by Northern Health, as well as the majority of issues raised in this report. Northern Health have been advised to address their concerns to the Environmental Assessment Office and the Oil and Gas Commission.

### **Setbacks**

The proposed siting of many proposed temporary structures cross over the subject properties north and south dividing parcel line and some structures are within the 7.5-meter setback area prescribed by the Rural Resource (RR1) Zone.

The *Local Government Act* states that Temporary Use Permits can allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued; therefore, this TUP proposes to allow the proposed siting of the temporary building without the issuance of a development variance permit. Staff have included a provision to allow the buildings

to be sited 0 meters from a parcel line within the use area defined under the TUP.

## Security

As the Huckleberry Multi-Use Site is located on Crown Lands under permit staff are not concerned that the site will not be adequately reclaimed. Therefore, staff are not recommending that the Board require reclamation security as a condition of the permit.

### Recommendation

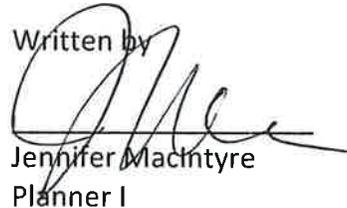
1. That the Regional District Board approve the issuance of Temporary Use Permit G-01-19 for the proposed Huckleberry Multi-Use Site located on the properties legally described as 'Northeast and Southeast ¼ Sections of District Lot 3408, Range 5, Coast District, and unsurveyed Crown Lands.
2. That the Regional District Board direct staff to send the attached letter to the Environmental Assessment Office and the Oil and Gas Commission regarding Northern Health's request for a site-specific Health and Medical Services Plan as mentioned in Northern Health Authority referral response letter to the RDBN dated August 12, 2019.

*Electoral Area Planning – Participants/Directors/Majority*

Reviewed by

  
\_\_\_\_\_  
Jason Llewellyn  
Director of Planning

Written by

  
\_\_\_\_\_  
Jennifer MacIntyre  
Planner I



**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
TEMPORARY USE PERMIT NO. G-01-19**

ISSUED TO: TC Energy, Coastal GasLink  
450-1<sup>st</sup> Street SW  
Calgary, AB T2P 5H1

WITH RESPECT TO THE FOLLOWING LANDS:

**NE and SE ¼ Sections of District Lot 3408, Range 5,  
Coast District**

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

Operation of a work camp providing accommodation for up to 800 employees, and a laydown area used for the storage of equipment and materials, associated with the construction of the Coastal Gaslink Pipeline Project.
2. The temporary use identified in Section 1 may only operate within the 'use area' identified in Schedule A, which forms part of this permit, and permits the location of buildings as shown on Schedule A.
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 condition of this permit:
  - a. Maintain a minimum of 2 parking stalls per 10 beds within the use area and not allow off-site parking.
  - b. Not allow the use of Buck Flats Road to access the use area for any purpose, with the exception of emergency response.
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.

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 equipment from the land upon which the temporary use is occurring or has occurred within two months from the date of the expiration of this permit, unless this permit is renewed by the Board.

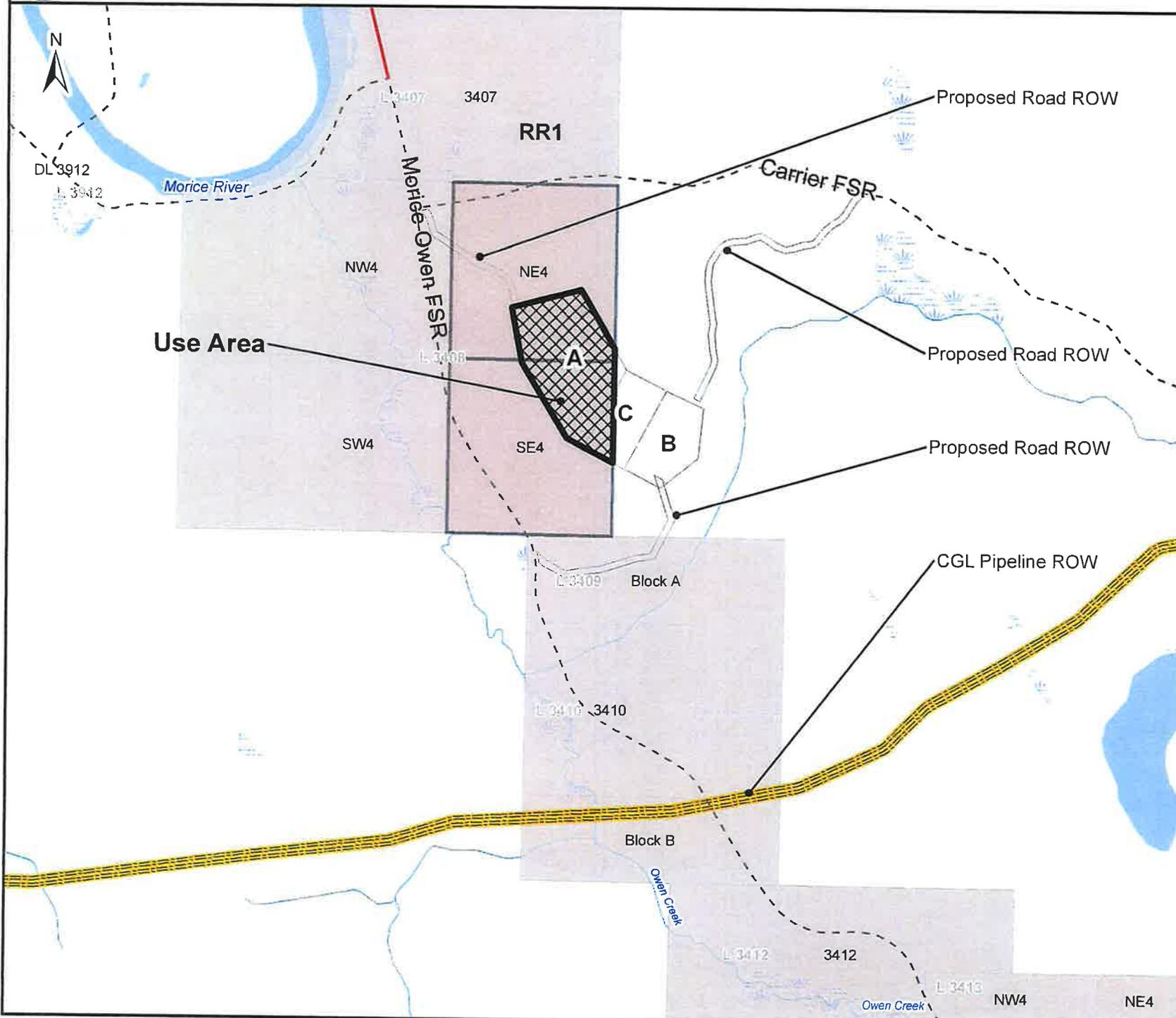
272

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 \_\_\_\_\_, 2019.

PERMIT ISSUED on the \_\_\_\_ day of \_\_\_\_\_, 2019

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



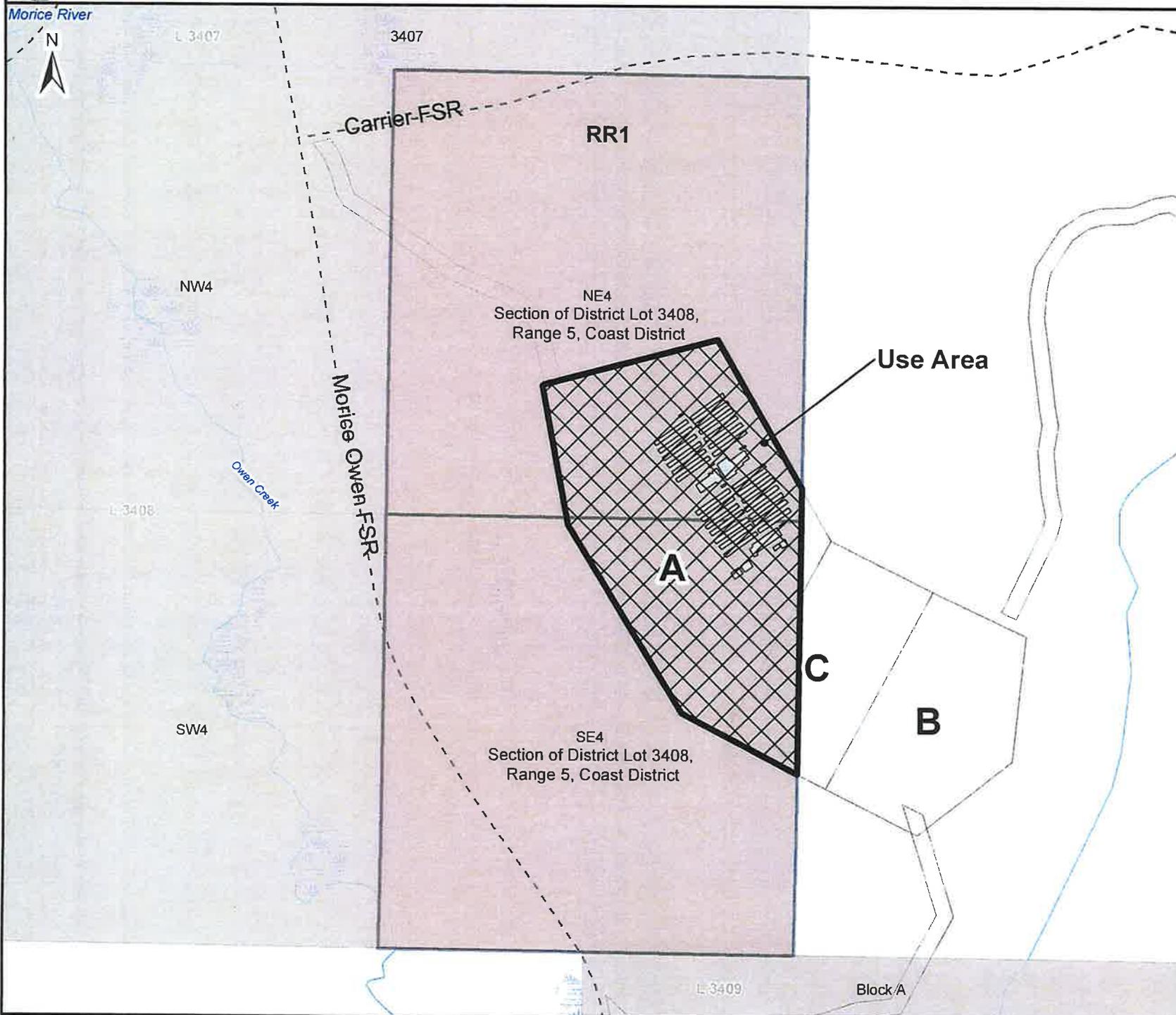
213

**RDBN Zoning CLASS**

	Rural Resource (RR1)
	Use Area
	Subject Property
	OGC Permits
	CGL Pipeline ROW
	Cadastre
	Forest Service Road
	Major Secondary Road
	Watercourses
	Lake
	River
	Wetland

\*DISCLAIMER. The Regional District of Bulkley-Nechako makes no Warranty, Representation or Guarantee of any kind regarding either maps or other information provided herein or the sources of such maps or other information. The Regional District of Bulkley-Nechako assumes no liability, either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein. Please be advised that the data represented here will be maintained on an ongoing basis, and as such, changes frequently.

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 User: jennifer.macintyre  
 Date: 2019-09-06  
 Time: 12:23:32 PM



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- Use
  - Work Camp Structures
  - Subject Property
  - OGC Permits
  - Cadastre
  - Forest Service Road
- RDBN Zoning CLASS**
- Rural Resource (RR1)
  - Watercourses
  - River
  - Wetland

\*DISCLAIMER: The Regional District of Bulkley-Nechako makes no Warranty, Representation or Guarantee of any kind regarding either maps or other information provided herein or the sources of such maps or other information. The Regional District of Bulkley-Nechako assumes no liability, either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein. Please be advised that the data represented here will be maintained on an ongoing basis, and as such, changes frequently.

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 Time: 1:42:18 PM

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

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

September 23, 2019

Nathan Braun – Executive Project Director  
Environmental Assessment Office  
2nd Floor 836 Yates St.,  
PO Box 9426, Stn Prov Govt  
Victoria, BC V8W 9V1

Emailed: [Nathan.Braun@gov.bc.ca](mailto:Nathan.Braun@gov.bc.ca)

Peter Dalton, Director, Security &  
Emergency Management  
BC Oil and Gas Commission  
Bag 2, Fort St. John, B.C., V1J 2B0

Emailed: [Peter.Dalton@BCOGC.ca](mailto:Peter.Dalton@BCOGC.ca)

**RE: Coastal GasLink Pipeline Project, Huckleberry Work Camp - Issues for Consideration**

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As part of the Regional District of Bulkley-Nechako's process to evaluate the issuance of a Temporary Use Permit for the Coastal GasLink Pipeline's Huckleberry Multi-Use Site, the following correspondence was received.

- A letter dated August 12, 2019 from the Northern Health Authority asked that the RDBN support their request that Coastal GasLink provide a site-specific Health and Medical Services Plan for the Huckleberry workcamp.
- An e-mail from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development requesting that the Regional District include conditions in the Temporary Use Permit relating to road traffic and tree planning.
- A letter from a resident expressing concerns regarding the condition of the Morice River FSR.

The RDBN Board is forwarding the above communications to the Environmental Assessment Office and the BC Oil and Gas Commission for consideration, as these issues are best addressed by the Province as part of their approval processes for the coastal GasLink Pipeline project.

Please do not hesitate to contact me at your convenience should you have any questions.

Sincerely,

Jason Llewellyn  
Director of Planning

cc: Nicole Stuckert, Sr. Land Management  
Coastal GasLink Pipeline Ltd  
Emailed: [nicole\\_stuckert@tcenergy.com](mailto:nicole_stuckert@tcenergy.com)

**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

12 August, 2019

**To:** Jason Llewellyn  
Director of Planning  
Regional District of Bulkley-Nechako

**RE:** Northern Health Authority's Response to TUP G-01-19 (CGL Huckleberry Multiuse Site) Notice of Referral

Dear Mr. Llewellyn,

Thank you for providing an opportunity to give feedback on this Temporary Use Permit Application. Please consider the following comments from Northern Health Authority's Health Protection and Disease Prevention Program and Health & Resource Development Program.

**Health Protection and Disease Prevention Program's Comments**

The applicant, Coastal Gas Link Pipeline Ltd., has stated that their plan is to use 42.94 hectares for a temporary construction camp, contractor yard and laydown site. The applicant should be aware that they would need to comply with the BC *Public Health Act*, *Drinking Water Protection Act*, and their pursuant regulations which are listed below:

- The camp living areas would need to comply with the Industrial Camps Regulation.
- The camp kitchens would need to comply with the Food Premises Regulation. As they are food service establishments, permits to operate would need to be issued by an environmental health officer.
- Any water supply systems (at either the camp, contractor yard, or laydown site locations) would need to comply with the *Drinking Water Protection Act* and Drinking Water Protection Regulation. A construction permit would need to be issued by a public health engineer prior to a water system being installed. An operating permit would also need to be issued by an environmental health officer prior to water being supplied to users.
- Onsite sewage disposal must not cause a health hazard, as prescribed in the Sewerage System Regulation. If holding tanks are going to be used, permits to construct a holding tanks would need to be issued by an environmental health officer.

As the assigned local environmental health officer for this proposed camp, applicants for permits are encouraged to contact me directly if they have any questions. Please email me

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at [Doug.Gordon@northernhealth.ca](mailto:Doug.Gordon@northernhealth.ca) or call 250 847 6400. All applications for permits should be submitted to Environmental Health Officer Ali Moore at [ali.moore@northernhealth.ca](mailto:ali.moore@northernhealth.ca). Further information and application forms are available on Northern Health's Environmental Health website: <https://www.northernhealth.ca/services/environmental-health>.

### Health & Resource Development Program's Comments

#### Transportation and Roads

The Traffic Control Management Plan should make every effort feasible to minimize the number of vehicles both to and from the camp to the work location but also up into the community. Road dust mitigation strategies should also be employed to minimize excessive road dust.

#### Emergency Management Impacts

We agree that the RDBN and Northern Health should be able to review the draft emergency response plans developed for the Huckleberry Multi-Use Site and other facilities. Note that Northern Health has not yet received the draft ERP for review for this site, but CGL has committed to provide all site specific ERPs for CGL to NH and we look forward to reviewing. Please also see [Northern Health Emergency Roles and Responsibilities](#) for important information regarding roles, responsibilities and contact information.

#### Community Health Services

As the RDBN is aware, camps can [place pressures on community health services](#). Northern Health is requesting that camps move beyond minimum first aid requirements for on-site health care and develop a Health and Medical Services Plan (HMSP) outlining how they will manage their impacts to the local health care system and work collaboratively with Northern Health for medical escalations and traumas (scaled appropriately to the size of the camp). This is something that was brought forward by Northern Health during the Environmental Assessment (EA) process for the CGL project and also during the development of CGL's Socio-Economic Effects Management Plan (SEEMP). Aligning with the comments made by Northern Health during the EA and the SEEMP process as well as CGL's Emergency Management Plan, we have requested that the camp develop a site specific Health and Medical Services Plan (HMSP) outlining how they will manage their impacts to local health care systems and work collaboratively with Northern Health for medical

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escalations and traumas. We have requested that a plan be developed that aligns with the following best management guides to reduce local health care impacts and promote health and wellbeing of the workforce:

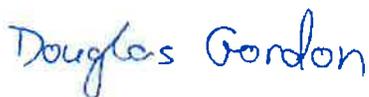
- [Health and Medical Services Plan Best Management Guide for Industrial Camps](#)
- [Communicable Disease Control Plan Best Management Guide for Industrial Camps](#)
- [Health and Safety During the Opioid Overdose Emergency: Northern Health's Recommendations for Industrial Camps](#)

We encourage the RDBN to support our requests for the CGL camps to align with these best management guides, as well as leading practices for the management of broader impacts to community health. Please note that Northern Health provided comments on social and health impacts throughout the EA and SEEMP review processes. The following documents provide additional information on leading practices for managing social and health impacts of industrial projects:

- [The social determinants of health impacts of resource extraction and development in rural and northern communities: A summary of impacts and promising practices for assessment and monitoring](#)
- [Summary of Community Toolkits Addressing Socio-Economic and Health Impacts from Natural Resource Development Relevant to Northern BC](#)
- [Indicators for monitoring the SDOH related to resource development in Northern BC - January 2019](#)

If you have any questions or concerns, please contact the undersigned.

Yours Sincerely,



Doug Gordon, C.P.H.I.(C)  
Environmental Health Officer  
Northern Health Authority  
[Doug.Gordon@northernhealth.ca](mailto:Doug.Gordon@northernhealth.ca)  
Tel: 250 847 6400

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**Jennifer MacIntyre**

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**From:** Geraldine Craven  
**Sent:** September 13, 2019 8:48 AM  
**To:** Planning  
**Subject:** FW: Temporary Use Permit RDBN File No. G-01-19 (Huckleberry Mine)

*Geraldine Craven*  
Administration Clerk/Receptionist



Regional District of Bulkley-Nechako  
P.O. Box 820  
37 3rd Avenue  
Burns Lake, BC V0J 1E0

Phone: (250) 692-3195  
Toll Free: 1 800 320-3339  
Fax 250) 692-3305  
Website: [www.rdbn.bc.ca](http://www.rdbn.bc.ca)

**From:** Brochez, Donna L FLNR:EX <Donna.Brochez@gov.bc.ca>  
**Sent:** Thursday, September 12, 2019 3:16 PM  
**To:** inquiries <inquiries@rdbn.bc.ca>  
**Cc:** Trottier, Shawn FLNR:EX <Shawn.Trottier@gov.bc.ca>  
**Subject:** FW: Temporary Use Permit RDBN File No. G-01-19 (Huckleberry Mine)

Good afternoon;

Below are comments we have put together in regards to the affected areas. If you have any comments please contact me,

Regards,

Donna Brochez

**DONNA BROCHEZ, RFT**  
**SENIOR AUTHORIZATIONS SPECIALIST**  
**NADINA RESOURCE DISTRICT**  
**FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT**

**From:** Ness, Brian R FLNR:EX  
**Sent:** September 12, 2019 1:38 PM  
**To:** Brochez, Donna L FLNR:EX <[Donna.Brochez@gov.bc.ca](mailto:Donna.Brochez@gov.bc.ca)>

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**Cc:** Trottier, Shawn FLNR:EX <[Shawn.Trottier@gov.bc.ca](mailto:Shawn.Trottier@gov.bc.ca)>

**Subject:** RE: Temporary Use Permit RDBN File No. G-01-19 (Huckleberry Mine)

Hello Donna. I have reviewed the RDBN Temporary Use Permit that Coastal Gaslink applied for.

The road intersection where the Carrier FSR (9772.02) Joins the Morice FSR (9947.01) has good sightline distances. However, I would like to see specific wording in the permit that ensures traffic will not be backed up onto the Morice as traffic gets congested at the camp entrance on the Carrier. If necessary the camp entrance must be moved to ensure safe traffic flow on the Morice FSR.

The camp location on the NE and SE ¼ of DL3408 Range 5 Coast District may not cover the entire parcel area. The actual footprint of the temporary camp will remove significant silviculture investments:

- Opening 93L016-096 is a large cutblock that has met Regen Delay in 2010. Any disturbed area of the block will require restocking to the currently existing standard.
- Opening 93L016-010 is a large block that was declared Free Growing in 2010. Any disturbed area of the block will need to be brought back into Free Growing status.
- Opening 93L016-128 was just planted in 2019. Any disturbed areas will need to be replanted to the same stocking levels.
- Any disturbed areas on these two lots must be GPS surveyed so that the unaffected portions of the openings are reflected and the affected areas are amended in our databases.
- If RDBN issues the Temporary Use Permit to Coastal Gaslink, the permit should contain the above wording which would transfer silviculture obligations to Coastal Gaslink for the affected areas of the above openings.

Please consider these comments and roll up with any other comments you receive in the office.

Brian Ness  
Authorizations Specialist  
Nadina Natural Resource District  
250-692-1280

**From:** Brochez, Donna L FLNR:EX  
**Sent:** September 12, 2019 9:06 AM  
**To:** Ness, Brian R FLNR:EX <[Brian.Ness@gov.bc.ca](mailto:Brian.Ness@gov.bc.ca)>  
**Subject:** FW: Temporary Use Permit RDBN File No. G-01-19 (Huckleberry Mine)

Hey Brian;

I was told the only group looking for comments would be engineering. I believe Brent is going to ask you about this as Rob is on vacation.

D

**From:** Brochez, Donna L FLNR:EX  
**Sent:** September 12, 2019 8:27 AM  
**To:** FLNR Skeena DND Burns Lake <[DNDBURNS@Victoria1.gov.bc.ca](mailto:DNDBURNS@Victoria1.gov.bc.ca)>  
**Subject:** FW: Temporary Use Permit RDBN File No. G-01-19 (Huckleberry Mine)

Good morning ;

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Attached is a Temporary Use Permit application as well some additional background information for review. These referrals are required to be distributed to staff for comments. Please send comments back to me so I can roll them up and forward to RDBN. Please get comments to me before September 16, 2019.

You may also elect to attend the meetings and comment there as well.

Thanks

Donna

**DONNA BROCHEZ, RFT  
SENIOR AUTHORIZATIONS SPECIALIST  
NADINA RESOURCE DISTRICT  
FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT**

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Concerned Citizens of Morice River FSR  
15371 Morice River FSR  
PO Box 1042  
Houston, BC V0J 1Z0

Sept. 16th, 2019

Regional District of Bulkley-Nechako  
Planning  
37 3<sup>rd</sup> Avenue  
PO Box 820  
Burns Lake, BC V0J 1E0

Attn: Jason Llewellyn

Dear Regional District of Bulkley-Nechako:

Re: Issuance of **Temporary Use Permit G-01-19 (CGL Huckleberry Multi-Use Site)**

We are 20 people who live in 5 homes around 13 km on the Morice River FSR. We have many concerns regarding the issuance of this TUP. As a group we are not opposed to the pipeline but given our recent experiences with the current CGL construction we would like to have some conditions met to minimize the future consequences. The attached pages will outline those concerns.

Two people, Bobby and Clarence Seinen, would like to attend and possibly speak at this meeting. We need to know the start of this meeting.

Thank you.



Bobby 'n Clarence Seinen

**Note to reader: "upright font" is reprinted from the TUP, "italicized font" indicates the writers' comments. "Highlights" highlight our specific concerns**

**TUP reference 6.2 (1) p.4**

Temporary use permits may be issued for temporary uses, pursuant to Section 492 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;

*Traffic has increased exponentially already. Everyone involved seems to drive their own vehicle. Way too many people drive in the middle of what is a two-lane road and do not know or follow proper radio protocol. They need to contact Canfor which in charge of the Road Users' Group.*

- c) The proposed temporary use will not have adverse affects on neighboring land uses or property owners

*It is not the TUP that is the problem here: it is the use of the main access road to the Site via Morice River FSR and use of recreational sites in the off-hours of employees or sub-contractors. Morice River FSR from 2km to 27 ½ km is down to sub-grade and is in terrible condition. It needs to be resurfaced as done in 2006 from 27 ½ to 56 ½ km. Test sites for adequate amount of crush for this project were done at 24km Morice FSR by Westfraser, Onno Vanderhoek: results showed enough good gravel to do this work.*

**Land Use Impacts p. 5**

*Capital Investment – (...) there will be limited long term improvement or capital investment remaining on site following reclamation of the site.*

*We would like to see capital investment in resurfacing the road to 28 km: brushing both sides of the road, removing double ditching, cleaning out culverts, and laying down 8" of new crush. All of this was in the planning stage by Westfraser, Onno Vandenhoek, prior to their shutdown.*

### Infrastructure Impacts p. 6

*Transportation and Roads* - From August 2019 to September 2021, CGL intends to receive medium size equipment and material to the camp, with an expected frequency of about 5 trucks per day from July 2020 until March 2024 an average number of 250 vehicles (trucks and cars) will be arriving and exiting the camp daily to reach to work locations in the region RDBN from Monday to Saturday.

*What will those workers do when they are finished their shift but still in camp? When Huckleberry Mines Ltd. was operating, workers would venture out for recreation. 250 people – Mon. – Sat.! Again, we are concerned with traffic to and from Houston and what that will mean for the 20 people who live at 13 km. never mind the already deteriorated road surface?*

*(...) CGL will notify the RDBN of all access road upgrading required for the pre-construction stage of the project.*

*CGL should be required to upgrade Morice River FSR from 3 – 28 km. The last time the road was resurfaced was 2005 / 2006 and that was from 27 ½ to 56 ½ km. At that time, the plan to resurface from 2 to 27 ½ km was beginning but Westfraser closed and then Huckleberry Mines closed: 2 of the bigger road users.*

### THE CONSULTATION PROCESS P. 7

This referral report, application and associated documents has been sent to the following groups, agencies, and First Nations for comment.

- Skin Tye Nation,
- Nee-Tahi-Buhn Band,
- Office of the Wet'suwet'en,
- Wet'suwet'en First Nation,
- District of Houston,
- RDBN Environmental Services Department,
- Northern Health Authority,
- Ministry of Transportation and Infrastructure, and
- Area 'G' Advisory Planning Commission.

Regional District of Bulkley-Nechako

Sept. 16th, 2019

Page 4

*CGL should be **required** to send documents to the Road Users Group; CGL should join the Road Users Group! Vince Ross, from Canfor, heads up this group. CGL should also send these documents to Ministry of Forests, Lands, Natural Resource Operations and Rural Development!*

**P. 8** It is recommended that the proponent also hold a public meeting in the District of Houston to allow residents to ask questions and raise concerns directly with CGL and the contractor. It is expected that there may be notable public interest regarding this application.

*Recommended? It should have been required! CGL chose not to do this.*

#### **SCHEDULE AND DURATION P. 10**

It is anticipated that the clearing and preparation of these sites will take place in Aug 2020. The ancillary sites are scheduled to be used during pipeline construction between Aug 2020 and Mar 2022.

*When they clear the land what will they do with the timber? They should harvest it, not just cast it aside. Maybe they could sell it and use the funds to help resurface the road they are using?*

#### **Traffic P. 32**

We completed extensive planning of the development of access roads. Where possible, existing roads, requiring upgrades in varying degrees, are used to avoid new disturbance. We have engaged with stakeholders to understand the road use requirements to ensure maximum safety for the workers and the public. The contractors will maintain the roads, including grading, snow removal and dust suppression, as required. Coastal GasLink will work with our contractors to monitor the traffic and implement a Traffic Control Management Plan. At the end of the project, Coastal GasLink and our contractors will ensure the road is returned as close to its original pre-construction state as possible, and ensure we fulfill all obligations identified in the road use agreements. We will keep the landowners and communities informed on developments through a number of methods including community liaisons, newsletters and our project website.

The responsibility for maintenance on roads used by the project will depend on the agreements we reach with the province and industrial users. We will work with contractors to fulfill all obligations described in applicable road use agreements.

*We are stakeholders too: there has been no "engagement"! The road has been maintained to current conditions which are poor to say the least. It is very difficult to maintain a road that is down to grade! Perhaps, if this work can't be done during camp construction, it can be made to happen, when CGL has completed their project.*

*What is going to happen to this road in Spring when load restrictions are on? What happens if Canfor logging shuts down in the Spring for breakup? What happens if the mill shuts down for a month, as it did in July? Who will maintain the road?*

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October 4, 2019

Regional District of Bulkley-Nechako  
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CGL4703-CGP-PR-LTR-3010

Gerry Thiessen, Chair  
Regional District of Bulkley-Nechako

Re: Update on Coastal GasLink Pipeline Project

Dear Mr. Thiessen,

I am writing to provide you with an update on the status of the Coastal GasLink pipeline project. I hope this letter is a useful introduction to Coastal GasLink's upcoming presentation to Council's Committee of the Whole, which is scheduled for Thursday, October 10.

***Background to the Project***

Coastal GasLink was launched by TC Energy in summer 2012. Its purpose was to construct a 670-kilometre-long pipeline to supply the proposed LNG Canada liquefied natural gas facility in Kitimat.

Within weeks, project team members began to meet with local government officials in the project area, including yourself. Across Bulkley-Nechako we heard elected leaders speak about their desire to see residents share in the economic benefits from the project, the need for project coordination with local emergency services, and your concern for the management of invasive plants, among other issues.

This constructive input was reflected in our draft application to the Government of British Columbia for an Environmental Assessment Certificate. Local governments provided further input through advisory meetings on the development of the application. The draft application was made available to the public and summarized at public open houses. The Certificate that was issued by the Environmental Assessment Office in 2014 mandated the development of plans related to emergency response, invasive plant management, and other topics.

In 2014-15 we entered a detailed phase of project planning, visiting communities and meeting with local government staff. However, a shift in global energy market conditions led to the suspension of many planning and procurement activities. The significant exception was our work on the South of Houston Alternate Route, which was developed in response to input from members of Indigenous communities. After more than a year of studies and engineering work conducted in collaboration with Indigenous participants, Coastal GasLink filed an application in November 2017 to revise the previously approved route in a 42-km section between Burns Lake and Houston. This was approved by the Environmental Assessment Office in May 2018.

**Coastal GasLink**  
Pipeline Project

On October 1, 2018, LNG Canada announced its final decision to proceed with construction of an LNG terminal at Kitimat, and work on the Coastal GasLink project was fully resumed as TC Energy announced the same day that Coastal GasLink would be proceeding to construction. One of the most pressing priorities was the integration of prime contractor groups, their onboarding, and the development of numerous detailed construction plans.

Construction activity in 2019 has included right-of-way clearing and grading, the construction, upgrades and maintenance of access roads, and the construction of workforce accommodations, with much of the work being performed by Indigenous contractors and their local crews. As of the end of September 2019 most of this work has been in the Coast Mountain areas (Section 8), in the Peace (Sections 1 & 2), and some limited work northeast of Prince George (Section 3). Sections 4 – 7 of the Project fall within the boundaries of RDBN and access road upgrades/development and clearing have yet to commence. Within these Sections, however, we have completed workforce accommodations setup of Multi-use site 9A southwest of Houston and have been clearing the right-of-way on the Coast Mountain slopes (to access Section 8). Accommodation construction at Lejac has commenced to prepare for first occupancy in November 2019 to prepare for road upgrades and clearing in Section 5. Construction of the 7 Mile workforce accommodation is scheduled to commence in October 2019. Construction of workforce accommodations at Huckleberry and Vanderhoof are awaiting permitting at this time.

With mainline construction starting in spring 2020, the project workforce will grow and the number of people living in workforce accommodations will rise significantly.

For your reference, we have attached to this letter a high-level map showing the Coastal GasLink route and project sections along with prime contractor designations.

### ***Workforce Accommodations***

The accommodations under construction or planned within the RDBN include the following locations:

- Lejac - 700 persons at peak
- 7 Mile Road - 600 persons at peak
- Huckleberry - 800 persons at peak
- Multi-use Site 9A - 500 persons at peak
- Vanderhoof Airport - 900 persons at peak

At the current moment, only Multi-use Site 9A is in use, with about 100 residents.

Accommodation at all sites will include separate quarters for men and women, catering, laundry, games rooms and exercise facilities. The resident population will include the construction workforce, field management and supervisory staff, technical and administrative support, camp catering and maintenance services, security, medical personnel and logistics services. Each site is to be self-sufficient in its ability to respond to localized fires and minor injuries and to safely evacuate personnel in the event of an emergency.

Security personnel will be on site at all times, and the status of security will be monitored and evaluated on an ongoing basis by security professionals. Human resources policies and orientation sessions will affirm the need for employees to behave respectfully toward local communities. TC Energy will demand

a zero-tolerance approach to illicit drug use or disorderly behavior. The accommodations are also fully equipped to handle emergencies.

Medical services available will include paramedics, first aid attendants, nurse practitioners, and a Medical Director to coordinate services across the entire Coastal GasLink project. This is to avoid the use of local medical services or the hospitals whenever possible.

### ***Emergency Response***

TC Energy has an Emergency Management Program that integrates corporate, operational and project-related areas of responsibility. The program is based on an Incident Command System structure. This system can be activated to respond to a variety of potential emergencies such as fire, natural disaster or security events. When activated, this program assembles subject matter experts in various disciplines such as Emergency Response, Safety, Environment, Operations, Engineering, Supply Chain Management, Public Affairs and Communications to ensure that the appropriate resources are engaged.

Coastal GasLink's prime contractors are required to develop site-specific Safety Plans, which incorporate comprehensive Emergency Response Plans. Whether the emergency is taking place on a worksite or at an accommodation site, these plans will ensure that the response is executed in compliance with applicable laws and regulations and in accordance with contract obligations respecting TC Energy policies and procedures. The plans will also describe the communications process through which contractor representatives will interact with local governments and emergency service providers where applicable.

The prime contractors' Emergency Response Plans are meant to be living documents that evolve as conditions on the project change, and local and/or provincial requirements change. Contractors will station qualified paramedics in workforce accommodation, ensure that designated employees are trained in fire suppression, and make employees and supervisors aware of evacuation procedures. Each plan provides for the maintenance of firefighting equipment along the project corridor, the development of protocols with BC Ambulance on the transportation of seriously ill or injured employees, detailed evacuation procedures to be led by contractor staff, and response procedures for various other emergencies.

On September 7, 2019, we sent emergency response plans from Pacific Atlantic Pipeline Construction (PAPC), covering Sections 6 & 7, to RDBN staff. Similarly, on September 30, 2019, we sent emergency response plans from SA Energy Group (SAEG) covering Sections 3 & 4. The plans for Macro Spiecapag, covering Sections 5 & 8 will be sent within the next two weeks.

These documents have been issued for use by Coastal GasLink's prime contractors, but we are willing to consider suggested edits or additions from local governments and provincial agencies in consultation with our prime contractors. We look forward to receiving comments on these plans from the Regional District, including reference to other industrial operators – in the forest, mining, or utility sector – who have worked with RDBN to develop emergency response plans. If it would be helpful, we can schedule meetings with staff to review the highlights of the plans for each section of the pipeline.

The Emergency Response plans from all four prime contractors in the project area are also being shared with municipalities, Northern Health Authority, and other government agencies upon request, for their review.

Coastal GasLink is also aware that RDBN has been requesting that the Province of BC invest in improvements to telecommunications and cellular coverage in its region. We agree in the importance that connectivity plays in safe communications for people and businesses living in rural and remote communities. The need is particularly acute in the case of emergencies such as the forest fires the region experienced in 2018. We have raised this issue with the Province and will continue to support the RDBN's advocacy efforts in this matter.

### ***Timber Salvage***

Coastal GasLink's Environmental Assessment Certificate conditions the project to develop a Timber Salvage Strategy (Condition 21) that underwent a consultation process with relevant regulatory agencies, interested stakeholders, and Indigenous groups, and was approved by the EAO in April, 2016. The strategy is about minimizing the volume of waste timber to gain the most value from a shared resource. The strategy includes the following details:

- timber volume estimates for the Certified Pipeline Corridor;
- marketing commitments and plans for the timber cleared;
- salvage activities for the timber volume that will not be marketed; and,
- the approach for a reconciliation report including a scaled volume comparison to the timber volume estimate to FLNR and EAO on at least an annual basis until harvest activities are complete.

The District should be aware that Coastal GasLink is required to utilize all merchantable timber harvested from its clearing operations under the terms of its Master License to Cut. To not utilize merchantable timber would require that Coastal GasLink file an exemption request and have this request approved by the Oil & Gas Commission.

Section 13.0 (Forest Pest Management) of the Timber Salvage Plan addresses how we will approach forest pests, such as the Spruce Beetle for example. The Timber Salvage Plan also describes mitigation to avoid and minimize the spread of forest pests during construction-associated timber management and hauling. Pest infestation monitoring and stand evaluation of risk will be ongoing to ensure Coastal GasLink activities have not created conditions for forest pest spread. Infested timber will not be transported during critical times to avoid distributing forest pests into new geographic areas.

### ***Invasive Plant Management***

Coastal GasLink recognizes that there is concern across B.C. about the propagation of invasive plants. We have supported the development of training curriculum for local officials through the B.C. Invasive Species Council, and we are currently working on a new Community Investment partnership with Northwest Invasive Species Council that focused on further public education.

Our Invasive Plants Management Plan was approved by the Environmental Assessment Office in 2016. The primary objectives in our Management Plan are to prevent the introduction of noxious and invasive plants (weeds) to project sites, and also to manage weeds discovered during monitoring activities throughout construction, reclamation and operations. The Plan proposes alternative methods

of weed control, avoiding the use of herbicides and pesticides, in accordance with British Columbia's *Integrated Pest Management Act* and commitments made to Indigenous communities and stakeholders. Our interest is to work in co-operation with RDBN and other stakeholders to use effective weed management strategies at every phase. The plan encompasses all Coastal GasLink project areas, including the project right-of-way and ancillary sites such as workforce accommodations and stockpile sites.

An RDBN staff report that was quoted in local news media in early August 2019 appeared to suggest that our Invasive Plants Management Plan would likely fail due to a lack of engagement with the Northwest Invasive Plant Council (NWIPC). In fact, Coastal GasLink entered into discussions with NWIPC in spring 2019, resulting in the conclusion of a service contract.

Among other functions, NWIPC is supporting an update to the inventory of weeds along the Coastal GasLink right-of-way, providing advice on weed management, and monitoring compliance of Coastal GasLink crews with the approved management plan. The term of the contract is from July 2019 through August 2020. The contract will be extended beyond August 2020 if necessary.

### ***Waste Management***

Coastal GasLink is committed to pursuing responsible waste disposal and recycling practices within the letter of B.C. statutes and regulations. We have shared important feedback regarding solid and liquid waste, which we received from RDBN and municipalities, with our prime contractors.

More recently, our accommodation operators have been in discussion with municipal staff in Houston and Burns Lake about liquid waste disposal and agreements are being finalized. With regard to Houston, this includes an agreement to contribute to a local water filtration upgrade. At Burns Lake, Coastal GasLink has agreed to support the construction of a water station and a sewage receiving station, which will then become village assets.

For the Lejac workforce accommodations site, which lies on Nadleh Whut'en reserve territory, our contractor is in discussion with the First Nation Government on the appropriate use of their existing lagoon systems, and final plans are not yet completed at this time.

We have had discussions with the District of Vanderhoof on liquid waste over several years, but the conclusion of disposal arrangements were dependent on the ALC approval of the Vanderhoof workforce accommodation site. As you know, the ALC rejected the application on October 1<sup>st</sup>. Coastal GasLink is currently reviewing the ALC decision and other suitable potential locations for this important workforce accommodation site, and the District of Vanderhoof will continue to be engaged on water provision and liquid waste management.

Contractors and subcontractors are aware of the need to ship all hazardous waste to the nearest approved disposal facility in Prince George.

Solid waste is to be handled by local service providers who have yet to be engaged fully within RDBN. Our prime contractors are aware that solid waste management falls within the jurisdiction of the Regional District, and that there are limits to capacity at the Knockolt and Clearview landfills.

Coastal GasLink will require our prime contractors to ensure that subcontractors have made satisfactory arrangements with RDBN for the disposal of solid waste. We will also arrange to have the prime contractors act as points of invoicing for solid waste disposal within their pipeline sections. The RDBN staff/landfill contacts in this regard will be as follows for each prime contractor organization:

Section 4 (Vanderhoof area), SA Energy Group: Georges Guerette, gguerette@saenergygroup.com

Section 5 (Highway 27 to south of Burns Lake), Macro Spiecapag: Maria Morgan,  
Maria.MORGAN@spiecapag.com

Sections 6 and 7 (west from Burns Lake), Pacific Atlantic Pipeline Construction: Vince Ng,  
Vince.Ng@pacific-atlantic.ca

### ***Building Relationships with Communities***

In preparation for mainline construction in 2020-2021, our prime contractors plan to open administrative offices along the pipeline route for project field execution. This will also facilitate communication with the general public. P APC opened its office in Burns Lake in July, 2019 and has recently opened a second office in Houston. Macro Spiecapag Joint Venture already has an office in Houston opened in June, 2019 and will operate an office in the Lejac workforce accommodation site. SA Energy Group plans to maintain an office at the proposed Vanderhoof accommodation site and have established yard space in Vanderhoof already.

Coastal GasLink continues to take all public concerns seriously, and our Public Affairs team is employed to assist the public by responding to questions related to our project. Our Indigenous Relations, and Land staff are also in ongoing contact with the public. For example, if members of the public have questions regarding traffic management or Forest Service Road upgrades, the Coastal GasLink team will respond directly.

The project's Socio-Economic Effects Management Plan (SEEMP), developed as a requirement under our Environmental Assessment Certificate, contains a section dedicated to engagement during construction. Under the SEEMP, we are required to invite local governments, First Nations and provincial agencies to engage in conversation with us at least semi-annually about the effects of the project on their jurisdiction and possible mitigation. We are also required to provide updates and invitations to engage to designated economic development bodies, emergency services providers and community services organizations. Implementation of the SEEMP involves engagement with 21 Indigenous communities, 18 local governments and 18 provincial agencies.

The Issues Management Process (see figure below) that describes how Coastal GasLink responds to public inquiries.



Each public inquiry is documented and the response is tracked. If RDBN Directors or staff receive public questions or concerns regarding Coastal GasLink, we ask that they be directed to:

Coastal GasLink toll-free number: 1-855-633-2011

Email: [CoastalGasLink@TransCanada.com](mailto:CoastalGasLink@TransCanada.com)

Twitter & Facebook: @CoastalGasLink

The current Public Affairs team:

	Title	Location	Phone	Email
Trevor Halford	Public Affairs Director, BC	Vancouver	778-328-5305	<a href="mailto:trevor_halford@tcenergy.com">trevor_halford@tcenergy.com</a>
Kiel Giddens	Public Affairs Manager, BC	Prince George	250-596-8057	<a href="mailto:kiel_giddens@tcenergy.com">kiel_giddens@tcenergy.com</a>
Jessica Stephens	Public Affairs Advisor	Calgary	587-933-3203	<a href="mailto:jessica_stephens@tcenergy.com">jessica_stephens@tcenergy.com</a>
Heather Desarmia	Public Affairs Coordinator	Fort St. John	250-263-5299	<a href="mailto:heather_desarmia@tcenergy.com">heather_desarmia@tcenergy.com</a>
Tanner Moulton	Public Affairs Coordinator	Prince George	250-596-8071	<a href="mailto:tanner_moulton@tcenergy.com">tanner_moulton@tcenergy.com</a>

In addition to responding to questions and concerns, Coastal GasLink will take a proactive approach to construction communications, especially as they may affect local road use and access to properties. Tools will include website updates, advisories to local media, targeted mailings and visits to affected property owners by our Land team.

We have recently increased the frequency of construction updates on the project website. Each update is communicated through the project's Twitter and Facebook accounts. We are also working to increase the frequency of our construction updates to local governments, from bi-monthly to monthly update reports to be provided starting in November 2019.

Through the mainline construction phase, there will be opportunity for staff and elected officials from RDBN to meet with Coastal GasLink and contractor representatives on issues of mutual interest. In addition, we have provided business organizations, employment agencies and social service agencies and other stakeholders with detailed updates and invitations to contact us whenever they have a question or concern.

In October, 2019, we have scheduled a series of Open House & Job Fair evening events where any member of the public can meet with project representatives. Within RDBN, the dates have been

postponed, but will be communicated to RDBN as soon as possible. The Fraser Lake Open House & Job fair in October are scheduled to take place. The dates for Vanderhoof, Burns Lake, and Houston are being revised and will take place the first two weeks of November.

### ***Local Economic Benefits***

Coastal GasLink has worked for years to make sure local Northern BC communities have the opportunity to take advantage of economic opportunities from our project. We have been collecting business information in our vendor registry and connecting with Chambers of Commerce and Economic Development organizations to share project information.

To date, \$620 million in contract work has been awarded to Indigenous businesses for the project's right-of-way clearing, medical, security and camp management needs, with at least a further anticipated \$400 million in additional contracting opportunities for Indigenous and northern B.C. communities during pipeline construction. To engage businesses in these opportunities we have shared information through Chambers of Commerce, the NDIT Supply Chain Connector database, and construction organizations. We have also engaged businesses directly in-person at project presentations and events. We held a series of 25 Economic Summits earlier in 2019 to connect with interested vendors and job-seekers.

An estimated 2,000 to 2,500 high quality, well-paying jobs will be created during the construction period and 16 to 35 permanent positions during operation. Employment opportunities on Coastal GasLink will include a variety of responsibilities, skill levels and trade specialization and will range from labourers and equipment operators, to skilled tradespersons and project managers. Construction requiring Indigenous and local resources will include activities like: right-of-way clearing, gravel processing, access road development, camp and storage site preparation, materials hauling, right-of-way grading, pipeline ditching, site clean-up and reclamation.

To further connect with local job-seekers, Coastal GasLink and its contractors have been participating in recent Work BC Job Fairs targeted to workers who have faced challenging circumstances in the forestry sector. We have also included a Job Fair component to our Fall Open House series to ensure individuals can connect directly with our contractors, who will be accepting resumes at these events.

Once construction is complete, Coastal GasLink forecasts \$42 million annually in spending to operate our pipeline. Included in our Environmental Assessment from 2013-14, we estimated \$20.88 million in annual property tax benefits in Northern BC, which will support community services such as fire protection, policing, schools, hospital districts and waste management. Of this portion, the RDBN portion is estimated to be \$8.36 million annually.

### ***Temporary Use Permits***

We continue to work with RDBN to fulfill the conditions for a number of temporary use permit (TUP) land use applications.

We plan to re-apply for the Huckleberry Multi-Use Site TUP at your next Board meeting on Thursday, October 24.

Below is a full list of all Coastal GasLink ancillary sites requiring Temporary Use Permits. These sites are in various stages of the RDBN application process:

Site Name	CGL Construction Section	Ownership	RDBN Zoning designation	Temporary Use Permit	Initial Submission Date
Clear Creek Stockpile	4	CROWN LAND	Rural Resource	Required	25-Jan-19
Laydown 26	5	CROWN LAND	Rural Resource	Required	25-Jan-19
Laydown 43	5	PRIVATE	Rural Resource	Required	TBD
Stockpile 10A	5	CROWN LAND	Rural Resource	Required	25-Jan-19
Stockpile 11A	5	PRIVATE	Agricultural	Required	15-May-19
Huckleberry MUS	7	CROWN LAND	Rural Resource	Required	28-Jun-19

We look forward to continued meetings and conversations with you in the near future. We have already had nearly 7 years of engagement with RDBN, and we look forward to our continued relationship for decades to come. You may contact me directly at our Prince George Regional Office at 250-596-8057 if you wish to discuss any aspect of the Coastal GasLink project.

Sincerely,



**Kiel Giddens**  
Public Affairs Manager, British Columbia  
Coastal GasLink Pipeline Project | TC Energy

# Coastal GasLink Pipeline Project work packages



## Coastal GasLink Pipeline Project



### Coastal GasLink Pipeline Project

- Coastal GasLink Pipeline Project final approved route corridor
- ◆ Proposed Coastal GasLink metering facility
- ▲ Proposed Coastal GasLink compression & metering facility
- ▲ Potential future Coastal GasLink compression facilities (TBD)

### Other

- LNG Canada facility (3rd party)
- TC Energy's NOVA Gas Transmission Ltd. (NGTL) existing system
- Highways
- Cities and towns

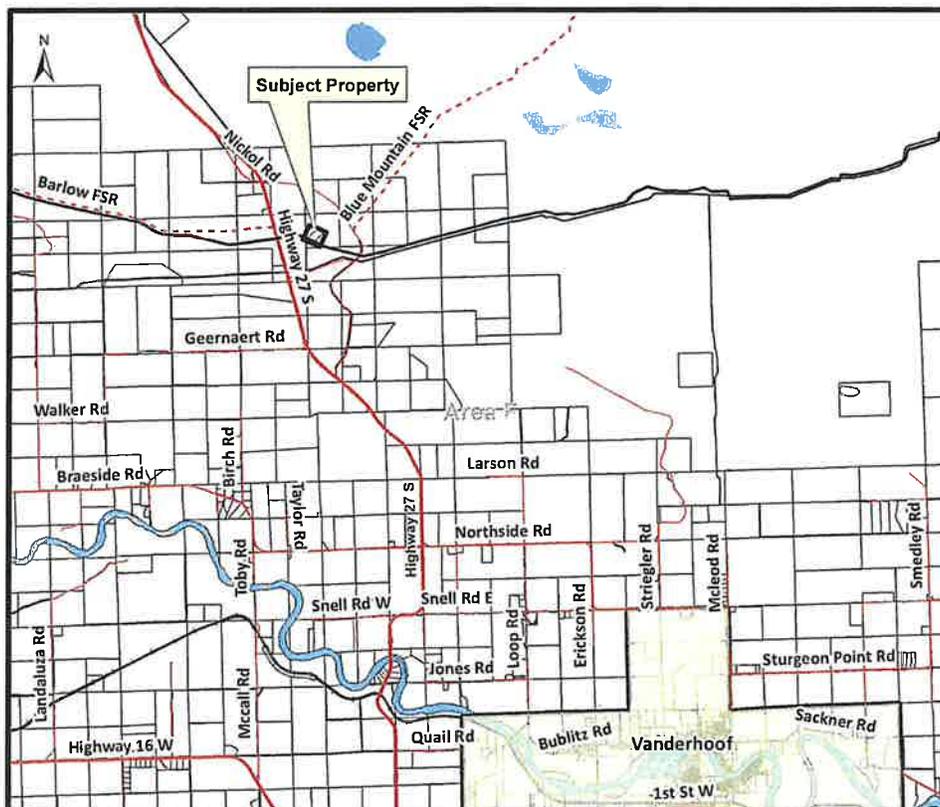


**Planning Department Report  
Temporary Use Permit Board Report  
File F-01-19 (CGL Clear Creek Stockpile Site)  
October 10, 2019**

## APPLICATION SUMMARY

<b>Name of Applicant:</b>	TC Energy
<b>Name of Agent:</b>	Steve Campbell
<b>Electoral Area:</b>	F
<b>Subject Property:</b>	Remnant NW ¼ Section 22, Township19, Range 5, Coast District
<b>O.C.P. Designation:</b>	Resource (RE) in the Vanderhoof Rural Official Community Plan 1517, 2009.
<b>Zoning:</b>	Rural Resource (RR1) in 'Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993"
<b>Existing Land Use:</b>	Vacant Crown Land
<b>ALR Status:</b>	Not located within the ALR
<b>Location:</b>	The property is located adjacent to Hwy 27 just past Blue Mountain and 4 Mile Road, approximately 29 km northwest of Vanderhoof BC.

**Location Map**



## PROPOSAL

The applicant is requesting the issuance of a Temporary Use Permit (TUP) to allow the land to be used for the storage of pipe, fuel and other materials used in the construction of the Coastal Gaslink Pipeline in 2020 – 2021.

The application area is approximately 17 ha. in size. Peak traffic will be 300 flatbed truck loads per week while pipe is delivered to the site. Pipe and other materials will then be delivered from the site to the pipeline right of way as needed for construction. Employees working on site will range from 20 to 40. The applicants are not proposing any limitations on their hours of operation.

### Site Plans



## Temporary Use Permits Explained

A TUP allows the use to continue for up to three years. During those 3 years a request can be made to have the Board consider renewing the permit for an additional three years. After the renewed permit expires, a new application can be made to allow the use to continue.

## The Approval Process

Notice of this application will be published in a local newspaper informing the public of the time and location of the Board's consideration of the application, and their ability to provide input. There are no residents within 50 metres of the site that require delivery of notice. However, the Ministry of Forests Lands Natural Resource Operations and Rural Development, Stuart Nechako Natural Resource District Office will be notified of the proposal and asked to provide all tenure holders within 50 metres of the subject property with a similar notice.

Prior to the Board's consideration of the application the gallery will be asked if anyone wishes to provide comment on the application.

## REFERRAL COMMENTS

### Advisory Planning Commission

Resolution: Recommend Approval.

### Ministry of Transportation and Infrastructure

No comments received at the time of writing this report.

## PLANNING DEPARTMENT COMMENTS

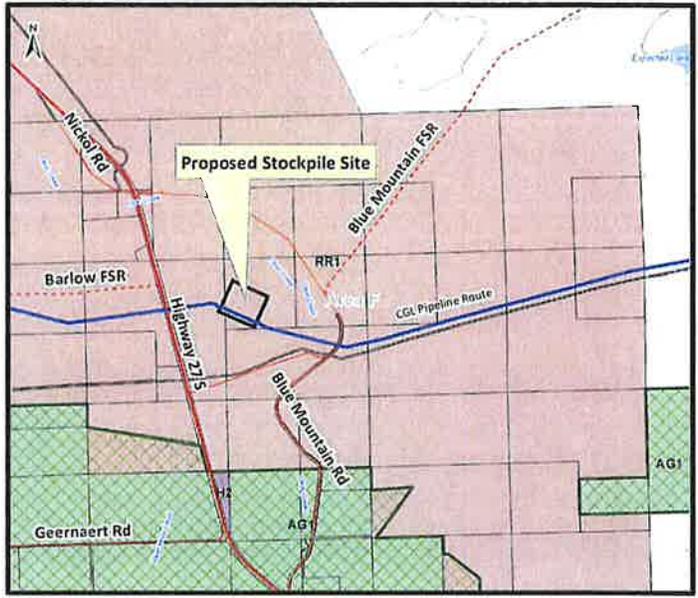
### OCP

The TUP must be in accordance with the policy identified in the Vanderhoof Rural Official Community Plan, which allows for the issuance of a Temporary Use Permit on the following basis:

- 6.2.A (1) *Temporary commercial or industrial permits may be issued, pursuant to Section 921 of the Local Government Act, throughout the plan area, where:*
- (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;*

2019

- (d) The proposed temporary use does not require a significant amount of capital investment in a particular location; and
- (e) The proposed temporary use has the support of the Agricultural Land Commission if the land is within the Agricultural Land Reserve (ALR).



**Zoning**

The property is zoned Rural Resource (RR1) and the proposed use is not permitted in the RR1 Zone. Therefore, the applicant must apply to rezone the property or apply for a Temporary Use Permit (TUP).

**Land Use Impacts**

The proposed location appears well suited for the proposed storage use, given its relatively remote location, proximity to the Pipeline ROW and existing road infrastructure, and relatively flat topography. However, the closest residents are approximately 1 km to the north, and 1.6 km to the south of the proposed use area.

The site must be accessed, developed, and reclaimed in accordance with the permit issued by the BC Oil and Gas Commission, which is attached for the Board’s information.

As the Huckleberry Multi-Use Site is located on Crown Lands under permit staff are not concerned that the site will not be adequately reclaimed. Therefore, staff are not recommending that the Board require reclamation security as a condition of the permit.

**Recommendation**

That the Regional District Board approve the issuance of Temporary Use Permit F-01-19 for the proposed Clear Creek Stockpile Site located on the property legally described as ‘Remnant NW ¼ Section 22, Township19, Range 5, Coast District.’

Written by  
  
 Jason Llewellyn  
 Director of Planning

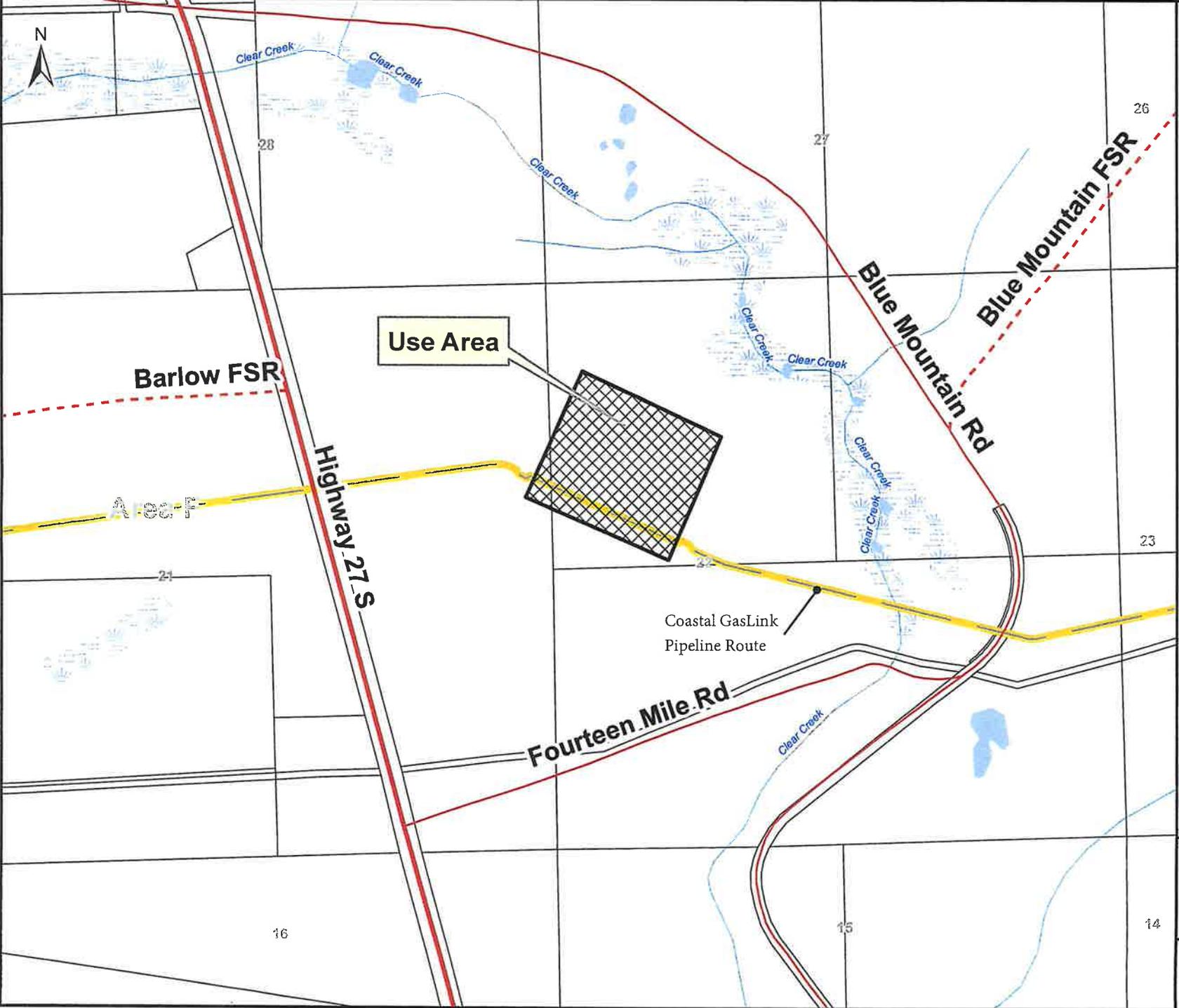
*Electoral Area Planning – Participants/Directors/Majority*





# Schedule A: TUP F-01-19 (CGL Clear Creek Stockpile Site)

## Legend



-  Clear Creek Stockpile Site Use Area
-  Cadastre
-  CGL Pipeline Route
-  Forest Service Road
-  Highway
-  Secondary Road
-  Watercourses
-  Lake
-  Welland

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Scale: 1 cm = 150 m  
 User: jennifer.macIntyre  
 Date: 2019-10-10  
 Time: 11:53:09 AM



**LEGEND:**

- Proposed Stockpile Site
- Location Boundary
- Proposed Boundary of Graded Area
- Tenured Road
- Site Access
- Top Soil
- 24m Pipe Joints

**NOTES:**

- The proposed project does not impact OGC Area Based Analysis (ABA) areas
- The proposed project is not within the Agricultural Land Reserve (ALR).
- Project to be flagged at time of construction.
- UTM Coordinates shown are NAD83 Zone 10 N.
- The proposed project is within the Southwest OGC Zone.
- Distances shown are in meters and decimals thereof.

**MIDWEST SURVEYS LAND SURVEYING LTD.**  
 11003 Alaska Road  
 Fort St. John, BC  
 V1J 6P3  
 Tel: 250-785-3902  
 IB-0015-12

BCGS: 93K 020

REVISION	DESCRIPTION
0	Issued for Use, Jun 12, 2019

SCALE 1:2500



Clear Creek				
WT	12m	18m	24m	Total (m)
18.5 FBE DJ	0	0	35112	35,112
18.5 FBE no DJ	0	0	0	0
20.6 FBE	0	0	0	0
24.7 FBE	0	0	0	0
24.7 ARO	0	0	0	0
25.5 FBE	0	0	0	0
25.6 FBE	0	0	0	0
25.6 ARO	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>35112</b>	<b>35,112</b>

**LOCATION PLAN**  
SCALE - 1:2500

**Coastal GasLink Pipeline Project** **TransCanada**  
*In business to deliver*

COASTAL GASLINK PIPELINE LTD.

SKETCH PLAN SHOWING  
**LAYOUT SKETCH - CLEAR CREEK STOCKPILE**  
 WITHIN  
**UNIT 62 BLOCK G, GROUP 93-K-1**  
 REM N 1/2 SEC 21-19-R5C  
 AND NW 1/4 SEC 22-19-R5C  
 WITHIN UNSURVEYED CROWN LAND  
 RANGE 5 COAST DISTRICT

Route Reference: CGP_Route_RevF1	Jun 12, 2019
Document No: CGE4703-MSI-G-MP-955-011	Rev 0

302

## Ancillary Sites – Stockpile Sites

### Clear Creek Site (approximately KP 330)

Coastal GasLink Pipeline Ltd., a wholly owned subsidiary of TransCanada PipeLines Limited, will require temporary ancillary sites for its Coastal GasLink Pipeline Project (Project) for preparation and use of construction camps, laydown areas, stockpile sites and contractor yards before and during pipeline construction activities. Clear Creek Stockpile Site is located approximately 29 km northwest of Vanderhoof, BC.

#### **PURPOSE**

Stockpiles sites are required for the temporary storage of pipe during pipeline construction. These sites will need to be accessed and prepared before the start of pipe delivery and used until all construction activities have been completed.

#### **LOCATION AND ACCESS**

Stockpile sites are located where an appropriate area of relatively level ground is available, located close to the pipeline right-of-way (ROW), with suitable ground access to the site and the ROW. Ground access will include existing highways and industry service roads, some of which will be upgraded before use in accordance with applicable regulatory requirements. Clear Creek Stockpile Site is located approximately 29 km northwest of Vanderhoof, BC. The stockpile site will have the surface material stockpiled and levelled, the travel paths will be gravelled, and then the sites will be reclaimed at the end of use.

#### **SIZE**

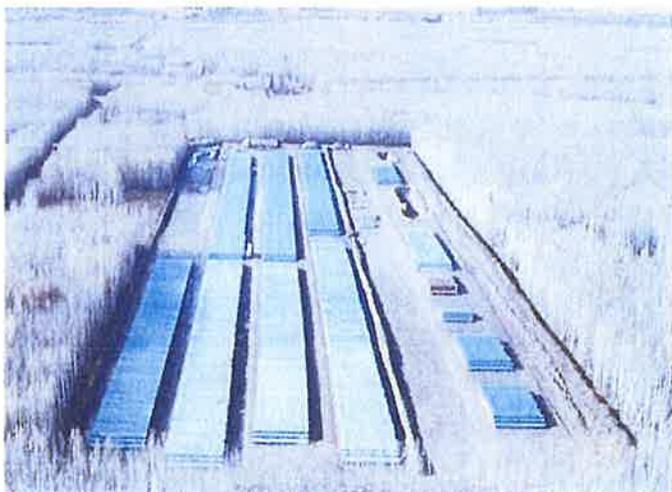
Clear Creek Stockpile Site will be approximately 16.70 hectares.

#### **SCHEDULE AND DURATION**

Subject to the receipt of regulatory approval, stockpile construction would commence after a positive final investment decision has been made by LNG Canada (our customer). Following a positive final investment decision, construction and use of the proposed stockpile will last about three to four years.

#### **EQUIPMENT AND PERSONNEL**

Equipment associated with stockpile sites includes pipe trucks/trailers, cranes, bulldozers, excavators, front-end loaders, pickup trucks, fuel trucks, water trucks, side booms, tractor trailers and delivery vehicles.



*Example of stockpile site*

Date 16-Septemeber-2019  
 Attention Jason Llewellyn, Director of Planning  
 Location Regional District of Bulkley-Nechako  
 Document # CGL4703-CGP-LA-MEM-0005

From Jerry Hagan, Land Representative  
 Subject Temporary Use Permit Application Clarifications

TC Energy  
 450 - 1st Street S.W.  
 Calgary, Alberta, Canada T2P 5H1

tel 403.920.7994  
 mob 778.289.1197  
 email jerry\_hagan@tcenergy.com  
 web www.tcenergy.com

The Coastal GasLink Pipeline Project (“Coastal GasLink”) received a letter from the Regional District of Bulkley Nechako (RDBN), dated February 13, 2019, requesting additional information to support Temporary Use Permit (TUP) applications for Laydown Sites # 26 and 23, and proposed stockpile sites #10A and Clear Creek. This letter is to provide the supplementary information requested for proposed Clear Creek stockpile site. A summary of these sites is provided in Table 1 below:

**Table 1:** Summary of Coastal GasLink Priority TUP Site Requests

Ancillary Site Classification	Site Name	Construction Section
Stockpile	Clear Creek	4

A summary of the questions raised in RDBN’s February 13 letter, along with Coastal GasLink’s response as applicable to the site shown above, is as follows:

#### Owner Authorization

**RDBN Question:** The application areas are located on Crown lands. Therefore, we require a representative from the Province to authorize you to act as their Agent. Since you will be submitting multiple applications, we will accept a letter from an appropriate person of authority from the Province appointing you as their Agent.

**Coastal GasLink Response:**  
*OGC Authorization is attached*

#### Contaminated Sites Regulation Questionnaire

**RDBN Question:** The attached Contaminated Sites Regulation questionnaire must be completed for each site. Please have the Agent or Owner fill out and sign the questionnaire and return it to the RDBN.

**Coastal GasLink Response:**  
*Please see attached Completed Questionnaire*

**Site Plan**

**RDBN Question:**

Please provide a detailed site plan for each application area showing the following:

- all proposed or existing structures (portable or fixed) including fencing;
- areas to be used for equipment or materials storage;
- areas proposed to be used for the stockpiling of soil;
- any screening provisions such as berms, tree buffers, etc.
- any locations where fuel will be stored
- any locations intended for vehicle parking

**Coastal GasLink Response:**

*Please see attached Site Layout*

**Operations**

**RDBN Question:**

Can you please provide a more detailed description of the use and operation of the site. The descriptions provided in the application are too generalized and do not allow for an understanding of the potential land use impacts associated with the proposed use. For example, information relating to the following would assist our evaluation of your applications.

- drainage and dust control
- traffic to and from the site including approximate trips per week, vehicle type, route used, etc.
- hazardous materials storage, including location (on site plan), and safety measures employed
- estimated number of employees working on site and associated amenities (office space, water supply, waste disposal method)

**Coastal GasLink Response:**

Please see Coastal GasLink’s response in Table 2 and the notes below.

**Table 2:** Coastal GasLink Response, Operations Questions

<b>RDBN Query</b>	<b>Coastal GasLink Response</b>
Drainage and dust control	The site will be graded to allow for natural drainage, utilizing appropriate sediment and erosion control (e.g. filter cloth and straw bails). Dust control is not expected to be required but will be achieved through the application of water (e.g. water trucks) only.
Traffic to and from the site	Peak traffic will be approximately 300 pipe truck loads per week for a short duration while stockpiling and stringing. Additionally the site will be used to marshal the move-around for S4 to S3 using lowbeds. The traffic will head out of the site onto Hwy 27 and proceed from there to its final destination.
Hazardous materials storage	Fuel may be stored at the site. Sorbents, barrier materials (e.g. impermeable liners, etc.), shovels, a water boom, and storage drums will be located on site to respond to small spills. For waste and chemical handling activities, employees and contractors will be trained and use appropriate personal protective equipment to prevent any contact with material
Estimated number of employees working on site and associated amenities	The peak number of workers on site during civil & grading work is approximately 20-25, less than 15 during stringing and stockpiling, and approximately 25-40 during facility piping installation. There will be a portable toilet on site

**Site Disturbance and Reclamation****RDBN Question:**

Please provide a description of site preparation to be undertaken for each site. For example, information relating to the following would assist our evaluation of your applications.

- tree removal
- soil removal and stockpiling
- gravel brought to site for work area

**Coastal GasLink Response:**

Please see attached site plans, and supplemental information on each topic in Table 3 below:

**Table 3:** Coastal GasLink Response, Site Disturbance

RDBN Query	Coastal GasLink Response
Tree Removal	<p>Sites will be cleared after Migratory Bird Window restriction end, by approved specialized subcontractors. The mitigation measures found in Section 8.2 of the Environmental Management Plan (EMP) will be followed as applicable, including:</p> <ul style="list-style-type: none"> <li>- Coastal GasLink will avoid disturbance to environmentally sensitive features during clearing as identified by the appropriate signage or fencing. The Environmental Inspector(s) and appropriate Resource Specialist will determine the size of avoidance buffer surrounding these features, if appropriate</li> <li>- Coastal GasLink will assess the archaeological impact of the proposed work prior to commencing clearing, and limit clearing at known archaeological sites as directed by the relevant regulatory authority, BC OGC or BC MFLNRORD Archaeology Branch</li> <li>- Coastal GasLink will adhere to industry guidelines, as appropriate, regulations and Codes of Practice outlined in the Forest Practices Code of BC Act: Timber Harvesting and Silviculture Practices Regulation and Forest Practices Act</li> <li>- Coastal GasLink will Salvage and deck timber as denoted in the Timber Salvage Plan or as directed by the landowner (see STDS-03-ML-05-301 attached)</li> <li>- Coastal GasLink will not bulldoze salvageable timber</li> <li>- Coastal GasLink will Suspend timber skidding operations or implement alternative measures, if the potential exists for merchantable timber to be damaged through contact with wet or muddy soils</li> <li>- Coastal GasLink will grub tree roots, where required, to preserve surface organic material</li> <li>- Coastal GasLink will conduct timber and brush disposal subject to agreements with the relevant regulatory authority</li> <li>- Coastal GasLink will dispose of all timber material not salvaged for merchantability through burning or mechanical chipping, unless otherwise directed by the Environmental Inspector(s)/Construction Manager</li> <li>- Merchantable timber will be transported to conversion facilities or other end users including interested Aboriginal groups</li> </ul>

	<ul style="list-style-type: none"> <li>- Coastal GasLink will obtain applicable permits prior to burning slash, in accordance with the applicable regulations (Open Burning Smoke Control Regulations [BC Regulation 145/93])</li> <li>- When burning, Coastal GasLink will implement techniques to limit smoke production including limiting pile size, reducing moisture content, and maintaining loose burning piles with minimal soil</li> <li>- Coastal GasLink will not bury stumps and debris</li> </ul>
Soil Removal	<p>The mitigation found in Section 8.3 of the EMP will be followed as applicable, including:</p> <ul style="list-style-type: none"> <li>- Coastal GasLink will use machinery appropriate to the season and conditions for all soil salvage operations</li> <li>- Coastal GasLink will plan construction operations to reduce the number of times and distances that salvaged soils are moved</li> <li>- Coastal GasLink will salvage the organic layer (i.e., topsoil, leaf litter layer) where applicable</li> <li>- Coastal GasLink will stabilize exposed surface material and subsoil where the potential for erosion exists</li> <li>- Coastal GasLink will avoid working during and immediately after intense rainfall events or spring thaw when soils are wet, and discontinue soil-handling work under wet or windy weather conditions</li> <li>- Grading will be undertaken with the understanding that original contours and drainage patterns will be re-established during cleanup unless otherwise authorized by the Environmental Inspector(s) or designate</li> <li>- Coastal GasLink will ensure grade material does not spread off site</li> <li>- CGGL will alleviate compaction by using suitable machinery to loosen subsoil and smooth the surface prior to topsoil replacement</li> </ul>
Gravel brought to site for work area	<p>If required, imported clean coarse material (gravel) will be placed on geotechnical cloth. Alternatively, wooden mats may be used on the travel lanes and other high-traffic or high-load areas.</p>

**RDBN Question:**

Please provide a description of reclamation to be undertaken for each site. For example, information relating to the following would assist our evaluation of your applications.

- soil replacement
- hydroseeding and or tree planting
- testing for contaminants and clean up

**Coastal GasLink Response:**

In General, the EMP outlines environmental protection measures to avoid or reduce potential adverse effects during construction of the Project. It also contains mitigation measures for Post Construction reclamation activities with the objective of maintaining equivalent land capability for agricultural lands, and allow for natural revegetation where appropriate.

Specific responses to RDBN’s questions, based on information from the EMP, are provided in Table 4 below:

**Table 4: Coastal GasLink Response, Site Reclamation**

RDBN Query	Coastal GasLink Response
Soil replacement	<p>Coastal GasLink will replace grade material to construction preparation contours where practical. Surface drainage patterns will be re-established following construction, with erosion and sedimentation control measures applied as appropriate.</p> <p>Coastal GasLink’s Environmental Inspector(s) will determine the locations where subsoil compaction is an issue. Prior to topsoil or surface material replacement in these areas, Coastal GasLink will rip compacted subsoils with a multi-shank ripper or breaking disc to a depth of 30 cm or the depth of compaction, whichever is deeper. If soils are moist, ripping of subsoils will be postponed until soils dry to ensure that the soils fracture when ripped. Coastal GasLink will also re-grade areas with vehicle ruts or erosion gullies, and smooth and level the ripped subsoil surface to prevent admixing of subsoil and topsoil or surface material when the topsoil or surface material is replaced.</p> <p>Subsequently, Coastal GasLink will replace salvaged surface material as evenly as possible, postponing replacement where required during wet conditions to prevent erosion or damage to the soil structure.</p>
Hydroseeding and or tree planting	<p>Coastal GasLink will reclaim native vegetation in accordance with applicable federal and provincial laws and regulations, or as agreed to with the relevant regulatory authorities. Seeding will follow as close as practical to rough cleanup and topsoil/surface material replacement, pending seasonal or weather conditions.</p>
Testing for contaminants and clean up	<p>Testing for contaminants is not planned; in the event contaminated soils are encountered during construction, the Contaminated Soils Management Plan (Appendix D.5 of the EMP, attached) will be implemented. If a spill occurs, the Spill Contingency Plan will be implemented.</p>

**Other Permits**

**RDBN Question:**

Please identify any permits needed from other agencies for the proposed uses. If permits have been obtained please provide copies of those permits. For example, Access Permits, Water Use Permits, Special Use Permits, etc.

**Coastal GasLink Response:**

Coastal GasLink has obtained the OGC permit for the site and will obtain archaeology clearance prior to commencing the work. Permits and agreements have also been obtained for all required access to the site, as shown on the attached Access Maps. The relevant land permits for the site has been included in the attachments.

**Attachments:**

- 1) OGC Authorization
- 2) Contaminated Site Regulation Questionnaire
- 3) Site Layout
- 4) Environmental Management Plan, Appendix D.1: Chemical and Waste Management Plan
- 5) STDS-03-ML-05-301
- 6) Environmental Management Plan, Appendix D.5: Contaminated Soils Management Plan
- 7) Access Map
- 8) Permit
- 9) TUP Application

Activity/Concern	Contingency Mitigation
Dewatering	<ul style="list-style-type: none"> <li>• Shunt test water ahead from test section to test section to the extent practical to reduce water hauling, water usage and the number of dewatering points.</li> <li>• Prior to discharge of hydrostatic test water, ensure that the appropriate testing and treatment measures are implemented in accordance with local regulatory requirements.</li> <li>• Discharge hydrostatic test water into the same drainage basin from which it was withdrawn, unless otherwise approved by the appropriate authority.</li> <li>• Discharge water into a well-vegetated area. Provide scour protection or an energy diffuser at the discharge site as directed by Coastal GasLink.</li> <li>• Preserve water quality, including preventing the introduction of foreign material (debris, sediment, etc.) into the receiving waterbody/watercourse. Do not dewater directly to watercourses or wetlands.</li> <li>• Monitor the discharge area for erosion.</li> </ul>

## 8.8 CLEANUP AND RECLAMATION

### 8.8.1 Introduction

1 Cleanup and reclamation are important steps in returning construction sites to a  
 2 condition similar to construction preparation. For winter construction, cleanup is  
 3 generally a two-phase process, with rough cleanup being completed immediately  
 4 following construction, and final cleanup occurring the following summer. For  
 5 summer construction, cleanup is generally completed immediately following  
 6 construction, or as soon as conditions permit.

### 8.8.2 Objectives

7 The objectives of this mitigation are to:

- 8 • effectively use reclamation techniques that prevent surface material loss from  
 9 wind and water erosion
- 10 • establish a vegetative cover compatible with surrounding vegetation and land uses
- 11 • comply with regulatory requirements
- 12 • re-establish the ROW or Project site to a stable condition acceptable for  
 13 operational requirements
- 14 • maintain equivalent land capability, ensuring the ability of the land to support  
 15 various land uses similar to the uses that existed before construction, but not  
 16 necessarily identical

## §.8.3 Specific Measures

Activity/Concern	Mitigation
Scheduling	<ul style="list-style-type: none"> <li>• Complete machine cleanup immediately following construction, prior to spring break-up. If machine cleanup cannot be completed prior to spring break-up, ensure cross ROW drainage is re-established, and sedimentation and erosion controls are installed to protect the ROW and sensitive environmental features. Final cleanup and reclamation will generally occur during the following fall or winter, or as soon as conditions permit.</li> <li>• Cleanup activities will follow completion of backfill operations as closely as practical.</li> <li>• Schedule final cleanup to occur under non-frozen conditions, when soil moisture conditions permit.</li> <li>• Where construction occurs during frozen conditions, delay final cleanup (i.e., soil feathering, grade touch-ups, final contouring and topsoil and surface material replacement) until the following summer.</li> <li>• If reclamation is postponed, contact the relevant regulatory agencies before the initiation of the cleanup and reclamation activities and notify upon completion as required.</li> <li>• In the event of cleanup activities within the RAP for migratory birds (May 1 to July 31), conduct nest sweeps to identify any active nests.</li> </ul>
Scenic Viewing	<ul style="list-style-type: none"> <li>• Assess the feasibility of installing visual barriers such as berms or vegetative screening at locations (e.g., trail crossings) where appropriate, as determined by the Environmental Inspector.</li> </ul>
Level of Cleanup	<ul style="list-style-type: none"> <li>• The level of cleanup on all agricultural lands will ensure the land is returned to as close to construction preparation conditions as practical to allow for continued agricultural operations and equivalent land capability.</li> </ul>
Staking	<ul style="list-style-type: none"> <li>• Remove all flagging from the proposed Project area and dispose of it at an approved facility following the completion of construction.</li> </ul>
Corduroy/Subsoil Ramping	<ul style="list-style-type: none"> <li>• During final cleanup, remove subsoil, if used, and overlying corduroy or geotextile and return the material to its construction preparation location unless otherwise requested or approved by the applicable government agency.</li> <li>• Dispose of corduroy, slash and any remaining leaning trees or incorporate into rollback, where required.</li> </ul>
Matting	<ul style="list-style-type: none"> <li>• Remove all matting and non-biodegradable geotextile from all locations on the ROW.</li> </ul>
Wet Soils	<ul style="list-style-type: none"> <li>• If saturated conditions exist at the time of cleanup on agricultural lands, refer to the Wet Soils Contingency Plan (Appendix C). If necessary, suspend final cleanup activity until soil conditions are appropriate.</li> </ul>
Secondary Surface Material Removal	<ul style="list-style-type: none"> <li>• On agricultural areas, where construction occurred during frozen ground conditions, and where reduced width surface material removal was conducted, final cleanup will require surface material removal of a wider area (secondary surface material removal) to maintain land capability.</li> <li>• Strip back topsoil and surface material on both sides of the ditchline to ensure sufficient space is available for feathering excess soil and subsoil preparation.</li> <li>• Once subsoil preparation is complete, replace topsoil and surface material uniformly over the stripped area.</li> </ul>

Activity/Concern	Mitigation
Grade Replacement	<ul style="list-style-type: none"> <li>• Replace grade material to construction preparation contours, where practical</li> <li>• Re-establish surface drainage patterns following construction, install drainage and erosion control measures and complete the installation of sedimentation control measures at all watercourse crossings.</li> <li>• Re-contour the ROW and areas around facilities to be compatible with surrounding drainage patterns and to prevent concentration of runoff down a slope or parallel to the trench line</li> </ul>
Grade Replacement in Agricultural Land Reserves	<ul style="list-style-type: none"> <li>• On ALR lands and areas with agriculture use outside ALR, recontour after backfilling (using subsoil prior to replacing topsoil to reclaim natural drainage patterns) and remove potential barriers or conduits to water flow.</li> </ul>
Grade Replacement Frozen Conditions	<ul style="list-style-type: none"> <li>• Where construction occurs under frozen conditions, replace grades. Some re-grading under non-frozen conditions may be required to touch up areas and to ensure pre-disturbance contours are maintained.</li> </ul>
Surface Material Replacement	<ul style="list-style-type: none"> <li>• Replace surface material evenly over all portions of the ROW that have been stripped.</li> <li>• Postpone replacement of surface material during wet conditions to prevent erosion or damage to the soil structure.</li> </ul>
Compacted Subsoils	<ul style="list-style-type: none"> <li>• Environmental Inspector(s) will determine the locations where subsoil compaction is an issue. Prior to topsoil or surface material replacement, rip compacted subsoils on the construction ROW with a multi-shank ripper or breaking disc to a depth of 30 cm or the depth of compaction, whichever is deeper. If soils are moist, postpone ripping of subsoils until soils dry to ensure that the soils fracture when ripped.</li> <li>• In areas where the topsoil or surface material is in place, use special equipment such as a paratiller to relieve compaction with reduced potential for admixing at the discretion of the Environmental Inspector(s) in consultation with the Construction Manager.</li> </ul>
Subsoil Preparation	<ul style="list-style-type: none"> <li>• Re-grade areas with vehicle ruts or erosion gullies.</li> <li>• Re-grade areas of rutted mineral subsoil before topsoil replacement on ALR lands and non-ALR areas in agricultural use.</li> <li>• Smooth and level the ripped subsoil surface to prevent admixing of subsoil and topsoil or surface material when the topsoil or surface material is replaced.</li> </ul>
Trench Crown	<ul style="list-style-type: none"> <li>• Feather out spoil material displaced by the pipe and other pipeline materials that will not fit back into the trench across the stripped portion of the ROW, with a maximum 10 cm crown measured over the trench-line, where practical.</li> </ul>
Root and Rock Picking	<ul style="list-style-type: none"> <li>• As per agreement with the landowner, pick rocks and roots to an equivalent size and distribution of that on adjacent land, or to 10 cm wide or less.</li> <li>• Dispose of all rock material collected at an appropriate off ROW location, as directed by the Environmental Inspector(s).</li> </ul>
Topsoil Replacement	<ul style="list-style-type: none"> <li>• Replace topsoil to a uniform depth on all portions of the ROW that were stripped. Match topsoil depth to the unstripped edges of the ROW.</li> <li>• If construction occurs under frozen ground conditions, delay topsoil replacement until the topsoil pile and trench spoil has completely thawed.</li> <li>• Postpone replacement of topsoil during wet weather or high winds to prevent erosion or damaging soil structure.</li> </ul>

Activity/Concern	Mitigation
Cultivation	<ul style="list-style-type: none"> <li>• On cultivated land, disc or cultivate the areas on which topsoil has been replaced to reclaim soil tilth, unless otherwise approved by the Environmental Inspector(s). Discing and cultivation depth will not exceed the topsoil depth.</li> <li>• Under extremely dry soil conditions, use a cultivator rather than a disc.</li> </ul>
Fencing	<ul style="list-style-type: none"> <li>• All fences will be replaced and will match the number of wires in the connecting fence line.</li> <li>• New posts and bracing will be installed to match the connecting fence</li> <li>• Coastal GasLink will explore options to improve fence lines to minimize disturbance of third-party users (e.g. livestock grazing) to sensitive areas, such as riparian zones.</li> <li>• - Coastal GasLink will consult with landowners and occupants regarding fence line removal and fencing to exclude livestock.</li> </ul>
Access Removal	<ul style="list-style-type: none"> <li>• Remove bar ditch ramps and reclaim all temporary access trails and shoe-flies to stable conditions. Re-contour to construction preparation conditions and seed accordingly.</li> <li>• Remove all mats and ramps used so that they do not impede the reclamation of natural drainage patterns.</li> <li>• Remove all temporary vehicle crossing structures prior to spring break-up. Ensure that removal of access does not disturb the bed or banks of the crossing.</li> </ul>
Access Removal: Frozen Conditions	<ul style="list-style-type: none"> <li>• Remove all temporary vehicle crossing structures, prior to spring break-up. Remove or breach snow or ice bridges to ensure they do not impede flow.</li> </ul>
Sedimentation/Erosion Control	<ul style="list-style-type: none"> <li>• Remove unnecessary silt fence or other temporary erosion control measures not required, as specified by the Environmental Inspector(s) or designate.</li> <li>• Install sedimentation and erosion control measures, where required, in accordance with Dwgs. STDS-03-ML-05-001, STDS-03-ML-05-132, STDS-03-ML-05-604, STDS-03-ML-05-605 and STDS-03-ML-05-608 in Appendix B, unless otherwise approved by the Environmental Inspector(s) or designate to adjust for site conditions and suitability.</li> <li>• The Environmental Inspector(s) or designate will determine the location of sedimentation and erosion control measures.</li> <li>• Install cross ditches and berms on moderately steep and steep slopes in order to prevent runoff along the ROW and subsequent erosion. Install berms immediately downslope of all trench breakers (Dwg. STDS-03-ML-12-221).</li> <li>• Install stub berms, as required by Coastal GasLink, in high groundwater areas to prevent ditch line surface water flows.</li> </ul>
Natural Recovery	<ul style="list-style-type: none"> <li>• Natural recovery is the preferred method of reclamation in appropriate areas.</li> <li>• Use natural recovery in peatland and non-peatland wetlands.</li> <li>• Use cover crops, where required, to prevent erosion of disturbed areas prior to final cleanup and reclamation.</li> </ul>
Recreational Trails	<ul style="list-style-type: none"> <li>• Reclaim recreation trails and use areas disturbed by the proposed Project to the extent practical, to their construction preparation condition and according to the Reclamation Plan.</li> </ul>

Activity/Concern	Mitigation
Seeding and Revegetation	<ul style="list-style-type: none"> <li>• Reclaim native vegetation in accordance with applicable federal and provincial laws and regulations, or as agreed to with the relevant regulatory authorities.</li> <li>• Use only Certified No. 1 seed unless Certified No 1 is not available for select reclamation seed species (i.e., native species).</li> <li>• Acquire Certificates of Analysis for all seed mixes.</li> <li>• Seed riparian and erosion prone areas with an approved native cover crop and seed mix that has been approved by the relevant regulatory authority as soon as practical after construction prior to spring freshet, wherever practical.</li> <li>• Seeding will follow as close as practical to rough cleanup and topsoil and surface material replacement, pending seasonal or weather conditions.</li> <li>• On privately-owned lands such as pasture and hay land, base the final seed mix on input from landowners and the availability of seed at the time of reclamation</li> <li>• Landowners are responsible for seeding cultivated lands.</li> <li>• On Crown land, allow for natural regeneration, or seed as directed by the relevant regulatory authority.</li> <li>• Apply seed to all disturbed surfaces (except cultivated fields and wetlands) unless otherwise specified on the environmental worksheets.</li> <li>• Use natural recovery in wetlands and areas of ecological communities or plant species of concern and traditionally important plant species unless invasive species or noxious weeds are a concern, unless otherwise specified by Coastal GasLink.</li> <li>• Restrict vehicle access over newly seeded areas.</li> <li>• Inspect vegetation regularly during the PCM program to ensure adequate vegetation cover is established and maintained. Take appropriate action if post-construction monitoring indicates an undesirable outcome.</li> <li>• Commence reclamation as soon as practical.</li> </ul>
Seed Mix Application	<ul style="list-style-type: none"> <li>• Seed will be applied using a rangeland drill or equivalent. Use broadcast application on steep terrain, fence lines, road ditches, watercourse banks, etc.</li> <li>• Apply seed at a rate of 10 kg/ha for drill seeding and 15 kg/ha for broadcast seeding. Drill seeding is the primary method of seed application, unless otherwise specified by the Environmental Inspector(s) or designate.</li> </ul>
Straw Crimping	<ul style="list-style-type: none"> <li>• Straw crimping may be used to prevent wind erosion and reduce evapotranspiration on pasture, cultivated lands, and erosion prone soils as specified by the Environmental Inspector.</li> <li>• To prevent the introduction or spread of noxious weeds, inspect all potential source locations for noxious weeds before procurement of the straw.</li> </ul>

Activity/Concern	Mitigation
Rollback	<ul style="list-style-type: none"> <li>• Install rollback as specified by the Environmental Inspector(s) and approved by the relevant regulatory authority.</li> <li>• Rollback slash and small diameter, non-merchantable timber on erosion prone slopes when deemed necessary by the Environmental Inspector. Walk down erosion control rollback with a dozer (refer to Appendix B, Dwg. STDS-03-ML-05-312)</li> <li>• Install rollback to prevent access along portions of the ROW as indicated on the environmental worksheets or directed by the Environmental Inspector(s) and Construction Manager. Spread evenly over ROW. Do not walk over access control rollback (refer to Appendix B Dwg. STDS-03-ML-05-313).</li> <li>• Use slash (rollback) during revegetation in wooded areas in accordance with landowner wishes, or the relevant regulatory authority to create microsites.</li> <li>• Install rollback at watercourses as specified by the Environmental Inspector(s) and approved by the relevant regulatory authority.</li> </ul>
Access Control	<ul style="list-style-type: none"> <li>• Implement the Access Control Management Plan (EMP Appendix D.3). The location of site-specific measures will be determined in consultation with the relevant regulatory authority.</li> </ul>
Tackifiers	<ul style="list-style-type: none"> <li>• The Environmental Inspector(s) or designate will determine locations where tackifier will be used.</li> <li>• Review areas where tackifier has been applied and other potential erosion areas to ensure soils stabilization is effective where topsoil and surface material, and piles and windrows are left in place through winter construction and spring thaw. Follow-up monitoring and applications will be conducted as required.</li> </ul>
Burn Piles	<ul style="list-style-type: none"> <li>• Confirm burn piles are properly extinguished. Conduct infrared scanning of burn pile locations to locate any hot spots.</li> </ul>
Weed Control	<ul style="list-style-type: none"> <li>• Implement PCM and treat weed infestation on the ROW and facility sites as needed.</li> </ul>

**9.0 POST-CONSTRUCTION MONITORING**

1 Coastal GasLink has developed a project-specific Post-Construction Monitoring  
2 Program under separate cover, which describes monitoring to review the  
3 effectiveness of mitigation and the approach to adaptive management.

**9.1 OBJECTIVES**

4 The objectives of PCM are to:

- 5 • evaluate the effectiveness of environmental protection and mitigation during  
6 construction
- 7 • document the reclamation and recovery of areas disturbed by Project construction  
8 activities and review the success or re-establishing equivalent land capability
- 9 • identify any new environmental issues that may have arisen after the post-  
10 construction reclamation phase of the proposed Project
- 11 • recommend, coordinate and implement any remedial measures that are warranted  
12 and any additional measures to address outstanding or new environmental issues
- 13 • monitor wildlife and wildlife habitat, as required, through ongoing consultation  
14 with the relevant regulatory authority
- 15 • compare the predicted effects (including cumulative effects) and mitigation with  
16 actual documented effects
- 17 • document opportunities for procedural learnings and improvement

**9.2 POST-CONSTRUCTION RECLAMATION MONITORING**

18 Effective post-construction reclamation is key to re-establishing habitat and  
19 stabilizing ground cover in areas subject to ground disturbance during installation of  
20 the pipeline; thus an important part of post-construction monitoring. Coastal GasLink  
21 will implement a program to ensure compliance with specific reclamation  
22 performance expectations and conditions. Mitigation methods will be based on the  
23 principle that success of land reclamation is measured against adjacent representative  
24 site conditions while taking into consideration the status of reclamation of the time of  
25 assessment.

26 Preliminary assessments will be conducted during the most appropriate time of the  
27 season, which depends on the various biophysical resources and their growth stage or  
28 life cycle. This is usually in the spring and summer, and involves identifying  
29 deficiencies and proposing recommendations for corrective actions.

30 The program may entail specifically designed evaluation criteria depending on the  
31 concerns and issues that were highlighted through the Application or encountered

1 during the construction process. Seasonal influences, species life cycle or habitat  
2 periods may require evaluations to be conducted during specific periods throughout  
3 the year.

4 Deficiencies discovered or opportunities for enhancement will result in developing  
5 proposed recommendations for corrective actions. The remedial actions are to be  
6 implemented as soon as practical during the most appropriate season, preferably  
7 summer, but may be outside this timing window due to environmental timing  
8 restrictions (reproductive periods, migration periods), field and weather conditions, or  
9 social and public concerns. A final assessment would then be scheduled for the fall,  
10 or as deemed appropriate to ensure the remedial actions are stable and successful.

11 Areas of potential terrain instability will be monitored for five years after final  
12 cleanup and the Contractor warranty period. Slope stability will be inspected on a  
13 routine basis for the life of the pipeline. Remedial work will be conducted where  
14 warranted to protect pipeline integrity.

15 The ROW will be inspected during operations with regular aerial patrols. Remedial  
16 work will be conducted, where warranted, to protect pipeline integrity in a timely  
17 manner.

18 Areas that are susceptible to erosion or difficult to revegetate (e.g., due to high  
19 salinity) will be identified, and records maintained of remedial measures implemented  
20 and the success of these measures. This information will be made available to  
21 construction Contractors and supervisors prior to and during operations and  
22 maintenance activities to allow implementation of adaptive mitigation strategies to  
23 reduce potential adverse effects on soil and soil productivity.

24 Coastal GasLink will record locations of concerns identified during construction  
25 related to weeds, vegetation establishment, general ROW conditions, water crossing  
26 stability, and reclamation success. This issues list will be used to measure the success  
27 of mitigation used during construction of the proposed Project, and to ensure  
28 outstanding issues are investigated, resolved, and reported during Project operations.

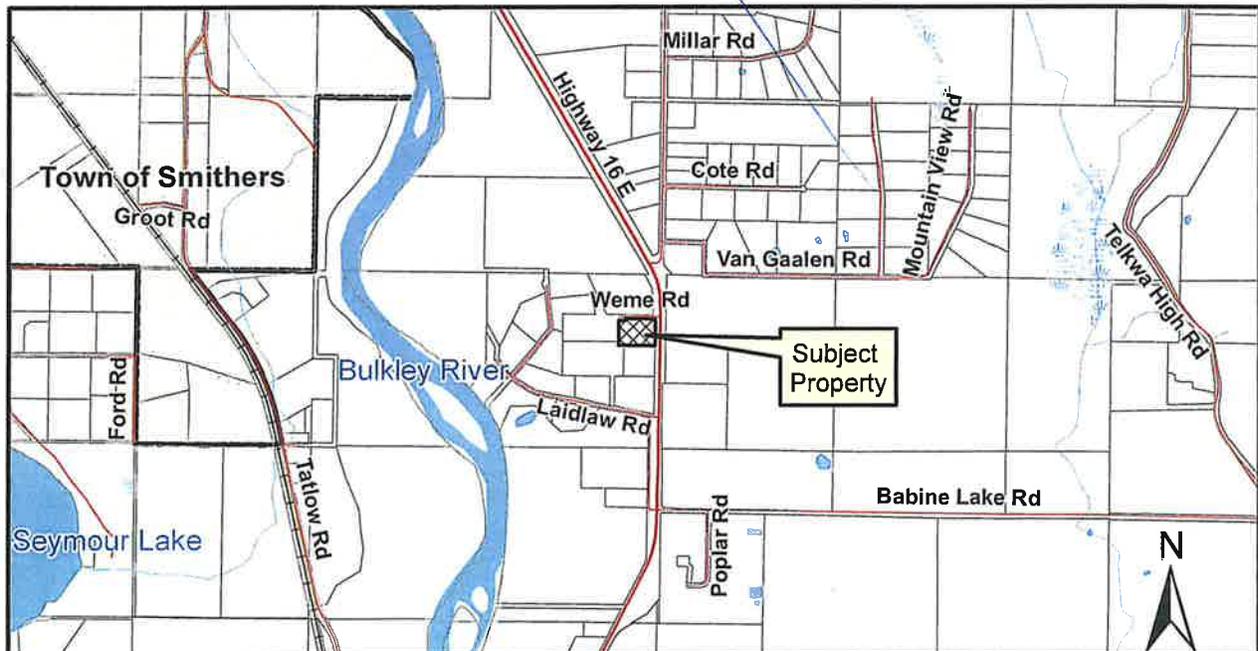


**Planning Department Report  
Temporary Use Permit Report  
File A-01-19  
October 11, 2019**

## APPLICATION SUMMARY

<b>Name of Owner:</b>	John Whitfield Dodds
<b>Agent:</b>	John L. Perry (Perry & Co.)
<b>Electoral Area:</b>	A
<b>Subject Property:</b>	Lot 2, Section 17, Township 4, Range 5, Coast District, Plan PRP11401. Property is 2.023 ha (5 acres) in size.
<b>O.C.P. Designation:</b>	Agricultural (Ag) in the Smithers Telkwa Rural Official Community Plan 1704, 2014.
<b>Zoning:</b>	Small Holdings (H1) in Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.
<b>Existing Land Use:</b>	Residential and light industrial.
<b>ALR Status:</b>	In the ALR. An ALC Non-Farm Use approval has been obtained for six years, expiring July 23, 2021.
<b>Location:</b>	The subject property is located at 1490 Weme Rd, approximately 2 kilometers southeast of the Town of Smithers.

**Location Map**



## PROPOSAL

The applicant is requesting the issuance of a Temporary Use Permit (TUP) to continue the operation of a sheet metal fabrication and assembly business, as this use is not a permitted use in the Small Holdings (H1) Zone. The applicant has held a TUP for the business since 2015. The TUP was renewed in 2016. The permit expired in July 2019. Therefore, the applicant has applied for a new permit for three years, under the same provisions as the last permit.

The use area consists of two shops for the manufacturing of dust collection and waste transfer systems for sawmills. Sheet metal is shipped onto the property and finished product is loaded onto a truck, once every two weeks. While waiting for shipping, finished products are stored outside. The areas previously permitted for the manufacturing and storage are approximately 0.45 ha in size combined.

Site Plan from TUP A-01-15



## TEMPORARY USE PERMITS EXPLAINED

A TUP allows a use not permitted by zoning to continue for up to three years. During those 3 years a request can be made to have the Board consider renewing the permit for an additional three years. After the renewed permit expires, a new application 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:

- 6.2 (1) *Temporary use permits may be issued for temporary uses, pursuant to Section 493 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

Notice of this application was published in the Interior News informing the public of the time and location of the Board's consideration of the application, and their ability to provide input. Property owners and tenants within 50 metres of the subject property were sent a similar notice. Referral for comment was sent out to the Ministry of Agriculture, Ministry of Transportation and Infrastructure, Regional District Agrologist, and the Advisory Planning Committee.

Prior to the Board's consideration of the application the gallery should be asked if anyone wishes to provide comment on the application. As well, all pertinent information will be available at the Smithers Public Library, RDBN Office and online for more information.

## REFERRAL COMMENTS

### Advisory Planning Commission

Resolution: The APC supports the TUP for the two years remaining on the original six year TUP which will expire in 2021.

Comments: Temporary is temporary and the APC believes that a permanent solution needs to be considered by the applicant.

### Ministry of Transportation

Approval Recommended Subject to Conditions Below.

- The Ministry notes that this file relates back to files from 2014 – 2015 in both cases concerns were noted given the industrial use and no improvements were done to support industrial use to and from the highway.
- Comments given were:
  - Any increase to the business/ truck traffic either an intersection upgrade or traffic impact study would be required
  - Any change of property owners, a new referral would be required
  - No storage or use of the Highway 16 ROW will be allowed
  - No structures or storage shall be allowed within the ROW of Weme Road and shall not disrupt maintenance or snow removal
  - If concerns are brought forward, the Ministry may re-visit any upgrades with the client
- The Ministry still stands by these comments and would also request that a No Further Development also be placed on the property Covenant until a traffic impact study/ intersection upgrades are completed.

### Agricultural Land Commission

Thanks for passing this on. I have three comments:

1. Condition (a) of resolution #208/2015 (ALC Application 54011) is that the non-farm use must be in substantial compliance with the plan submitted with the Application. This means any non-farm use on the Property outside of the conditionally approved 0.5 ha is in contravention of the ALC Act. Is this currently the case?
2. Condition (e) of Resolution #208/2015 was the Applicant must provide written confirmation that he agrees to the commission rescinding Resolution #633/87 which allowed the construction of a church on the Property. Approval of the non-farm use is contingent on this first being submitted. He ALC has no record of this condition being fulfilled, therefore it appears the approval for the non-farm use was never in effect and

any non-farm use, even within the conditionally approved 0.5 ha area, is currently non-compliant.

3. I like the three proposed conditions for the TUP. Aligning the TUP with the same area and duration as in the ALC decision makes compliance with Resolution #208/2015 more likely and enables the RDBN to also enforce any non-compliance via the TUP. As the ALC doesn't hold an ILOC for this property, and given the history, requiring an ILOC to ensure compliance with the TUP sounds like a good idea.

### **RDBN Agriculture Coordinator**

Approval recommended for reasons outlined below.

I support the conditions recommended by the RDBN Staff. The parcel must be returned to agricultural use before the expiration of the ALC's non-farm use permit.

### **Ministry of Agriculture**

Thank you for the opportunity to provide comment on this Temporary Use Permit application. From what I understand, this contemplated TUP issuance will expire with the current non-farm use issued by the Agriculture Land commission (July 23, 2021). From an agriculture perspective, I don't see any substantial changes in the current land use and non-agriculture endeavours on the subject parcel and surrounding land parcels and therefore my comments provided for the TUP in 2015 (attached) are relevant and unchanged; that being that light industrial activities that do not directly support a farm operation ideally should be conducted in areas with appropriate zoning and not on agriculture (ALR) land. There are several vacant light industrial fabrication buildings within Smithers town boundaries for example. I note the additional conditions as part of a potential TUP offer from RDBN as a helpful means to promote permitted use(s) only within the TUP area.

MOA comments from 2015 Application.

Please accept this email as my formal response to your referral package ALR 1171 dated Nov 25, 2014. I have reviewed the referral information dated Nov 25, 2014 and I conducted a brief visual inspection of the subject property. I would like to note that the subject property does not fall within the CLT 6(t) rating polygon as shown on the referral map provided. This 6T rating pertains to the steep slope bank just to the west of the subject property. I have included a scan of the Telkwa River CLI 93L NW mapsheet, which from my estimation shows a CLI rating of the subject property for agriculture capability as 80% Class 3 and 20% Class 4 with common subclasses of: minor cumulative limitations (x), topog (t), and stoniness (p). Although I did not dig soil pits on the subject property due to frozen ground, the soil capability is generally some of the highest rated in the area; certainly higher than 6(t).

I suggest that the area used for non-agricultural purposes in conjunction with Mr. Dodds' fabrication shop (and previous non-farm use) is heavily compacted from repeated machine and vehicle traffic, and therefore may directly affect future soil-based agriculture potential but to what degree of "permanency" is hard to determine with the information at hand. I estimate

this heavily impacted area as a ¼ of the total subject property area. Although soil-based agriculture currently makes up a large portion of agriculture activity in the Bulkley Valley, future provision for non-soil based agriculture possibilities (poultry barn, hydroponic greenhouses, value-added processing), could be considered.

I am not in favour of Class 3 and 4 agriculture land being used for incompatible non-farm use(s), and would much rather see industrial activities take place in areas zoned for industrial purposes with poorer (higher) agriculture capability ratings. Agriculture land with capability ratings of 3 and 4 are quite rare in the Bulkley Valley and should therefore be preserved for agricultural use. I understand Mr. Dodds' utilization of an existing shop facility on the subject parcel, however I am concerned about possible precedent with a non-farm use approval and re-zoning for (light) industrial purposes.

## PLANNING DEPARTMENT COMMENTS

### Land Use

The subject property is located in a residential subdivision with 5-10-acre parcels and is not appropriate for a long-term light industrial use.

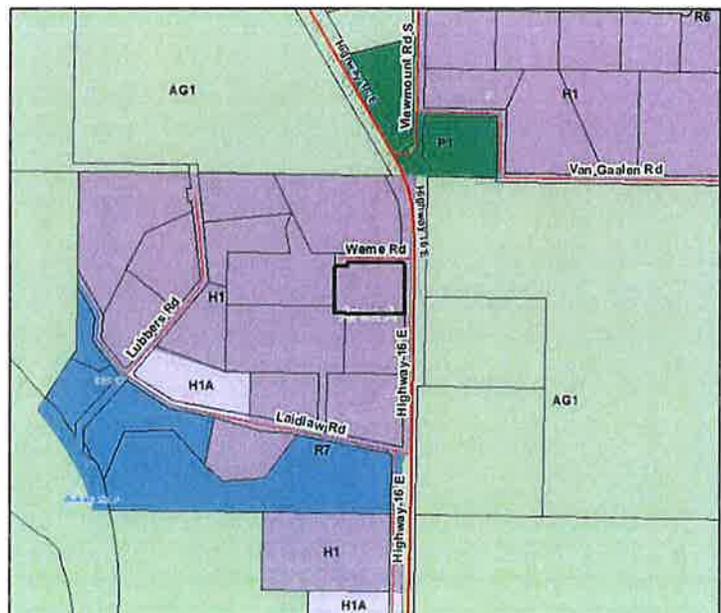
The property owner operating the business lives in a residence on the property, employing his two son's full time and another worker occasionally. According to the application, Mr Dodds' operation has become smaller and more focused. The business now employs 1.5 less persons than in 2015. Despite the decrease in size, the operation continues to not comply with RDBN's Home Occupation regulations as more than 1 employee does not reside on the property and the business involves outdoor storage.

### OCP

The subject property is designated Agriculture (AG). The intent of this designation to protect and preserve farm land and soil having agricultural capacity that facilitates the appropriate utilization of that land for agricultural purposes. Light industrial activities do not conform with the direction under the AG designation.

### Zoning

The property is zoned Small Holdings (H1) and the proposed use does not fall under the permitted uses for the H1 Zone. Therefore, the applicant must apply to rezone the property or apply for a Temporary Use Permit (TUP).



## Background

The applicant has operated the steel fabrication business on the property since 2008 and was the subject of enforcement action beginning in 2012. A rezoning application was made in September 2014 to avoid the RDBN seeking a Supreme Court Injunction prohibiting the use. At the Regional District of Bulkley-Nechako January 29, 2015 Board meeting the following motion was passed:

*“That the Regional District Board:*

- 1. deny Rezoning Application No. A-07-14 (Dodds/Perry);*
- 2. direct staff to encourage the property owner to apply for a Temporary Use Permit for the proposed use; and*
- 3. direct staff to seek a petition for a B.C. Supreme Court injunction to stop the illegal use, which includes a clean-up order to remove all equipment and materials associated with the illegal use, if a complete Temporary Use Permit application is not received by February 27, 2015.”*

The applicant applied for a temporary use permit, and on June 25, 2015 the RDBN issued a Temporary Use Permit for one year. The applicant also received Non-Farm Use approval from the Agricultural Land Commission in 2015 for the period of 6 years, expiring in 2021.

In 2015, the applicant had indicated that he had no plans to expand his operation and did not wish to start over in another location, as he only wished to operate the business for a few more years. Therefore, the use would qualify for a temporary use permit. In 2016, the applicant applied to renew the Temporary Use Permit for 3 years, which recently expired on July 22, 2019.

## Non-Compliance of Temporary Use Permit Conditions

Prior to the issuance of the permit in 2016 staff received a complaint that the property was unsightly, and staff confirmed that the property owner was out of compliance with Temporary Use Permit A-02-15 by storing materials outside of the designated storage area. At that time, the applicant stated that he misunderstood the permit area and agreed to comply with the condition of the permit in the future.



On May 16, 2019 the RDBN staff visited the property and found that the applicant was again storing materials outside of the designated storage area. This material was subsequently moved to the 'storage area' identified on the previous issued Temporary Use Permit which has now lapsed. The applicant has continued the use of the property for the operation of a sheet metal fabrication and assembly business, despite not having permits over the last three months.



#### **Agricultural Land Commission Non-Farm Use approval**

An ALC Non-Farm Use approval has been obtained for six years, expiring July 23, 2021. As a condition of the non-farm use permit, the use must be in substantial compliance with the plan submitted with the application. The applicant has not been in compliance with the ALC, as materials are stored outside of the non-farm use area. Also, the property owner has not provided written confirmation that he agrees to the commission rescinding Resolution #633/87 which allowed the construction of a church on the Property.

#### **DISCUSSION**

Due to the applicant's history of non-compliance, Planning Department Staff are concerned with the negative impacts on the look and character of the residential neighborhood; and, in addition to the impacts to lands capable for agricultural use. Therefore, staff recommend that the following conditions be added to Temporary Use Permit A-01-19 if the Board approves the application.

#### **Conditions**

- The temporary operation of a sheet metal fabrication and assembly business may only operate within the area identified as the "Use Area" in Schedule A, which forms part of this permit.

3ab

- RDBN requires security in the amount of \$5,000 in the form of an irrevocable letter of credit with an automatic extension clause to be used by the RDBN to relocate any materials stored outside the TUP use area.
- And, limit the term of Temporary Use Permit to expire when the ALC's Non-Farm Use permission expires, in July 23, 2021.

**Recommendation**

That the Regional District Board:

1. Approve the issuance of Temporary Use Permit A-01-19; and
2. direct staff to issue the permit once the property owner has provided written confirmation to the satisfaction of the ALC that he agrees to the commission rescinding Resolution #633/87; and provided the RDBN with the \$5,000 security required pursuant to the permit.

*Electoral Area Planning – Participants/Directors/Majority*

Reviewed by

  
Jason Llewellyn

Director of Planning

Written by

  
Jennifer MacIntyre

Planner I



**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
TEMPORARY USE PERMIT NO. A-01-19**

ISSUED TO: John Whitfield Dodds  
Box 3547  
Smithers, BC V0J 2N0

WITH RESPECT TO THE FOLLOWING LANDS:

Lot 2, Section 17, Township 4, Range 5, Coast District,  
Plan 11401

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

The operation of a sheet metal fabrication and assembly business at the location shown on Schedule A, which is attached to and forms part of this permit.
2. The temporary use identified in Section 1 may only operate within the area identified as the "Use Area" 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. Limit the hours of operation from 7 A.M. to 6 P.M. daily;
  - b. Limit the number of employees working on-site at any time to a maximum of five;
  - c. Only use the area designated as "Storage Area" on Schedule A, which is attached to this permit, for outside storage of finished products and materials;
  - d. Undertake all manufacturing and assembly work inside a building; and,
  - e. Provide the RDBN with security in the amount of \$5,000 in the form of an irrevocable letter of credit with an automatic extension clause to be used by the RDBN to relocate any materials stored outside the TUP use area.
5. This Permit authorizes the temporary use identified in Section 1 of this Permit to occur until July 23, 2021.

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

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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 industrial equipment from the land upon which the temporary use is occurring, or has occurred within two months from the date of the expiration of this permit, unless this permit is renewed by the Board.
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 NO.  
day of , 2019

passed by the Regional Board this

PERMIT ISSUED on the day of

---

Corporate Administrator



# Schedule A: TUP A-01-19 (DRAFT)

## Legend



Block 8

Weme Rd

Highway 16 E

Highway 16 E

Storage Area

Use Area  
0.4 ha in size

Lot A

Lot 2

Lot 2, Section 17,  
Township 4, Range 5,  
Coast District, Plan 11401

Block A

Block 3

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-  Highway
-  Secondary Road
-  Subject Property
-  TUP A-01-19 Storage Area
-  TUP A-01-19 Use
-  Cadastre

\*DISCLAIMER The Regional District of Bulkley-Nechako makes no Warranty, Representation or Guarantee of any kind regarding either maps or other information provided herein or the sources of such maps or other information.  
The Regional District of Bulkley-Nechako assumes no liability, either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein.  
Please be advised that the data represented here will be maintained on an ongoing basis, and as such, changes frequently.

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 User: jennifer.macintyre  
 Date: 2019-07-31  
 Time: 9:22:49 AM

## MEMORANDUM



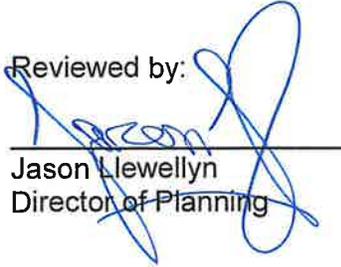
To: Chair Thiessen and Board of Directors  
 From: Jennifer MacIntyre, Planner I  
 Date: October 10, 2019  
 Re: Recent Agricultural Land Commission Decisions

For the Board's information, the following is a summary of recent decisions handed down by the Agricultural Land Commission. Please contact the Planning Department if you would like a copy of the ALC Minutes or Resolution for these applications.

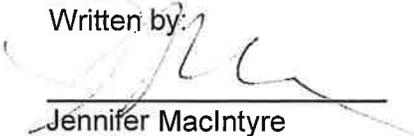
File #	Elec. Area	Applicant	Description	Board Recommendation	ALC Decision
1213	A	Canadian Reformed School	to exclude 0.6 ha of the 1.0 ha Property from the ALR in order to add the 0.6 ha of land to the schoolgrounds via a boundary adjustment	Approval	Approved

*Development Services - All/Directors/Majority*

Reviewed by:

  
 Jason Llewellyn  
 Director of Planning

Written by:

  
 Jennifer MacIntyre  
 Planner I

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Advisory Planning Commission  
Meeting Agenda/Minutes

Wednesday, 2 October 2019

Electoral Area A	Meeting Date: October 2, 2019	Meeting Location: Telkwa Municipal Office @7:00 pm
<b>Attendance</b>		
<u>APC Members</u>		<u>Electoral Area Director</u>
<input checked="" type="checkbox"/> Brian Atherton		<input checked="" type="checkbox"/> Director Mark Fisher
<input checked="" type="checkbox"/> Natalie Trueit		<input type="checkbox"/> <del>Alternate Director Megan D'Arcy</del>
<input checked="" type="checkbox"/> Bob Posthuma		<u>Other Attendees</u>
<input checked="" type="checkbox"/> Sandra Hinchliffe		<input checked="" type="checkbox"/> John Sullivan
<input type="checkbox"/> <del>Janik Heer</del>		<input checked="" type="checkbox"/> JC Brown
<input checked="" type="checkbox"/> Stoney Stoltenberg		<input checked="" type="checkbox"/> Peter Meger
<input type="checkbox"/> <del>Andrew Watson</del>		<input checked="" type="checkbox"/> Gale Jones
<input checked="" type="checkbox"/> Alan Koopman		
Chairperson: Sandra Hinchliffe		Secretary: Natalie Trueit
Call to Order: 6:55pm		
<b>Agenda</b>		
Pages 1	Area A Decision Summary	
Pages 2-16	Rezoning Application A-04-19 (Jones)	
Pages 17-21	Rezoning Application A-03-19 (Barrie)	
Application Number: <b>A-04-19 (Jones)</b>		
Resolution: unanimously support a TUP or variance to allow the applicants to build the shop and live in the tiny home.		
Comments: APC discussion included wondering if TUP can be issued to deal with this now, variance to build the shop now and allow RDBN time to discuss and formulate a permanent solution. Suggest that decision include a covenant that the property cannot be sold with a tiny home as a residence unless / until RDBN determines how to handle tiny homes in the RDBN.		

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Application Number: **A-03-19 (Barrie)**

Resolution: unanimously supports the application

Comments: APC sees this as a minor change to current land use and agrees that this location is ideal for the business proposed.

Meeting Adjourned 8pm

Secretary Signature

*Natalie Trucit*

**Advisory Planning Commission  
Meeting Minutes**

<b>Electoral Area F</b>	<b>Meeting Date:</b> October 9, 2019	<b>Meeting Location:</b> Integris Community Centre
<b>APC Members</b>		<b>Attendance</b>
✓ Art Wiens	✓ Mike Kulchar	<u>Electoral Area Director</u> ✓ Director Jerry Peterson
✓ Henry Klassen	□ Joe Meier	□ Alternate Director Roy Spooner
✓ Orenda Jarman	✓ Barb Ephrom	<u>Other Attendees</u> ✓ Jason Llewellyn, RDBN Director of Planning ✓ Maria Sandberg, RDBN Planner
Chairperson: Henry Klassen		Secretary: Maria Sandberg
Call to Order: 3:00 pm		
<b>Agenda:</b>		
Application TUP F-01-19 Electoral Area "F" OCP Review Other business		
<b>Application: TUP F-01-19</b>		
Application to allow the Crown land to be used for the storage of pipe, fuel and other materials used in the construction of the Coastal Gaslink Pipeline in 2020 – 2021.		
Discussion was held regarding highway access and increase in traffic, reclamation and revegetation of site. The APC felt that the site was reasonably well suited for the purpose in terms of location, drainage and access. Recommendation to approve application as received made by Henry Klassen, seconded by Orenda Jarman, passed unanimously.		
<b>Electoral Area "F" OCP Review</b>		
Jason Llewellyn gave an overview of the review process and the role that the Area F OCP plays in the review process. The APC was asked to review the consultation list to see if any further groups should be on the list and the Sinkut Mountain Cattleman Association was added. The APC was also asked to distribute and promote surveys to help with the OCP review.		
<b>Other business:</b>		
Director Petersen gave brief updates on recent ALR application decisions, followed by a general discussion about the changes to the ALR.		
Jason Llewellyn mentioned that the 2012 RDBN Agriculture Plan is being updated. The APC discussed potential topics to review such as foreign ownership of agricultural lands, invasion of grasshoppers, and establishing an agrologist position in Vanderhoof.		
Meeting Adjourned at 4:40 pm	Secretary Signature 	



## MEMORANDUM

To: Board of Directors  
 From: Jennifer MacIntyre, Planner I  
 Date: October 10, 2019  
 Re: Mines File No. 1640103 (Martens)

### Overview:

This is a referral from the Province for a Mines Act - Notice of Work Permit for sand and gravel extraction activities on the applicants' private property. The gravel pit known as the 'Martens Pit' is approximately 10 ha. in size. The property is legally described as 'The South ½ of Section 6, Township 20, Range 5, Coast District', located on Larson Road, 7 kilometres north of the District of Vanderhoof.

### Location Map



The application area is zoned Agriculture (Ag1) and is located within the Agricultural Land Reserve (ALR). The application area is designated Agriculture (AG) under the area's Official Community Plan.

The surrounding land is used primarily for cattle and grain production. The closest residence is 2 km east of the existing gravel pit.

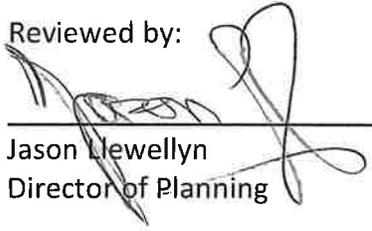
The application requests approval for the extraction of sand and gravel, and screening and crushing activities. It is noted that gravel crushing is not a permitted use on the property pursuant to "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993. Therefore, a Temporary Use Permit or a Rezoning application is required prior to conducting this use. It is noted that a non-farm use application with the Agricultural Land Commission may also be required. It is recommended that the Ministry advise the applicant that gravel crushing is in contradiction of RDBN regulations, and that ALC approval may be required.

**Recommendation:**

That the attached comment sheet be provided to the Province as the Regional District's comments on Mines application 1640103

*Board of Directors – All/Directors/Majority*

Reviewed by:

  
\_\_\_\_\_  
Jason Jewellyn  
Director of Planning

Written by:

  
\_\_\_\_\_  
Jennifer MacIntyre  
Planner I



**REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT SHEET**  
**Mines File No. 1640103**

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<b>Electoral Area:</b>	F
<b>Applicant:</b>	Allan Martens
<b>Existing Land Use:</b>	Existing gravel pit and Agriculture
<b>Zoning:</b>	Agricultural (Ag1)
<b>Plan Designation:</b>	Agriculture (AG)
<b>Proposed Use Comply With Zoning:</b>	RDBN has no jurisdiction over mines
<b>Agricultural Land Reserve:</b>	Within the ALR
<b>Access Highway:</b>	Larson Road
<b>Archaeological Site:</b>	Not according to provincial mapping
<b>Building Inspection:</b>	Outside the Building Inspection area
<b>Fire Protection:</b>	Outside the Rural Fire Protection area
<b>Other comments:</b>	<p>The Ministry of Energy Mines and Petroleum Resources should consider the need to consult with the local community to identify their potential concerns regarding negative impacts associated with the proposed activity.</p> <p>It is noted that gravel crushing is not permitted on the property pursuant to "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993. RDBN approval of this use must be obtained. Also, Agricultural Land Commission approval may be required.</p>



## Notice of Work

1640103 - Martens Pit

Tracking Number: 100232073

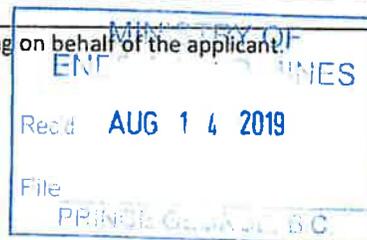
### Applicant Information

If approved, will the authorization be issued to an Individual or Company/Organization? Individual  
 Are you the Individual this application will be issued to? Yes

### APPLICANT CONTACT INFORMATION

Please enter the contact information of the Individual/Organization who is acting on behalf of the applicant.

Name: Allan Martens  
 Phone: 250-567-8791  
 Daytime Phone:  
 Fax:  
 Email: none@gov.bc.ca  
 Mailing Address: PO BOX 2095  
 Vanderhoof BC V0J 3A0



### TECHNICAL INFORMATION

#### APPLICATION INFORMATION

Type of Notice of Work: Sand & Gravel  
 Is this a New Permit or an Amendment to an existing permit for this property? Amendment

#### MINE INFORMATION

Do you have an existing mine number? Yes Mine Number: 1640103  
 Name of the property: Martens Pit  
 Tenure Numbers:  
 Crown Grant / District Lot Numbers: The South 1/2 of Section 6 Township 20 Range 5 Coast District  
 Directions to site from nearest municipality: Loop Road onto Larson Road  
 Geographic Coordinates of Mine: Latitude: 54.0918000 Longitude: -124.0547000  
 Maximum Annual Tonnage Extracted: 9500 tonnes

#### INFORMATION ABOUT PROPOSED ACTIVITIES

Activities to be undertaken: Sand & Gravel / Quarry Operations

#### FIRST AID

Proposed First Aid equipment on site: Fire Extinguisher  
 Level of First Aid Certificate held by attendant: Occupational First Aid Level 1

#### DESCRIPTION OF WORK PROGRAM

If you prefer to upload a document, please enter "see attached document" and attach the document in the "Document Upload" step later in the application under "Other".

Sufficient details of your work program to enable a good understanding of the types and scope of the activities that will be conducted:

Pit is currently open. Will continue to develop pit in a southern direction from it's current location.

Digging it up into rows and loading trucks. Very little overburden exists (approx. 4 inches, therefore it is mixed in with the gravel rather than pulling it back. Will dig rows as needed, leaving a berm on top of ledge. Usually digging 6-8' at a time.

Reclamation will be done as the extracted areas are large enough to reclaim, performing it as we go....continuous reclamation.

Reclaimed areas will be reseeded into cattle pasture.

#### TIME OF PROPOSED ACTIVITIES

**Original Start Date:** Jul 15, 1980  
**Proposed start and end date:** Jan 30, 2018 to Nov 30, 2022

Please remember that you need to give 10 days notice to the Inspector of Mines of your intention to start work, and 7 days notice of your intention to stop work.

#### ACCESS

**Access presently gated:** No

#### PRESENT STATE OF LAND

Please identify what the present state of the land is where you would like to undertake your activities. If some of the questions do not apply to you please enter n/a in the space provided.

**Present condition of the land:** benches of gravel  
**Type of vegetation:** grass in undisturbed areas, gravel in disturbed areas  
**Physiography:** fairly flat - gentle slope, no wetlands - only ditched areas  
**Current means of access:** roads  
**Old equipment:** none  
**Recreational trails / use:** none

#### ACCESS TO TENURE

**Do you need to build a road, create stream crossings or other surface disturbance that will not be on your tenure?** No

#### LAND OWNERSHIP

**Application area in a community watershed:** No  
**Proposed activities on private land:** Yes

Please note that under Section 19 of the Mineral Tenure Act and Section 2.1 of the Mineral Tenure Act Regulation you must not begin any mining activities until 8 days after giving notice to every owner of the surface area on which the recorded holder intends to carry out that activity.

Please attach a copy of the letter of authorization signed by the landowner The document can be uploaded at the "Document Upload" step later in the application process.

**Legal description of land:** The South 1/2 of Section 6 Township 20 Range 5 Coast District  
**Proposed activities on Crown land:** No

**Activities in a park:** No

**CULTURAL HERITAGE RESOURCES**

Cultural Heritage applies to a large spectrum of heritage resources that is defined as "an object, a site or the location of a traditional societal practice that is of historical, cultural or archaeological significance to British Columbia, a community or an aboriginal people."

The Archaeology Branch of the Ministry of Forests, Land and Natural Resource Operations is responsible for the administration of the Heritage Conservation Act as it applies to archaeological sites. The Archaeology Branch has developed guidelines for companies engaged in natural resource extraction to aid in planning for and avoiding or managing impacts to protected archaeological sites.

**Are you aware of any protected archaeological sites that may be affected by the proposed project?** No

**FIRST NATIONS ENGAGEMENT**

In making decisions on authorizations, the government will be fulfilling its responsibility to consult, and where appropriate, accommodate First Nations. The government takes this responsibility seriously and encourages the applicant to engage First Nations early and often as part of any planned development.

Establishing good relations with First Nations who might be affected by a proposed development is a key part of any successful mining operation. The Ministry of Energy and Mines encourages applicants to engage and information share with First Nations that might be affected by a proposed development prior to submitting an application. The earlier in the life of a proposed activity that the avenues of communication are established the greater the likelihood that the relationships formed will be constructive and beneficial to all parties. A lack of information sharing and engagement by the applicant may result in extended timeframes for decision.

Applicants should keep a detailed record of information sharing and engagement with First Nations on their project in the event the government needs to review it. Information on First Nations information sharing and engagement should include the following: a list of First Nations contacted, whether the activity was modified based on feedback from First Nations, and whether the applicant has entered into any informal or formal agreements with First Nations in connection with the project.

The Consultative Areas Database Public Map Service is an online, interactive mapping tool that allows you to identify First Nations who have treaty rights or asserted or proven rights or title on the land base. More information can be found at <http://maps.gov.bc.ca/ess/sv/cadb/>.

**Have you shared information and engaged with First Nations in the area of the proposed activity?** No

**SAND & GRAVEL / QUARRY OPERATIONS****MAPS**

All plans and sections must indicate the scale and orientation of the drawing and must include:

1) Plan View of Proposed Development illustrating:

- Property boundaries and set back of excavation from property boundary
- Watercourses and drainage (wet, dry or intermittent) on the property and within 150 metres of its boundaries
- All previous surface workings, the final boundaries of proposed excavation, and boundaries of excavation at the end of development described in the Notice of Work
- Access roads, including development roads within the pit and access to the public roads
- All proposed and existing stockpiles (topsoil, overburden, product etc.)
- All settling ponds (for both surface run off and process water) and source of process water
- Buildings and other facilities (fuel/lubricant storage, sanitary facilities, weigh scale, etc.)
- Sediment control structures and the location of any point discharges from the property
- Fencing, berms and/or vegetative buffers.

2) Cross and longitudinal sections of Proposed Development illustrating:

- The original land surface and, if applicable, the groundwater table elevation
- Typical configuration during mining, indicating angle of slope and, where applicable, bench locations
- Proposed configuration on completion of reclamation

3) A copy of the land title/crown land tenure map must be provided.

**SOIL CONSERVATION**

Average depth of overburden: 0.02 m  
 Average depth of topsoil: 0.02 m  
 Measures to stabilize soil overburden stockpiles and control noxious weeds: Overburden and topsoil are almost nonexistent - 2-4 inches in total.

**LAND USE**

Is the site within the Agricultural Land Reserve? Yes  
 Permit application number: ~~1640103~~ ?  
 Does the local government have a Soil Removal Bylaw? No  
 Official Community Plan for the site:  
 Current land use zoning for the site: agricultural  
 Proposed end land use is: agricultural  
 Estimate total minable reserves over the life of the mine:  
 Estimate annual extraction from site: 9,500 tonnes/year

Application must be made to the Environmental Assessment Office if estimated extraction for sand/gravel production is 500,000 tonnes/year or 1,000,000 tonnes over 4 years; or if estimated extraction is 250,000 tonnes/year for quarried product.

**ACTIVITIES**

Click on the "Add Activity" button to add one or more activities. Select your activity out of the list and enter the tonnes, the total disturbed area and the total merchantable timber volume.

Please note that you must notify the Inspector at least two weeks before if you are planning to bring a crusher on site.

Activity	Total Disturbed Area (ha)	Merchantable timber volume (m <sup>3</sup> )
Excavation of Pit Run <i>Crushing / Screening</i>	<del>5.00</del>	0.00
<b>Total:</b>	<del>5.00</del> <i>10.0 ha</i>	0.00

Is the work year round or only seasonal? Seasonal  
 Brief description of operation, including proposed work schedule: Operations would be from mid-April - mid November, depending on weather. Hours of operation would be during daylight. No regular operating hours or days. I operate on an as-need basis.

**RECLAMATION PROGRAM**

Describe the proposed reclamation and timing for this specific activity: indefinite, progressive  
 If backfilling of pits or pit slopes is proposed in the final configuration for reclamation, details of materials to be used and placement procedures: Pulling back remaining materials, level and seed (grass)  
 Estimated cost of reclamation activities described above: \$1,000.00  
 Will progressive reclamation be carried out? Yes  
 Maximum unreclaimed disturbance at any given time: 1.00 ha

**GROUNDWATER PROTECTION**

Average depth to the high groundwater table at the proposed excavation: 2.0 m  
 Elevation of the groundwater table was determined from:  Existing area wells

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- Test pits
- Test wells drilled for this purpose
- Other: observed while digging

Measures proposed to protect groundwater from potential impacts of the proposed mining activity:

**IMPACT MINIMIZATION**

Shortest distance between proposed excavation to nearest residence: 2,000 m  
 Shortest distance between proposed excavation to nearest residential water source: 2,000 m  
 Measures proposed to prevent inadvertent access of unauthorized persons to the mine site: Fencing (electric) and cattleguard  
 Measures proposed to minimize noise impacts of the operation: area is remote, no impact to residential neighbours  
 Measures proposed to minimize the dust impacts of the operation: area is remote, no residences nearby pit  
 Measures proposed to minimize visual impacts of the operation: area is remote and on private property

**TIMBER CUTTING**

Total merchantable timber volume: 0.00 m3

No Timber You have indicated that there is no merchantable timber that will be cut. Therefore a Free Use Permit or a Licence to Cut is not required. If this is not accurate, please correct your entries.

**EQUIPMENT**

Click on the "Add Equipment" button to add one type of equipment at a time. All equipment must comply with the requirements of the Health, Safety and Reclamation Code.

Quantity	Type	Size / Capacity
1	Excavator	892 John Deere
1	Loader	966 Cat

**SUMMARY OF RECLAMATION**

Based on the information you have provided on the previous screens the Summary of Reclamation is:

Activity	Total Affected area (ha)	Estimated cost of reclamation (\$)
Sand & Gravel / Quarry	5.00 <i>10ha</i>	1,000.00
<b>Subtotal:</b>	<del>5.00</del>	1,000.00
Unreclaimed disturbance from previous year:	0.25	
Disturbance planned for reclamation this year:	0.00	
<b>Total:</b>	<i>5.25 10ha</i>	1,000.00

**OTHER CONTACTS**

Please enter the contacts that are applicable to your application.

Contact Info	Type of Contact
Name: Allan Martens	Tenure Holder
Phone: 250-567-8791	
Daytime Phone:	
Fax:	
Email:	

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**Mailing Address:** PO BOX 2095  
Vanderhoof BC V0J 3A0

---

**Name:** Allan Martens Permittee  
**Phone:** 250-567-8791  
**Daytime Phone:**  
**Fax:**  
**Email:**  
**Mailing Address:** PO BOX 2095  
Vanderhoof BC V0J 3A0

---

**Name:** Allan Martens Mine manager  
**Phone:** 250-567-8791  
**Daytime Phone:**  
**Fax:**  
**Email:**  
**Mailing Address:** PO BOX 2095  
Vanderhoof BC V0J 3A0

---

**Name:** Allan Martens Site operator  
**Phone:** 250-567-8791  
**Daytime Phone:**  
**Fax:**  
**Email:**  
**Mailing Address:** PO BOX 2095  
Vanderhoof BC V0J 3A0

## LOCATION INFORMATION

### LAND DETAILS

Do you have the legal description of the land or the civic address then click on 'Add Land Information'.

#### Description

Private Land

Legal Description: South 1/2 Section 6, Township 20, Coast Range 5 Land district

All applications must include the appropriate maps and applications received without maps will be returned. All maps must be in colour, computer generated, with a scale, north arrow and a detailed legend.

For Mineral, Coal and Placer applications you must provide a minimum of 3 maps:

- A Location Map which must show the location of the property in relation to the nearest community with the access route from the community to the work site clearly marked;
- A Tenure Map which must show the boundaries of the tenure(s) and tenure numbers, at a scale of 1:20,000 or less;
- A Map of Proposed Work which must show topography, water courses, existing access, existing disturbance, contour lines, known cultural heritage resources and/or protected heritage property, at a scale of 1:10,000 or 1:5,000. For site specific applications the location of all proposed exploration activities must be shown; for area-based applications the work area must be shown as a polygon, with the location of all proposed exploration activities for year 1 shown, and shape files provided of the area.

For Sand & Gravel/Quarry applications you must provide a Plan View, Cross and Longitudinal Sections and a Land Title/Crown Land Tenure Map. Details of these requirements are listed in the Sand & Gravel/Quarry Operations Activity sheet.

I have one or more files (PDF, JPG, PNG etc.) with my maps

### MAP FILES

Do you have a PDF or image file of a drawn map? You can upload it here.

Description	Filename
Map	Map.pdf

### ATTACHED DOCUMENTS

Document Type	Description	Filename
Archaeological Chance Find Procedure	Arch Chance Plan	Archaeological_Guidelines_C...
Mine Emergency Response Plan	ERP	Martens Emergency Response ...
Other	Crown Land Map	Crown Land Map.pdf
Other	Land Title	Land Title.pdf
Other	Location Map	Location Map.pdf
Other	Ortho Map	Ortho Map.pdf
Other	Plan View Map	Martens - Plan View Map.pdf
Other	Plan View Map Over Ortho	Martens - Plan View Map ove...
Tenure Authorization Letter	Authorization Letter	Authorization Letter.pdf

### PRIVACY DECLARATION

#### PRIVACY NOTE FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Personal information is collected by FrontCounter BC under the legal authority of section 26 (c) and 27 (1)(a)(i) of the Freedom of Information and Protection of Privacy Act (the Act).

The collection, use, and disclosure of personal information is subject to the provisions of the Act. The personal information collected by FrontCounter BC will be used to process your inquiry or application(s). It may also be shared when strictly necessary with partner agencies that are also subject to the provisions of the Act. The personal information supplied in the application package may be used for referrals or notifications as required. Personal information may be used by FrontCounter BC for survey purposes. For more information regarding the collection, use, and/or disclosure of your personal information by FrontCounter BC, please contact FrontCounter BC at 1-877-855-3222 or at:

FrontCounter BC Program Director  
FrontCounter BC, Provincial Operation  
441 Columbia Street  
Kamloops, BC V2C 2T3

Check here to indicate that you have read and agree to the privacy declaration stated above.

### REFERRAL INFORMATION

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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:**

**Contact Name:** Allan Martens  
**Contact Address:** PO BOX 2095  
Vanderhoof BC V0J 3A0  
**Contact Phone:** 250-567-8791  
**Contact Email:** none@gov.bc.ca

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.

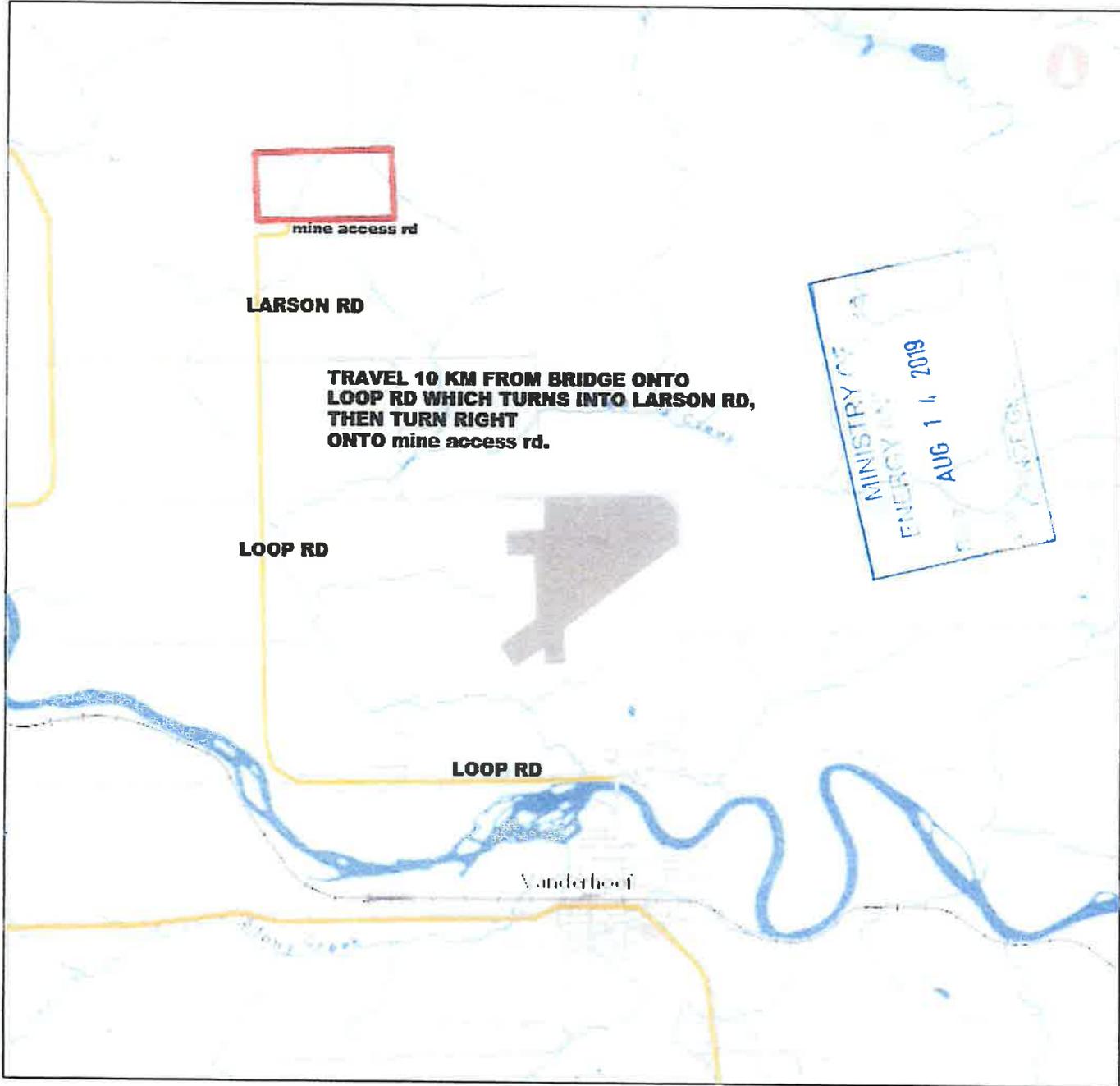
**OFFICE**

**Office to submit application to:** Prince George

**PROJECT INFORMATION**

**Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC?** No

<b>OFFICE USE ONLY</b>		
Office Prince George	<b>File Number</b>	<b>Project Number</b>
	<b>Disposition ID</b>	<b>Client Number</b>



iMapBC Mapping

**Legend**

TileCache



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Datum: NAD83  
Projection: NAD\_1983\_BC\_Environment\_Albers

**Key Map of British Columbia**



**SHS**

**Legend**

- Land Act Primary Parcels - Filled
- Land Act Subdivision Parcel Filled
- Land Act Survey Parcels - T
- Land Act Survey Parcels - T Descriptions
- TileCache



1: 27,985

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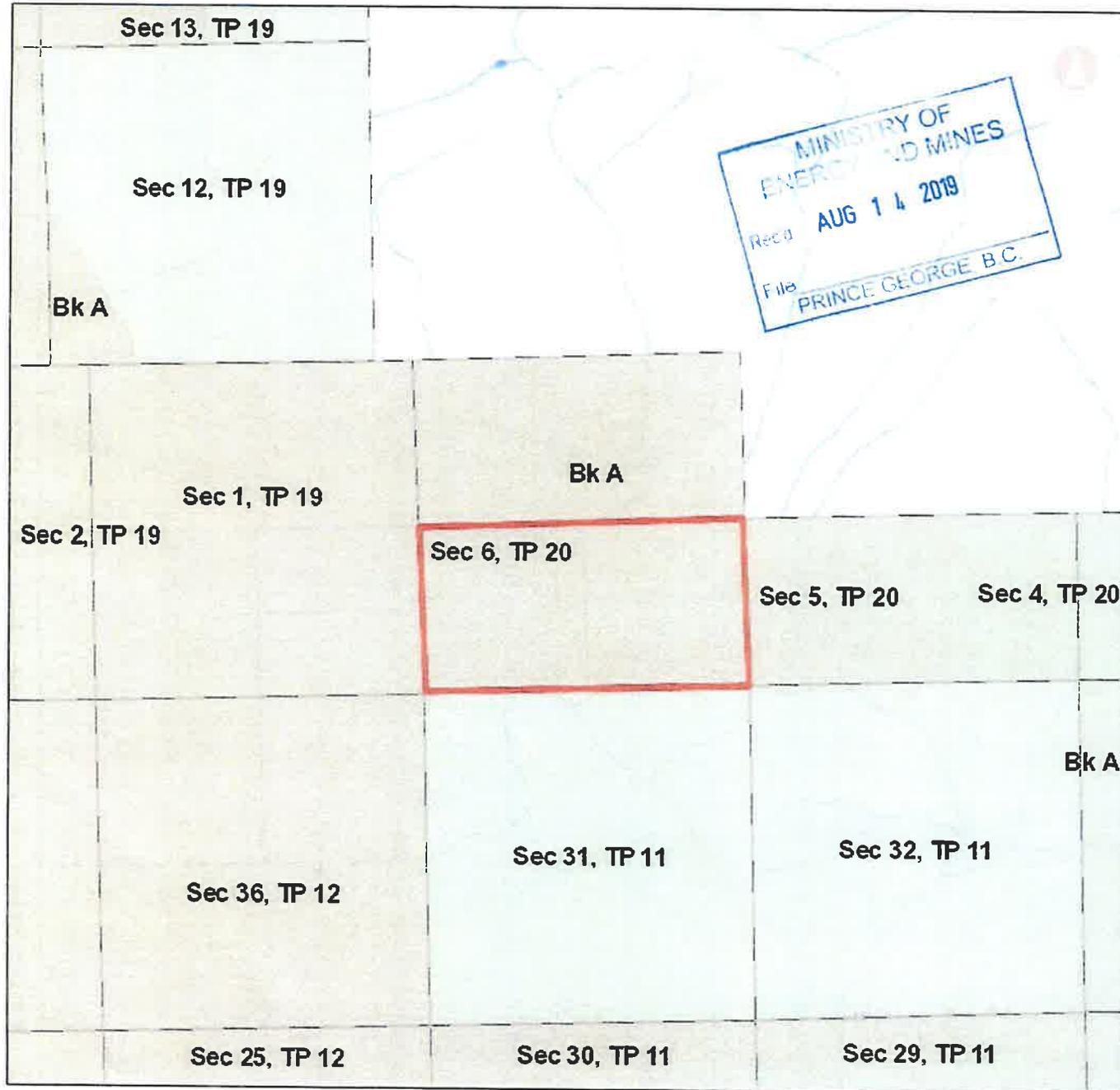
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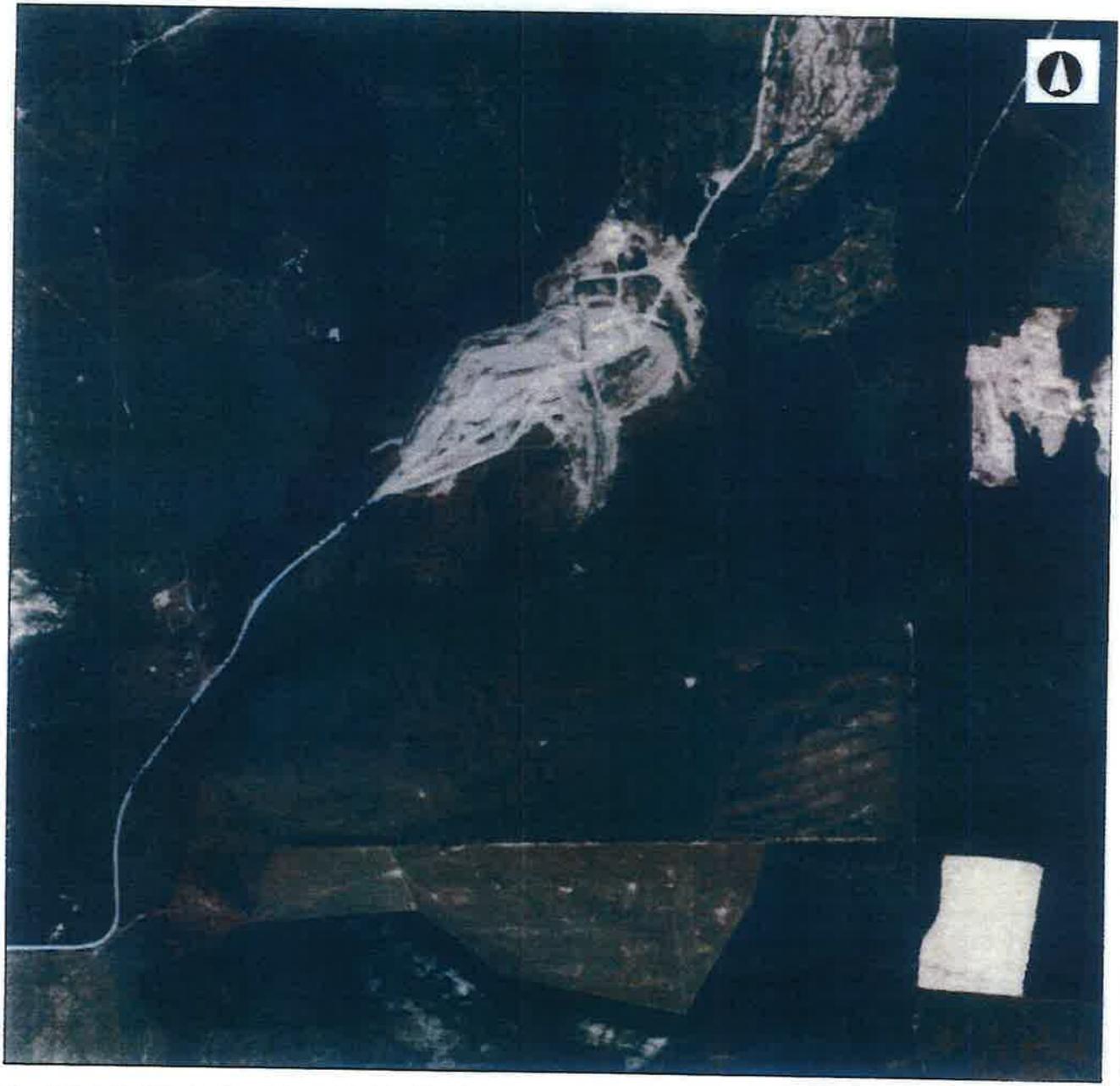
**Key Map of British Columbia**



MINISTRY OF ENERGY AND MINES  
Recd AUG 14 2019  
File PRINCE GEORGE B.C.



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### Mapview Custom Map

#### Legend

- Land Act Survey Parcels - T Descriptions
- Land Act Survey Parcels - T TileCache

MINISTRY OF  
ENERGY AND MINES  
Recd. AUG 14 2019  
File  
PRINCE GEORGE B.C.



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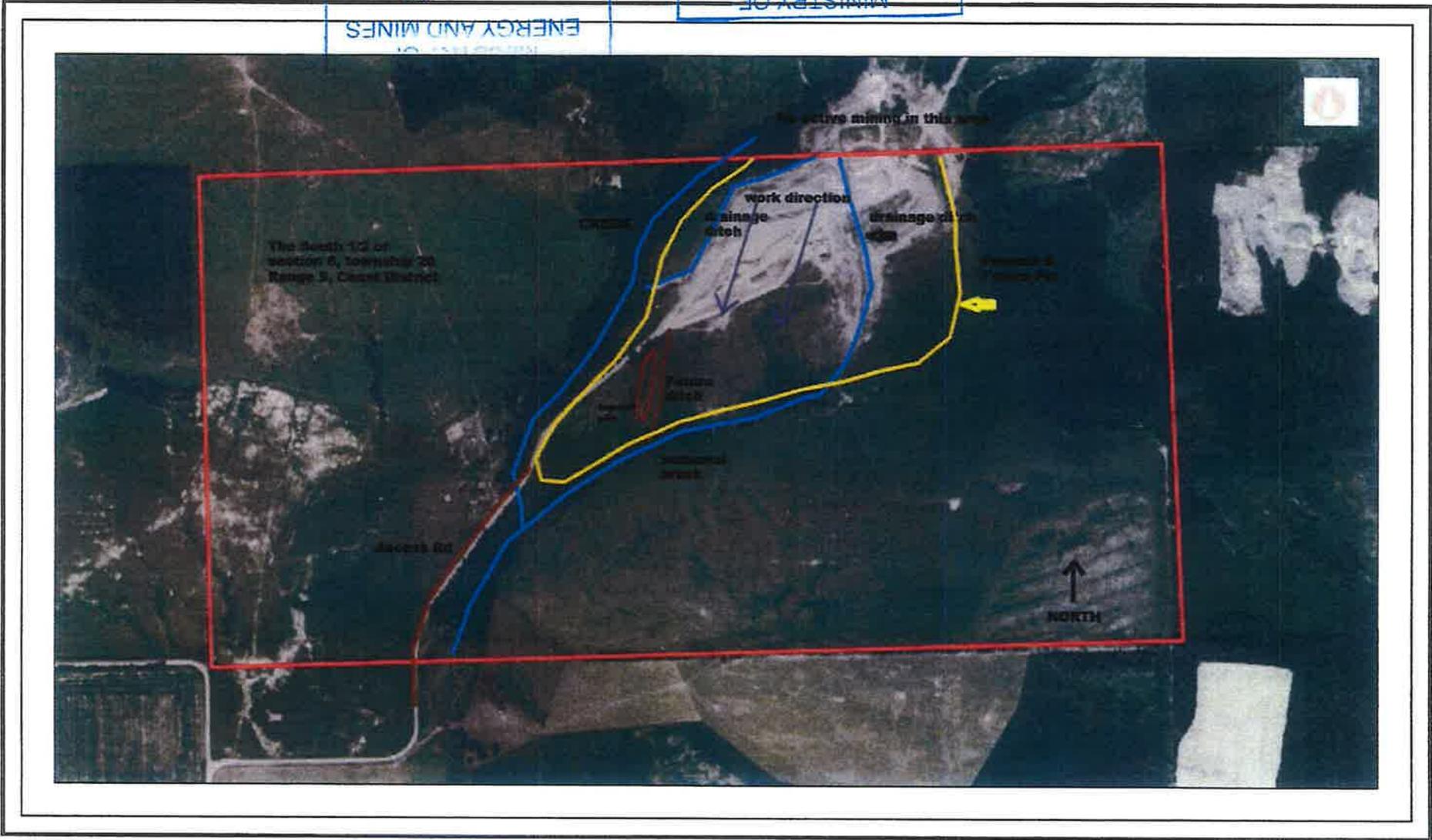
#### Key Map of British Columbia



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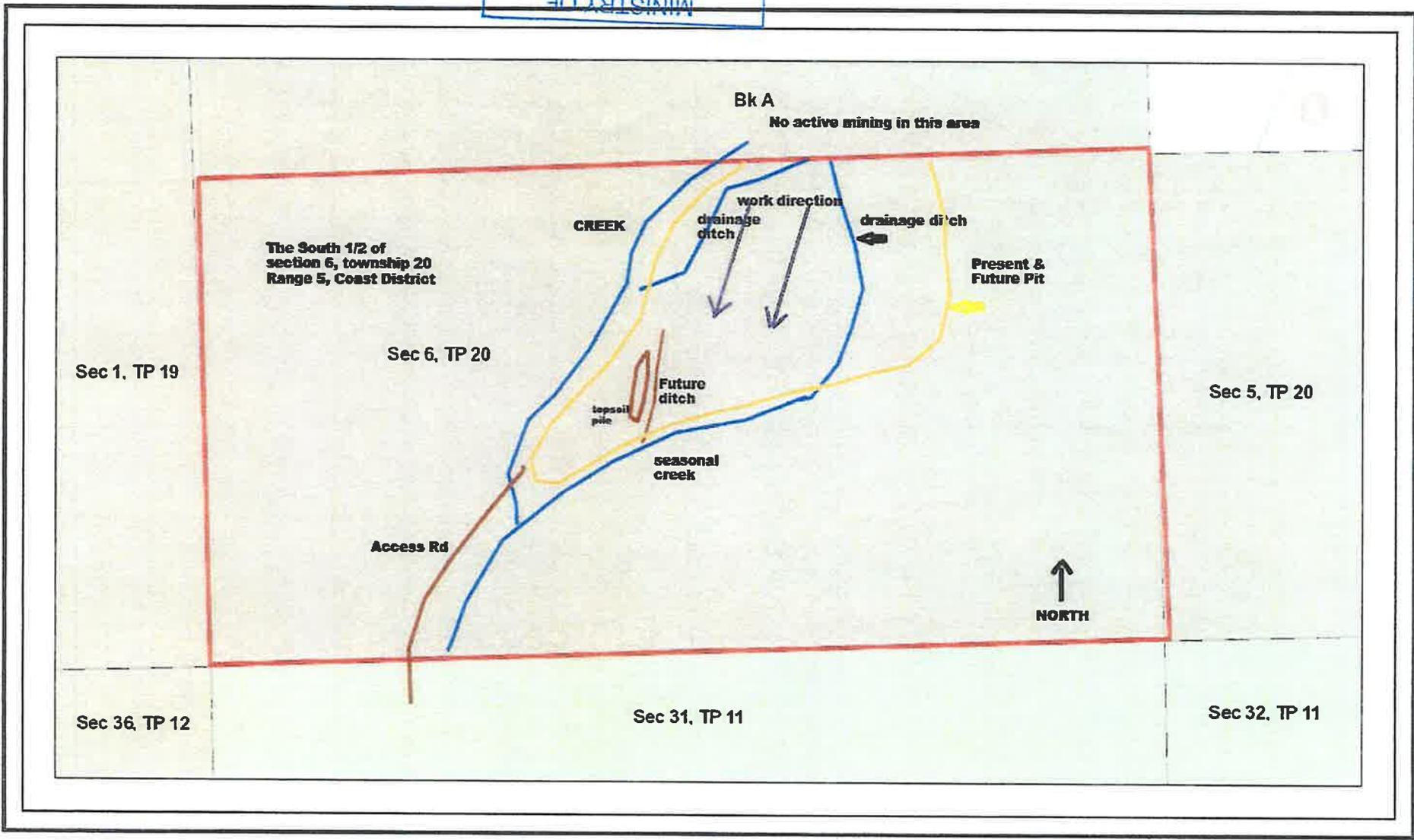
MINISTRY OF  
ENERGY AND MINES  
AUG 14 2019  
PRINCE GEORGE B.C.

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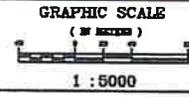
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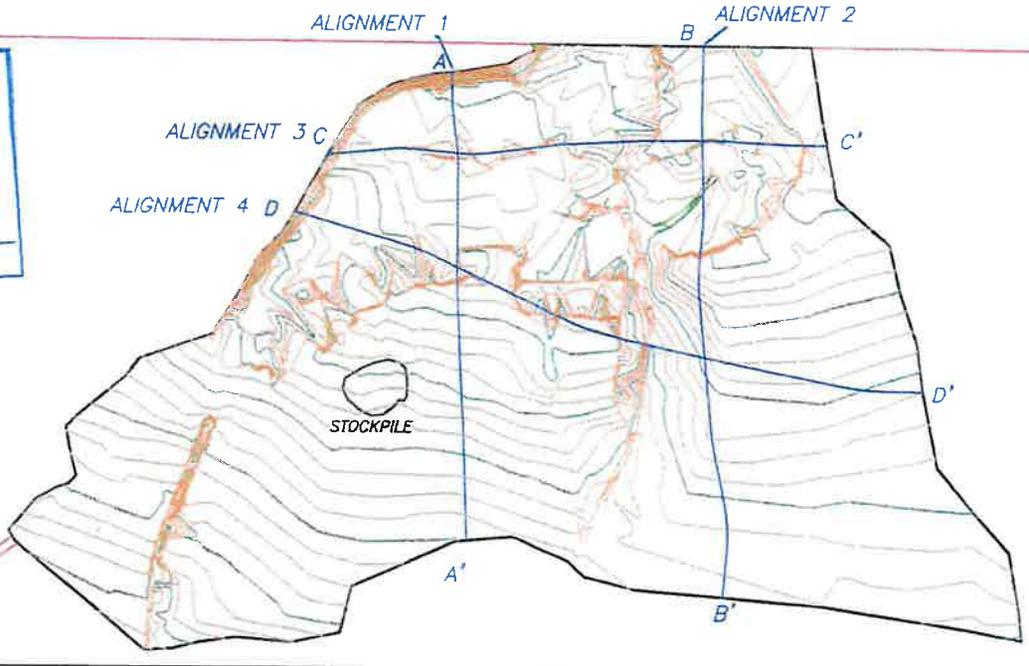
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PROFILE PLAN OF  
LOCATED WITHIN THE SOUTH 1/2 OF SECTION 6 TOWNSHIP 20 RANGE 5 COAST DISTRICT

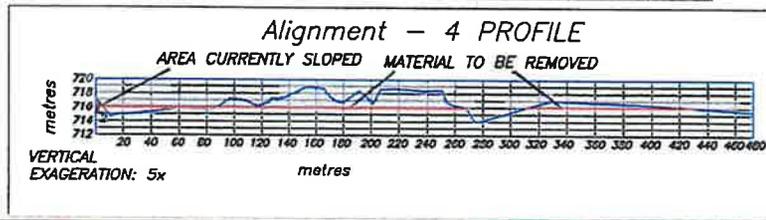
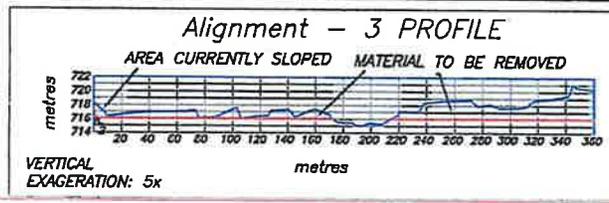
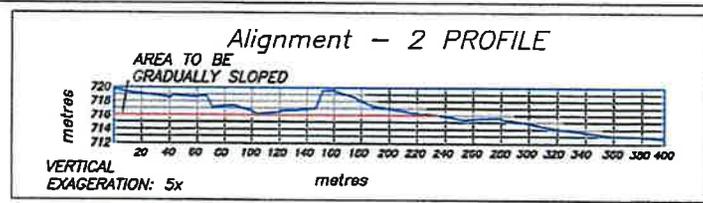
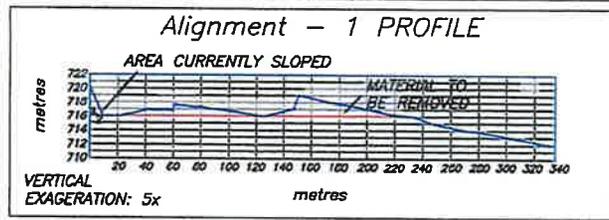


VANDERHOOF DISTRICT  
BCGS 93K.010  
PROJECTION UTM ZONE 10 NAD83

PROPERTY OF  
MID MINES  
Recd: AUG 14 2019  
File  
PRINCE GEORGE, B.C.



- LEGEND
- Denotes Existing Grade Line.
  - Denotes Finished Grade Line.
  - Denotes 2.0 metre Contour Line.
  - Denotes 0.5 metre Contour Line.
  - Denotes Property Boundary.



SANDRA BEDNARZ &  
LAND SURVEYING INC.  
PO BOX 1082  
VANCOUVER, BC V6J 1S4  
OFFICE: 604.674.2274 FAX: 604.674.2275 EMAIL: info@sandrabednarz.com

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# 351

**MARTENS PIT**  
**Mine 1640103**  
**Sand & Gravel Pit**  
**Mine Manager: Allan Martens**  
**Lat: 54.0918000, Long: -124.0547000**

### **Emergency Equipment**

- Fire extinguishers
- First Aid Equipment on Machines
- Equipment on site: Excavator & Loader

### **Emergency Proximity to Medical Facilities**

- Site is 10 km from Vanderhoof.
- Cell service available on site.
- Ambulance/Police/911 – RESPOND FROM VANDERHOOF



### **Contact List**

Mine Manager: Allan Martens – 250-567-8791  
Backup Emergency Contact: Henry Wiebe – 250-567-8792

RCMP (Vanderhoof) - 911

Ministry of Energy and Mines – Omineca/Northeast Region contacts as follows:

Laurie Meade, Health and Safety Inspector, phone 250-565-4327, cell 250-614-9592; Kris Bailey,  
Health and Safety Inspector, phone 250-565-4271, cell 250-960-9334

### **DIRECTIONS TO SITE**

Proceed North from Vanderhoof over Nechako River Bridge. Turn left onto Loop Road and continue until it crosses over Northside Road. Loop Rd then becomes Larson Road. Continue on Larson 1.4 km to access road on right hand side. Enter site here. Total km from Nechako River Bridge is 10 km.



## MEMORANDUM

To: Cheryl Anderson, Corporate Officer  
and Regional District Board

From: Jason Llewellyn, Director of Planning  
Steve Davis, Building Inspector

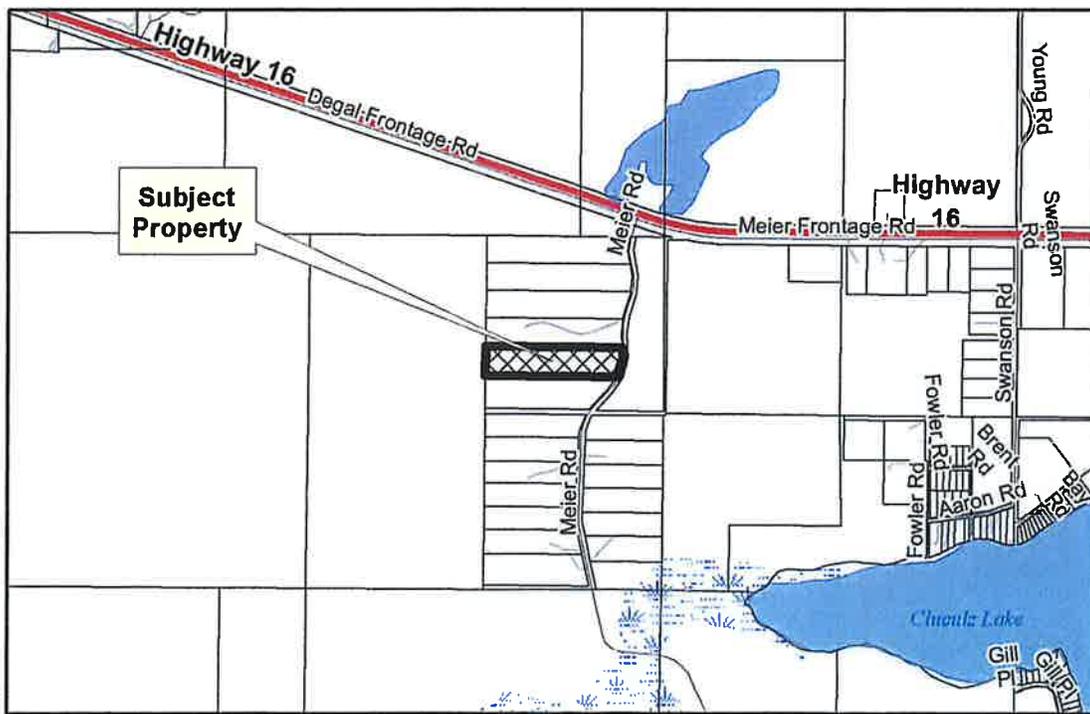
Date: October 2, 2019

Re: Section 57 Notice on Title – Lot 5, DL 1423, Cariboo District, Plan  
PGP47307 (1601 Meier Rd)  
Electoral Area F

### INTRODUCTION:

There has been construction of a dwelling without the benefit of the required building permit or inspections at Lot 5, DL 1423, Cariboo District, Plan PGP47307 (1601 Meier Rd)

This report is recommending that the Regional District Board pass the attached resolution under Section 57 of the *Community Charter* instructing the Corporate Officer to file a notice in the Land Title Office on title of the subject property.



**DISCUSSION:**

The following is a summary of the situation.

**June 12, 2019**

A Stop Work Order was placed on the dwelling and a letter was given to the tenants requesting compliance to the Building Bylaw because a dwelling was under construction on the property without a building permit. The tenant said she had constructed the home and staff verbally explained the requirement for a building permit. She was given a copy of the application form. A copy of the letter was also mailed to the property owner.

**June 13, 2019**

The registered letter was picked up by the property owner. No response has been received from the property owner.

**September 19, 2019**

Another registered letter was sent to the property owner asking for immediate 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 is not obtained. The letter was picked up on September 26, 2019. No response has been received from the property owner.

**October 2, 2019**

A registered letter was mailed to the property owner giving notice that the Board will be considering a request to register a notice on title of the subject property (attached).

## 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 Building Inspector provides the Corporate Officer with a report that the reason for the filing of notice on title is rectified, the Corporate Officer must file a cancellation notice and, on receiving the notice, the Registrar of Land Titles must cancel the notice against the title.

**Recommendation**

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 1601 Meier Rd.

All / Directors / Majority

Respectfully Submitted,

  
\_\_\_\_\_  
Jason Llewellyn,  
Director of Planning

  
\_\_\_\_\_  
Steve Davis,  
Building Inspector

**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 (1601 Meier Rd) (the "Land") and that he discovered that construction was made to buildings 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 to 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 (1601 Meier Rd) and that further information respecting the resolution may be inspected at the offices of the Regional District of Bulkley-Nechako at 37 3<sup>rd</sup> Avenue, Burns Lake, BC, during office hours from 8:30 to 4:30.



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

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BULKLEY-NECHAKO  
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October 2, 2019

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

Registered owner of Lot 5, DL 1423, Cariboo District, Plan PGP47307 (1601 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, beginning at 10:00 am, on October 24, 2019 in the Board Chambers at the Regional District Offices, at 37 3<sup>rd</sup> 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 (1601 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 1601 Meier Road without the required building permit.

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 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

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

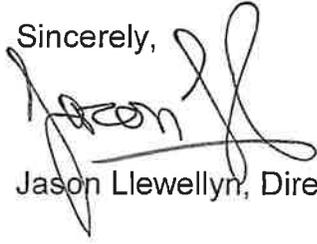
FX: 250-692-3305

TF: 800-320-3339

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3<sup>rd</sup> 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". The signature is stylized with a large loop at the end and a horizontal line across the middle.

Jason Llewellyn, Director of Planning

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## MEMORANDUM

To: Cheryl Anderson, Corporate Officer  
and Regional District Board

From: Jason Llewellyn, Director of Planning  
Steve Davis, Building Inspector

Date: October 2, 2019

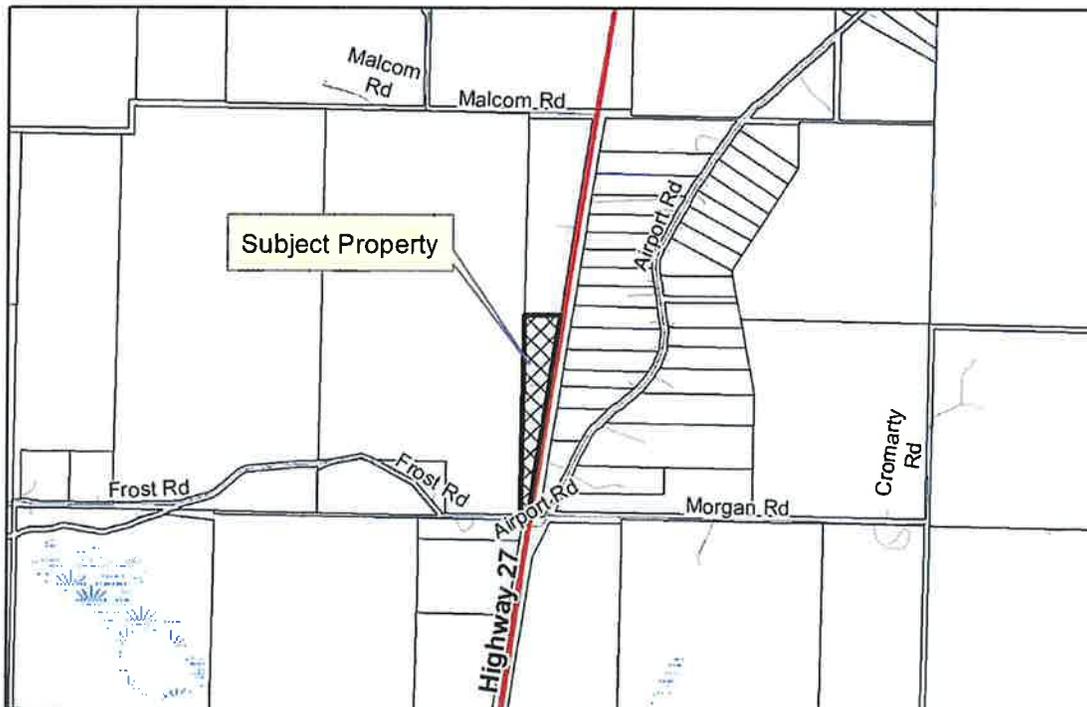
Re: Section 57 Notice on Title – Parcel B (Plan 8079), District Lot 1655,  
Range 5, Coast District (8679 Highway 27)  
Electoral Area C

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### INTRODUCTION:

There has been construction of 2 buildings, including 1 residence and 1 accessory building, without the benefit of the required building permit or inspections at Parcel B (Plan 8079), District Lot 1655, Range 5, PID 015-105-199 (8679 Hwy 27)

This report is recommending that the Regional District Board pass the attached resolution under Section 57 of the *Community Charter* instructing the Corporate Officer to file a notice in the Land Title Office on title of the subject property.



**DISCUSSION:**

The following is a summary of the situation.

**July 8, 2014**

The Building Inspector observed construction of a garage without a building permit. The Building Inspector left an application package with the owner. The owner said he would complete and submit the application. The owner was told that no further construction should occur until the plans were reviewed and the permit was issued. It is noted that the dwelling on the property was also built without a permit.

**November 13, 2014**

The Building Inspector observed that construction of the garage continued. A Stop Work Order was placed on the structure and a letter explaining the reasons for the Order was left at the dwelling on the property.

**December 3, 2014**

A Building Permit Application was received by the RDBN for the garage.

**December 9, 2014**

The Building Inspector undertook a site visit and observed several components of the building that appeared to not comply with the BC Building Code. It was also observed that a wood stove had been installed without a Building Permit. The Stop Work Order had been removed from the building.

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**December 10, 2014**

A letter was sent to the property owner asking that the structural components be reviewed by an engineer and the wood stove be evaluated for safe use, and that a building permit be obtained. It was noted in the letter that the Stop Work Order would not be rescinded until the permit was issued.

**December 11, 2014**

The property owner indicated by phone that he would not be taking the steps necessary to obtain a building permit.

**July 30, 2019**

Staff observed that an addition to the garage had been constructed without a building permit.



**September 27, 2019**

A registered letter was sent to the property owner asking for immediate action to obtain a building permit or the RDBN would be considering further enforcement action.

**October 2, 2019**

A registered letter was mailed to the property owner giving notice that the Board will be considering a request to register a notice on title of the subject property (attached).

**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 Building Inspector provides the Corporate Officer with a report that the reason for the filing of notice on title is rectified, the Corporate Officer must file a cancellation notice and, on receiving the notice, the Registrar of Land Titles must cancel the notice against the title.

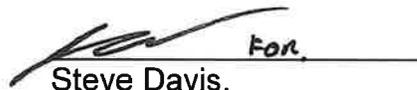
**Recommendation**

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 8679 Hwy 27.

All / Directors / Majority

Respectfully Submitted,

  
\_\_\_\_\_  
Jason Llewellyn,  
Director of Planning

  
\_\_\_\_\_  
Steve Davis,  
Building Inspector

**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 Parcel B (Plan 8079), District Lot 1655, Range 5 (8679 Hwy 27) (the "Land") and that he discovered that construction was made to buildings 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 to the Land Title Office under Section 57 of the Community Charter; and
3. The Corporate Officer notified John Robinson, 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 Parcel B (Plan 8079), District Lot 1655, Range 5 (8679 Hwy 27) and that further information respecting the resolution may be inspected at the offices of the Regional District of Bulkley-Nechako at 37 3<sup>rd</sup> Avenue, Burns Lake, BC, during office hours from 8:30 to 4:30.



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

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BULKLEY-NECHAKO  
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**October 2, 2019**

John Robinson  
 PO Box 1810  
 Fort St. James, B.C.  
 V0J 1P0

Registered owner of Parcel B (Plan 8079), District Lot 1655, Range 5, Coast District (8679 Hwy 27)

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

Dear Mr Robinson:

NOTICE IS HEREBY GIVEN that the Board of the Regional District of Bulkley-Nechako will, at its Regular Meeting, beginning at 10:00 am, on October 24, 2019 in the Board Chambers at the Regional District Offices, at 37 3<sup>rd</sup> Avenue, Burns Lake, BC, consider a request from the Building Inspector to register a notice on the title to Parcel B (Plan 8079), District Lot 1655, Range 5, Coast District (8679 Hwy 27) concerning alleged contravention of Section 6.1 of *Regional District of Bulkley-Nechako Building Bylaw No. 1634-2012*, namely that structures have been built at 8679 Hwy 27 without the required building permits.

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 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

MUNICIPALITIES:

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

ELECTORAL AREAS:

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 D - FRASER LAKE RURAL

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PH: 250-692-3195

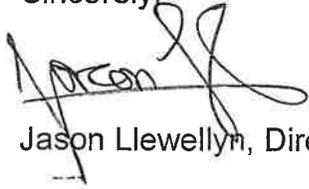
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TF: 800-320-3339

366

3<sup>rd</sup> 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

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## MEMORANDUM

To: Cheryl Anderson, Corporate Officer  
and Regional District Board

From: Jason Llewellyn, Director of Planning  
Steve Davis, Building Inspector

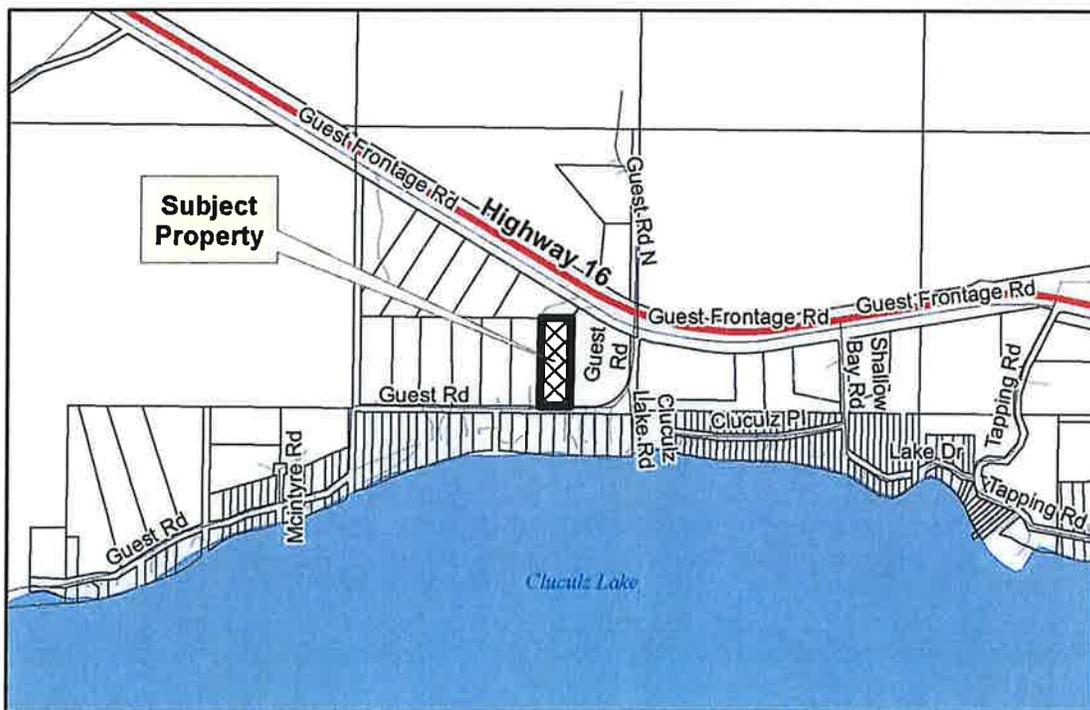
Date: October 2, 2019

Re: Section 57 Notice on Title – Lot 7, DL 1421, Cariboo District, Plan 26667  
PID 004-359-437 (51630 Guest Rd)  
Electoral Area F

### INTRODUCTION:

There has been construction of a new residence without the benefit of the required building permit or inspections at Lot 7, DL 1421, Cariboo District, Plan 26667 (51630 Guest Rd)

This report is recommending that the Regional District Board pass the attached resolution under Section 57 of the *Community Charter* instructing the Corporate Officer to file a notice in the Land Title Office on title of the subject property.



**DISCUSSION:**

The following is a summary of the situation.

**June 27, 2018**

After receiving a complaint about a new dwelling under construction, a site visit to the property was conducted by the Building Inspector. A card was left for the property owner at the site with instructions to call the Building Inspector.

**July 16, 2018**

The property owner phoned the Regional District and said that the building under construction was a storage building, and that given its size, it did not require a building permit.

**March 29, 2019**

The building Inspector noticed that the building on the property was being used a dwelling without the required building permit. A Stop Work Notice was placed on the building and a letter was hand delivered to the occupant, who acknowledged that they were living in the structure. The requirement for a Building Permit was explained to her.

**May 12, 2019**

After several phone calls with the property owner, a Building Permit application was received by the Regional District. The application was incomplete and could not be issued. The property owner subsequently indicated that they could not meet the requirements necessary to obtain a building permit. The Building Inspector advised the property owner that the RDBN may place a notice on title under Section 57 of the *Community Charter*.

**May 22, 2019**

A registered letter was mailed to the property owner listing the items still outstanding to complete the permit application. This letter was hand delivered to the occupant on May 27, 2019. No further correspondence has been received from the property owner to date.

**October 2, 2019**

A registered letter was mailed to the property owner giving notice that the Board will be considering a request to register a notice on title of the subject property (attached).

**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 Building Inspector provides the Corporate Officer with a report that the reason for the filing of notice on title is rectified, the Corporate Officer must file a cancellation notice and, on receiving the notice, the Registrar of Land Titles must cancel the notice against the title.

### Recommendation

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 51630 Guest Rd.

All / Directors / Majority

Respectfully Submitted,

  
Jason Llewellyn,  
Director of Planning

  
Steve Davis,  
Building Inspector

**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 7, DL 1421, Cariboo District, Plan 26667 (51630 Guest Rd) (the "Land") and that he discovered that construction was made to buildings 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 to the Land Title Office under Section 57 of the Community Charter; and
3. The Corporate Officer notified Michael Hanson, 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 7, DL 1421, Cariboo District, Plan 26667 (51630 Guest Rd), and that further information respecting the resolution may be inspected at the offices of the Regional District of Bulkley-Nechako at 37 3<sup>rd</sup> Avenue, Burns Lake, BC, during office hours from 8:30 to 4:30.



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

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

**October 2, 2019**

Michael Stephen Hanson  
 P.O. Box 2659  
 Vanderhoof, B.C.  
 V0J 3A0

Registered owner of Lot 7, DL 1421, Cariboo District, Plan 26667 (51630 Guest Rd)

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

Dear Mr Hanson:

NOTICE IS HEREBY GIVEN that the Board of the Regional District of Bulkley-Nechako will, at its Regular Meeting, beginning at 10:00 am, on October 24, 2019 in the Board Chambers at the Regional District Offices, at 37 3<sup>rd</sup> Avenue, Burns Lake, BC, consider a request from the Building Inspector to register a notice on the title to Lot 7, DL 1634, Cariboo District, Plan 26667 (51630 Guest Rd) 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 51630 Guest Rd without the required building permit.

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 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

MUNICIPALITIES:

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

ELECTORAL AREAS:

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 D - FRASER LAKE RURAL

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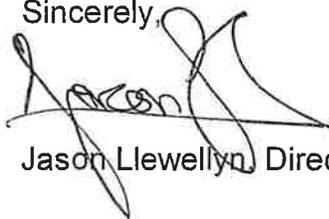
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TF: 800-320-3339

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3<sup>rd</sup> 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

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## ***Building Inspector's Report For September 2019***

1. Building Permit Summary for the Regional District of Bulkley-Nechako

There were 11 building permit applications submitted this reporting period. The fees collected this reporting period amount to \$13,220.71, with a total construction value of \$2,194,785.50. There have been 108 permits issued to date in 2019.

2. Building Permit Summary for the Village of Burns Lake

There was 1 building permit application submitted this reporting period, with a total construction value of \$3,200,000.00. There have been 15 permits issued to date in 2019.

3. Building Permit Summary for the Village of Fraser Lake

There were 2 building permit applications submitted this reporting period, with a total construction value of \$11,500.00. There have been 12 permits issued to date in 2019.

4. Building Permit Summary for the Village of Granisle

There was 1 building permit application submitted this reporting period, with a total construction value of \$30,000.00. There have been 13 permits issued to date in 2019.

5. Building Permit Summary for the District of Fort St. James

There were no building permit applications submitted this reporting period. There have been 8 permits issued to date in 2019.

6. Building Permit Summary for the Village of Telkwa

There was 1 building permit application submitted this reporting period with a total construction value of \$65,000.00. There have been 15 permits issued to date in 2019.

7. Building Permit Summary for the District of Houston

There were 2 building permit applications submitted this reporting period with a total construction value of \$230,000.00. There have been 17 permits issued to date in 2019.

Reviewed by:

Written by:

  
\_\_\_\_\_  
Jason Llewellyn, Director of Planning

  
\_\_\_\_\_  
Jason Berlin, Chief Building Inspector

Innovation. Opportunity. Collaboration.



Bulkley-Nechako Regional District Board Council  
via Council Agenda Package

October 7, 2019

Hello Bulkley-Nechako Regional District Board Council,

I am the project manager for **Charge North** – the electric vehicle charging station network that is underway on behalf of six regional districts in central and northern BC, and their respective 43 municipalities, including yours!

With just over one year of work under our belt, there has been a lot of momentum including:

- Working with BC Hydro and the Ministry of Transportation and Infrastructure on their Level 3 station (30 – 40 minutes to charge a car) installation in Charge North communities
- Grant applications with CleanBC and Northern Development Initiatives Trust for Level 2 stations (4 – 6 hours to charge a car) in 28 Charge North communities
- Project Updates (Fall 2019 attached) and a Top EV Myths brochure (attached) available for local governments to display/distribute locally. Please contact me for a print ready file if interested.
- Quarterly Advisory Committee meetings with representatives from each of the six regional districts
- Ongoing outreach with communities, stakeholders and Charge North car dealers

I am happy to answer any questions or receive comments from Councillors, Directors or staff by email at [jkeyes@communityenergy.bc.ca](mailto:jkeyes@communityenergy.bc.ca).

Sincerely,

A handwritten signature in black ink, appearing to read "Janice Keyes".

Janice Keyes

Senior Manager, Community Energy Engagement, Community Energy Association  
Consultant to Charge North Partners





## EV Travel for Central and Northern BC

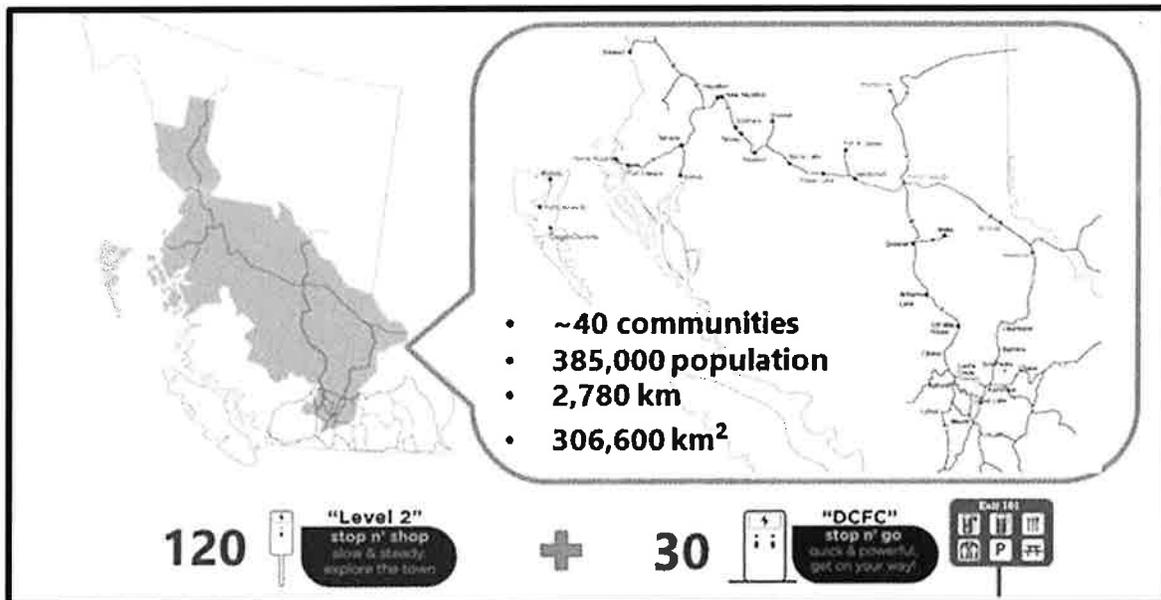
Charge North is a community-led initiative to develop an electric vehicle (EV) charging network to facilitate travel to and within central and northern BC. This collaborative project is directed by six regional governments and engages 43 local governments from south of Kamloops to Haida Gwaii, connecting over 2,780 kms of highway for rural EV travel. Charge North is facilitated by the Community Energy Association on behalf of an Advisory Committee made up of representatives from each regional district and the Northern BC Tourism Association.

The project builds upon lessons learned from both [Accelerate Kootenays](#) and [Peaks to Prairies](#) EV projects, both community-driven approaches to electrifying rural areas, but takes into account the unique context of central and northern BC to ensure maximum benefits for drivers, residents and communities.

Charge North also complements the Province of BC's CleanBC Plan, launched in December 2018, which will require 100% of vehicles sold in BC to be zero-emission by 2040.

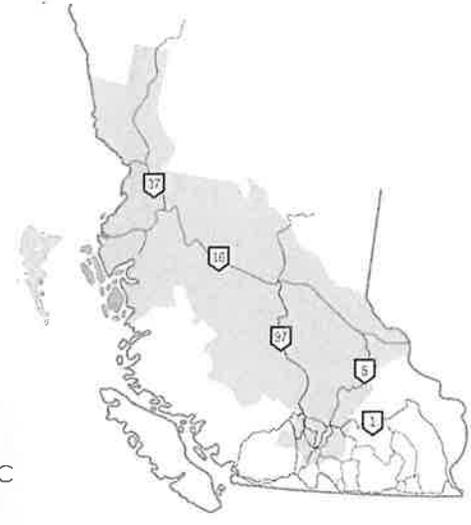
### Building the Network

Charge North is working closely with BC Hydro and the Ministry of Transportation and Infrastructure to develop a charging network that supports safe and reliable EV travel with approximately 120 Level 2 stations and 30 Level 3 Direct Current Fast Charging (DCFC) stations. Both Level 2 and DCFC stations are necessary to create a robust rural EV network. DCFC stations are critical to facilitating corridor travel - EV travel to and within the region - while Level 2 stations can direct how and where visitors spend their time and money while in a community.



It is exciting to see three new Level 3 stations at 70 Mile House, Cache Creek and Clinton up and running as of July 2019, as part of BC Hydro's Phase 3 construction.

## Project Timeline and Future Deployment



**New MOTI Stations**  
Summer 2019  
4 rest areas on Highways 5 and 97C

**BC Hydro**  
By fall 2019  
10 DCFC stations along Highways 5 and 97 from Kamloops to Prince George

**MOTI - Next Phase**  
5 rest areas along Highway 16 and 97

**BC Hydro - Next Phase**  
When funding is secured, approximately 10 DCFC stations primarily along Highway 16

**Charge North - Level 2 stations**  
When funding is secured, starting with 50 Level 2 stations in 28 communities

## New (and more!) EVs coming soon to a highway near you

As of the first quarter of 2019, there were over 20,000 EVs in BC, representing almost 5% of all new car sales in BC. The Province of BC has created targets to further support accelerated EV adoption. December 2018 saw the release of the CleanBC Plan with its ultimate goal to accomplish 75% of the Province's 2030 GHG reduction goal, followed in May 2019 by the Zero-Emissions Vehicle Act (ZEVA). The ZEV Act sets a new zero-emission vehicle (ZEV) target for new light-duty passenger vehicle sales in B.C.

- 10 % will be zero-emission vehicles by 2025
- 30 % by 2030
- 100 % by 2040

cleanBC

## Project Partners

The following organizations proudly support Charge North: The Federation of Canadian Municipalities' Municipal Climate Innovation Program (MCIP) and six Regional Districts - North Coast, Kitimat-Stikine, Bulkley-Nechako, Fraser-Fort George, Cariboo, and Thompson-Nicola. For more information, please contact Janice Keyes with the Community Energy Association at [jkeyes@communityenergy.bc.ca](mailto:jkeyes@communityenergy.bc.ca) or 604-628-7076, ext. 705.



# Electric Vehicle Travel from Trails to Trees to Seas.

As an EV owner, you can expect:

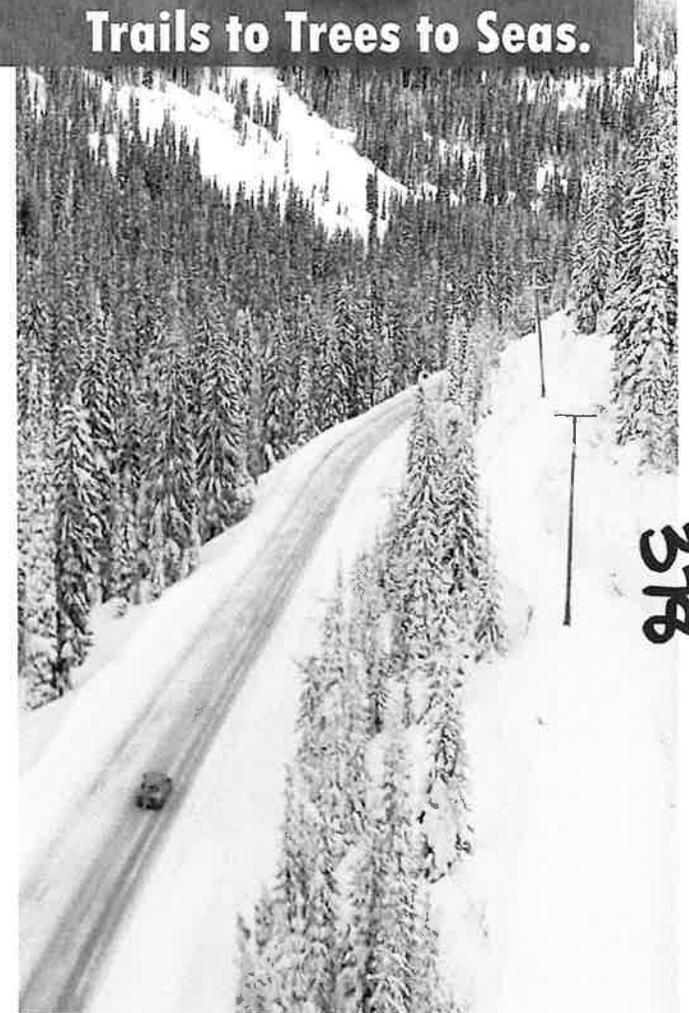
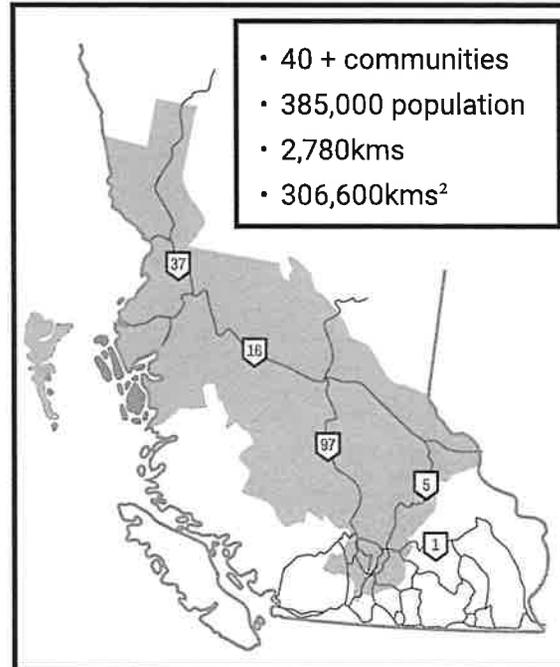
**A fuller wallet:** By filling up with electricity instead of gas, you could save \$1,200 a year - and that isn't even including maintenance savings!

**Less maintenance:** Since an EV has no engine, it has much fewer moving parts. This means comparatively little maintenance overall - no oil changes or maintenance costs for exhaust systems.

**A better drive:** No gas engine means no noise and no gears means instant acceleration - get ready to belt out some tunes and glide down some scenic highways.

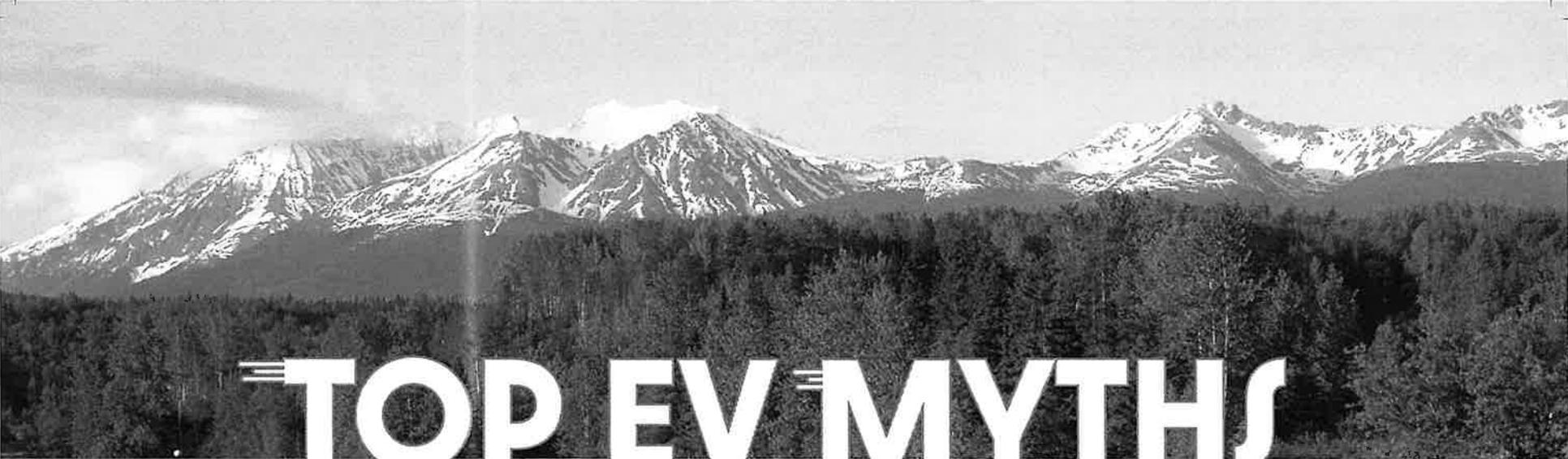
**Adventures!** Whether you are in search of mountains, trails, or rivers, the BC charging station network will connect you to your favourite spots - north, east, south, west.

The Charge North project area:



For more information, please contact Janice Keyes with Community Energy Association:  
jkeyes@communityenergy.bc.ca / 604-628-7076 x705.





# TOP EV MYTHS

## **Myth 1: There is nowhere to charge an EV.**

A robust EV charging station network will soon connect south of Kamloops to Prince George and out to Haida Gwaii covering almost 2,800kms of highway. By fall 2019, there will be approximately 20 new DC Fast Charging stations installed by BC Hydro and the Ministry of Transportation and Infrastructure, and more in the planning stages for 2020. And with a growing Level 2 network throughout the region, you can soon travel with quick stops to top up, or longer stops to enjoy a town. Charging infrastructure is also growing rapidly across BC, in Alberta and throughout the USA.

## **Myth 2: Leaving an EV plugged in all night will be really expensive.**

Charging an EV at home will cost you about \$2.40 per 100km. For many people, even in rural areas, a day's worth of driving is less than 100km, so an average charge overnight may be even less.

## **Myth 3: EVs don't work well on mountain highways.**

On the contrary! If you've ever enjoyed the vistas along a mountain highway, imagine the experience when there is no engine or acceleration noise to interrupt! A couple other reasons your EV is meant for rural highways:

No gears = instant acceleration

Regenerative braking = less use of brakes during descents

## **Myth 4: EVs are luxury cars.**

While that may have been true a couple years ago, the retail price of EVs are dropping rapidly, as are the variety of models available. With annual savings in fuel and maintenance, the overall cost of an EV is much lower.

Check out [PlugInBC.ca](http://PlugInBC.ca) to find the latest information on rebates and incentives for EVs in BC.

## **Myth 5: Electric vehicles don't work in cold weather.**

EVs work fine in cold weather. It's true that because the drive battery is used to heat and cool the cabin, your EV's range will be reduced in very cold or very hot weather. However, there are several ways to mitigate the loss of driving range in extreme cold. For example, you can preheat your vehicle while it is plugged into the grid. You can also equip your EV with snow/stud tires just like your gas car. EV station locations in the Charge North network will be planned with local geography and climate in mind.

## **Myth 6: Charging with electricity is inconvenient.**

Plug in at night, just like you do your cell phone, and you'll be charged and ready each morning. Most EV drivers say their electric car is significantly more convenient to use than their gas cars.



NORTHWEST BRITISH COLUMBIA  
RESOURCE BENEFITS ALLIANCE

**TO:** RBA Member Local Governments  
**FROM:** Kris Boland, RBA Project Manager  
**DATE:** September 30, 2019  
**RE:** RBA Update

### **RECOMMENDATION:**

**This report is provided for information only.**

### **BACKGROUND:**

The Northwest BC Resource Benefits Alliance (the "RBA") is made up of 21 local governments in the North Coast, Kitimat-Stikine and Bulkley-Nechako Regional Districts. The RBA's goal is to negotiate a new funding agreement with the Province of British Columbia to ensure the significant amount of major industrial development taking place in Northwest BC builds strong, sustainable and livable communities.

### **DISCUSSION AND ANALYSIS:**

#### 2019 UBCM Convention

The Union of British Columbia Municipalities annual convention took place recently in Vancouver from September 23 to September 27, which provided an opportunity to meet with representatives from the provincial government to discuss the needs of RBA communities.

On September 26, 2019, the RBA Steering Committee plus six appointed regional district representatives met with the Honourable John Horgan, Premier; the Honourable Carole James, Minister of Finance; and the Honourable Selina Robinson, Minister of Municipal Affairs and Housing. The meeting was very productive, with Premier Horgan firmly committing to negotiate a resource benefits sharing agreement with the RBA during the BC NDP's current term of office. The Premier did acknowledge that current financial resources are limited due to a recent downturn in economic activity, and that any agreement would likely see the flow of new funds timed to coincide with a new major revenue source coming online, such as when the LNG Canada project becomes operational.

This is an important step forward for the RBA, and staff will work diligently with representatives from the Province of BC in the coming months to ensure progress is made towards a resource benefits sharing agreement.

The RBA Steering Committee and regional district appointees also took the opportunity to meet with the BC Liberal Party and the BC Green Party at the UBCM Convention. The goal of these meetings was to ensure all members of the Legislative Assembly of British Columbia are aware and informed of the needs of communities within the RBA.



NORTHWEST BRITISH COLUMBIA  
RESOURCE BENEFITS ALLIANCE

### Sustainability and Livability Plan for Northwest BC

CitySpaces Consulting Ltd. and staff are continuing to work on the Sustainability and Livability Plan for Northwest BC. This project is currently on schedule and within the approved budget. A preliminary summary of the findings to date was provided to the Ministry of Finance and the Ministry of Municipal Affairs and Housing, in advance of the meeting at the UBCM Convention. The final report is scheduled to be complete on October 31, 2019, subject to the final review and approval of the RBA Steering Committee.

Staff from the various RBA member communities have provided an overwhelming amount of information and support to facilitate the preparation of the plan, and they should be commended for their contribution towards building the RBA's business case.

### **FINANCIAL IMPLICATIONS:**

There are no financial implications directly associated with this report. The Sustainability and Livability Plan for Northwest BC is currently within the approved budget, and is expected to complete on time and within budget.

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Prepared by/contact: Kris Boland, RBA Project Manager

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Approved by: Ron Poole, RDKS CAO

382

Board-Receive



Reference: 347258

SEP 11 2019

Gerry Thiessen, Chair  
and Directors  
Regional District of Bulkley-Nechako  
PO Box 820  
Burns Lake BC V0J 1E0

RECEIVED

SEP 17 2019

REGIONAL DISTRICT OF  
BULKLEY-NECHAKO

Dear Chair Thiessen and Directors:

Thank you for your letter of July 15, 2019, regarding expansion of the scope of the Recycling Regulation to include packaging and paper products (PPP) from the Industrial, Commercial and Institutional (ICI) sector.

BC has one of the most successful extended producer responsibility (EPR) programs for residential packaging in the country; this is the largest and most involved of any of our 22 EPR programs in place today.

I appreciate the regional district's interest to see such an expansion of this program. The ministry has recently conducted a study and consultation process on additional products that may be suitable to be managed under the regulation. This research will help inform the ministry on product/material gaps, including how ICI recycling is currently managed. This is the first step in that process and, as always, the ministry will consult with stakeholders, Indigenous communities, local governments and the public with respect to any future actions in this regard.

On a related note, I was pleased to announce on July 25, 2019, the Province's Plastics Action Plan Policy Consultation Paper and engagement process. Through the release of this consultation paper, the Province is engaging on developing new policy options and seeking feedback on action in four connected areas to reduce plastic pollution and use less plastic overall. British Columbians are encouraged to share their opinions in an online survey at [www.cleanbc.ca/plastics](http://www.cleanbc.ca/plastics). Written submissions are also encouraged with further instructions provided through the website. This survey and engagement process extends until September 30, 2019, after which we will publish a "What We Heard" report and determine the appropriate policy or regulatory responses.

...2

Thank you again for taking the time to write.

Sincerely,

A handwritten signature in cursive script that reads "G. Heyman". The signature is written in dark ink and is positioned above the printed name.

George Heyman  
Minister

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Board-Ratify

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CHEQUE LISTING  
 SEPT 2019

Vendor Number	Vendor Name / Doc. Number	Doc. Date	Due Date	Disc Date	Reference	Orig. Amount	Curr. amount	Max Payable (if changed)	Disc. Base (if changed)
<b>ABE001 ABERDEEN BUSINESS CONSULTING</b>									
PA	TP-471-001	09/09/19			TP-471-001	-925.38	0.00		
PA	TP-473-001	09/18/19			TP-473-001	-475.91	0.00		
PA	TP-475-001	09/25/19			TP-475-001	-525.00	0.00		
Vendor (ABE001) totals:						<b>-1,926.29</b>	<b>0.00</b>		
<b>ACE002 ACE HARDWARE</b>									
PA	32717	09/25/19			32717	-70.08	0.00		
Vendor (ACE002) totals:						<b>-70.08</b>	<b>0.00</b>		
<b>ACT002 ACTION SERVICES</b>									
PA	TP-475-002	09/25/19			TP-475-002	-199.50	0.00		
Vendor (ACT002) totals:						<b>-199.50</b>	<b>0.00</b>		
<b>ALT003 ALTERNATIVE GROUNDS</b>									
PA	TP-475-003	09/25/19			TP-475-003	-518.58	0.00		
Vendor (ALT003) totals:						<b>-518.58</b>	<b>0.00</b>		
<b>ARO001 ARO AUTOMOTIVE &amp; INDUSTRIAL</b>									
PA	TP-470-001	09/04/19			TP-470-001	-477.04	0.00		
Vendor (ARO001) totals:						<b>-477.04</b>	<b>0.00</b>		
<b>BAN001 BANDSTRA TRANSPORTATION</b>									
PA	TP-470-002	09/04/19			TP-470-002	-54.17	0.00		
PA	TP-475-004	09/25/19			TP-475-004	-53.75	0.00		
Vendor (BAN001) totals:						<b>-107.92</b>	<b>0.00</b>		
<b>BCH002 BC HYDRO</b>									
PA	TP-471-002	09/09/19			TP-471-002	-4,567.63	0.00		
Vendor (BCH002) totals:						<b>-4,567.63</b>	<b>0.00</b>		
<b>BCR001 BC RURAL CENTRE</b>									
PA	32732	09/25/19			32732	-446.25	0.00		
Vendor (BCR001) totals:						<b>-446.25</b>	<b>0.00</b>		
<b>BCT001 BCTRANSIT</b>									
PA	32686	09/17/19			32686	-8,655.86	0.00		
Vendor (BCT001) totals:						<b>-8,655.86</b>	<b>0.00</b>		
<b>BLA001 BLACK PRESS GROUP LTD</b>									
PA	TP-472-001	09/17/19			TP-472-001	-740.74	0.00		
PA	TP-475-005	09/25/19			TP-475-005	-694.61	0.00		
Vendor (BLA001) totals:						<b>-1,435.35</b>	<b>0.00</b>		
<b>BUL008 BULKLEY VALLEY HOME CENTRE LTD</b>									
PA	TP-470-003	09/04/19			TP-470-003	-1,417.38	0.00		
Vendor (BUL008) totals:						<b>-1,417.38</b>	<b>0.00</b>		
<b>BUL010 BULKLEY VALLEY WATER SERVICES</b>									
PA	TP-475-006	09/25/19			TP-475-006	-200.00	0.00		
Vendor (BUL010) totals:						<b>-200.00</b>	<b>0.00</b>		
<b>BUR001 BURNS LAKE AUTOMOTIVE SUPPLY</b>									
PA	TP-470-004	09/04/19			TP-470-004	-1,709.23	0.00		
Vendor (BUR001) totals:						<b>-1,709.23</b>	<b>0.00</b>		
<b>BUR002 BURNS LAKE CHAMBER OF COMMERC</b>									
PA	32687	09/17/19			32687	-169.77	0.00		
PA	32702	09/18/19			32702	-988.60	0.00		
Vendor (BUR002) totals:						<b>-1,158.37</b>	<b>0.00</b>		
<b>BUR012 BURNS LAKE PUBLIC LIBRARY</b>									

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BUR012 BURNS LAKE PUBLIC LIBRARY (Continued)									
PA	TP-470-005	09/04/19			TP-470-005	-5,430.00	0.00		
PA	TP-474-001	09/27/19			TP-474-001	-18,916.67	0.00		
Vendor (BUR012) totals:						<b>-24,346.67</b>	<b>0.00</b>		
BUR014 BURNS LAKE REBROADCAST SOCIETY									
PA	TP-474-002	09/27/19			TP-474-002	-2,708.33	0.00		
Vendor (BUR014) totals:						<b>-2,708.33</b>	<b>0.00</b>		
BUR028 BURNS LAKE HOME HARDWARE									
PA	TP-475-007	09/25/19			TP-475-007	-112.59	0.00		
Vendor (BUR028) totals:						<b>-112.59</b>	<b>0.00</b>		
BVA001 B V AQUATIC CENTRE MANG. SOCIE									
PA	TP-474-003	09/27/19			TP-474-003	-49,916.67	0.00		
Vendor (BVA001) totals:						<b>-49,916.67</b>	<b>0.00</b>		
CAN008 CANCADD IMAGING SOLUTIONS									
PA	32688	09/17/19			32688	-153.41	0.00		
Vendor (CAN008) totals:						<b>-153.41</b>	<b>0.00</b>		
CAR007 CARVELLO LAW CORPORATION									
PA	TP-471-003	09/09/19			TP-471-003	-5,398.66	0.00		
Vendor (CAR007) totals:						<b>-5,398.66</b>	<b>0.00</b>		
CAR013 CARO ANALYTICAL SERVICES									
PA	TP-470-006	09/04/19			TP-470-006	-1,111.53	0.00		
PA	TP-472-002	09/17/19			TP-472-002	-205.80	0.00		
PA	TP-475-008	09/25/19			TP-475-008	-3,306.24	0.00		
Vendor (CAR013) totals:						<b>-4,623.57</b>	<b>0.00</b>		
CAS002 CASCADES RECOVERY INC.									
PA	TP-470-007	09/04/19			TP-470-007	-5,149.92	0.00		
Vendor (CAS002) totals:						<b>-5,149.92</b>	<b>0.00</b>		
CHE002 PARKLAND REFINING (BC) LTD.									
PA	TP-470-008	09/04/19			TP-470-008	-4,623.01	0.00		
Vendor (CHE002) totals:						<b>-4,623.01</b>	<b>0.00</b>		
CLU003 CLUCULZ LAKE VOL. FIRE DEPT									
PA	TP-474-004	09/27/19			TP-474-004	-1,475.00	0.00		
Vendor (CLU003) totals:						<b>-1,475.00</b>	<b>0.00</b>		
COL005 COLLEGE OF NEW CALEDONIA									
PA	32667	09/03/19			32667	-2,500.00	0.00		
Vendor (COL005) totals:						<b>-2,500.00</b>	<b>0.00</b>		
COL008 COLLABRIA									
PA	32733	09/25/19			32733	-18,981.63	0.00		
Vendor (COL008) totals:						<b>-18,981.63</b>	<b>0.00</b>		
CRA003 Geraldine Craven									
PA	32668	09/03/19			32668	-70.16	0.00		
Vendor (CRA003) totals:						<b>-70.16</b>	<b>0.00</b>		
D&M001 D&M INDUSTRIAL SUPPLIES									
PA	32714	09/18/19			32714	-67.20	0.00		
Vendor (D&M001) totals:						<b>-67.20</b>	<b>0.00</b>		
DAV003 DAVERN ENTERPRISES									
PA	TP-475-009	09/25/19			TP-475-009	-45,675.00	0.00		
Vendor (DAV003) totals:						<b>-45,675.00</b>	<b>0.00</b>		

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DEC004	DECKER LAKE REC. COMMISSION								
	PA 32669	09/03/19			32669	-2,500.00	0.00		
	Vendor (DEC004) totals:					-2,500.00	0.00		
DIN001	RAY DINSMORE								
	PA 32718	09/25/19			32718	-550.00	0.00		
	Vendor (DIN001) totals:					-550.00	0.00		
DIS001	DISTRICT OF FORT ST JAMES								
	PA TP-473-002	09/18/19			TP-473-002	-1,100.00	0.00		
	Vendor (DIS001) totals:					-1,100.00	0.00		
DIS004	DISTRICT OF VANDERHOOF								
	PA 32703	09/18/19			32703	-100,000.00	0.00		
	Vendor (DIS004) totals:					-100,000.00	0.00		
EAG001	EAGLE AUTOMOTIVE CENTER								
	PA TP-472-003	09/17/19			TP-472-003	-532.09	0.00		
	Vendor (EAG001) totals:					-532.09	0.00		
ECO006	ECOLECTRIC SOLUTIONS								
	PA 32719	09/25/19			32719	-20,676.12	0.00		
	Vendor (ECO006) totals:					-20,676.12	0.00		
EVE002	EVERGREEN INDUSTRIAL SUPPLIES								
	PA 32704	09/18/19			32704	-134.56	0.00		
	Vendor (EVE002) totals:					-134.56	0.00		
EXT001	EXTREME SIGNS & STRIPES								
	PA TP-470-009	09/04/19			TP-470-009	-67.20	0.00		
	Vendor (EXT001) totals:					-67.20	0.00		
FIN003	FINNING (CANADA)								
	PA TP-470-010	09/04/19			TP-470-010	-542.83	0.00		
	Vendor (FIN003) totals:					-542.83	0.00		
FOR008	FORT FRASER VOL. FIRE DEP.								
	PA TP-474-005	09/27/19			TP-474-005	-1,633.33	0.00		
	Vendor (FOR008) totals:					-1,633.33	0.00		
FOR015	FORT ST. JAMES LIBRARY								
	PA TP-474-006	09/27/19			TP-474-006	-1,432.33	0.00		
	Vendor (FOR015) totals:					-1,432.33	0.00		
FOR033	FORT SAINT JAMES TV SOCIETY								
	PA TP-474-007	09/27/19			TP-474-007	-13,958.33	0.00		
	Vendor (FOR033) totals:					-13,958.33	0.00		
FOU002	FOUR STAR COMMUNICATIONS INC								
	PA TP-475-010	09/25/19			TP-475-010	-123.64	0.00		
	Vendor (FOU002) totals:					-123.64	0.00		
FRA009	FRASER LAKE BUILDING SUPPLIES								
	PA 32670	09/03/19			32670	-69.49	0.00		
	Vendor (FRA009) totals:					-69.49	0.00		
FRA014	FRASER LAKE LIBRARY BOARD								
	PA TP-474-008	09/27/19			TP-474-008	-2,516.25	0.00		
	Vendor (FRA014) totals:					-2,516.25	0.00		
FRA016	FRASER LAKE REBROADCASTING SOC								
	PA TP-474-009	09/27/19			TP-474-009	-6,281.25	0.00		
	Vendor (FRA016) totals:					-6,281.25	0.00		

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FRA025	FRASER LAKE BOTTLE DEPOT								
PA	TP-472-004	09/17/19			TP-472-004	-1,751.20	0.00		
PA	TP-475-011	09/25/19			TP-475-011	-9,774.25	0.00		
	Vendor (FRA025) totals:					<b>-11,525.45</b>	<b>0.00</b>		
GEM003	GEM STAR TRUCKING LTD.								
PA	32671	09/03/19			32671	-12.16	0.00		
	Vendor (GEM003) totals:					<b>-12.16</b>	<b>0.00</b>		
GLO001	GLOBALSTAR CANADA								
PA	32672	09/03/19			32672	-179.18	0.00		
	Vendor (GLO001) totals:					<b>-179.18</b>	<b>0.00</b>		
GOE001	BETHANY GOERTZEN								
PA	32689	09/17/19			32689	-92.80	0.00		
	Vendor (GOE001) totals:					<b>-92.80</b>	<b>0.00</b>		
GOE004	THOMAS GOERTZEN								
PA	32690	09/17/19			32690	-92.80	0.00		
	Vendor (GOE004) totals:					<b>-92.80</b>	<b>0.00</b>		
GRA008	GRASSY PLAINS COMMUNITY HALL								
PA	32685	09/11/19			32685	-365.00	0.00		
	Vendor (GRA008) totals:					<b>-365.00</b>	<b>0.00</b>		
HOU006	HOUSTON SMITHERS REBROADCASTING								
PA	TP-474-010	09/27/19			TP-474-010	-5,000.00	0.00		
	Vendor (HOU006) totals:					<b>-5,000.00</b>	<b>0.00</b>		
HOU018	HOUSTON BOTTLE DEPOT								
PA	TP-475-012	09/25/19			TP-475-012	-3,455.24	0.00		
	Vendor (HOU018) totals:					<b>-3,455.24</b>	<b>0.00</b>		
HUB004	HUBER EQUIPMENT								
PA	32720	09/25/19			32720	-119,280.00	0.00		
	Vendor (HUB004) totals:					<b>-119,280.00</b>	<b>0.00</b>		
IAF001	IA FINANCIAL GROUP								
PA	32673	09/03/19			32673	-720.00	0.00		
PA	32691	09/17/19			32691	-570.00	0.00		
PA	32730	09/25/19			32730	-570.00	0.00		
	Vendor (IAF001) totals:					<b>-1,860.00</b>	<b>0.00</b>		
IDE001	IDEAL OFFICE SOLUTIONS								
PA	TP-472-005	09/17/19			TP-472-005	-341.85	0.00		
	Vendor (IDE001) totals:					<b>-341.85</b>	<b>0.00</b>		
IGI001	IGI RESOURCES								
PA	TP-471-004	09/09/19			TP-471-004	-566.49	0.00		
	Vendor (IGI001) totals:					<b>-566.49</b>	<b>0.00</b>		
INF001	INFOSAT COMMUNICATIONS								
PA	TP-472-006	09/17/19			TP-472-006	-58.17	0.00		
	Vendor (INF001) totals:					<b>-58.17</b>	<b>0.00</b>		
INT001	INTERIOR ELECTRICAL AUTOMATION								
PA	32705	09/18/19			32705	-13,677.75	0.00		
	Vendor (INT001) totals:					<b>-13,677.75</b>	<b>0.00</b>		
JOR001	JORMAD ENTERPRISES								
PA	32721	09/25/19			32721	-803.25	0.00		
	Vendor (JOR001) totals:					<b>-803.25</b>	<b>0.00</b>		

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JRO001	JR OVERHEAD DOORS LTD								
PA	32692	09/17/19			32692	-4,522.58	0.00		
	Vendor (JRO001) totals:					-4,522.58	0.00		
KAL003	KAL TIRE - BURNS LAKE								
PA	TP-470-011	09/04/19			TP-470-011	-10,947.07	0.00		
	Vendor (KAL003) totals:					-10,947.07	0.00		
LAK004	LAKES DISTRICT AIRPORT SOCIETY								
PA	TP-474-011	09/27/19			TP-474-011	-6,875.00	0.00		
	Vendor (LAK004) totals:					-6,875.00	0.00		
LAK012	LAKES DISTRICT MUSEUM SOCIETY								
PA	TP-474-012	09/27/19			TP-474-012	-4,000.00	0.00		
	Vendor (LAK012) totals:					-4,000.00	0.00		
LAK014	LAKES DISTRICT PRINTING								
PA	TP-472-007	09/17/19			TP-472-007	-1,041.60	0.00		
	Vendor (LAK014) totals:					-1,041.60	0.00		
LAK023	LD FALL FAIR ASSOCIATION								
PA	32674	09/03/19			32674	-3,000.00	0.00		
	Vendor (LAK023) totals:					-3,000.00	0.00		
LAK027	LAKES DISTRICT ARTS COUNCIL								
PA	TP-474-013	09/27/19			TP-474-013	-625.00	0.00		
	Vendor (LAK027) totals:					-625.00	0.00		
LAK032	LAKES DISTRICT FILM								
PA	TP-474-014	09/27/19			TP-474-014	-150.00	0.00		
	Vendor (LAK032) totals:					-150.00	0.00		
LDF001	LDFC PRINTING & STATIONARY								
PA	TP-470-012	09/04/19			TP-470-012	-1,554.59	0.00		
	Vendor (LDF001) totals:					-1,554.59	0.00		
M4E001	M 4 ENTERPRISES								
PA	TP-472-008	09/17/19			TP-472-008	-1,861.13	0.00		
	Vendor (M4E001) totals:					-1,861.13	0.00		
MAC008	ALLAN RODERICK MACLEAN								
PA	32722	09/25/19			32722	-5,000.00	0.00		
	Vendor (MAC008) totals:					-5,000.00	0.00		
MIN002	MINISTER OF FINANCE - PROVINCE OF								
PA	TP-475-013	09/25/19			TP-475-013	-2,400.00	0.00		
	Vendor (MIN002) totals:					-2,400.00	0.00		
NEC006	NECHAKO FIRE & SAFETY								
PA	32723	09/25/19			32723	-70.35	0.00		
	Vendor (NEC006) totals:					-70.35	0.00		
NEC017	NECHAKO VALLEY COMMUNITY SVCS								
PA	32675	09/03/19			32675	-500.00	0.00		
	Vendor (NEC017) totals:					-500.00	0.00		
NOR022	NORTHWEST FUELS LTD.								
PA	TP-475-014	09/25/19			TP-475-014	-1,924.52	0.00		
	Vendor (NOR022) totals:					-1,924.52	0.00		
NOR027	N.W. INVASIVE PLANT COUNCIL								
PA	32693	09/17/19			32693	-31,608.05	0.00		
	Vendor (NOR027) totals:					-31,608.05	0.00		

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<b>NOR042 NORTHERN MAT &amp; BRIDGE</b>									
PA	32694	09/17/19			32694	-216.00	0.00		
Vendor (NOR042) totals:						<b>-216.00</b>	<b>0.00</b>		
<b>OKT001 1118662 BC LTD DBA OK TIRE</b>									
PA	32706	09/18/19			32706	-34.07	0.00		
Vendor (OKT001) totals:						<b>-34.07</b>	<b>0.00</b>		
<b>OUE001 OUELLETTE BROS BUILDING SUPPLIE</b>									
PA	32676	09/03/19			32676	-231.32	0.00		
PA	32715	09/18/19			32715	-130.66	0.00		
Vendor (OUE001) totals:						<b>-361.98</b>	<b>0.00</b>		
<b>OVE002 SAVE ON FOODS</b>									
PA	32677	09/03/19			32677	-155.98	0.00		
Vendor (OVE002) totals:						<b>-155.98</b>	<b>0.00</b>		
<b>PAC004 PACIFIC NORTHERN GAS LTD.</b>									
PA	TP-471-005	09/09/19			TP-471-005	-2,208.09	0.00		
Vendor (PAC004) totals:						<b>-2,208.09</b>	<b>0.00</b>		
<b>PAC007 PACIFIC TRUCK &amp; EQUIPMENT INC</b>									
PA	32707	09/18/19			32707	-759.26	0.00		
Vendor (PAC007) totals:						<b>-759.26</b>	<b>0.00</b>		
<b>PAY002 PAYNE SEPTIC SERVICE (2010)</b>									
PA	32724	09/25/19			32724	-630.00	0.00		
Vendor (PAY002) totals:						<b>-630.00</b>	<b>0.00</b>		
<b>PET008 PETTY CASH FUND</b>									
PA	32678	09/03/19			32678	-156.80	0.00		
Vendor (PET008) totals:						<b>-156.80</b>	<b>0.00</b>		
<b>PIT001 PITNEY BOWES</b>									
PA	32695	09/17/19			32695	-534.74	0.00		
Vendor (PIT001) totals:						<b>-534.74</b>	<b>0.00</b>		
<b>PRA002 PRAGMATIC CONFERENCING</b>									
PA	TP-475-015	09/25/19			TP-475-015	-49.09	0.00		
Vendor (PRA002) totals:						<b>-49.09</b>	<b>0.00</b>		
<b>PUR002 PUROLATOR COURIER LTD.</b>									
PA	TP-470-013	09/04/19			TP-470-013	-69.42	0.00		
PA	TP-472-009	09/17/19			TP-472-009	-28.47	0.00		
Vendor (PUR002) totals:						<b>-97.89</b>	<b>0.00</b>		
<b>QLA001 QLAB SYSTEMS LTD</b>									
PA	TP-470-014	09/04/19			TP-470-014	-722.40	0.00		
Vendor (QLA001) totals:						<b>-722.40</b>	<b>0.00</b>		
<b>RAN004 RANDY WILSON TRUCKING</b>									
PA	32679	09/03/19			32679	-876.75	0.00		
PA	32725	09/25/19			32725	-505.58	0.00		
Vendor (RAN004) totals:						<b>-1,382.33</b>	<b>0.00</b>		
<b>RED005 RED SPADE ENT LTD.</b>									
PA	32696	09/17/19			32696	-32.47	0.00		
PA	32700	09/17/19			32700	-18.27	0.00		
RC	32696	09/17/19				32.47	0.00		
Vendor (RED005) totals:						<b>-18.27</b>	<b>0.00</b>		
<b>REG001 REG.DIST.OF FRASER-FORT GEORGE</b>									

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REG001 REG.DIST.OF FRASER-FORT GEORGE (Continued)									
PA	32708	09/18/19			32708	-196.00	0.00		
Vendor (REG001) totals:						<b>-196.00</b>	<b>0.00</b>		
RIC001 RICH'S SAW SALES									
PA	32709	09/18/19			32709	-107.66	0.00		
Vendor (RIC001) totals:						<b>-107.66</b>	<b>0.00</b>		
RIV004 RIVER ROCK RANCH									
PA	32731	09/25/19			32731	-345.00	0.00		
Vendor (RIV004) totals:						<b>-345.00</b>	<b>0.00</b>		
ROG001 ROGERS									
PA	TP-473-003	09/18/19			TP-473-003	-161.88	0.00		
Vendor (ROG001) totals:						<b>-161.88</b>	<b>0.00</b>		
SHA007 SHADOW LEATHERS									
PA	TP-475-016	09/25/19			TP-475-016	-219.40	0.00		
Vendor (SHA007) totals:						<b>-219.40</b>	<b>0.00</b>		
SHE005 EVA SHERWOOD									
PA	32710	09/18/19			32710	-425.00	0.00		
Vendor (SHE005) totals:						<b>-425.00</b>	<b>0.00</b>		
SMI003 SMITHERS CHAMBER OF COMMERCE									
PA	32680	09/03/19			32680	-170.62	0.00		
Vendor (SMI003) totals:						<b>-170.62</b>	<b>0.00</b>		
SMI007 SMITHERS PUBLIC LIBRARY									
PA	TP-474-015	09/27/19			TP-474-015	-6,975.92	0.00		
Vendor (SMI007) totals:						<b>-6,975.92</b>	<b>0.00</b>		
SMI025 SMITHERS COMMUNITY RADIO									
PA	32711	09/18/19			32711	-1,100.00	0.00		
Vendor (SMI025) totals:						<b>-1,100.00</b>	<b>0.00</b>		
SMI027 SMITHERS HOME HARDWARE									
PA	32701	09/17/19			32701	-14.20	0.00		
Vendor (SMI027) totals:						<b>-14.20</b>	<b>0.00</b>		
SMI031 SMITHERS CHRISTIAN REFORMED CHL									
PA	32681	09/03/19			32681	-2,500.00	0.00		
Vendor (SMI031) totals:						<b>-2,500.00</b>	<b>0.00</b>		
SMS001 SMS EQUIPMENT INC.									
PA	32712	09/18/19			32712	-160.64	0.00		
Vendor (SMS001) totals:						<b>-160.64</b>	<b>0.00</b>		
SOU003 SOUTHSIDE VOLUNTEER FIRE DEPT.									
PA	TP-474-016	09/27/19			TP-474-016	-2,075.33	0.00		
Vendor (SOU003) totals:						<b>-2,075.33</b>	<b>0.00</b>		
SPO001 SPOTLESS UNIFORM LTD.									
PA	TP-472-010	09/17/19			TP-472-010	-16.75	0.00		
Vendor (SPO001) totals:						<b>-16.75</b>	<b>0.00</b>		
STA008 STARLAND SUPPLY LTD									
PA	TP-470-015	09/04/19			TP-470-015	-589.35	0.00		
Vendor (STA008) totals:						<b>-589.35</b>	<b>0.00</b>		
STE012 STEWART MCDANNOLD STUART									
PA	TP-472-011	09/17/19			TP-472-011	-861.35	0.00		
PA	TP-475-017	09/25/19			TP-475-017	-3,577.43	0.00		

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STE012	STEWART MCDANNOLD STUART (Continued)								
	Vendor (STE012) totals:					-4,438.78	0.00		
STE013	STEADY-ARC								
	PA 32726	09/25/19			32726	-896.00	0.00		
	Vendor (STE013) totals:					-896.00	0.00		
SUD001	SUDS N' DUDS								
	PA TP-472-012	09/17/19			TP-472-012	-264.45	0.00		
	Vendor (SUD001) totals:					-264.45	0.00		
SWE001	SWEEPING BEAUTIES JANITORIAL								
	PA TP-474-017	09/27/19			TP-474-017	-2,271.15	0.00		
	Vendor (SWE001) totals:					-2,271.15	0.00		
TAN002	TANEX ENGINEERING CORPORATION								
	PA 32713	09/18/19			32713	-7,314.56	0.00		
	Vendor (TAN002) totals:					-7,314.56	0.00		
TCR001	TANNIE CHEQUIS								
	PA 32727	09/25/19			32727	-1,043.43	0.00		
	Vendor (TCR001) totals:					-1,043.43	0.00		
TEL002	TELUS COMMUNICATIONS INC.								
	PA TP-471-006	09/09/19			TP-471-006	-3,131.70	0.00		
	Vendor (TEL002) totals:					-3,131.70	0.00		
TEL004	TELUS COMMUNICATIONS INC.								
	PA 32697	09/17/19			32697	-2,240.00	0.00		
	Vendor (TEL004) totals:					-2,240.00	0.00		
TEL007	TELUS MOBILITY								
	PA TP-472-013	09/17/19			TP-472-013	-1,924.04	0.00		
	Vendor (TEL007) totals:					-1,924.04	0.00		
TET001	TETRA TECH CANADA INC								
	PA TP-470-016	09/04/19			TP-470-016	-7,570.26	0.00		
	Vendor (TET001) totals:					-7,570.26	0.00		
TIP001	TIP OF THE GLACIER WATER CO								
	PA 32728	09/25/19			32728	-100.00	0.00		
	Vendor (TIP001) totals:					-100.00	0.00		
TOP005	TOPLEY FIRE PROTECTION SOC.								
	PA TP-474-018	09/27/19			TP-474-018	-2,837.50	0.00		
	Vendor (TOP005) totals:					-2,837.50	0.00		
TOP007	CARMEN CHARLIE								
	PA 32698	09/17/19			32698	-610.00	0.00		
	Vendor (TOP007) totals:					-610.00	0.00		
TOW003	TOWER COMMUNICATIONS								
	PA TP-472-014	09/17/19			TP-472-014	-4,466.01	0.00		
	Vendor (TOW003) totals:					-4,466.01	0.00		
TRU002	TRUE CONSULTING LTD								
	PA 32682	09/03/19			32682	-12,466.66	0.00		
	Vendor (TRU002) totals:					-12,466.66	0.00		
VAL005	VALLEY DIESEL								
	PA 32716	09/18/19			32716	-646.92	0.00		
	Vendor (VAL005) totals:					-646.92	0.00		
VAN005	VANDERHOOF & DISTRICTS CO-OP								

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<b>VAN005 VANDERHOOF &amp; DISTRICTS CO-OP (Continued)</b>									
PA	TP-473-004	09/18/19			TP-473-004	-14,833.64	0.00		
Vendor (VAN005) totals:						<b>-14,833.64</b>	<b>0.00</b>		
<b>VIS001 VISTA RADIO LTD.</b>									
PA	32699	09/17/19			32699	-258.30	0.00		
Vendor (VIS001) totals:						<b>-258.30</b>	<b>0.00</b>		
<b>WAS001 WASTE MANAGEMENT OF CANADA CO</b>									
PA	TP-472-015	09/17/19			TP-472-015	-7,498.93	0.00		
Vendor (WAS001) totals:						<b>-7,498.93</b>	<b>0.00</b>		
<b>WEL002 WELLMAN'S CAR AND TRUCK WASH</b>									
PA	TP-473-005	09/18/19			TP-473-005	-136.19	0.00		
Vendor (WEL002) totals:						<b>-136.19</b>	<b>0.00</b>		
<b>WIE004 KEN WIEBE</b>									
PA	TP-470-017	09/04/19			TP-470-017	-395.16	0.00		
Vendor (WIE004) totals:						<b>-395.16</b>	<b>0.00</b>		
<b>WIL004 WILLIAMS MACHINERY</b>									
PA	TP-470-018	09/04/19			TP-470-018	-8,587.13	0.00		
Vendor (WIL004) totals:						<b>-8,587.13</b>	<b>0.00</b>		
<b>XCG001 XCG CONSULTANTS LTD.</b>									
PA	TP-475-018	09/25/19			TP-475-018	-1,723.58	0.00		
Vendor (XCG001) totals:						<b>-1,723.58</b>	<b>0.00</b>		
<b>XER001 XEROX CANADA LTD.</b>									
PA	TP-471-007	09/09/19			TP-471-007	-455.75	0.00		
PA	TP-472-016	09/17/19			TP-472-016	-510.93	0.00		
Vendor (XER001) totals:						<b>-966.68</b>	<b>0.00</b>		
Control account (1) totals:						<b>-683,204.47</b>	<b>0.00</b>		
<b>REC002 RECEIVER GENERAL</b>									
PA	32729	09/25/19			32729	-40,218.63	0.00		
PA	32734	09/26/19			32734	-45,655.66	0.00		
Vendor (REC002) totals:						<b>-85,874.29</b>	<b>0.00</b>		
Control account (2) totals:						<b>-85,874.29</b>	<b>0.00</b>		
Report Total						<b>-769,078.76</b>	<b>0.00</b>		

130 vendor(s) printed.