



REGIONAL DISTRICT
OF BULKLEY-NECHAKO

AGENDA

MEETING NO. 1

JANUARY 23, 2020

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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”



REGIONAL DISTRICT OF BULKLEY-NECHAKO

AGENDA

Thursday, January 23, 2020

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – January 23, 2020</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
8-21	Board Meeting Minutes – December 12, 2019	Adopt
22-25	Agriculture Committee Meeting Minutes -October 10, 2019	Receive
26-28	Broadband Committee Meeting Minutes - January 9, 2020 (Unapproved)	Receive
29-31	Broadband Committee Meeting Minutes - November 21, 2019	Receive
33-35	Committee of the Whole Meeting -January 9, 2020 (Unapproved)	Receive
36-39	Committee of the Whole Meeting Minutes -November 7, 2019	Receive
40-44	Rural Directors Committee Meeting Minutes -January 9, 2020 (Unapproved)	Receive
45-49	Rural Directors Committee Meeting Minutes -November 7, 2019	Receive
50-52	Waste Management Committee Meeting Minutes -December 12, 2019 (Unapproved)	Receive
53-55	Waste Management Committee Meeting Minutes -September 5, 2019	Receive
	<u>BUSINESS ARISING OUT OF THE MINUTES</u>	

DELEGATIONS**MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE
OPERATIONS & RURAL DEVELOPMENT**

Shawn Trottier, Resource Manager, Nadina Region
RE: Update Wildfire Salvage

MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION

(Scheduled for 1:00 p.m.)

Tlell Glover, Sr. Resource Coordination Officer, North Regional
Negotiations Team, Smithers

Tom McCarthy, Divisional Chief Negotiator, Negotiations & Regional
Operations Division

RE: Update LBN Foundation Agreement

<u>PAGE NO.</u>	<u>PLANNING (All Directors)</u>	<u>ACTION</u>
	<u>Crown Land Application Referrals</u>	
56-61	Jennifer MacIntyre, Planner 1 Crown Land Application Referral 7410106 (Johnson) - Electoral Area "F"	Recommendation
62-65	Jennifer MacIntyre, Planner 1 Crown Land Application Referral 7410049 (Johnson) - Electoral Area "F"	Recommendation
66-71	Jennifer MacIntyre, Planner 1 Crown Land Application Referral 7410112 (Johnson) - Electoral Area "F"	Recommendation
72-80	Jennifer MacIntyre, Planner 1 Crown Land Application Referral 7410054 (Tanninen) - Electoral Area "F"	Recommendation
81-88	Jennifer MacIntyre, Planner 1 Crown Land Application Referral 7410114 (Hindmarch) - Electoral Area "F"	Recommendation
89-92	Jennifer MacIntyre, Planner 1 Crown Land Application Referral 7410025 (Penner) Electoral Area "F"	Recommendation
93-98	Jennifer MacIntyre, Planner 1 Crown Land Application Referral 7410053 (Ophus) Electoral Area "F"	Recommendation

Other

99-112	Jason Llewellyn, Director of Planning RDBN Development Procedures Bylaw No.1898, 2020	Recommendation
113-120	Jason Llewellyn, Director of Planning Cheslatta Land Transfer	Recommendation
121-124	Jennifer MacIntyre, Planner 1 UBCM Housing Needs Reports Program	Recommendation
125-132	Jennifer MacIntyre, Planner 1 Tiny Homes in the RDBN	Recommendation
133-134	Jason Llewellyn, Director of Planning Coastal GasLink Pipeline Socio-economic Effects Management Plan	Recommendation
135	Jennifer MacIntyre, Planner 1 Recent Agricultural Land Commission Decisions	Receive

ADMINISTRATION REPORTS

136-146	Wendy Wainwright, Executive Assistant - Committee Meeting Recommendations - December 12, 2019 & January 9, 2020 (Includes re: Rural Dir. Comm. Recom. Letter to Minister Farnworth as amended)	Recommendation
147-150	Wendy Wainwright, Executive Assistant - Federation of Canadian Municipalities 2020 - June 4-7, 2020 in Toronto, ON	Recommendation
151-154	Wendy Wainwright, Executive Assistant - BC Broadband Conference 2020 - April 21 & 22, 2020 – Richmond, B.C.	Recommendation
155-156	Wendy Wainwright, Executive Assistant -BC Council of Forest Industries Convention April 1-3, 2020 – Prince George, B.C.	Recommendation
157-159	Wendy Wainwright, Executive Assistant -North Central Local Government Association -2020 Solid Waste Management Forum Correspondence	Recommendation
160-162	Cheryl Anderson, Manager of Administrative Services – Charge North Advisory Committee	Recommendation

<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS</u>	<u>ACTION</u>
163-169	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
170	Nellie Davis, Regional Economic Development Coordinator – 2020 Grant Writing Services Contract -District of Fort St. James	Recommendation
171-172	Nellie Davis, Regional Economic Development Coordinator – 2019 Regional Business Forum Report	Recommendation
173-174	Nellie Davis, Regional Economic Development Coordinator - Vanderhoof Flying Club – Request for Letter of Support	Recommendation
175-178	John Illes, Chief Financial Officer - Burns Lake Rural Fire Service (Bylaw 1887)	Recommendation
179	John Illes, Chief Financial Officer - Funding for Telkwa Pedestrian Crosswalk	Recommendation
180-205	John Illes, Chief Financial Officer - 2020 Budget Presentation	Recommendation
206-209	Rebecca Rodriguez, Acting Emergency Services Manager– Regional Mass Communications Program	Recommendation
210-211	Jason Blackwell, Regional Fire Chief - Southside Fire Department Maintenance Reserve	Recommendation
212-213	Rebecca Rodriguez, Acting Emergency Services Manager – UBCM Emergency Support Services Funding Application	Recommendation
214	Nellie Davis – Regional Economic Development Coordinator – Grant in Aid Update – month of December 2019	Receive
<u>ENVIRONMENTAL SERVICES</u>		
215-216	Janette Derksen, Deputy Director of Environmental Services – Fort Fraser – Utility Charge for 363 – 3 rd Ave	Recommendation

VERBAL REPORTS**RECEIPT OF VERBAL REPORTS****ADMINISTRATION CORRESPONDENCE**

217	Ministry of Environment and Climate Change Strategy – RDBN Solid Waste Management Plan Amendment	Receive
218-219	Ministry of Public Safety and Solicitor General -Meeting at 2019 Union of British Columbia Municipalities (UBCM) Convention	Receive

SUPPLEMENTARY AGENDA**NEW BUSINESS****IN-CAMERA MOTION**

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

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEETING NO. 15****Thursday, December 12, 2019**

PRESENT:

Chair	Gerry Thiessen
Directors	Gladys Atrill Shane Brien Mark Fisher Dolores Funk Tom Greenaway Brad Layton Clint Lambert Linda McGuire Andrea Newell Mark Parker Jerry Petersen Bev Playfair Michael Riis-Christianson Kim Watt-Senner
Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Manager of Administrative Services Nellie Davis, Regional Economic Development Coordinator John Illes, Chief Financial Officer Jason Llewellyn, Director of Planning Wendy Wainwright, Executive Assistant
Others	Colin Bruintjes, Smithers – arrived at 10:54 a.m., left at 11:26 a.m., returned at 11:30 a.m. Bill Miller, Burns Lake – arrived at 11:45 a.m.

CALL TO ORDER

Chair Thiessen called the meeting to order at 10:34 a.m.

OATH OF OFFICE

Curtis Helgesen, Chief Administrative Officer administered the Oath of Office to Andrea Newell, Director, Electoral Area "G" (Houston Rural).

**AGENDA &
SUPPLEMENTARY AGENDA**Moved by Director Layton
Seconded by Director Greenaway**2019-15-1**

"That the agenda of the Board meeting of December 12, 2019 be approved as amended to remove Rezoning File No. A-06-19 (Jones) – Electoral Area "A"; and further, that the Supplementary agenda be received and dealt with at this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Board Meeting Minutes
-November 21, 2019**Moved by Director Petersen
Seconded by Director Playfair**2019-15-2**

"That the Board Meeting Minutes of November 21, 2019 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES (CONT'D)

Broadband Committee
Meeting Minutes
-November 21, 2019

Moved by Director Riis-Christianson
Seconded by Director Lambert

2019-15-3

"That the Board receive the Broadband Committee Meeting Minutes of November 21, 2019 (Unapproved)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ELECTORAL AREA PLANNING (All Directors)

Rezoning Application

Rezoning File No. A-06-19
(Jones) -Electoral Area "A"

Removed from the Agenda as per motion 2019-15-1.

Permit Applications

Development Permit A-01-16
(West End Ventures Inc.)
-Electoral Area "A"

Moved by Director Fisher
Seconded by Director Atrill

2019-15-4

"That the application to amend Development Permit A-01-16 be denied, and that enforcement of non-compliance to Development Permit A-01-16 be deferred until phase 2 of the site development."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES

Memo

Recent Agriculture Decisions

Moved by Director Parker
Seconded by Director Layton

2019-15-5

"That the Board receive the Planner 1's November 28, 2019 memo titled "Recent Agricultural Land Commission Decisions."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS

Committee Meeting
Recommendation
- November 21, 2019

Moved by Director Watt-Senner
Seconded by Director Funk

2019-15-6

"That the Board approve November 21, 2019 Committee Meeting Recommendations 1 and 2 as written:

Broadband Committee Meeting – November 21, 2019

Recommendation 1:

Re: RDBN Broadband Study

"That the Board provide the July 15, 2019 RDBN Broadband Study completed by Tanex Engineering Corporation to Telus and CityWest."

ADMINISTRATION REPORTS (CONT'D)

Broadband Committee Meeting – November 21, 2019 (Cont'd)

Recommendation 2:

Re: Invite Coastal GasLink, TC Energy RE: Connectivity Infrastructure

"That the Board invite Coastal GasLink, TC Energy to discuss opportunities for connectivity infrastructure."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Grant in Aid

Moved by Director Petersen
Seconded by Director Parker

2019-15-7

1. That the Smithers District Chamber of Commerce be given \$250 grant in aid monies from Electoral Area "A" (Smithers Rural) for costs associated with the Community & Business Excellence Awards.
2. That the Fort Fraser Volunteer Fire Department be given \$500 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) for the purchase of a barbecue.
3. That the Vanderhoof Children's Theatre be given \$5,000 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) for costs associated with a local production."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Grant in Aid Policy Revision

Moved by Director Riis-Christianson
Seconded by Director Playfair

2019-15-8

"That the Board approve the revised Grant in Aid Policy."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

By-Election – Electoral Area "G" (Houston Rural)

Moved by Director Layton
Seconded by Director McGuire

2019-15-9

"That the Regional District of Bulkley-Nechako hold the by-election for Electoral Area "G" on Saturday, February 29, 2020 and the Advance Poll on Wednesday, February 19, 2020. Further, that Cheryl Anderson be appointed the Chief Election Officer and that Wendy Wainwright and Geraldine Craven be appointed the Deputy Chief Election Officers for the byelection."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

North Central Local Government Association Resolutions Submission Guidelines and Deadlines

Moved by Director Layton
Seconded by Director Lambert

2019-15-10

"That the Board receive the Manager of Administrative Services' December 3, 2019 memo titled "North Central Local Government Association Resolutions Submission Guidelines and Deadlines."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Northern Development Local
Government Internship
Program

Moved by Director Riis-Christianson
Seconded by Director Funk

2019-15-11

- 1) "That the Board support the application to Northern Development Initiative Trust for a grant of up to \$35,000 to host an intern under the Local Government Internship Program from the Northwest and Prince George Regional Development Accounts, and;
- 2) That the Board is committed to providing sufficient financial and staffing resources to host an intern and is committed to providing training and professional development opportunities for the intern."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Northern Development Initiative
Trust – Business Façade
Improvement Program

Moved by Director Funk
Seconded by Director McGuire

2019-15-12

- 1) "That the Regional District Board support the application to Northern Development Initiative Trust for a grant of up to \$10,000 for the Business Façade Improvement Program from the Prince George and Northwest Regional Accounts.
- 2) That the RDBN Board of Directors agree to enter into a contract with NDIT, should the funding be approved and provide overall grant management for the project."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Budget Amendment #2 - 2019
Bylaw No. 1888 - RDBN
Financial Plan 2019-2023

Moved by Director Greenaway
Seconded by Director Layton

2019-15-13

"That "Regional District of Bulkley-Nechako Financial Plan Amendment Bylaw No. 1888, 2019" be given first, second, third reading and adoption this 12th day of December 2019".

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Budget Amendment #2
- 2019 - Bylaw No. 1889
- Administrative Services
Capital & Planning Reserve

Moved by Director Layton
Seconded by Director Playfair

2019-15-14

"That "Administrative Services Capital and Planning Reserve Bylaw No. 1889, 2019" be given first, second, third reading and adoption this 12th day of December 2019".

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Budget Amendment #2
- 2019 - Bylaw No. 1890
- Emergency Planning, Fire
Prevention & Suppression Reserve

Moved by Director Fisher
 Seconded by Director Layton

2019-15-15

"That "Emergency Planning, Fire Prevention and Suppression Reserve Bylaw No. 1890, 2019" be given first, second, third reading and adoption this 12th day of December 2019".

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Budget Amendment #2
- 2019 - Bylaw No. 1891
- Environmental Services
Capital & Planning Reserve

Moved by Director Riis-Christianson
 Seconded by Director Funk

2019-15-16

"That "Environmental Services Capital and Planning Reserve Bylaw No. 1891, 2019" be given first, second, third reading and adoption this 12th day of December 2019".

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Budget Amendment #2
-2019 – Bylaw No. 1892
-Regional Parks and Trails
Capital & Planning Reserve

Moved by Director Funk
 Seconded by Director Greenaway

2019-15-17

"That "Regional Parks and Trails Capital and Planning Reserve Bylaw No. 1892, 2019" be given first, second, third reading and adoption this 12th day of December 2019".

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Budget Amendment #2
-2019 – Bylaw No. 1893
-Fort Fraser Sewer and Water
Capital & Planning Reserve

Moved by Director Parker
 Seconded by Director Watt-Senner

2019-15-18

"That "Fort Fraser Sewer and Water Capital and Planning Reserve Bylaw No. 1893, 2019" be given first, second, third reading and adoption this 12th day of December 2019".

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

ADMINISTRATION REPORT

Additional Northern Capital & Planning Grant Reserves
Bylaw No. 1895 - Cluculz Lake Emergency Response Service Reserve

Moved by Director Petersen
Seconded by Director Layton

2019-15-19

"That "Cluculz Lake Emergency Response Service Reserve Bylaw No. 1895, 2019" be given first, second, third reading and adoption this 12th day of December 2019".

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Additional Northern Capital & Planning Grant Reserves
Bylaw No. 1896 – Round Lake Fire Protection Service Reserve

Moved by Director Fisher
Seconded by Director Layton

2019-15-20

"That "Round Lake Fire Protection Service Reserve Bylaw No. 1896, 2019" be given first, second, third reading and adoption this 12th day of December 2019".

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Additional Northern Capital & Planning Grant Reserves
Bylaw No. 1897 – Economic Development Planning Reserve

Moved by Director Greenaway
Seconded by Director Funk

2019-15-21

"That "Economic Development Planning Reserve Bylaw No. 1897, 2019" be given first, second, third reading and adoption this 12th day of December 2019".

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Lakes District Arts and Culture Local Service Budget

Moved by Director Funk
Seconded by Director Lambert

2019-15-22

"That the Board include the Lakes District Arts and Culture budget in the 2020 Five Year Financial Plan."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORT (CONT'D)

Agreement with Bulkley Valley Aquatic Centre

Moved by Director Fisher
Seconded by Director Atrill

2019-15-23

"That the Board enter into the Operating Agreement with the Bulkley Valley Aquatic Centre Management Society for a period of two years and request the Chair and the Corporate Officer to sign the agreement."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORT (CONT'D)

Economic Development
Agreement with the Village
of Burns Lake

Moved by Director Funk
Seconded by Director Riis-Christianson

2019-15-24

"That the Board enter into an Economic Development Agreement with the Village of Burns Lake for a period of five years and request the Chair and the Corporate Officer to sign the agreement."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Fort Fraser Local Service
Budgets

Moved by Director Parker
Seconded by Director Watt-Senner

2019-15-25

"That the Board include the Fort Fraser Local Government Water and Sewer budgets in the 2020 Five Year Financial Plan."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Parker, Vice Chair removed himself from the meeting at 11:09 a.m. due to a conflict of interest in regard to the Minor Amendment to the Remuneration and Expense Reimbursement Bylaw regarding Vice-Chair remuneration.

Minor Amendment to the
Remuneration and Expense
Reimbursement Bylaw
– Vice-Chair Remuneration

Moved by Director Layton
Seconded by Director Fisher

2019-15-26

"That the Board approve the Vice-Chair of the Regional District Board shall receive an additional amount equal to 0.75 times the basic remuneration."

Opposed: Director Brien

CARRIED

(All/Directors/Majority)

Director Parker returned to the meeting at 11:19 a.m.

Minor Amendment to the
Remuneration and Expense
Reimbursement Bylaw

Moved by Director Fisher
Seconded by Director Atrill

2019-15-27

"That "Regional District of Bulkley-Nechako Director's Remuneration and Expenses Bylaw Amendment No. 1894, 2019" as amended to exclude amendment to 3 (C) be given, first, second, third reading and adoption this 12th day of December, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORT (CONT'D)

Federal Gas Tax Funds
-Electoral Areas "B" (Burns
Lake Rural) and "E" (Francois/
Ootsa Lake Rural) - School
District #91

Moved by Director Riis-Christianson
Seconded by Director Lambert

2019-15-28

1. "That the Board authorize contributing up to \$20,000 for each of Electoral Areas 'B' and 'E' of Federal Gas Tax allocation monies to School District #91 for a Recreation Infrastructure improvement project at the Burns Lake Track;

2. That the Board authorize transferring \$6,000 of the above Area 'B' Gas Tax Fund monies to the Area 'B' Grant in Aid account; and further,

(All/Directors/Majority)

CARRIED UNANIMOUSLY

3. That the Board authorize the withdrawal of up to \$40,000 from the Federal Gas Tax Reserve Fund."

(Participants/Weighted/Majority)

CARRIED UNANIMOUSLY

Federal Gas Tax Funds
-Electoral Area "A" (Smithers
Rural) Smithers Community
Services Association

Moved by Director Fisher
Seconded by Director Layton

2019-15-29

1. "That the Board authorize contributing up to \$50,000 of Electoral Area 'A' Federal Gas Tax allocation monies to Smithers Community Services Association for a Cultural Infrastructure project at the Smithers Rail Station building, and further,

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2. That the Board authorize the withdrawal of up to \$50,000 from the Federal Gas Tax Reserve Fund."

(Participants/Weighted/Majority)

CARRIED UNANIMOUSLY

RDBN Appointments – 2020

Moved by Director Atrill
Seconded by Director Watt-Senner

2019-15-30

"That the Board ratify the 2020 RDBN Board appointments as amended to appoint Director Clint Lambert to the Fraser Basin Council."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chair Thiessen will discuss with Fraser Basin Council Director Greenaway and Director Lambert's attendance at the Fraser Basin Council meeting in February 2020.

ADMINISTRATION REPORTS (CONT'D)

Completion of Bond Issues

Moved by Director Riis-Christianson
Seconded by Director Funk

2019-15-31

"That the Board receive the Chief Financial Officer's December 12, 2019 memo titled "Completion of Bond Issues."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

RBA Investment Needs Analysis Report

Moved by Director Brien
Seconded by Director Layton

2019-15-32

"That the Board receive the Manager of Administrative Services' December 3, 2019 memo titled "RBA Investment Needs Analysis Report."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Fisher spoke of the need to include information regarding the provision of services within rural areas. Director Brien will follow up with Kris Boland, Project Manager, RBA.

VERBAL REPORTS

Integrus Credit Union -Village of Fraser Lake

Director Parker mentioned that Integrus Credit Union has installed signage for its new bank located within the mall building in the Village of Fraser Lake. It is hoping to be in place by January 2020.

Doctor Recruitment and Retention Meeting in Vanderhoof

Director Parker and Chair Thiessen attended a Doctor Recruitment and Retention meeting in Vanderhoof and mentioned there was good dialogue and initiatives to move forward.

John Rustad, MLA Nechako- Lakes and Ian Patton, Official Opposition Co-Critic for Agriculture Meeting-Vanderhoof - December 3, 2019

Director Parker attended a meeting held in Vanderhoof on December 3, 2019 by John Rustad, MLA Nechako Lakes and Ian Patton, Official Opposition Co-Critic for Agriculture. The meeting had a very diverse group attend and provided an opportunity for individuals to discuss the Agricultural Land Reserve and Agricultural Land Commission. Chair Thiessen spoke of the importance of meetings outlining a solution or plan to address issues and concerns.

Electoral Area "E" (Francois/ Ootsa Lake Rural) meeting with Skin Tyee Nation, Nee Tahi Buhn Band and Cheslatta Carrier Nation

Director Lambert mentioned that he met with Skin Tyee Nation, Nee Tahi Buhn Band and Cheslatta Carrier Nation and discussed a number of common interests and initiatives. Key items discussed were: three nations fire truck for the Southside; dry hydrants; connectivity and three phase power. It was an excellent meeting.

Broadband within the Region

Director Riis-Christianson provided a brief update in regard to Broadband within the region. He mentioned discussions with service providers are taking place to determine synergies moving forward. Shaw has also indicated its willingness to meet with the RDBN. He spoke of proceeding slowly in order to ensure that the best outcome is achieved.

VERBAL REPORTS (CONT'D)

Forestry within the Region

Director Layton noted that progress is being made to schedule a presentation regarding wildfire timber salvage in the beginning of 2020. He provided a brief overview of salvage discussions with the Skeena Stikine, Nadina and Stuart Nechako Natural Resource District.

Spruce Bark Beetle Workshop -Smithers

Director Layton attended a Bark Beetle Workshop in Smithers. He encouraged workshop organizers to ensure local government representative contact information is up to date to receive workshop invitations. Director Layton mentioned discussions are taking place in regard to protecting resources and the seven-year cycle of the spruce beetle. He spoke to the past cycle of the spruce beetle being established because of work completed to control the beetle. He brought forward concern regarding the loss of knowledge from past information and the impacts of changes to weather patterns.

Village of Telkwa Water Tower and Water Line Break

Director Layton mentioned that the Village of Telkwa new water tower began full operations on December 7, 2019. In the late afternoon of December 7, 2019, a cascade failure occurred with four breaks occurred in aging water lines. He spoke of an additional water line break that occurred on the highway in Telkwa. Director Layton noted the pressure on the aging infrastructure and that in some areas is the water lines are approximately 60-65 years old. He commented that the RBA moving forward to assist small communities with aging infrastructure is extremely important.

Babine Lake Community Forest – Granisle

Director McGuire commented that Babine Lake Community Forest has begun work in regard to wildfire mitigation in Granisle.

Village of Granisle Water Line Break

Director McGuire noted that the Village of Granisle also experienced a water line break and is in the final stages of repairing the line. She expressed her appreciation of a planning grant that the community had received.

Light Up – Memorial Park in Granisle Lions Club

Director McGuire spoke of the Light Up the Park at Memorial Park in Granisle. Individuals purchase trees in memoriam and there were 54 trees as part of the 2019 light up event.

Cram the Cruiser Event in Granisle – December 13, 2019

Director McGuire mentioned that the Granisle Cram the Cruiser event will take place December 13, 2019. An RCMP Cruiser will be in the community from Houston and in the past the event has provided hampers of provisions for 25 families.

Grand Opening of Tachet Gas Station

Director McGuire attended the Grand Opening of the gas station at Tachet on December 11, 2019. It's an exciting business for the community of Tachet.

Tyhee Lake Protection Society AGM

Director Fisher attended the Tyhee Lake Protection Society AGM and spoke of the 1st Annual Cleanup of Tyhee Lake which included the removal of 90 tires from the lake. He also noted the level of commitment from the residents and members of the society.

VERBAL REPORTS (CONT'D)

Local Government Class at Smithers Secondary School

Director Fisher met with Councillor Casda Thomas, Town of Smithers and Smithers Secondary School Law Teacher and developed a class to be presented at Smithers Secondary School that will include a mock Regional District Board debating the topics of tiny homes, recreation and recycling. The class will take place in early January 2020.

Pinnacle Pellet – Smithers

Director Fisher mentioned that Pinnacle Pellet in Smithers has agreed in principal to upgrade its chipper to address the noise issues that have been a concern of residents living near the facility. Director Atrill noted Pinnacle Pellet upgrading its chipper is positive news for the community.

District of Houston Annual Christmas Tree Light Up

Director Brienien commented that the District of Houston has completed its annual Christmas Tree Light Up and he encouraged the Board to visit the park. Director Brienien encouraged communities thinking of planting trees to move forward with community improvement projects and initiatives.

Rail Movement

Director Brienien mentioned that there has been rail movement in Houston of some railway that has not been in use since the sawmill closure that took place in 2014.

Employee Recruitment and Pipeline Construction

Director Brienien brought forward concerns in regard to employee recruitment and labour shortages for jobs outside LNG due to the high paying pipeline construction jobs that are being offered throughout the region. He also spoke of the impact to housing within communities along the pipeline routes. Director Brienien mentioned further discussing the concerns in early 2020. Director Atrill reiterated the issues regarding labour shortages within Smithers.

Director Watt-Senner mentioned positive experiences working with the pipeline companies in the Village of Fraser Lake.

Thank You

Director Brienien thanked the Regional Board and expressed his appreciation and honour in working together and moving forward initiatives. He also expressed his appreciation of RDBN staff.

Director Petersen spoke of the challenges experienced in 2019 and thanked the Board and staff for their support.

Bulkley Valley District Hospital

Director Atrill toured the Bulkley Valley District Hospital recently. She noted that the CT Scanner that was installed in July 2019 has had over 2000 visits.

Smithers Moves One Step Closer to Second Stage Housing

Director Atrill announced that Smithers has moved one step closer to second stage housing at its last Council meeting and is entering the final stages to have second stage housing and housing for young pregnant women at risk.

Upgrades to Provincial Building in Smithers

Director Atrill reported that façade upgrades are taking place on the Provincial Government buildings in Smithers.

Hudson Bay Mountain Ski Hill Awaiting Snow to Open

Director Atrill mentioned that Hudson Bay Mountain Ski Hill is still awaiting more snow in order to open the ski hill for the season.

VERBAL REPORTS (CONT'D)

Annual Christmas in the Valley Celebration

Director Atrill noted that the Annual Christmas in the Valley Celebration in Smithers has taken place and spoke of the best of the community being showcased at the event.

Director Andrea Newell

Director Newell thanked the Regional Board for welcoming her and reaching out to the family during the passing of Director Rob Newell. She spoke on behalf of Director R. Newell and his belief in the Regional Board and the Board's belief and support in one another and as a group. He also believed in the power of working together and in the rural people throughout the entire region. Director Newell also mentioned that Director R. Newell was a very proud Canadian. She asked that the Regional Board continue to move forward and make decisions in honour of Director R. Newell.

Village of Fraser Lake – Santa Claus Parade and Craft Fair and Tea

Director Watt-Senner commented that the Fraser Lake Craft Fair and Tea took place November 30-December 1, 2019 and the Santa Claus Parade took place December 6, 2019. She noted the importance of bringing communities together to celebrate festive events.

Silver Birch Lodge in Fraser Lake

Director Watt-Senner spoke of Silver Birch Lodge working to bring assisted living to Fraser Lake. She mentioned that they may reach out to Houston and Vanderhoof to discuss assisted living in their respective communities.

Village of Fraser Lake Community Forest

Director Watt-Senner mentioned that the Village of Fraser Lake Community Forest is now operational and moving through the startup process.

Welcome Past RDBN Chair Bill Miller

Director Thiessen welcomed past RDBN Chair Bill Miller in attendance.

Pipeline Work Camp at Vanderhoof Airport

Chair Thiessen commented that the District of Vanderhoof is resubmitting its application to the Agricultural Land Commission in regard to the pipeline work camp Vanderhoof Airport location.

Stuart Lake Manor

Chair Thiessen mentioned that Northern Health provided a recent update in regard to the Stuart Lake Manor Pod D fire restoration project. He mentioned that it will be a further three months before completion. Frustrations were expressed in regard to the extended timeline.

Saik'uz First Nation Small Home Plan

Chair Thiessen spoke of recently visiting Sak'uz First Nation and having an opportunity to see their small homes built to accommodate bachelors. Saik'uz First Nations has developed a relationship with its forest licensees to build 320 sq ft. homes for housing needs.

District of Vanderhoof Parade of Lights and Carol Sing

Chair Thiessen spoke of the success of the District of Vanderhoof Parade of Lights and Carol Sing. He recognized the passion that individuals have for their communities again.

VERBAL REPORTS (CONT'D)

Receipt of Verbal Reports

Moved by Director Brien
Seconded by Director McGuire

2019-15-33

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

District of Fort St. James Request for Letter of Support -Seniors Housing Project

Moved by Director Playfair
Seconded by Director Greenaway

2019-15-34

"That the Board write a letter of support to the District of Fort St. James for its Seniors Housing Project."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Administration Correspondence, Invitation, Action Lists

Moved by Director Layton
Seconded by Director Greenaway

2019-15-35

"That the Board receive the following:

Administration Correspondence

-BC Hydro – Prince George to Terrace Capacitor Project – Update

-Union of B.C. Municipalities – Gas Tax Agreement Community Works Fund Payment

Invitations

-BC Council of Forest Industries Convention April 1-3, 2020 – Prince George, B.C.

Action Lists

-Action List – November 2019

-Action List – October 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

IN-CAMERA MOTION

Moved by Director Layton
Seconded by Director Greenaway

2019-15-36

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Layton
Seconded by Director Lambert

2019-15-37

"That the meeting be adjourned at 12:13 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 Brien Mark Fisher Dolores Funk Clint Lambert Brad Layton Linda McGuire Jerry Petersen Michael Riis-Christianson Kim Watt-Senner Gerry Thiessen
Directors Absent	Gladys Atrill, Town of Smithers 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- Teleconference	Sara Dent, Executive Director, Young Agrarians – 10:00 a.m. to 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.

AGENDAMoved 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-NECHAKO**BROADBAND COMMITTEE MEETING****Thursday, January 9, 2020**

PRESENT:

Chair	Michael Riis-Christianson
Directors	Tom Greenaway Clint Lambert Andrea Newell Mark Parker Gerry Thiessen – arrived at 9:09 a.m., left at 9:46 a.m.
Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Manager of Administrative Services Nellie Davis, Regional Economic Development Coordinator John Illes, Chief Financial Officer Wendy Wainwright, Executive Assistant
Others	Shane Brienens, District of Houston – arrived at 9:05 a.m., left at 9:43 a.m. Falko Kadenbach, Vice President, ABC Communications Jerry Petersen, Electoral Area “F” (Vanderhoof Rural) – left at 9:50 a.m.

CALL TO ORDER

Chair Riis-Christianson called the meeting to order 9:00 a.m.

AGENDAMoved by Director Lambert
Seconded by Director Parker**BBC.2020-1-1**

“That the Broadband Committee Agenda for January 9, 2020 be approved as amended to include in New Business – Rio Tinto.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Broadband Committee
Meeting Minutes
– November 21, 2019**Moved by Director Parker
Seconded by Director Greenaway**BBC.2020-1-2**

“That the Broadband Committee Meeting Minutes of November 21, 2019 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**DELEGATION****ABC COMMUNICATIONS – Falko Kadenbach, Vice President RE: Update – Regional LTE Project**

Chair Riis-Christianson welcomed Falko Kadenbach, Vice President ABC Communications.

Mr. Falko provided a PowerPoint Presentation.

ABC Communications - Update

- Wireless Coverage
- ABC Wireless Packages
- Challenges for Rural BC
 - o Low Population Density
 - o Remote Locations

DELEGATION (CONT'D)

ABC COMMUNICATIONS – Falko Kadenbach, Vice President RE: Update – Regional LTE Project (Cont'd)

- Lack of Available Backhaul Access
 - Same Desire for Bandwidth as Urban Consumers
 - Capital Intensive Infrastructure Construction
- LTE as a Solution
 - Huawei
- FTTH (Fibre to the Home) as a Solution
 - Active E and GPON
- Coverage Maps
 - Area C – limited coverage
 - Area D
 - Area E
 - Area F
 - Area G – limited coverage
- Projects in Process
 - Cluculz lake
 - Sinkut mountain
 - Fraser mountain
 - Olson Road – Southside of Francois Lake
- Project funding options
 - Provincial Program
 - NDIR Connecting BC Program
- Federal Program
 - CRTC Broadband Fund
- Cooperative Strategies – Discussion.

Discussion took place regarding the following:

- Verdun Mountain (TV Whitespace network) – cutting edge technology
 - T.V. Rebroadcasting Societies – RDBN staff identified interest in utilizing infrastructure/services currently in place
- Existing solar sites and the estimated costs of developing further sites
- Challenges in regard to funding criteria
 - Approaching government in regard to funding models that support rural and northern communities
- RDBN Broadband Study
 - Working collaboratively to move initiatives forward
 - Determining creative solutions
 - ABC identifying areas and determining viability to build additional infrastructure
 - Financial feasibility considerations
- Treating fibre backbone as a utility
- Licensed 3.5 ghz spectrum scheduled to become mobile spectrum and reauctoned as part of a 5th generation (5G) deployment
- Satellite technology
- RDBN prioritizing projects and ABC's interest in further discussion.

Chair Riis-Christianson thanked Mr. Kadenbach for attending the meeting.

REPORT

RDBN Broadband Study

Moved by Director Greenaway
Seconded by Director Parker

BBC.2020-1-3

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to including the east end of Francois Lake project for 2020 grant applications.

NEW BUSINESS

Invite Rio Tinto to an Upcoming Broadband Committee Meeting

Moved by Director Parker
Seconded by Director Lambert

BBC.2020-1-4

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Parker
Seconded by Director Lambert

BBC.2020-1-5

"That the meeting be adjourned 10:05 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Michael Riis-Christianson, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BROADBAND COMMITTEE MEETING****Thursday, November 21, 2019**

PRESENT:	Chair	Michael Riis-Christianson
	Directors	Tom Greenaway Clint Lambert Rob Newell Mark Parker Gerry Thiessen
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Manager of Administrative Services Nellie Davis, Regional Economic Development Coordinator Debbie Evans, Agriculture Coordinator – arrived at 10:31 a.m. Jason Llewellyn, Director of Planning – arrived at 10:15 a.m. Wendy Wainwright, Executive Assistant
	Others	Newton Choy, Area Field Manager, Telus – arrived at 9:34 a.m. Christa Kilbourne, PMP, Project Engineer, Pipeline Implementation West, Coastal GasLink, TC Energy – left at 11:11 a.m. Tyler Mooi, Manager, Local Governments, Indigenous PureFibre, and Custom Deals, Telus – via teleconference at 9:34 a.m. Chad Moulatt, Cypress Land/TELUS – left at 10:33 a.m. Tanner Moulton, Public Affairs Coordinator, Coastal GasLink Project, TC Energy – arrived at 10:15 a.m. Jerry Petersen, Electoral Area “F” (Vanderhoof Rural) – arrived at 9:40 a.m. Roberta Squire, General Manager, CSD Northern BC Telus – arrived at 9:34 a.m.

CALL TO ORDER

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

AGENDAMoved by Director Lambert
Seconded by Director Greenaway**BBC.2019-4-1**

“That the Broadband Committee Agenda for November 7, 2019 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Broadband Committee
Meeting Minutes
– October 24, 2019**Moved by Director Parker
Seconded by Director Greenaway**BBC.2019-4-2**

“That the Broadband Committee Meeting Minutes of October 24, 2019 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

TELUS – Roberta Squire, General Manager, CSD Northern BC, Newton Choy, Area Field Manager and Tyler Mooi, Manager, Local Governments, Indigenous PureFibre, and Custom Deals RE: Update of Telus High-speed Internet and Cell Coverage Plans

Chair Riis-Christianson welcomed Roberta Squire, General Manager, CSD Northern BC, Newton Choy, Area Field Manager and Tyler Mooi, Manager, Local Governments, Indigenous PureFibre, and Custom Deals.

A PowerPoint Presentation was provided.

Update on TELUS

- Connecting for Good
- Existing Wireless Investments in the Regional District
- Regional District Priorities
 - What are the main areas of focus of the RD?
 - What solutions are being considered for those communities or areas requiring connectivity?
 - PureFibre – Fibre to the Premise
 - Improved Copper
 - Improved Wireless and Cellular coverage.

Discussion took place in regard to:

- Lack of service on the Southside of Francois Lake
 - 2018 wildfire damage to hydro and telephone infrastructure
 - Ability to communicate was damaged/destroyed – safety concern
 - Discussions with Rio Tinto in regard to building cellular infrastructure on the Southside
- Electoral Area “E” (Francois/Ootsa Lake Rural) willingness to support connectivity
- Cypress Land/TELUS acknowledged the lack of connectivity on the Southside and will review
- Smart Hub options/capability
 - Telus observes critical mass
 - Monitors and identifies areas where more capacity is required
- Telus
 - Conducting assessment of infrastructure in the North
 - Easily accessible areas will have a solution first
 - Working with indigenous communities
 - Connectivity to some communities may provide more opportunities to other areas
 - Wanting to support the North
- Restriction on towers
 - To remove restriction the transport to the tower needs to increase
 - More subscribers will drive the need and awareness
- Currently 27 sites serving the RDBN
 - 23 sites are enabled with Smart Hub
 - TelusTool to determine Smart Hub coverage
 - In some areas where the tool indicated there is no coverage there is opportunity, where a strong cellular signal exists, for Telus to override
- District of Vanderhoof Connectivity challenges
 - Impedes youth and those requiring access to good connectivity
 - Impacts retention and recruitment
 - Importance and need for reliable consistent internet service
 - Telus researched the challenges in Vanderhoof
 - Telus purchased and is working with Mascon in Vanderhoof to improve service levels
 - Investment for better connectivity is needed
 - custom fibre – Telus approximate costing - \$9.2 million
- Telus technology investments beyond wireless infrastructure in the region

DELEGATION (CONT'D)

- Fibre coverage in Fort St. James
 - No cell service on Stones Bay and Sowchea Roads
 - Telus to investigate potential opportunities
- Modifications can sometimes be made in order to reach the maximum amount of people
- Electoral Area “B” (Burns Lake Rural) - #1 issue – Internet connectivity
 - Lack of download and upload speeds
 - Determination of peak number of users and lack of speeds during heavy usage
 - Utilization of bandwidth
- Maximizing utilization of the cell towers and smart hubs
- Bonding technology –using two lines and double speed
- Building partnerships and leveraging funding
- Opportunities to grow with funding partners
 - Northern Development Initiative Trust
 - All Nations Trust Company
 - Federal, Provincial, local governments
- Additional people in the region due to the pipeline construction taking place.
 - More capacity degrades the service
 - Need for permanent long-term solutions
- Telus is in conversations with the resource industry to build its infrastructure without depleting current services and potentially add capacity
 - Opportunities for connectivity for local residents
- Approvals for temporary and permanent towers
- RDBN providing its Broadband study
- Funding options and potential co-funding partnerships with local governments to move forward with connectivity projects and initiatives
 - Telus willing to invest where feasible – where there is a gap investigate to solve through collaboration and/or partnerships
 - Telus owns, operates and maintains infrastructure for the long-term
 - Determine areas requiring connectivity, costing and options to develop a business plan to move forward.

Telus to provide information to the RDBN in regard to:

- Coverage
- Plans to improve coverage
- Which sites are enabled – community and site specific
- Map of existing fibre
- Capacity of fibre lines.

Ms. Squire indicated she has been tasked to find synergies and investigate opportunities to improve connectivity in the North. She noted that Telus’ plans evolve depending on other projects and initiatives moving forward.

Chair Riis-Christianson thanked Messrs. Choy and Mooi and Ms. Squire for attending the meeting.

NEW BUSINESS

RDBN Broadband Study

Moved by Director Parker
Seconded by Director Greenaway

BBC.2019-4-3

“That the Broadband Committee recommend that the Board provide the July 15, 2019 RDBN Broadband Study completed by Tanex Engineering Corporation with Telus and CityWest.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS (CONT'D)

Invite Coastal GasLink, TC
Energy RE: Connectivity
Infrastructure

Moved by Director Greenaway
Seconded by Director Lambert

BBC.2019-4-4

"That the Broadband Committee recommends that the Board invite Coastal GasLink, TC Energy to discuss opportunities for connectivity infrastructure."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Greenaway
Seconded by Director Parker

BBC.2019-4-5

"That the meeting be adjourned 10:34 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Michael Riis-Christianson, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, January 9, 2020**

PRESENT:

Chair	Gerry Thiessen
Directors	Gladys Atrill Shane Brien Dolores Funk Tom Greenaway Clint Lambert Brad Layton Linda McGuire Andrea Newell Mark Parker Jerry Petersen Bev Playfair – via teleconference Michael Riis-Christianson Kim Watt-Senner
Director Absent	Mark Fisher, Electoral Area “A” (Smithers Rural)
Alternate Director	Megan D’arcy Electoral Area “A” (Smithers 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 Debbie Evans, Agriculture Coordinator John Illes, Chief Financial Officer Deborah Jones-Middleton, Director of Protective Services Jason Llewellyn, Director of Planning Saska Macievich, Recovery Manager – left at 11:44 a.m. Wendy Wainwright, Executive Assistant

CALL TO ORDER

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

OATH OF OFFICE

Mr. Helgesen administered the Oath of Office to Megan D’arcy, Alternate Director, Electoral Area “A” (Smithers Rural).

AGENDAMoved by Director Layton
Seconded by Director Watt-Senner**C.W.2020-1-1**

“That the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of January 9, 2020 be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole
Minutes – November 7, 2019

Moved by Director Lambert
Seconded by Director Watt-Senner

C.W.2020-1-2

“That the Committee of the Whole meeting minutes of November 7, 2019 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

PRESENTATION

Wendy Wainwright, Executive Assistant RE: Electronic Agendas

Ms. Wainwright provided an overview of the RDBN Electronic Agendas. The Board expressed its wish to continue to utilize the presented method of electronic agendas.

REPORTS

Asset Management Policy
and Strategy

Moved by Director Parker
Seconded by Director Greenaway

C.W.2020-1-3

“That the Committee of the Whole recommend that the Board direct staff to implement the Asset Management Policy and Strategy.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Modernizing BC's Emergency
Management Legislation

Moved by Director Riis-Christianson
Seconded by Director Layton

C.W.2020-1-4

“That the Committee of the Whole recommend that the Board direct staff to:

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

2020 Departmental Work Plans

Moved by Director Lambert
Seconded by Director Layton

C.W.2020-1-5

"That the Committee of the Whole receive the Chief Administrative Officer's December 20, 2019 memo titled "2020 Departmental Work Plans."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following was discussed:

Finance Department

- Finance/Administration Clerk Position
 - o Position is currently posted internally

Economic Development

- To be included in workplan - BC Provincial Nominee Program Entrepreneur Immigration – Regional Pilot

Environmental Services Department

- 2020 Proposed Projects
 - o Remove from workplan for 2020
 - purchase of three aluminum haul trailers for the west
 - o Add to workplan for 2020
 - Two rebuilt trailers
 - o Allocate the development of Phase 3B at the Knockholt Landfill to 2021.

NEW BUSINESS

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

Moved by Director Layton
Seconded by Director McGuire

C.W.2020-1-6

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Layton
Seconded by Director McGuire

C.W.2020-1-7

"That the meeting be adjourned at 12:06 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, November 7, 2019**

PRESENT:	Chair	Gerry Thiessen
	Directors	Gladys Atrill Shane Brien Mark Fisher Tom Greenaway Clint Lambert Brad Layton Mark Parker Jerry Petersen Bev Playfair – via teleconference Michael Riis-Christianson Kim Watt-Senner
	Directors Absent	Dolores Funk, Village of Burns Lake Linda McGuire, Village of Granisle Rob Newell, Electoral Area “G” (Houston Rural)
	Alternate Director	Thomas Liversidge, Village of Granisle
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Manager of Administrative Services Jason Blackwell, Regional Fire Chief –arrived at 11:37 a.m. John Illes, Chief Financial Officer Deborah Jones-Middleton, Director of Protective Services Wendy Wainwright, Executive Assistant
	Others	Ron Blinn, The First Responders Café – arrived at 10:54 a.m. Vanessa Foord M.Sc., P.Ag. Research Climatologist, North Area, Ministry of Forests, Lands, Natural Resource Operations and Rural Development via teleconference 11:20 a.m. to 12:00 p.m. Randall Sweet, Senior External Relations Advisor, Chevron Canada– left at 11:22 a.m. Cindy Wiebe, The First Responders Café – arrived at 10:54 a.m.
	Media	Blair McBride, Lakes District News – arrived at 10:42 a.m.

CALL TO ORDER

Chair Thiessen called the meeting to order at 10:40 a.m.

**AGENDA &
SUPPLEMENTARY AGENDA**Moved by Director Greenaway
Seconded by Director Watt-SennerC.W.2019-8-1“That the Agenda of the Regional District of Bulkley-Nechako
Committee of the Whole meeting of November 7, 2019 be
received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole
Minutes – October 10, 2019

Moved by Director Petersen
Seconded by Director Greenaway

C.W.2019-8-2

“That the Committee of the Whole meeting minutes of October 10, 2019 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATIONS

CHEVRON CANADA – Randall Sweet, Senior External Relations Advisor RE: Proposed Kitimat LNG Project and Pacific Trails Pipeline (PTP)

Chair Thiessen welcomed Randall Sweet, Senior External Relations Advisor, Chevron Canada.

Mr. Sweet provided a PowerPoint Presentation

Kitimat LNG Project Update

- Chevron Corporation and Woodside Energy – Global LNG experience and strengths
- Kitimat LNG Overview – Designed to set the global standard for clean LNG
- Recent Kitimat LNG Plant project changes – significant reductions achieved in LNG unit cost
- Kitimat LNG Reducing global emissions while providing benefits for First Nations, BC and Canada
- Marine route
- Kitimat LNG Environmental Assessment Certificate History
- Kitimat LNG current focus area – Working to advance a cost competitive project

Mr. Sweet provided an update regarding an estimated timeline for the project in the next 5-10 years, the shipping process to keep the liquid gas in liquid form and BC Hydro rates for the project. He also provided an outline of Chevron Canada's monitoring of the fracking process and the BC Oil and Gas Commission oversight. Discussion took place regarding schematics of the project including powerlines and roads, employee hiring and potential overlap of other major projects in the region. Mr. Sweet noted that Chevron Canada is a part of the BC LNG Alliance and has also been in conversations with LNG Canada to determine potential synergies and areas that they can potentially work together. Chair Thiessen requested that as the project moves forward the Regional Board receives further detailed discussion in regard to the project and the pipeline route.

Chair Thiessen thanked Mr. Sweet for attending the meeting.

DELEGATIONS (CONT'D)

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT – Vanessa Foord M.Sc., P.Ag. Research Climatologist, North Area RE: Climate Change – via teleconference – 11:20 a.m. to 12:00 p.m.

Chair Thiessen welcomed Vanessa Foord, M.Sc. P.Ag. Research Climatologist, Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

Ms. Foord provided a PowerPoint Presentation.

Climate Change and Drought Risk in the Bulkley-Nechako

- Top Ten Hottest Years (1880-2018)
- BC Climate Change
 - o BC-Wide Annual Mean of Daily Mean Temperature Anomaly

DELEGATIONS (CONT'D)

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT – Vanessa Foord M.Sc., P.Ag. Research Climatologist, North Area RE: Climate Change – via teleconference – 11:20 a.m. to 12:00 p.m. (Cont'd)

- Northern BC Climate Change
 - o Annual Mean Temperature Fort St. James 1895-2018
 - o Northern BC Climate Trends
- Poles warming faster than Equator
 - o Artic Amplification
- Impact to mid-latitude jet stream
- Effect on BC weather/extreme events
- Climate Records for long term climatology
 - o Smithers Airport Winter Total Precipitation 1942-2018
 - o Smithers Airport Summer Max Temperature 1942-2018
 - o Smithers Airport Winter Max Snow Depths 1955-2018
 - o Vanderhoof (3) May to September with Rain 1980-2018
- 2041-2070
 - o Change in Mean Annual Precipitation
 - o Change in Summer Precipitation
 - o Change in Precipitation as Snow
 - o Change in Mean Annual Temperature
 - o Change in Extreme Max Temperature
- Spruce Drought Risk Comparison
 - o Past 1961-1990
 - o Future 2080s
- Wildfire Threat Mapping
 - o 2017 Provincial Strategic Threat Analysis BC Wildfire Service Wildfire Threat

Ms. Foord commented that the lack of water and moisture is becoming more frequent within the Regional District and water shortages may be an issue outside municipalities and in rural and agriculture areas. Discussion took place in regard to information specific to the Nechako Reservoir and Rio Tinto and the research being completed by the University of Northern B.C. (UNBC). Ms. Foord reviewed the impacts of greenhouse gasses attributing to climate change and impacts to the jet stream changes, atmospheric river and the FLNRORD's considerations to changing silviculture. The drought tool is assisting in silviculture considerations. Discussion took place in regard to human and natural factors contributing to climate change. Ms. Foord spoke of information from NASA and a study released in 2018 by Environment Canada.

Chair Thiessen thanked Ms. Foord for attending the meeting.

DELEGATIONS (CONT'D)

THE FIRST RESPONDERS CAFÉ – Ron Blinn, Cindy Wiebe, RE: Update – Support to First Responders

Chair Thiessen welcomed Ron Blinn and Cindy Wiebe, The First Responders Café.

Ms. Wiebe and Mr. Blinn provided an overview of The First Responders Café. They provided an outline of what they do, Canadian facts and figures, compassion fatigue and burnout syndrome. They spoke of the value and importance of structured formal resources for the mental health of all first responders and identified the need for additional assistance and resources in small communities where accessing formal resources can often be challenging. They noted peer support can often be integral in the process. They provided an outline in regard to hiring a part-time coordinator and providing The First Responders Café's throughout the northwest.

DELEGATIONS (CONT'D)

THE FIRST RESPONDERS CAFÉ – Ron Blinn, Cindy Wiebe, RE: Update – Support to First Responders (Cont'd)

Director Watt-Senner spoke of her experience as a retired RCMP officer. Discussion took place in regard to funding options.

Chair Thiessen thanked Mr. Blinn and Ms. Wiebe for attending the meeting.

SUPPLEMENTARY AGENDA

The First Responders Café Society – Request for Funding

Moved by Director Greenaway
Seconded by Director Layton

C.W.2019-8-3

“That “The First Responders Café Society – Request for Funding” be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Layton
Seconded by Director Greenaway

C.W.2019-8-4

“That the meeting be adjourned at 12:27 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL DIRECTORS COMMITTEE MEETING****Thursday, January 9, 2020**

PRESENT:	Chair	Mark Parker
	Directors	Tom Greenaway Clint Lambert Andrea Newell Jerry Petersen Michael Riis-Christianson Gerry Thiessen – left at 2:01 p.m.
	Director Absent	Mark Fisher, Electoral Area “A” (Smithers Rural)
	Alternate Director	Megan D’arcy, Electoral Area “A” (Smithers Rural)
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Manager of Administrative Services – left at 1:51 p.m. Jason Blackwell, Regional Fire Chief – left at 2:29 p.m. Nellie Davis, Regional Economic Development Coordinator – left at 1:06 p.m. Debbie Evans, Agriculture Coordinator – left at 1:06 p.m. John Illes, Chief Financial Officer Deborah Jones-Middleton, Director of Protective Services Jason Llewellyn, Director of Planning – arrived at 1:55 p.m., left at 2:02 p.m. Wendy Wainwright, Executive Assistant
	Others	Gladys Atrill, Town of Smithers Shane Brien - left at 1:37 p.m. Dolores Funk, Village of Burns Lake Brad Layton, Village of Telkwa – left at 12:59 p.m., returned at 1:06 p.m.

CALL TO ORDER

Chair Parker called the meeting to order at 12:38 p.m.

AGENDAMoved by Director Petersen
Seconded by Director Newell**RDC.2020-1-1**

“That the Rural Directors Committee Agenda for January 9, 2020 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Rural Directors Committee
Meeting Minutes
-November 7, 2019**Moved by Director Lambert
Seconded by Director Riis-Christianson**RDC.2020-1-2**

“That the minutes of the Rural Directors Committee meeting of November 7, 2019 be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

AGRICULTURE REPORTS

Agricultural Community Meeting on Water Sustainability Act – February 5, 2020 -Vanderhoof, B.C. Moved by Director Riis-Christianson
Seconded by Director Lambert

RDC.2020-1-3 “That the Rural Directors Committee recommend that the Board authorize Chair Parker to attend the Agricultural Community Meeting on the *Water Sustainability Act* in Vanderhoof, B.C. on February 5, 2020.”

Moved by Director Greenaway
Seconded by Director Lambert

RDC.2020-1-4 “That Motion RDC.2020-1-3 be amended to include: authorize any Directors wanting to attend.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

“That the question be called on Motion RDC.2020-1-3 as amended.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Regional Agriculture Forum Oct 23-24, 2020 “Soil to Table -Celebrating Local Agriculture” Moved by Director Riis-Christianson
Seconded by Director Lambert

RDC.2020-1-5 “That the Rural Directors Committee recommend that the Board approve the ‘draft’ agenda for Soil to Table – Celebrating Local Agriculture October 23rd and 24th, 2020 in Burns Lake.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Alternate Director D’arcy provided an overview of the Smithers Farmers Institute Forum that has taken place in the past in the Smithers area. Discussion took place in regard to the RDBN hosting a Regional Agriculture Forum every two years and reviewing future scheduling of a Regional Forum.

RDBN Food Hub and Food Economy Assessment Moved by Director Riis-Christianson
Seconded by Director Lambert

RDC.2020-1-6 “That the Rural Directors Committee recommend that the Board approve:
1. The RDBN Food Hub and Food Economy Assessment.
2. Staff to proceed with a Request for Proposal on BC Bid.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

RURAL REPORTS

Rural/Agriculture Committee Moved by Director Petersen
Seconded by Director Newell

RDC.2020-1-7 “That the Rural Directors Committee recommend to the Board that the Rural Directors Committee be renamed the Rural/Agriculture Committee to reflect the work of the Committee.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

RURAL REPORTS (CONT'D)

Electoral Area Directors' Forum Moved by Director Riis-Christianson
-February 4-5, 2020 Seconded by Director Lambert
-Richmond, B.C

RDC.2020-1-8 "That the Rural Directors Committee receive the Manager of Administrative Services' December 20, 2019 memo titled "Electoral Area Forum – February 4-5, 2020 – Richmond, B.C."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Deadline for registration is January 17, 2020. Any Directors wanting to attend will provide information to staff. Discussion took place in regard to requesting the Federal Gas Tax Program – 3rd Party Agreements Panel be held at another opportunity due to the Electoral Area Directors inability to attend the Forum.

RDBN Grant Services Moved by Director Lambert
Facilitation Seconded by Director Greenaway

RDC.2020-1-9 "That the Rural Directors Committee receive the Regional Economic Development Coordinator's December 17, 2019 memo titled "RDBN Grant Services Facilitation."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Fire Department Emergency Services PowerPoint

Jason Blackwell, Regional Fire Chief and Deborah Jones-Middleton, Director of Protective Services provided a PowerPoint Presentation.

Fire Department Emergency Services

- Emergency Management British Columbia (EMBC)
- RDBN Bylaws
- Additional Services
- Road Rescue Equipment Costs
- Apparatus & Equipment
- Certifications & Maintenance
- Fire Underwriters Survey (FUS)
- Fire Departments in the RDBN
- Fire & Road Rescue Maximum Taxation & 2019 Taxation
- Taxation vs. Funds to Distribution
- Alternate Funding Model
- Conclusion.

Discussion took place regarding the following:

- Number of road rescues and fire calls for 2018 (latest accumulated data)
- Area F Emergency Extrication Contribution Local Service Area Establishment Bylaw No. 1113, 1999 – repealed by Bylaw 1823 on June 21, 2018
- Two potential options moving forward
 - o Emergency Preparedness Planning Service
 - All residents pay same tax rate
 - Service levels maintained across the region
 - \$7,500 proposed for each municipal and rural Fire Department in the RDBN
 - o Developing separate services for each electoral area
 - Each Electoral Area Director determining funding contribution

RURAL REPORTS (CONT'D)

Fire Department Emergency Services PowerPoint (Cont'd)

- Taxpayer contribution
- Importance of road rescue
- Ensuring Fire Departments are adequately funded moving forward
- Consistent service levels across the region in regard to Fire Department Emergency Services
- All travelers along the Highway 16 corridor within the RDBN boundaries receive road rescue service from rural and/or municipal fire departments.

Fire Department Emergency Services

Moved by Director Riis-Christianson
Seconded by Director Greenaway

RDC.2020-1-10

1. "That the Rural Directors Committee recommend that the Board repeal the following:
a. "Topley Rural Road Rescue and Medical First Responders Service Establishment Bylaw No. 1745, 2015"
b. "RDBN Electoral Area C (Fort St. James Rural) Road Rescue Contribution Service Establishment Bylaw No. 1651, 2012" and "RDBN Electoral Area D Emergency Extrication Service Area Establishment Bylaw No. 1516, 2009"; and
c. "Electoral Area 'A' Emergency Response Contribution Local Service Amendment Bylaw No. 853, 1995."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Fire Department Emergency Services

Moved by Director Newell
Seconded by Director Greenaway

RDC.2020-1-11

"That the Rural Directors Committee recommend that the Board direct staff to establish a budget of \$7,500 for each municipal and rural Fire Department in the region through the Emergency Preparedness Planning Service for Fire Departments."

Opposed: Director Petersen

CARRIED

(All/Directors/Majority)

DISCUSSION ITEMS

Federal Gas Tax Program – 3rd Party Agreements

See Motion RDC.2020-1-8.

NCLGA Resolutions

Provincial funding of Major Hospital Projects.

- SNRHD lead

New Drivers L/N Graduated Licensing Program

Director Lambert spoke of drafting a resolution in regard to the New Drivers L (Learner's Licence)/N (Novice Licence) Graduated Licensing Program in regard to providing a mechanism to address labour shortages. He spoke of the need to have driver's education introduced into the high school education curriculum. He referenced the City of Fort St. John 2007 UBCM resolution titled "Reduce Driving Age Restrictions" which was not endorsed.

ADJOURNMENT

Moved by Director Lambert
Seconded by Director Greenaway

RDC.2020-1-11

"That the meeting be adjourned 2:36 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL DIRECTORS COMMITTEE MEETING****Thursday, November 7, 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
 Debbie Evans, Agriculture Coordinator
 John Illes, Chief Financial Officer
 Deborah Jones-Middleton, Director of Protective Services
 Rory McKenzie, Director of Environmental Services – arrived at 2:05 p.m.
 Wendy Wainwright, Executive Assistant

 Media Blair McBride, Lakes District News

CALL TO ORDER

Acting Chair Parker called the meeting to order at 2:02 p.m.

AGENDAMoved by Director Petersen
Seconded by Director Lambert**RDC.2019-9-1**

"That the Rural Directors Committee Agenda for November 7, 2019 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Rural Directors Committee
Meeting Minutes
-October 10, 2019**Moved by Director Riis-Christianson
Seconded by Director Fisher**RDC.2019-9-2**

"That the minutes of the Rural Directors Committee meeting of October 10, 2019 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

Nechako Watershed Roundtable – Request for Committee Grant in Aid – Electoral Areas “B”, “C”, “D”, “E”, and “F”

Discussion took place in regard to Electoral Area grant in aid contribution to the Nechako Watershed Roundtable. Rural Directors can contact staff to provide contribution levels. Director Greenaway mentioned that he would be willing to give up his seat if others would like to participate at the Nechako Watershed Roundtable. Discussion took place in regard to more frequent updates from the Nechako Watershed Roundtable and the different agencies and organizations at the Roundtable.

Fort St. James Sled Dog Association -Request for Grant in Aid – Electoral Area “C”

Moved by Director Greenaway
Seconded by Director Lambert

RDC.2019-9-3

“That the Rural Directors Committee recommend to the Board that the Fort St. James Sled Dog Association be given \$2,000 grant in aid monies from Electoral Area “C” (Fort St. James Rural) for costs associated with the 2020 Caledonia Classic Sled Dog Races.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Fort St. James Secondary Sr. Boys Soccer Team -Request for Grant in Aid – Electoral Area “C”

Moved by Director Greenaway
Seconded by Director Petersen

RDC.2019-9-4

“That the Rural Directors Committee recommend to the Board that the Fort St. James Secondary Sr Boys Soccer Team be given \$750 grant in aid monies from Electoral Area “C” (Fort St. James Rural) for costs associated with the Provincial Championships in Burnaby, B.C.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Grant in Aid – Fraser Lake Business Expo Draw Prize -Electoral Area “D”

Moved by Director Greenaway
Seconded by Director Lambert

RDC.2019-9-5

“That the Rural Directors Committee recommend to the Board that the draw prize in the amount of \$223.99 for the Fraser Lake Business Expo be paid out of Electoral Area “D” (Fraser Lake Rural) grant in aid monies.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Fraser Lake Elementary Secondary School Studies 11 Class -Request for Grant in Aid – Electoral Area “D”

Moved by Director Lambert
Seconded by Director Greenaway

RDC.2019-9-6

“That the Rural Directors Committee recommend to the Board that the Fraser Lake Elementary Secondary School Studies 11 Class be given \$1,000 grant in aid monies from Electoral Area “D” (Fraser Lake Rural) for costs associated with a Parliamentary Tour.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT'D)

Connexus Community
Resources – Request for Grant
in Aid– Electoral Area “F”

Moved by Director Petersen
Seconded by Director Greenaway

RDC.2019-9-7

“That the Rural Directors Committee recommend to the Board that Connexus Community Resources be given \$1,000 grant in aid monies from Electoral Area “F” (Vanderhoof Rural) for costs associated with the Seniors’ Christmas Dinner.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Nechako Valley Rodeo
Association – Request for Grant
in Aid– Electoral Area “F”

Moved by Director Petersen
Seconded by Director Greenaway

RDC.2019-9-8

“That the Rural Directors Committee recommend to the Board that the Nechako Valley Rodeo Association be given \$4,000 grant in aid monies from Electoral Area “F” (Vanderhoof Rural) for costs associated with the 7th Annual Rodeo.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

A Rocha Canada - Northern
BC Project – Request for Grant
in Aid– Electoral Area “G”

Moved by Director Petersen
Seconded by Director Riis-Christianson

RDC.2019-9-9

“That the Rural Directors Committee recommend to the Board that A Rocha Canada – Northern BC Project be given \$2,500 grant in aid monies from Electoral Area “G” (Houston Rural) for the purchase of a portable generator and stereo microscope.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Electoral Area Directors’
Forum – February 5-7, 2020
-Richmond, B.C.

Moved by Director Fisher
Seconded by Director Greenaway

RDC.2019-9-10

1. “That the Board authorize attendance of Rural Directors Committee wishing to attend the Electoral Area Directors’ Forum from February 5-7, 2020 in Richmond, B.C.
2. That the Rural Directors Committee submit discussion items for the Forum to the CAO prior to November 22, 2019.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Fisher spoke of submitting rural and municipal joint service governance models and Federal Gas Tax third party service providers as topics for discussion.

Street Lighting Services

Moved by Director Riis-Christianson
Seconded by Director Greenaway

RDC.2019-9-11

“That the Rural Directors Committee recommend that the Board include the Street Lighting Services in the 2020 Financial Plan.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT'D)

Establishing an Agriculture Planning Grant Reserve

Moved by Director Riis-Christianson
Seconded by Director Fisher

RDC. 2019-9-12

"That the Rural Directors Committee recommend that the Board establish an Agriculture Planning Grant Reserve."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Funding for Agriculture Planning Grant Reserve

Moved by Director Fisher
Seconded by Director Lambert

RDC.2019-9-13

"That the Rural Directors Committee recommend that the Board allocate \$100,000 region-wide Northern Capital and Planning Grant funding to the Agriculture Planning Grant Reserve for consideration of a RDBN Food Hub Feasibility Study and a Non-Timber Forest Product Study."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Funding of RDBN Food Hub Feasibility & Non-Timber Forest Product Studies -Northern Capital & Planning Grant

Moved by Director Lambert
Seconded by Director Petersen

RDC.2019-9-14

"That the Rural Directors Committee receive the Chief Financial Officer's November 7, 2019 memos titled "Funding of RDBN Non-Timber Forest Product Study by the Rural Directors Committee, Northern Capital & Planning Grant and Funding of RDBN Food Hub Feasibility Study by the Rural Directors Committee, Northern Planning Grant."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Distribution of Northern Capital and Planning Grant

Moved by Director Riis-Christianson
Seconded by Director Lambert

RDC.2019-9-15

"That the Rural Directors Committee recommend to the Board that the following allocations be made from the Northern Capital & Planning Grant general fund:

- Administrative Building Retrofit	\$300,000
- Replacement of spare Bobcat	\$ 75,000
- Creation of new (additional) Septage Receiving Beds at Burns Lake Transfer Station and Knockholt Landfill	\$ 50,000
- Contribution to Environmental Services 2020 Capital Projects	\$102,752
- Agriculture Planning Capital Reserve	<u>\$100,000</u>
	\$627,752

And, That the Electoral Area allocation for Areas A through G be allocated as per the November 7, 2019 staff report and spreadsheet."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Fisher spoke of allocating funding to forestry economic development planning. He will bring it forward at a future meeting for discussion.

REPORTS (CONT'D)

Electoral Area Allocation of
Federal Gas Tax Funds
-Third Quarter 2019

Moved by Director Lambert
Seconded by Director Riis-Christianson

RDC.2019-9-16

"That the Rural Directors Committee receive the Accounting Clerk's October 21, 2019 memorandum titled "Electoral Area Allocations of Federal Gas Tax Funds – Third Quarter 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DISCUSSION ITEM

Federal Gas Tax

Discussion took place regarding:

- Third party service providers
 - o Discussed with UBCM staff
 - o Issue is at the Federal Government Level
 - o Misunderstanding how the RDBN provides service to rural residents
 - o Need to develop a broader definition
 - o How do other Regional Districts address
 - o The need for a preapproval process
 - o Currently Federal Government only approves project at audit
 - o UBCM recommends withholding 10% of funding

Director Fisher will work with staff to bring forward the topic at the Electoral Area Directors' Forum, February 5-7, 2020 in Richmond, B.C.

ADJOURNMENT

Moved by Director Lambert
Seconded by Director Greenaway

RDC.2019-9-17

"That the meeting be adjourned 2:35 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Acting Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**WASTE MANAGEMENT COMMITTEE MEETING**
(Committee Of The Whole)**Thursday, December 12, 2019**

PRESENT: Chair Mark Fisher

Directors Gladys Atrill
Shane Brien
Tom Greenaway
Clint Lambert
Brad Layton – arrived at 2:04 p.m.
Linda McGuire
Andrea Newell
Mark Parker
Bev Playfair
Jerry Petersen
Gerry Thiessen
Kim Watt-Senner

Directors Dolores Funk, Village of Burns Lake
Absent Michael Riis-Christianson, Electoral Area “B” (Burns Lake Rural)

Staff Curtis Helgesen, Chief Administrative Officer
Janette Derksen, Deputy Director of Environmental Services
John Illes, Chief Financial Officer
Rory McKenzie, Director of Environmental Services
Wendy Wainwright, Executive Assistant

CALL TO ORDER

Chair Fisher called the meeting to order at 1:59 p.m.

AGENDAMoved by Director Lambert
Seconded by Director Greenaway**WMC.2019-5-1**

“That the Waste Management Committee receive the December 12, 2019 Agenda.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Waste Management**
Committee Meeting Minutes
-September 5, 2019Moved by Director McGuire
Seconded by Director Lambert**WMC.2019-5-2**

“That the Minutes of the Waste Management Committee for September 5, 2019 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORT

Stewardship Program Agreements to be offered at RDBN Transfer Stations

Moved by Director Atrill
Seconded by Director Parker

WMC.2019-5-3

"That the Waste Management Committee recommend that the Board direct staff to:

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS

1. Ministry of Environment and Climate Change Conference Call Update

Chair Fisher provided an overview of two conference call meetings with the Ministry of Environment and Climate Change Strategy (MoE). Staff has drafted a timeline from the date of the fire at the Smithers Recycling Depot in Smithers in May, 2019 to date that will be provided to MoE. Chair Fisher spoke to a potential meeting being held next week to discuss the matter further. He spoke of the complexity of finding a solution without addressing the issues with ICI (Industrial, Commercial Institutional) recycling and revenue compensation and assisting MoE to understand the complexities of bailing in northern rural communities. Curtis Helgesen, CAO commented that Recycle BC is currently undergoing contract changes for its collection of products in the Province and there are impacts associated. He spoke of the opportunity for the Province to develop a pilot project utilizing the current situation in the western portion of the RDBN regarding recycling.

Directors Atrill and Layton spoke of the challenges in Smithers and Telkwa associated with the loss of the recycling depot. Residents being provided the option to bring products to the Smithers Telkwa Transfer Station allows for a short-term solution. Discussion took place in regard to Recycle BC's contract to provide service and the importance of finding a long-term solution. Chair Fisher mentioned potentially investigating alternative options.

Ministry of Environment and Climate Change conference Call Update

Moved by Director Parker
Seconded by Director Playfair

WMC.2019-5-4

"That the Waste Management Committee receive the Minister of Environment and Climate Change Strategy Conference Call Update."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS (CONT'D)

2. North Central Local Government Association (NCLGA)- Solid Waste Forum

Chair Fisher mentioned meeting with Smithers District Chamber of Commerce in regard to hosting a mini solid waste forum and NCLGA Board Meeting Highlights identifying hosting a solid waste forum in 2020. He reached out to NCLGA of the potential opportunity to work together.

3. Recycling at Schools

Chair Fisher spoke with Jennifer Boone in regard to her letter to Smithers Council concerning the current lack of recycling facilities in Smithers. She has agreed to be a part of the mini solid waste management forum being hosted by the Smithers District Chamber of Commerce. He spoke of including/inviting youth to the forum.

Discussion took place in regarding the following:

- Developing a solution for schools in regard to the challenges of being included in the Industrial, Commercial, Institutional (ICI) recycling sector
- Providing public education to students in regard to recycling
- ICI legislation and regulation challenges
- Chair Fisher's willingness to attend meetings to discuss recycling in the schools
- Utilizing cardboard for bioenergy plants and developing cardboard pellets.

ADJOURNMENT

Moved by Director Brien
 Seconded by Director Layton

WMC.2019-5-5

"That the meeting be adjourned at 2:31 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Fisher, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**WASTE MANAGEMENT COMMITTEE MEETING**
(Committee Of The Whole)**Thursday, September 5, 2019**

PRESENT: Chair Mark Fisher

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

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
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services
– arrived at 2:36 p.m.
Jason Llewellyn, Director of Planning – arrived at 2:36 p.m.
Deneve Vanderwolf, Planning Technician/Regional Transit
Coordinator – arrived at 2:36 p.m.
Wendy Wainwright, Executive Assistant

Media Blair McBride, Lakes District News – left at 2:35 p.m.

CALL TO ORDER

Chair Fisher called the meeting to order at 2:05 p.m.

AGENDAMoved by Director Layton
Seconded by Director Lambert**WMC.2019-4-1**

"That the Waste Management Committee receive the September 5, 2019 Agenda."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Waste Management**
Committee Meeting Minutes
-June 6, 2019Moved by Director McGuire
Seconded by Director Riis-Christianson**WMC.2019-4-2**

"That the Minutes of the Waste Management Committee for June 6, 2019 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS

1. SWMP (Solid Waste Management Plan) Advisory Committee

Chair Fisher spoke of the importance of public engagement in regard to the RDBN SWMP and the benefit of having community members involved as an Advisory Committee in reviewing the SWMP moving forward. It was suggest to have meetings twice a year providing an opportunity for feedback. SWMP Advisory Committee Terms of Reference will be brought forward at a future Waste Management Committee Meeting for consideration.

2. Non Recycle BC EPR (Extended Producer Responsibility) Programs

Janette Derksen, Deputy Director of Environmental Services provided a definition of EPR Programs. Governed by the Ministry of Environment through the *Environmental Management Act*. Product Stewards manage the EPR Programs placing the responsibility on the producer to manage its product from inception to end of life. An example is Recycle BC who is a Steward of the PPP (Print/Package/Paper) EPR Program. There are 18 products within the EPR Program framework and B.C. is a leader in EPR Programs.

Ms. Derksen mentioned that there is a balanced cross section of EPR Programs throughout the RDBN with some of the RDBN smaller facilities having fewer EPR Programs. A number of private businesses also provide EPR Program collection. Cost recovery and public education are challenges associated with hosting the programs. Discussion took place regarding private businesses providing public education in regard to the EPR Programs they host. Product Stewards are the stakeholders that manage the program revenues, logistics and provide educational material to product collection hosts. Due to challenges associated with educating the public in regard to available programs a number of products are being disposed of in the transfer stations and landfills.

Discussion took place in regard to:

- the RDBN investigating new and existing EPR Programs and potential costs
- the challenges for large companies to recycle products all across the province
- landfilling
- social responsibility and developing solutions for recycling
- SWMP product diversion and bringing forward plans during the 2020 RDBN Budget discussions
- higher costs to recycle in northern B.C.

RDBN Participation in New and Existing Programs

Extended Producer Responsibility (EPR) Programs Moved by Director Riis-Christianson
-RDBN Transfer Stations Seconded by Director Layton

WMC.2019-4-3

“That the Waste Management Committee recommend that the Board direct staff to investigate new and existing Extended Producer Responsibility (EPR) Programs at RDBN Transfer Stations including a complete cost analysis.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CORRESPONDENCE

Recycling Council of BC
-August 21, 2019
-Proclamation Request
-Waste Reduction Week 2019

Discussion took place in regard to declaring proclamations. Chair Fisher mentioned that the RDBN is a member of the Recycling Council of British Columbia (RCBC) and the importance of promoting waste reduction in the RDBN.

RDBN Policy
Re: Proclamations

Moved by Director Atrill
 Seconded by Director McGuire

WMC.2019-4-4

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

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

Moved by Director Riis-Christianson
 Seconded by Director Watt-Senner

WMC.2019-4-5

"That the Waste Management Committee recommend 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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Update RE: Baling Facility

Curtis Helgesen, CAO, mentioned that, he, along with Environmental Services staff met, with the Village of Telkwa and Town of Smithers CAO's, Green by Nature and Recycle BC in regard to a baling facility in the west end of the RDBN. Staff are awaiting a response from Green by Nature and Recycle BC.

ADJOURNMENT

Moved by Director Watt-Senner
 Seconded by Director McGuire

WMC.2019-4-6

"That the meeting be adjourned at 2:47 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Fisher, Chair

Wendy Wainwright, Executive Assistant



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jennifer MacIntyre, Planner I
DATE: January 13, 2020
SUBJECT: Crown Land Application Referral 7410106 (Johnson)

RECOMMENDATION

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7410106.

VOTING

All Directors / Majority

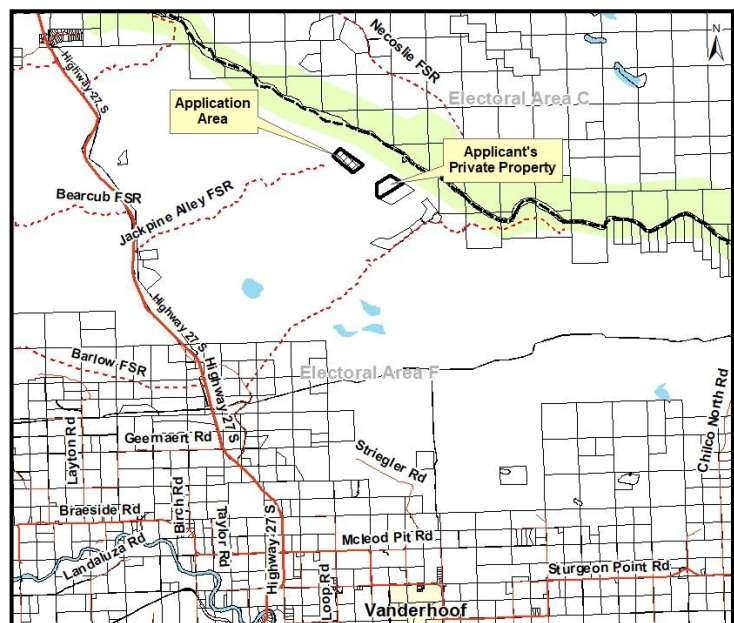
DISCUSSION

This application is regarding a Crown Grant to obtain additional land for extensive agriculture purposes.

The application area is located on unsurveyed Crown lands near Blue Mountain FSR, approximately 20 kilometres north of the District of Vanderhoof. The application area is approximately 64.84 ha. in size.

The applicants own and farm 67 ha. located 2 kilometres of the application area. Farm headquarters are located 42 km. from the site. The intent of this application is to provide additional arable land to their existing farm operation. This Crown Grant will allow the applicant to establish fencing, harvest merchantable timber, and clear land for forage production.

The application area is not zoned under the RDBN Zoning Bylaw and is not located within the Agricultural Land Reserve (ALR).



Reviewed by:

Jason Llewellyn
Director of Planning

Written by:

Jennifer MacIntyre
Planner I



**REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT
SHEET ON CROWN LAND REFERRAL 7410106**

Electoral Area:	F
Applicant:	Chad Johnson
Existing Land Use:	Vacant, Forested
Zoning:	Not zoned under Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.
Plan Designation	Not designated under Vanderhoof Rural Official Community Plan, Bylaw No. 1517, 2009
Proposed Use Comply With Zoning:	NA
If not, why?	
Agricultural Land Reserve:	Outside the ALR
Access Highway:	Blue Mountain FSR
Archaeological Site:	None according to provincial mapping
Building Inspection:	Outside the Building Inspection Area
Fire Protection:	Outside the Rural Fire Protection Area
Other comments:	None.



Agricultural Application: Supplemental Information

The following is intended to provide the Statutory Decision Maker with supporting information on the historical context and future needs of the agricultural operation under consideration. Clients are not bound to future planning projections. More broadly, information may aid in regional land use planning.

Overview and Current Production

1. Briefly characterize your agricultural operation.

[What type of farm do you have and what do you produce?]

Cattle, grain, hay, grass pasture

2. Describe your current yearly production.

[How many cow/calf pairs, grain tonnes and/or bales are produced each year?]

300 HD Cow/calf production, pasture, hay and grain produced to supply needs of the cattle

Current Application: Diligent Use and Demonstrated Need

Two key considerations in adjudicating agricultural applications are diligent use of existing land and demonstrated need for additional Crown land. Please provide supporting information below.

1. My headquarters is located at 9635 Goldier Rd and is situated 14.2 km from the area applied for.

2. Explain your need for the land you have applied for.

[Do you have production, diversification and/or expansion goals?]

grass production

3. Do you have arable land that is not currently cultivated? How is this land being used to benefit your operation or maintain environmental stewardship objectives?

No, land is in production



Future Planning

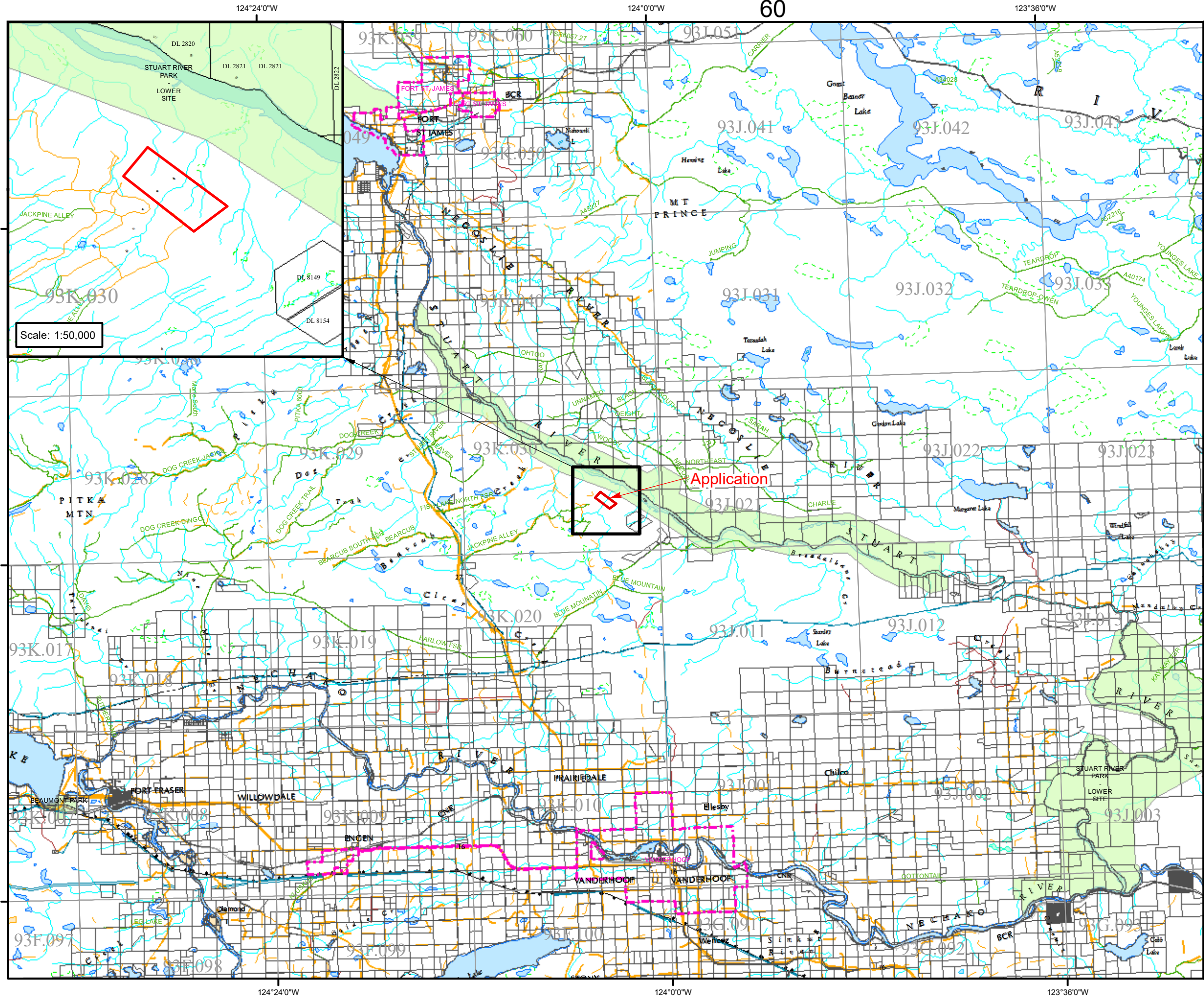
Applicants are encouraged to undertake long term planning. Considerations may include succession planning, title distribution or options for downsizing. Please note that binding covenants on land titles may restrict the ability to subdivide or sell. Furthermore, sale of existing holdings may affect your future eligibility for Crown land applications. You are encouraged to call FrontCounter BC if you are unsure how your future plans may affect eligibility.

1. Do you require additional lands in the future to make your goals a reality? If so, forecast how much land is required to meet production goals and reach desired capacity.

yes viability of operation
profit ~~margin~~ margins are slim, growth is required to
be viable

2. How do you plan to acquire these future lands?
 [Do you intend to pursue Crown grants and /or private acquisition?]

Both



LOCATION MAP

File - 7410106 Area = 64.84 Ha

Client - CHAD JEFFREY JOHNSON

Legend

Crown Land Application	Water Features
Municipal Boundary	Rapids
Primary Survey Parcel	River or Stream - Definite
Subdivision	River or Stream - Dry
Surveyed Rights of Way	River or Stream - Indefinite
	Dam - section Base
Protected Areas	Flooded Land - Inundated
Provincial Park	Lake - Definite
Protected Area	Lake - Indefinite
OIC Ecological Reserve	Lake - Intermittent
Transportation	Reservoir - Definite
Highway	Glacier
Railway	Icefield
Surveyed Road R/W	Island - Definite
Road	Sand Bar
Forest Service Road	
Trail	Contours
Rail Line	Contour - interval 200m

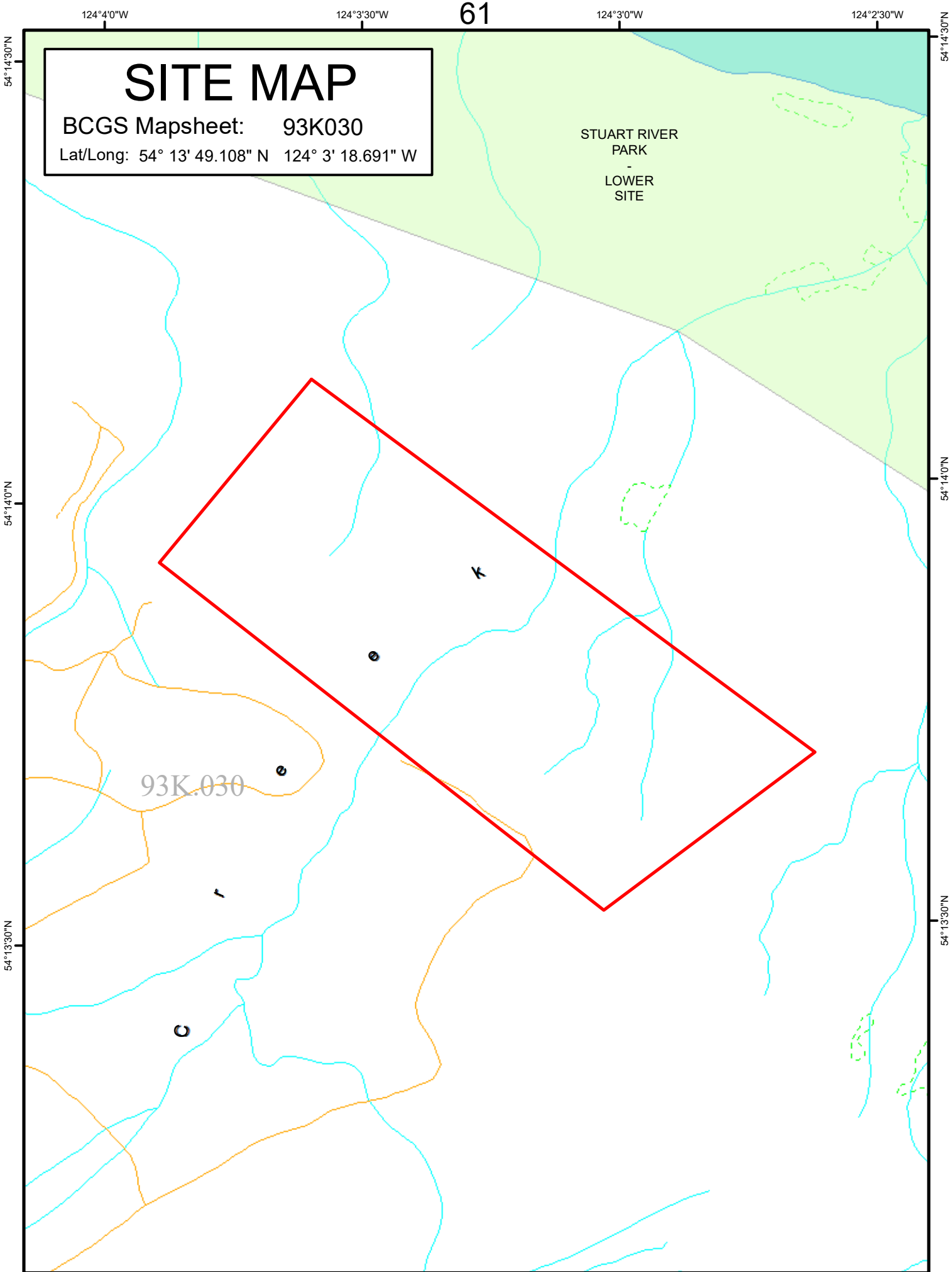
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and Rural Development
Prince George
FrontCounterBC
Date: November 6, 2019

Scale - 1:250,000 *
* if printed on 17X11 page

0 2 4 6
Kilometers

BC Albers Projection/NAD 83

Key Map of British Columbia



File Number: 7410106

Site # 1 of 1 - APPLICATION Area = 64.84 Ha.

TYPE: CROWN GRANT

SUBTYPE: DIRECT SALE

LOCATION: KEC CREEK

PURPOSE:
AGRICULTURE

SUBPURPOSE:
EXTENSIVE

IMAGERY: NA

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Projection: BC Albers
Datum: NAD 83

Meters

0 100 200 300



Legend

- Crown Land Application

Primary Survey Parcel

Subdivision

Municipality

Surveyed Rights of Way

Surveyed Road R/W

Gas/Oil R/W District Lot

Power Transmission R/W

Gas/Oil R/W

Telecom R/W District Lot

Miscellaneous R/W

Transportation Corridors

Highway

Railway

Surveyed Road R/W
- Protected Areas**

Provincial Park

Protected Area

OIC Ecological Reserve

Recreation Area
- Base Mapping Features (20K)**

River or Stream

River or Stream - Dry

Lake

Reservoir - Definite

Glacier/Icefield

Contour - 20m interval
- Transportation - Lines (20K)**

Airfield

Road

Forest Service Road

Road Permit

Trail

Rail Line

All measurements are approximate.



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jennifer MacIntyre, Planner I
DATE: January 13, 2020
SUBJECT: Crown Land Application Referral No. 7410049 (Johnson)

RECOMMENDATION

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7410049.

VOTING

All Directors / Majority

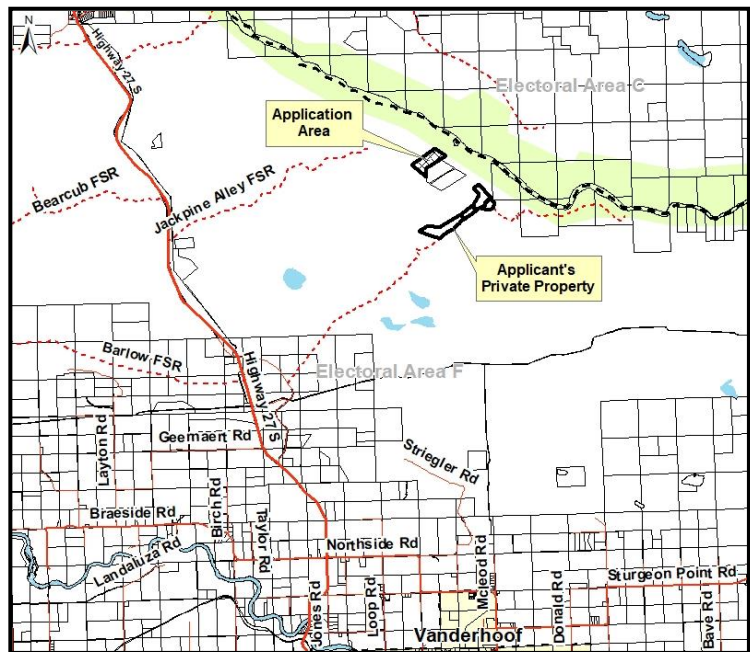
DISCUSSION

This application is regarding a Crown Grant to obtain additional land for extensive agriculture purposes.

The application area is located on unsurveyed Crown lands near Blue Mountain FSR, approximately 20 kilometres north of the District of Vanderhoof. The application area is approximately 65.56 ha. in size.

The applicants own and farm 142 ha. located 3 kilometres from the application area. The intent of this application is to provide additional arable land to their existing farm operation. This Crown Grant will allow the applicant to establish fencing, harvest merchantable timber, and clear land for forage production.

The application area is not zoned under the RDBN Zoning Bylaw and is not located within the Agricultural Land Reserve (ALR).



Reviewed by:

Jason Llewellyn
Director of Planning

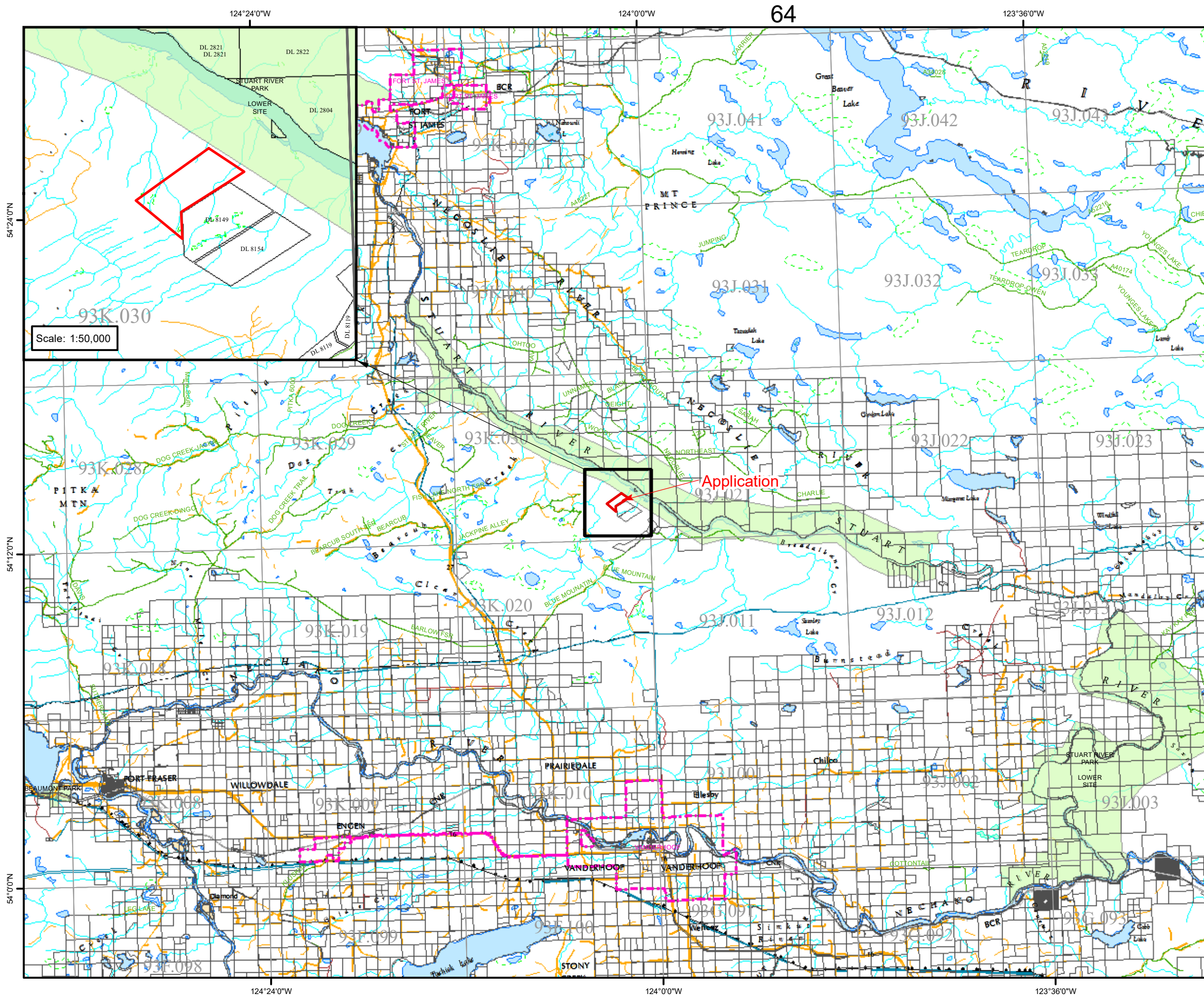
Written by:

Jennifer MacIntyre
Planner I



**REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT
SHEET ON CROWN LAND REFERRAL 7410049**

Electoral Area:	F
Applicant:	Jeffery and Valerie Johnson
Existing Land Use:	Vacant, Forested
Zoning:	Not zoned under Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.
Plan Designation	Not designated under Vanderhoof Rural Official Community Plan, Bylaw No. 1517, 2009
Proposed Use Comply With Zoning:	NA
If not, why?	
Agricultural Land Reserve:	Outside the ALR
Access Highway:	Blue Mountain FSR
Archaeological Site:	None according to provincial mapping
Building Inspection:	Outside the Building Inspection Area
Fire Protection:	Outside the Rural Fire Protection Area
Other comments:	None.



LOCATION MAP

File - 7410049 Area = 65.56 Ha

Client - VALERIE ANN JOHNSON/
JEFFREY FRANK JOHNSON

Legend

Crown Land Application

Municipal Boundary

Primary Survey Parcel

Subdivision

Surveyed Rights of Way

Provincial Park

Protected Area

OIC Ecological Reserve

Highway

Railway

Surveyed Road R/W

Road

Forest Service Road

Trail

Rail Line

Water Features

Rapids

River or Stream - Definite

River or Stream - Dry

River or Stream - Indefinite

Dam - section Base

Flooded Land - Inundated

Lake - Definite

Lake - Indefinite

Lake - Intermittent

Reservoir - Definite

Glacier

Icefield

Island - Definite

Sand Bar

Contours

Contour - interval 200m

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BC Albers Projection/NAD 83

Yukon Territory Northwest Territories

Alaska

British Columbia

Omineca Natural Resource Region

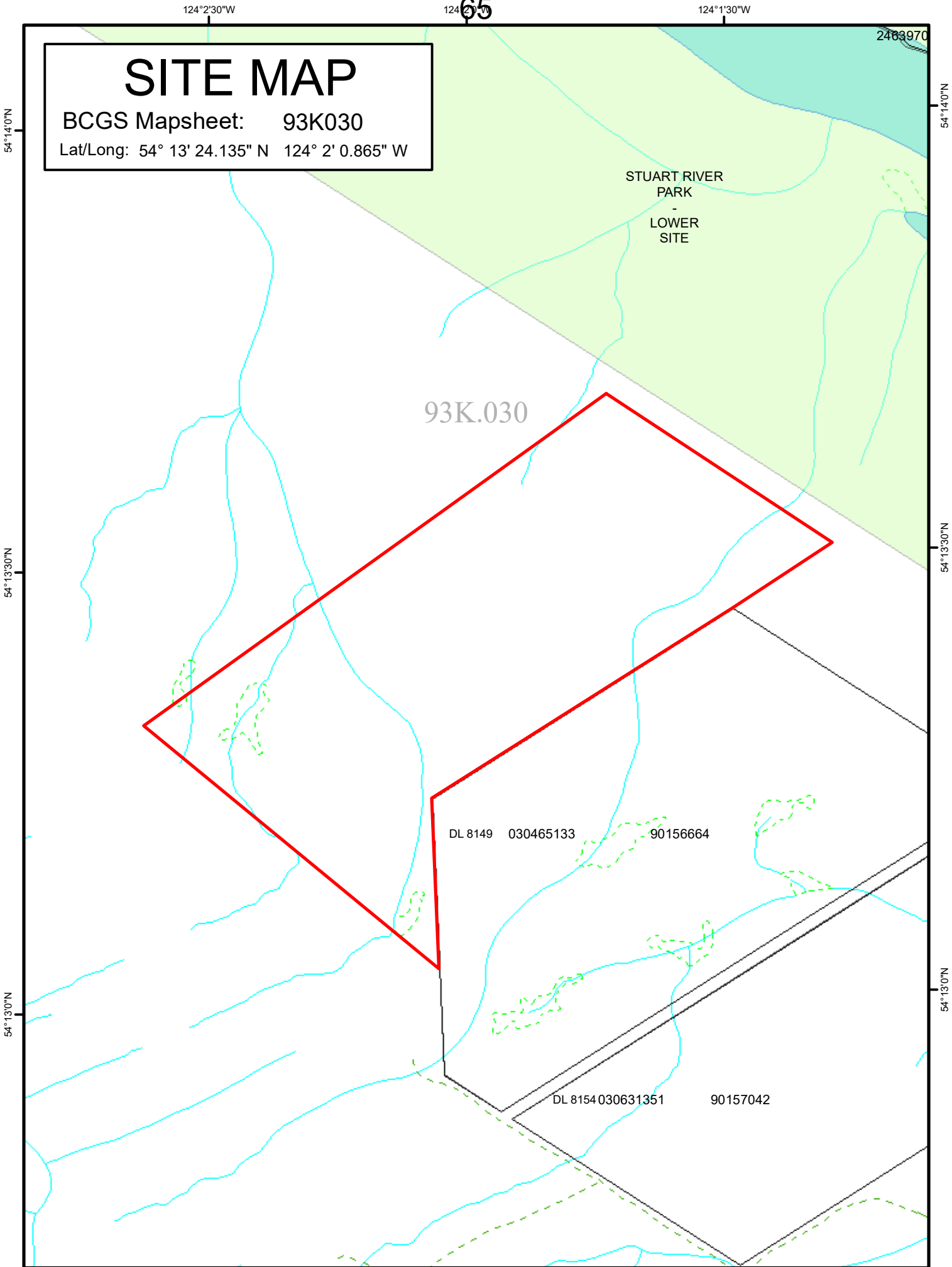
Alberta

Key Map of
British Columbia

Fort St. John Quesnel Williams Lake Kamloops Revelstoke Merritt Vernon Kelowna Castlegar Cranbrook Kimberley Fernie

Campbell River Courtenay Squamish Port Alberni Nanaimo Victoria Hofs Powell River Merritt Vernon Kelowna Castlegar Cranbrook Kimberley Fernie

Washington Idaho Montana



File Number: 7410049

Site # 1 of 1 - APPLICATION Area = 65.56 Ha.

TYPE: CROWN GRANT

PURPOSE:
AGRICULTURE

SUBTYPE: DIRECT SALE

SUBPURPOSE:
EXTENSIVE

LOCATION: KEC CREEK

IMAGERY: NA

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Projection: BC Albers
Datum: NAD 83

Meters

0 100 200 300



Legend

- | | |
|---------------------------------|-------------------------------------|
| Crown Land Application | Protected Areas |
| Primary Survey Parcel | Protected Area |
| Subdivision | OIC Ecological Reserve |
| Municipality | Recreation Area |
| Surveyed Rights of Way | Base Mapping Features (20K) |
| Surveyed Road R/W | River or Stream |
| Gas/Oil R/W District Lot | River or Stream - Dry |
| Power Transmission R/W | Lake |
| Gas/Oil R/W | Reservoir - Definite |
| Telecom R/W District Lot | Glacier/Icefield |
| Miscellaneous R/W | Contour - 20m interval |
| Transportation Corridors | Transportation - Lines (20K) |
| Highway | Airfield |
| Railway | Road |
| Surveyed Road R/W | Forest Service Road |
| | Road Permit |
| | Trail |
| | Rail Line |

All measurements are approximate.



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jennifer MacIntyre, Planner I
DATE: January 13, 2020
SUBJECT: Crown Land Application Referral. 7410112 (Johnson)

RECOMMENDATION

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7410112.

VOTING

All Directors / Majority

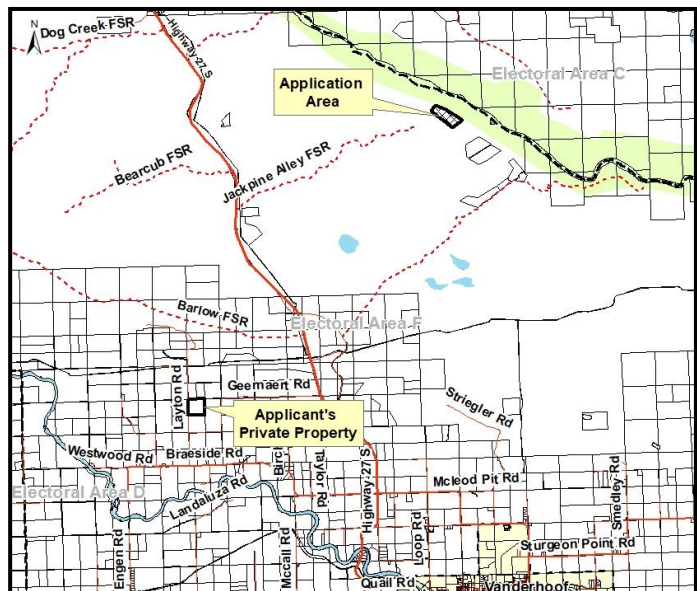
DISCUSSION

This application is regarding a Crown Grant to obtain additional land for extensive agriculture purposes.

The application area is located on unsurveyed Crown lands near Blue Mountain FSR, approximately 20 kilometres north of the District of Vanderhoof. The application area is approximately 65.3 ha. in size.

The applicants own and farm 64 ha. located 20 kilometres from the application area. The intent of this application is to provide additional arable land to their existing farm operation. This Crown Grant will allow the applicant to establish timber, and clear land for forage production.

The application area is not zoned under the RDBN Zoning Bylaw and is not located within the Agricultural Land Reserve (ALR).



Reviewed by:

Jason Llewellyn

Director of Planning

Written by:

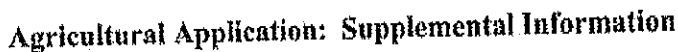
Jennifer MacIntyre

Planner I



**REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT
SHEET ON CROWN LAND REFERRAL 7410112**

Electoral Area:	F
Applicant:	Jared Johnson
Existing Land Use:	Vacant, Forested
Zoning:	Not zoned under Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.
Plan Designation	Not designated under Vanderhoof Rural Official Community Plan, Bylaw No. 1517, 2009
Proposed Use Comply With Zoning:	NA
If not, why?	
Agricultural Land Reserve:	Outside the ALR
Access Highway:	Blue Mountain FSR
Archaeological Site:	None according to provincial mapping
Building Inspection:	Outside the Building Inspection Area
Fire Protection:	Outside the Rural Fire Protection Area
Other comments:	None.



Overview and Current Production

- [What type of farm do you have and what do you produce?]
 Cow/Milk with a background (reeder) (especially for
 1000 Head of feeder stock. Hay, silage and
 grain production, with a surplus of pasture land.

- [How many cow/calf pairs, grain tonnes and/or bales are produced each year?]
- 300 Cows - 273 Calves 1850 Bales ALFAIFA, OAT HAY
150 TONNES Barley

1. My headquarters is located at N. W. 1/4 Sec 12 Twp 18 Range 3 and is situated 14 km from the area applied for.

- [Do you have production, diversification and/or expansion goals?]
To provide additional services, for the farm community
expansion

- operation or maintain environmental stewardship objectives?
- Yes. There are spots that are on higher ground being used for agricultural structures, so Bismarck Creek, Montlake, and Westinghouse would be eliminated.



Future Planning

Applicants are encouraged to undertake long term planning. Considerations may include succession planning, title distribution or options for downsizing. Please note that binding covenants on land titles may restrict the ability to subdivide or sell. Furthermore, sale of existing holdings may affect your future eligibility for Crown land applications. You are encouraged to call FrontCounter BC if you are unsure how your future plans may affect eligibility.

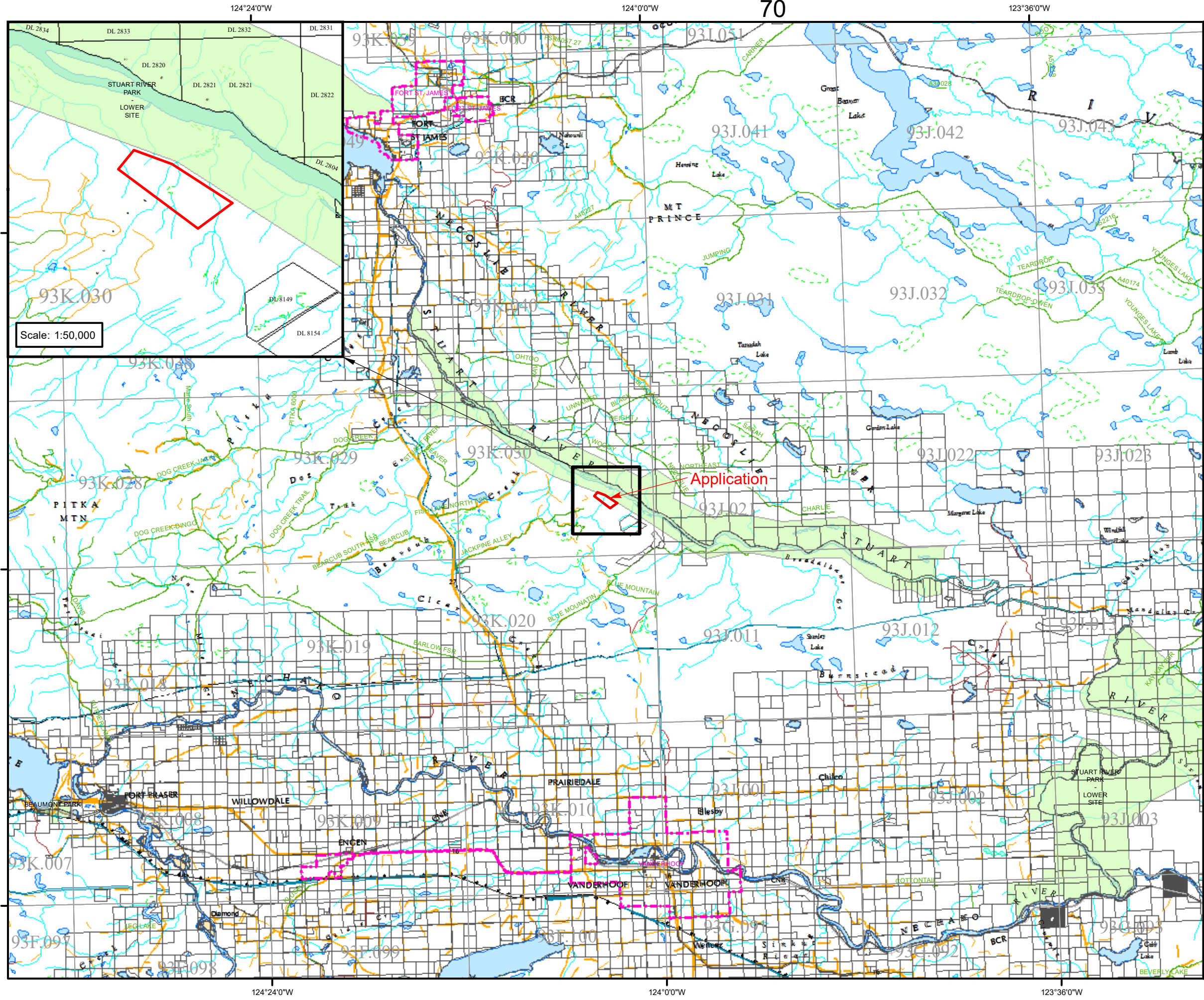
1. Do you require additional lands in the future to make your goals a reality? If so, forecast how much land is required to meet production goals and reach desired capacity.

3 more Quarter Sections of ground suitable for production of Potatoes, for cattle

2. How do you plan to acquire these future lands?

[Do you intend to pursue Crown grants and /or private acquisition?]

pursue Crown grants to my parcel



LOCATION MAP

File - 7410112 Area = 65.3 Ha

Client - JARED RAY JOHNSON

Legend

Crown Land Application

Municipal Boundary

Primary Survey Parcel

Subdivision

Surveyed Rights of Way

Protected Areas

Provincial Park

Protected Area

OIC Ecological Reserve

Transportation

Highway

Railway

Surveyed Road R/W

Road

Forest Service Road

Trail

Rail Line

Water Features

Rapids

River or Stream - Definite

River or Stream - Dry

River or Stream - Indefinite

Dam - section Base

Flooded Land - Inundated

Lake - Definite

Lake - Indefinite

Lake - Intermittent

Reservoir - Definite

Glacier

Icefield

Island - Definite

Sand Bar

Contours

Contour - interval 200m

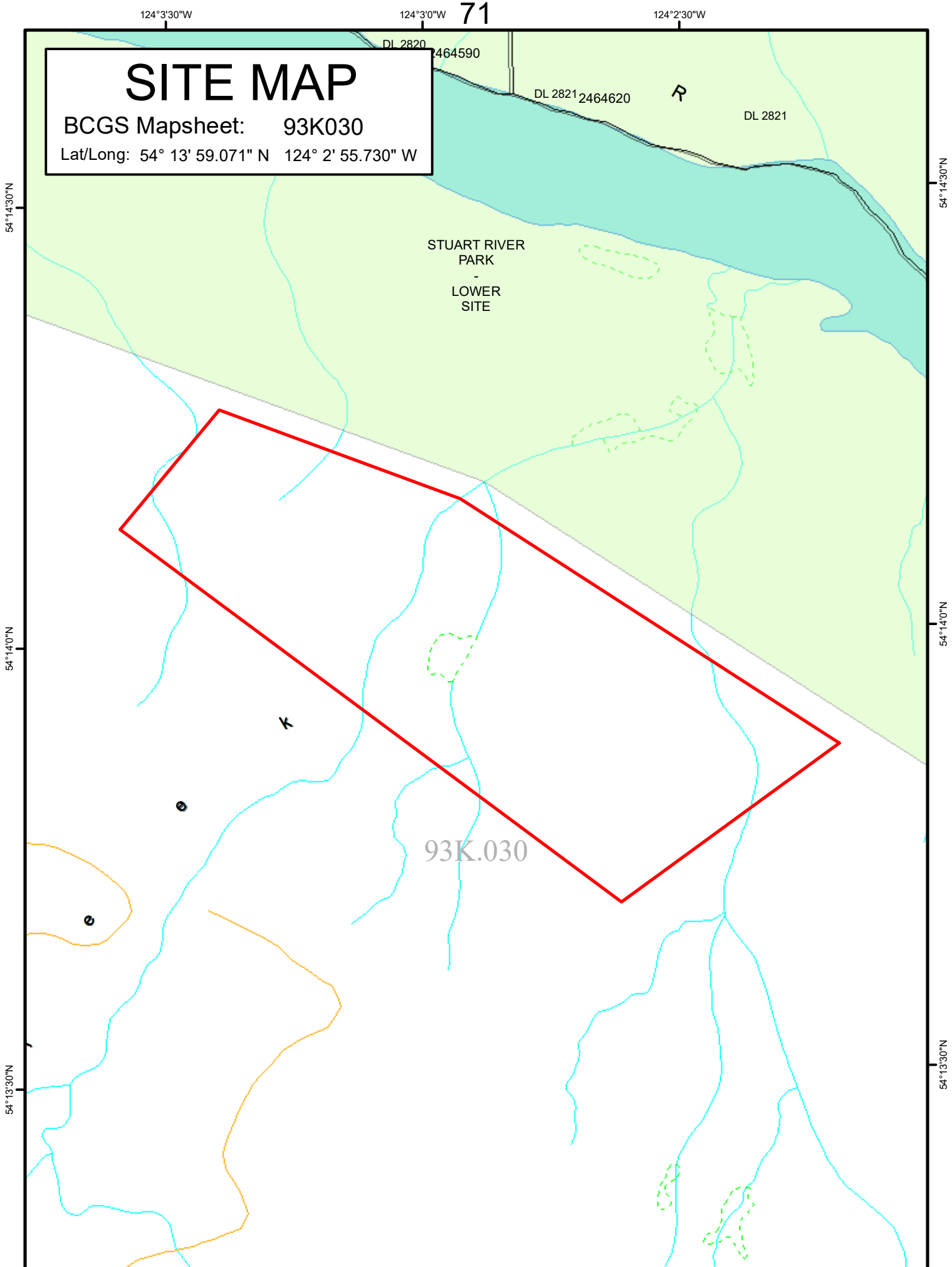
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Prince George
FrontCounterBC
Date: November 14, 2019

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BC Albers Projection/NAD 83

Key Map of British Columbia



SITE MAP

BCGS Mapsheet: 93K030

Lat/Long: 54° 13' 59.071" N 124° 2' 55.730" W

STUART RIVER
PARK
-
LOWER
SITE

93K.030

File Number: 7410112

Site # 1 of 1 - APPLICATION Area = 65.3 Ha.

TYPE: CROWN GRANT

PURPOSE:
AGRICULTURE

SUBTYPE: DIRECT SALE

SUBPURPOSE:
EXTENSIVE

LOCATION: KEC CREEK

IMAGERY: NA

Produced by
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Natural Resource Operations
Northern Service Centre
FrontCounterBC
Date: November 14, 2019

Scale: 1:10,000 *

* if printed on 8.5X14 page

Projection: BC Albers
Datum: NAD 83

Meters

0 100 200 300



Legend

- | | |
|---------------------------------|-------------------------------------|
| Crown Land Application | Protected Areas |
| Primary Survey Parcel | Protected Area |
| Subdivision | OIC Ecological Reserve |
| Municipality | Recreation Area |
| Surveyed Rights of Way | Base Mapping Features (20K) |
| Surveyed Road R/W | River or Stream |
| Gas/Oil R/W District Lot | River or Stream - Dry |
| Power Transmission R/W | Lake |
| Gas/Oil R/W | Reservoir - Definite |
| Telecom R/W District Lot | Glacier/Icefield |
| Miscellaneous R/W | Contour - 20m interval |
| Transportation Corridors | Transportation - Lines (20K) |
| Highway | Airfield |
| Railway | Road |
| Surveyed Road R/W | Forest Service Road |
| | Road Permit |
| | Trail |
| | Rail Line |

All measurements are approximate.



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jennifer MacIntyre, Planner I
DATE: January 13, 2020
SUBJECT: Crown Land Application Referral 7410054 (Tanninen)

RECOMMENDATION

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7410054.

VOTING

All Directors / Majority

DISCUSSION

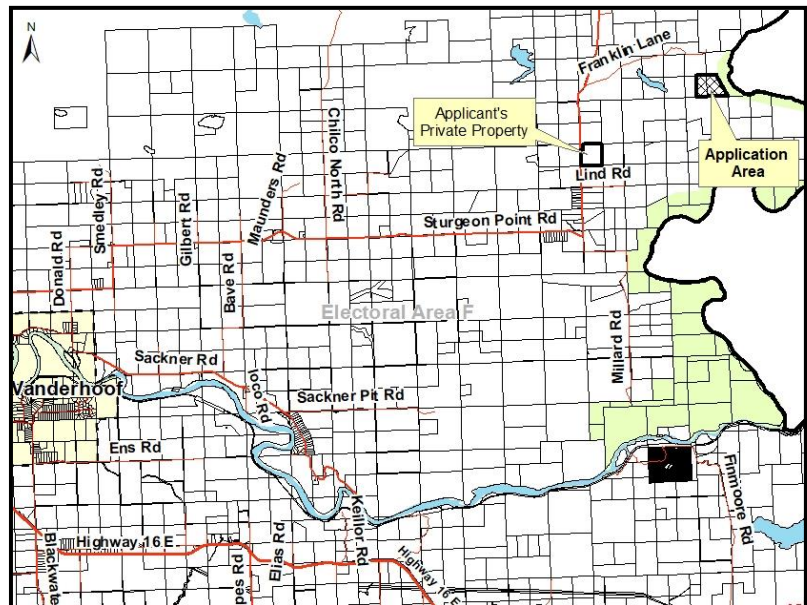
This application is regarding a Crown Grant to obtain additional land for extensive agriculture purposes.

The application area is located on Crown lands in the vicinity of 'District Lot 10102, Cariboo District,' near Franklin Lane, approximately 30 kilometres northeast of the District of Vanderhoof. The application area is approximately 78 ha. in size

The applicants own and farm 63 ha located 5 kilometres from the Application Area. The intent of

the application is to provide additional arable land to their existing farm operation. This Crown Grant will allow the applicant to establish fencing, harvest merchantable timber, and clear land for forage production.

The application area is zoned Rural Resource (RR1) and is located within the Agricultural Land Reserve (ALR).



Reviewed by:

Jason Llewellyn

Director of Planning

Written by:

Jennifer MacIntyre

Planner I



**REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT
SHEET ON CROWN LAND REFERRAL 7410054**

Electoral Area:	F
Applicant:	Ryan Tanninen
Existing Land Use:	Vacant, Forested
Zoning:	Rural Resource (RR1) under Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.
Plan Designation	Agriculture (AG) under Vanderhoof Rural Official Community Plan, Bylaw No. 1517, 2009
Proposed Use Comply With Zoning:	Yes
If not, why?	
Agricultural Land Reserve:	Within the ALR
Access Highway:	Franklin Lane
Archaeological Site:	None according to provincial mapping
Building Inspection:	Outside the Building Inspection Area
Fire Protection:	Outside the Rural Fire Protection Area
Other comments:	None.



Crown Land Tenure Application

Tracking Number: 100301386

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

REFERRAL / PUBLIC COMMENT CONTACT INFORMATION

Company / Organization:

Contact Name: ryan tanninen

Contact Address: po box 1296 vanderhoof bc v0j 3a0

Contact Phone: 250-567-4883

Contact Email: ryjota@hotmail.com

APPLICANT CONTACT INFORMATION

Please enter the contact information of the Individual/Organization who is acting on behalf of the applicant.

Name: Ryan john Tanninen

Phone: - redacted -

Daytime Phone: - redacted -

Fax: - redacted -

Email: - redacted -

Mailing Address: - redacted -

ELIGIBILITY

Question	Answer	Warning
----------	--------	---------

Do all applicants and co-applicants meet the eligibility criteria for the appropriate category as listed below?	Yes	
---	-----	--

Applicants and/or co-applicants who are Individuals must:

1. be 19 years of age or older and
2. must be Canadian citizens or permanent residents of Canada. (Except if you are applying for a Private Moorage)

Applicants and/or co-applicants who are Organizations must either:

1. be incorporated or registered in British Columbia (Corporations also include registered partnerships, cooperatives, and non-profit societies which are formed under the relevant Provincial statutes) or
2. First Nations who can apply through Band corporations or Indian Band and Tribal Councils (Band or Tribal Councils require a Band Council Resolution).

TECHNICAL INFORMATION

Please provide us with the following general information about you and your application:

EXISTING TENURE DETAILS

Do you hold another Crown Land Tenure? No

ALL SEASONS RESORTS

The All Seasons Resorts Program serves to support the development of Alpine Ski and non-ski resorts on Crown land. For more detailed information on this program please see the operational policy and if you have further questions please contact FrontCounter BC.

Are you applying within an alpine ski resort? No

WHAT IS YOUR INTENDED USE OF CROWN LAND?

Use the "Add Purpose" button to select a proposed land use from the drop down menu.

If you wish to use Crown land for a short term, low impact activity you may not need to apply for tenure, you may be authorized under the Permissions policy or Private Moorage policy.

To determine if your use is permissible under the Land Act please refer to either the Land Use Policy - Permissions or Land Use Policy - Private Moorage located here.

Purpose	Tenure	Period
Agriculture - Extensive forage production for livestock	Direct Sale	Ten to thirty years

ACCESS TO CROWN LAND

Please describe how you plan to access your proposed crown land from the closest public road: Access directly off of new Happy Hollow FSR

AGRICULTURE - EXTENSIVE

Applies to all Crown land used for extensive agriculture, including land in Provincial Forests. Extensive agriculture includes: use of Crown land for soil bound cultivation to produce cereal, seed, forage, vegetable or fruit crops for mechanical harvesting.

Specific Purpose: forage production for livestock
Period: Ten to thirty years
Tenure: Direct Sale

TOTAL APPLICATION AREA

Please give some information on the size of the area you are applying for.

Please specify the area: 81 hectares
 OR

Specify Length: 900 meters
Specify Width: 900 meters

Normally the parcel size for a lease, lease-purchase or direct sale will not exceed 65 ha. The application area will be reduced to 65 ha if the tenure is offered.

STATEMENT OF HOLDINGS

Please list your holdings. Note - Fifty (50%) of the arable private land, including 25% of the most recent Crown land acquisition, must be cultivated with forage or grain production. The cultivated area (private holdings) must be more than 40 ha (100acres). Please see the operational policy for further details.

Legal Description	Non-Arable Hectares	Arable Hectares	Hectares Under Cultivation	Total Hectares
DL 5398 Part NW 1/4, Except Plan 34476	2	63	60	65
Totals:	2	63	60	65

Total hectares must be equal to the total surveyed area of your holdings.

50% of Arable land must be under Cultivation 50% = 31.50 hectares

HEADQUARTERS

Applicants must be existing farmers owning private farmland used as the home base within 15 kilometers of the Crown land under application.

Farm headquarters location: DL 5398 Part NW 1/4. except Plan 34476

Distance between headquarters and area being applied for: 4 kilometers

MERCHANTABLE TIMBER

Is there merchantable timber on the land? Yes
 Do you intend to: Buy it now

ADDITIONAL QUESTIONS

In many cases you might require other authorizations or permits in order to complete your project. In order to make that determination and point you in the right direction please answer the questions below. In addition, your application may be referred to other agencies for comments.

Is the Applicant or any Co-Applicant or their Spouse(s) an employee of the Provincial Government of British Columbia? No

Are you planning to cut timber on the Crown Land you are applying for? Yes

To cut timber on the Crown Land once your tenure has been issued you may require an Occupant Licence to Cut. Check out the website of the forest district responsible for more information or contact them if you have any questions.

Are you planning to use an open fire to burn timber or other materials? Yes

Please check the Wildfire Management Branch website to learn more about your responsibilities. Check the 'Guides to Open Burning' for the appropriate fire category. A Category 3 Open Fire will require a burn registration number. More information can also be provided by the Burn Registration line at 1-888-797-1717.

Do you want to transport heavy equipment or materials on an existing forest road? Yes

You must obtain a Road Use Permit from the Ministry of Forests, Lands and Natural Resources Operations if the road is a Forest Service road, or negotiate a Maintenance Agreement with an existing permit holder if the road is under road permit or special use permit.

Are you planning to work in or around water? No

Does your operation fall within a park area? No

LOCATION INFORMATION**LAND DETAILS****DRAWINGS**

Please provide information on the location and shape of your Crown land application area. You can use one or more of the tools provided.

☒ I will upload a PDF, JPG or other digital file(s)

MAP FILES

Your PDF, JPG or other digital file must show your application area in relation to nearby communities, highways, railways or other land marks.

Description	Filename	Purpose
Overview	App_100301386_50K.pdf	Agriculture - Extensive

☒ I will upload files created from a Geographic Information System (GIS)

SPATIAL FILES

Do you have a spatial file from your GIS system? You can upload it here.

NOTE: If uploading a .shp, please ensure that it is a polygon that has been projected in BC Albers in NAD83 format.

Description	Filename	Purpose
DBF	App_100301386.dbf	Agriculture - Extensive
PRJ	App_100301386.prj	Agriculture - Extensive
SBN	App_100301386.sbn	Agriculture - Extensive
SBX	App_100301386.sbx	Agriculture - Extensive
SHP	App_100301386.shp	Agriculture - Extensive
SHX	App_100301386.shx	Agriculture - Extensive

ATTACHED DOCUMENTS

Document Type	Description	Filename
Development Plan	Development Plan	App_100301386_DevelopmentPl...
General Location Map	General Location	App_100301386_50K.pdf
Other	Other - Imagery	App_100301386_Ortho.pdf
Site Plan	Site Plan	App_100301386_SitePlan.pdf

PRIVACY DECLARATION

☒ Check here to indicate that you have read and agree to the privacy declaration stated above.

IMPORTANT NOTICES

- Once you click 'Next' the application will be locked down and you will NOT be able to edit it any more.

DECLARATION

☒ By submitting this application form, I, declare that the information contained on this form is complete and accurate.

APPLICATION AND ASSOCIATED FEES

Item	Amount	Taxes	Total	Outstanding Balance
Crown Land Tenure Application Fee	\$250.00	GST @ 5%: \$12.50	\$262.50	\$0.00

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

OFFICE USE ONLY

Office	File Number	Project Number
Prince George		

Application 100301386

Development Plan

Nov. 5, 2019

Ryan John Tanninen

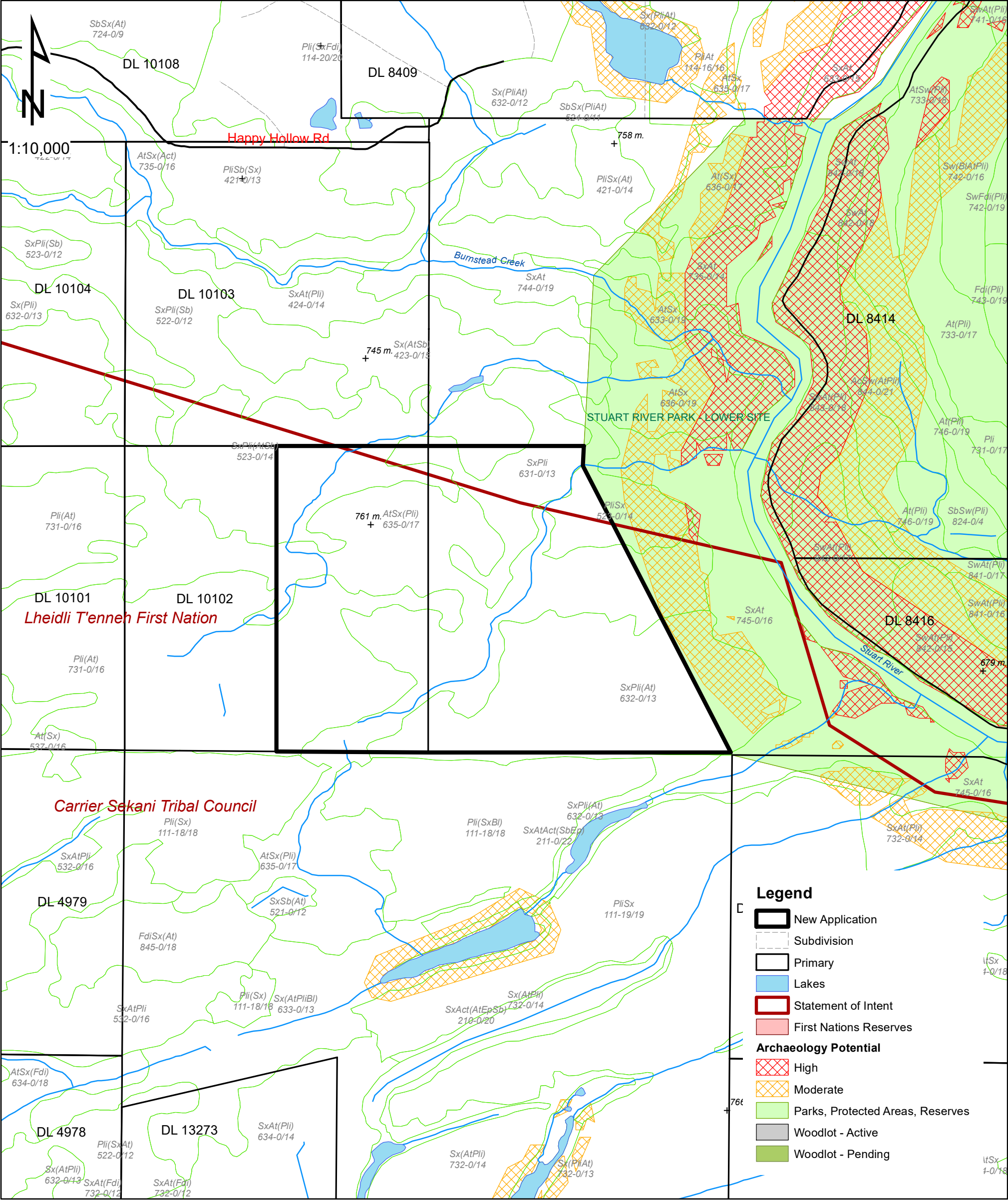
PO Box 1296
Vanderhoof, B.C.
V0J 3A0
(250) 567-0283

Site Metes and Bounds Description:

Begin at the southeast corner of District Lot
D.L. 10102 of the Caribou Land District:
400 meters at 270°, 800 meters at 0°,
815 meters at 90°, 52 meters at 183°,
855 meters at 153°, 804 meters at 270°
containing 80.8 hectares

Known improvements:

None known.



124°0'0"W

123°36'0"W

79































123°12'0"W

LOCATION MAP

File - 7410054 Area = 78.06 Ha

Client - RYAN JOHN TANNINEN

Legend

-  Crown Land Application
 Municipal Boundary
 Primary Survey Parcel
 Subdivision
 Surveyed Rights of Way
- Protected Areas**
 Provincial Park
 Protected Area
 OIC Ecological Reserve
- Transportation**
 Highway
 Railway
 Surveyed Road R/W
 Road
 Forest Service Road
 Trail
 Rail Line
- Water Features**
 Rapids
 River or Stream - Definite
 River or Stream - Dry
 River or Stream - Indefinite
 Dam - section Base
 Flooded Land - Inundated
 Lake - Definite
 Lake - Indefinite
 Lake - Intermittent
 Reservoir - Definite
 Glacier
 Icefield
 Island - Definite
 Sand Bar
- Contours**
 Contour - interval 200m

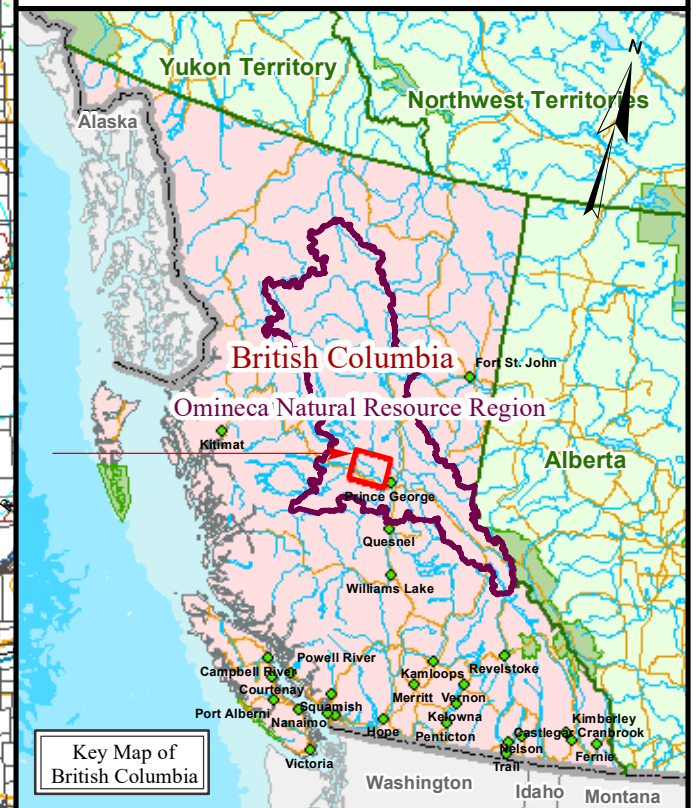
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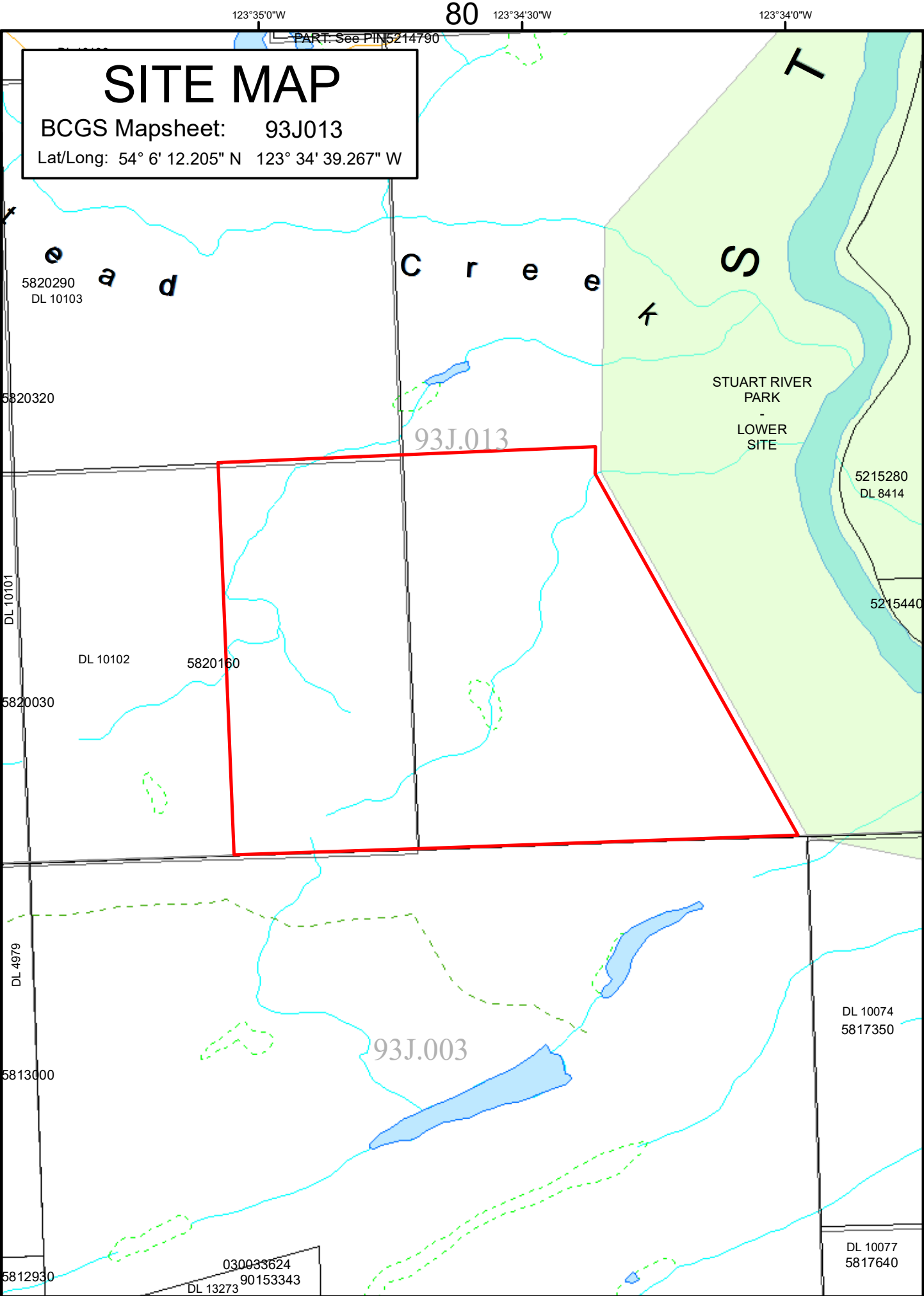
Produced by
Ministry of Forests, Lands and
Natural Resource Operations
and Rural Development
Prince George
FrontCounterBC
Date: December 4, 2019



FrontCounterBC

Scale - 1:250,000 *
* if printed on 17X11 page
Kilometers
0 2 4 6
BC Albers Projection/NAD 83

Key Map of
British Columbia



File Number: 7410054

Site # 1 of 1 - APPLICATION Area = 78.06 Ha.

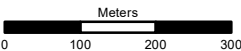
TYPE: CROWN GRANT PURPOSE: AGRICULTURE
SUBTYPE: DIRECT SALE SUBPURPOSE: EXTENSIVE
LOCATION: STURGEON POINT RD IMAGERY: NA

Produced by
Ministry of Forests, Lands &
Natural Resource Operations
Northern Service Centre
FrontCounterBC
Date: December 4, 2019

Scale: 1:10,000 *

* if printed on 8.5X14 page

Projection: BC Albers
Datum: NAD 83



Legend

- Surveyed Rights of Way**
 - Crown Land Application
 - Primary Survey Parcel
 - Subdivision
 - Municipality
 - Surveyed Road R/W
 - Gas/Oil R/W District Lot
 - Power Transmission R/W
 - Gas/Oil R/W
 - Telecom R/W District Lot
 - Miscellaneous R/W
- Transportation Corridors**
 - Highway
 - Railway
 - Surveyed Road R/W
- Protected Areas**
 - Provincial Park
 - Protected Area
 - OIC Ecological Reserve
 - Recreation Area
- Base Mapping Features (20K)**
 - River or Stream
 - River or Stream - Dry
 - Lake
 - Reservoir - Definite
 - Glacier/Icefield
 - Contour - 20m interval
- Transportation - Lines (20K)**
 - Airfield
 - Road
 - Forest Service Road
 - Road Permit
 - Trail
 - Rail Line

All measurements are approximate.



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jennifer MacIntyre, Planner I
DATE: January 13, 2020
SUBJECT: Crown Land Application Referral 7410114 (Hindmarch)

RECOMMENDATION

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7410114.

VOTING

All Directors / Majority

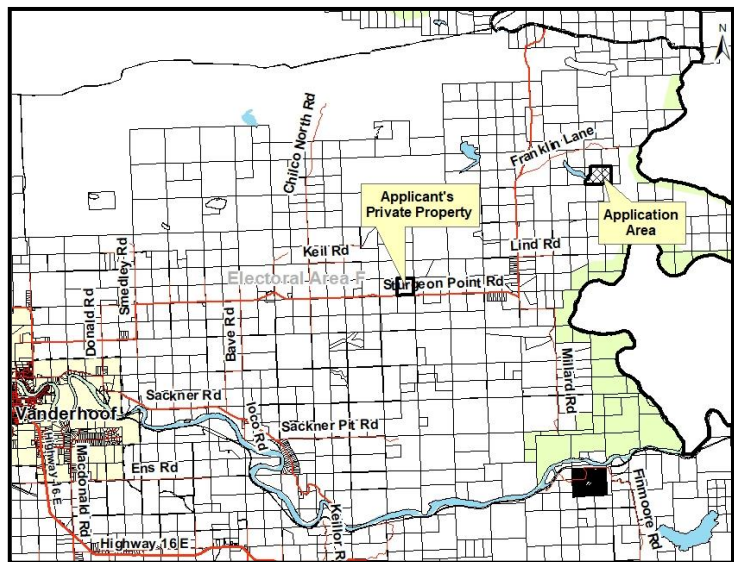
DISCUSSION

This application is regarding a Crown Grant to obtain additional land for extensive agriculture purposes.

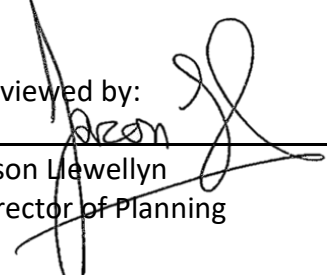
The application area is located on Crown land legally described as 'Part of District Lot 10101 and part of District Lot 10102, Cariboo District' near Franklin Lane, approximately 25 kilometres northeast of the District of Vanderhoof. The application area is approximately 85 ha. in size.

The applicants own and farm approximately 146 ha. 9 km from the Application Area. The intent of this application is to provide additional arable land to their existing farm operation. This Crown Grant will allow the applicant to establish fencing, harvest merchantable timber, and clear land for forage production.


The application area is zoned Rural Resource (RR1) under RDBN Zoning Bylaw and is located within the Agricultural Land Reserve (ALR).



Reviewed by:


Jason Llewellyn
Director of Planning

Written by:


Jennifer MacIntyre
Planner I



**REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT
SHEET ON CROWN LAND REFERRAL 7410114**

Electoral Area:	F
Applicant:	Thomas and Sherry Hindmarch
Existing Land Use:	Vacant, Forested
Zoning:	Rural Resource (RR1) under Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.
Plan Designation	Agriculture (AG) under Vanderhoof Rural Official Community Plan, Bylaw No. 1517, 2009
Proposed Use Comply With Zoning:	Yes
If not, why?	
Agricultural Land Reserve:	Within the ALR
Access Highway:	Franklyn Lane
Archaeological Site:	None according to provincial mapping
Building Inspection:	Outside the Building Inspection Area
Fire Protection:	Outside the Rural Fire Protection Area
Other comments:	None.



Crown Land Tenure Application

Tracking Number: 100301395

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

REFERRAL / PUBLIC COMMENT CONTACT INFORMATION

Company / Organization:

Contact Name: Micky Hindmarch

Contact Address: 24039 Sturgeon Point Road

Contact Phone: 250-570-9724

Contact Email: smhindmarch@yahoo.ca

APPLICANT CONTACT INFORMATION

Please enter the contact information of the Individual/Organization who is acting on behalf of the applicant.

Name: Thomas Hindmarch

Phone: - redacted -

Daytime Phone: - redacted -

Fax: - redacted -

Email: - redacted -

Mailing Address: - redacted -

ELIGIBILITY

Question	Answer	Warning
Do all applicants and co-applicants meet the eligibility criteria for the appropriate category as listed below?	Yes	

Applicants and/or co-applicants who are Individuals must:

1. be 19 years of age or older and
2. must be Canadian citizens or permanent residents of Canada. (Except if you are applying for a Private Moorage)

Applicants and/or co-applicants who are Organizations must either:

1. be incorporated or registered in British Columbia (Corporations also include registered partnerships, cooperatives, and non-profit societies which are formed under the relevant Provincial statutes) or
2. First Nations who can apply through Band corporations or Indian Band and Tribal Councils (Band or Tribal Councils require a Band Council Resolution).

TECHNICAL INFORMATION

Please provide us with the following general information about you and your application:

EXISTING TENURE DETAILS

Do you hold another Crown Land Tenure? No

ALL SEASONS RESORTS

The All Seasons Resorts Program serves to support the development of Alpine Ski and non-ski resorts on Crown land. For more detailed information on this program please see the operational policy and if you have further questions please contact FrontCounter BC.

Are you applying within an alpine ski resort? No

WHAT IS YOUR INTENDED USE OF CROWN LAND?

Use the "Add Purpose" button to select a proposed land use from the drop down menu.

If you wish to use Crown land for a short term, low impact activity you may not need to apply for tenure, you may be authorized under the Permissions policy or Private Moorage policy.

To determine if your use is permissible under the Land Act please refer to either the Land Use Policy - Permissions or Land Use Policy - Private Moorage located here.

Purpose	Tenure	Period
Agriculture - Extensive Forage production for livestock	Direct Sale	Ten to thirty years

ACCESS TO CROWN LAND

Please describe how you plan to access your proposed crown land from the closest public road: | Access from New Happy Hollow Road FSR

AGRICULTURE - EXTENSIVE

Applies to all Crown land used for extensive agriculture, including land in Provincial Forests. Extensive agriculture includes: use of Crown land for soil bound cultivation to produce cereal, seed, forage, vegetable or fruit crops for mechanical harvesting.

Specific Purpose: Forage production for livestock
Period: Ten to thirty years
Tenure: Direct Sale

TOTAL APPLICATION AREA

Please give some information on the size of the area you are applying for.

Please specify the area: 84.3 hectares
 OR

Specify Length: 950 meters
Specify Width: 950 meters

Normally the parcel size for a lease, lease-purchase or direct sale will not exceed 65 ha. The application area will be reduced to 65 ha if the tenure is offered.

STATEMENT OF HOLDINGS

Please list your holdings. Note - Fifty (50%) of the arable private land, including 25% of the most recent Crown land acquisition, must be cultivated with forage or grain production. The cultivated area (private holdings) must be more than 40 ha (100acres). Please see the operational policy for further details.

Legal Description	Non-Arable Hectares	Arable Hectares	Hectares Under Cultivation	Total Hectares
Block A SE 1/4 of DL 1107 Cariboo Land District	14	51	51	65
DL 10124, Cariboo Land District	54	10	10	64
Part SW 1/4 of SE 1/4 Section 27 Township 10	7	10	10	17
Totals:	75	71	71	146

Total hectares must be equal to the total surveyed area of your holdings.

50% of Arable land must be under Cultivation 50% = 35.50 hectares

HEADQUARTERS

Applicants must be existing farmers owning private farmland used as the home base within 15 kilometers of the Crown land under application.

Farm headquarters location: Block A SE 1/4 of DL 1107

Distance between headquarters and area being applied for: 8 kilometers

MERCHANTABLE TIMBER

Is there merchantable timber on the land? Yes

Do you intend to: Buy it now

ADDITIONAL QUESTIONS

In many cases you might require other authorizations or permits in order to complete your project. In order to make that determination and point you in the right direction please answer the questions below. In addition, your application may be referred to other agencies for comments.

Is the Applicant or any Co-Applicant or their Spouse(s) an employee of the Provincial Government of British Columbia? No

Are you planning to cut timber on the Crown Land you are applying for? Yes

To cut timber on the Crown Land once your tenure has been issued you may require an Occupant Licence to Cut. Check out the website of the forest district responsible for more information or contact them if you have any questions.

Are you planning to use an open fire to burn timber or other materials? Yes

Please check the Wildfire Management Branch website to learn more about your responsibilities. Check the 'Guides to Open Burning' for the appropriate fire category. A Category 3 Open Fire will require a burn registration number. More information can also be provided by the Burn Registration line at 1-888-797-1717.

Do you want to transport heavy equipment or materials on an existing forest road? Yes

You must obtain a Road Use Permit from the Ministry of Forests, Lands and Natural Resources Operations if the road is a Forest Service road, or negotiate a Maintenance Agreement with an existing permit holder if the road is under road permit or special use permit.

Are you planning to work in or around water? No

Does your operation fall within a park area? No

LOCATION INFORMATION**LAND DETAILS****DRAWINGS**

Please provide information on the location and shape of your Crown land application area. You can use one or more of the tools provided.

☒ I will upload a PDF, JPG or other digital file(s)

MAP FILES

Your PDF, JPG or other digital file must show your application area in relation to nearby communities, highways, railways or other land marks.

Description	Filename	Purpose
Overview	App_100301395_50K.pdf	Agriculture - Extensive

☒ I will upload files created from a Geographic Information System (GIS)

SPATIAL FILES

Do you have a spatial file from your GIS system? You can upload it here.

NOTE: If uploading a .shp, please ensure that it is a polygon that has been projected in BC Albers in NAD83 format.

Description	Filename	Purpose
DBF	App_100301395.dbf	Agriculture - Extensive
PRJ	App_100301395.prj	Agriculture - Extensive
SBN	App_100301395.sbn	Agriculture - Extensive
SBX	App_100301395.sbx	Agriculture - Extensive
SHP	App_100301395.shp	Agriculture - Extensive
SHX	App_100301395.shx	Agriculture - Extensive

ATTACHED DOCUMENTS

Document Type	Description	Filename
Development Plan	Development Plan	App_100301395_DevelopmentPl...
General Location Map	General Location	App_100301395_50K.pdf
Other	Other - Imagery	App_100301395_Ortho.pdf
Site Plan	Site Plan	App_100301395_SitePlan.pdf

PRIVACY DECLARATION

☒ Check here to indicate that you have read and agree to the privacy declaration stated above.

IMPORTANT NOTICES

- Once you click 'Next' the application will be locked down and you will NOT be able to edit it any more.

DECLARATION

☒ By submitting this application form, I, declare that the information contained on this form is complete and accurate.

APPLICATION AND ASSOCIATED FEES

Item	Amount	Taxes	Total	Outstanding Balance
Crown Land Tenure Application Fee	\$250.00	GST @ 5%: \$12.50	\$262.50	\$0.00

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 No

124°0'0"W

123°36'0"W

87































123°12'0"W

LOCATION MAP

File - 7410114 Area = 84.28 Ha

Client - THOMAS WILLIAM HINDMARCH/
SHERRY JEAN HINDMARCH

Legend

- | | |
|--|--|
|  Crown Land Application | Water Features |
|  Municipal Boundary |  Rapids |
|  Primary Survey Parcel |  River or Stream - Definite |
|  Subdivision |  River or Stream - Dry |
|  Surveyed Rights of Way |  River or Stream - Indefinite |
| |  Dam - section Base |
| Protected Areas |  Flooded Land - Inundated |
|  Provincial Park |  Lake - Definite |
|  Protected Area |  Lake - Indefinite |
|  OIC Ecological Reserve |  Lake - Intermittent |
| Transportation |  Reservoir - Definite |
|  Highway |  Glacier |
|  Railway |  Icefield |
|  Surveyed Road R/W |  Island - Definite |
|  Road |  Sand Bar |
|  Forest Service Road | Contours |
|  Trail |  Contour - interval 200m |
|  Rail Line | |

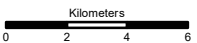

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Produced by
Ministry of Forests, Lands and
Natural Resource Operations
and Rural Development
Prince George
FrontCounterBC
Date: December 4, 2019



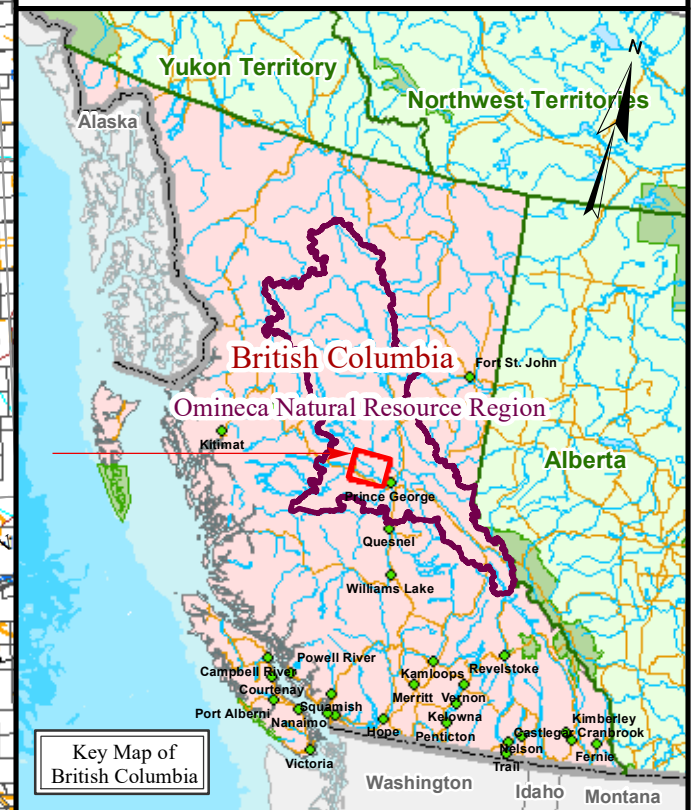
FrontCounterBC

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* if printed on 17X11 page



Kilometers
0 2 4 6

BC Albers Projection/NAD 83

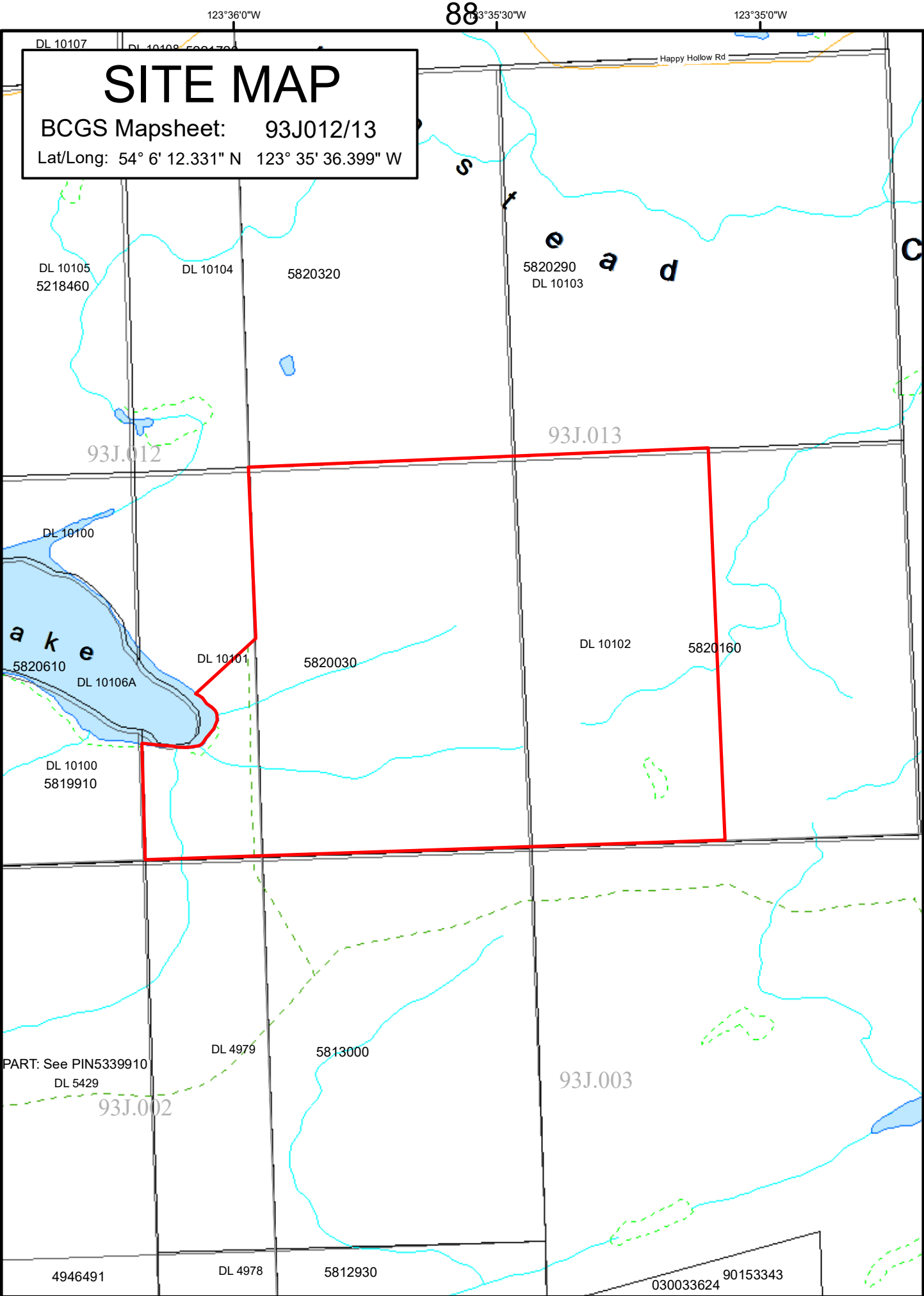


Key Map of
British Columbia

124°0'0"W

123°36'0"W

123°12'0"W



File Number: 7410114

Site # 1 of 1 - APPLICATION Area = 84.28 Ha.

TYPE: CROWN GRANT

PURPOSE:
AGRICULTURE

SUBTYPE: DIRECT SALE

SUBPURPOSE:
EXTENSIVE

LOCATION: FRANKLIN LAKE

IMAGERY: NA

Produced by
Ministry of Forests, Lands &
Natural Resource Operations
Northern Service Centre
FrontCounterBC
Date: December 4, 2019

Scale: 1:10,000 *

* if printed on 8.5X14 page

Projection: BC Albers
Datum: NAD 83

Meters

0 100 200 300



Legend

- Crown Land Application

Primary Survey Parcel

Subdivision

Municipality

Surveyed Rights of Way

Surveyed Road R/W

Gas/Oil R/W District Lot

Power Transmission R/W

Gas/Oil R/W

Telecom R/W District Lot

Miscellaneous R/W

Transportation Corridors

Highway

Railway

Surveyed Road R/W
- Protected Areas

Provincial Park

Protected Area

OIC Ecological Reserve

Recreation Area
- Base Mapping Features (20K)

River or Stream

River or Stream - Dry

Lake

Reservoir - Definite

Glacier/Icefield

Contour - 20m interval
- Transportation - Lines (20K)

Airfield

Road

Forest Service Road

Road Permit

Trail

Rail Line

All measurements are approximate.



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jennifer MacIntyre, Planner I
DATE: January 13, 2020
SUBJECT: Crown Land Application Referral 7410025 (Penner)

RECOMMENDATION

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7410025.

VOTING

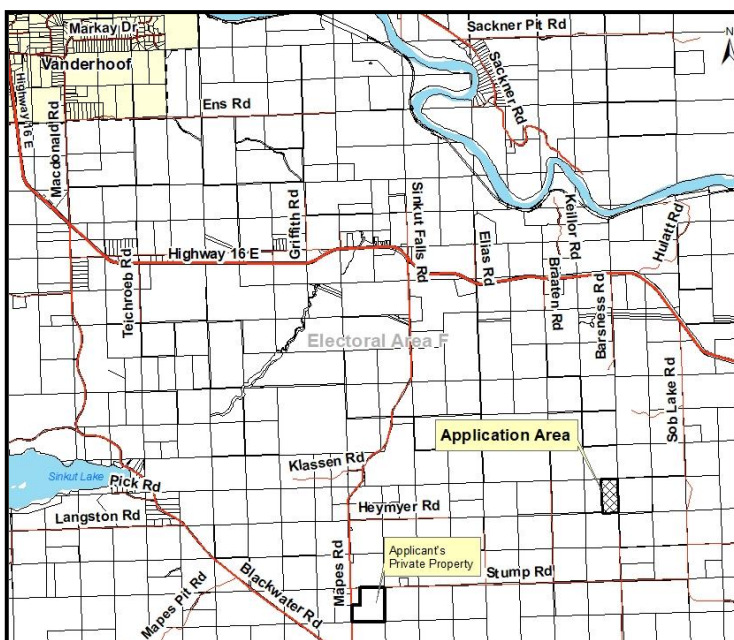
All Directors / Majority

DISCUSSION

This application is regarding a Crown Grant to obtain additional land for extensive agriculture purposes.

The subject property is legally described as 'SE 1/4 , Section 36, Township 8, Range 4, Coast District' located near Meadowdale North Road, approximately 20 kilometres southeast of the District of Vanderhoof. The application area is approximately 31.835 ha. in size. The application area is zoned Rural Resource (Ag1) and is located within the Agricultural Land Reserve (ALR).

The applicants own and farm 53.8 ha located 7 kilometres from the application area. The intent of this application is to provide additional arable land to their existing farm operation. This Crown Grant will allow the applicant to establish fencing, harvest merchantable timber, and clear land for forage production.



Reviewed by:

Jason Lewellyn

Director of Planning

Written by:

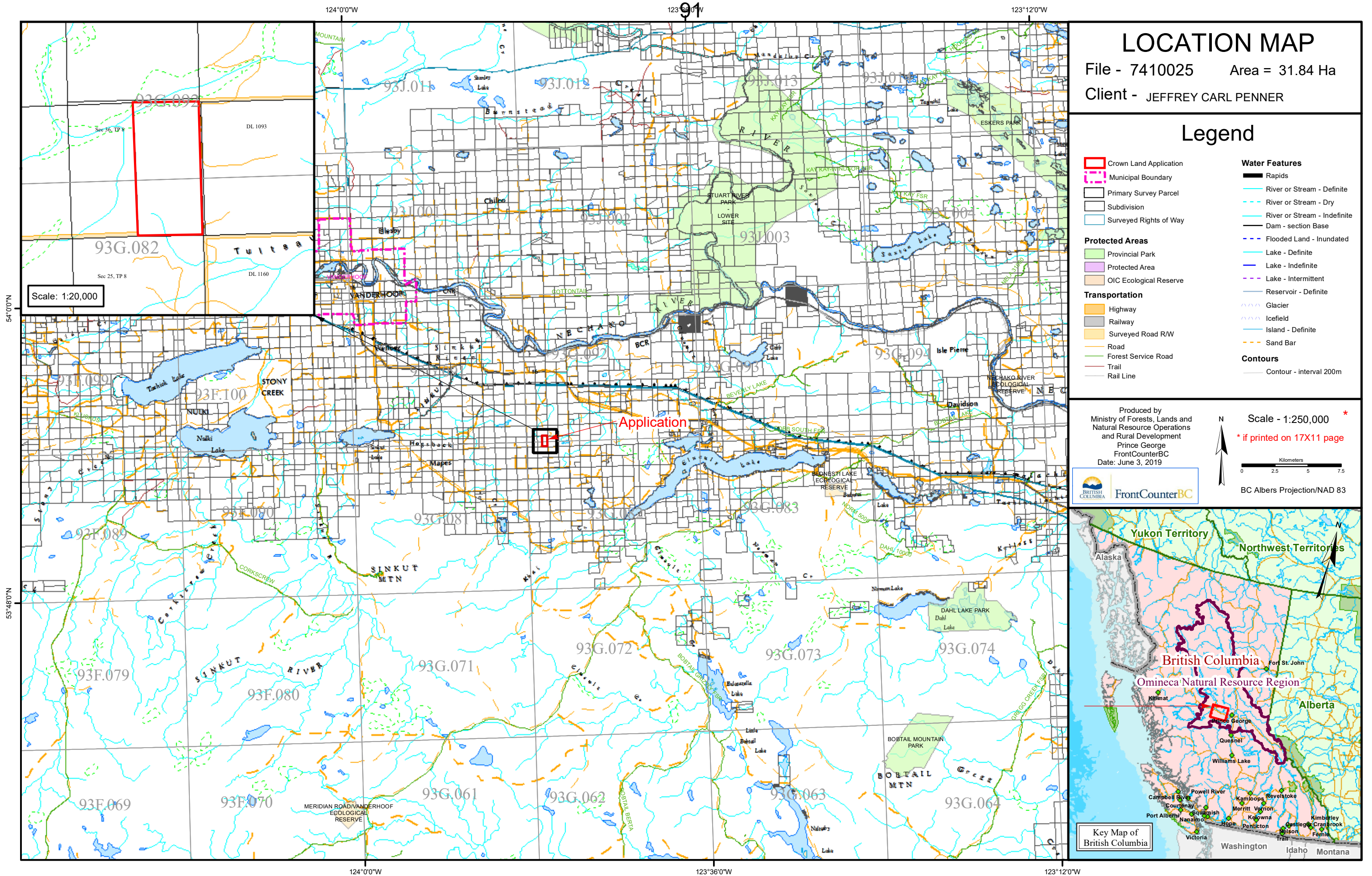
Jennifer MacIntyre

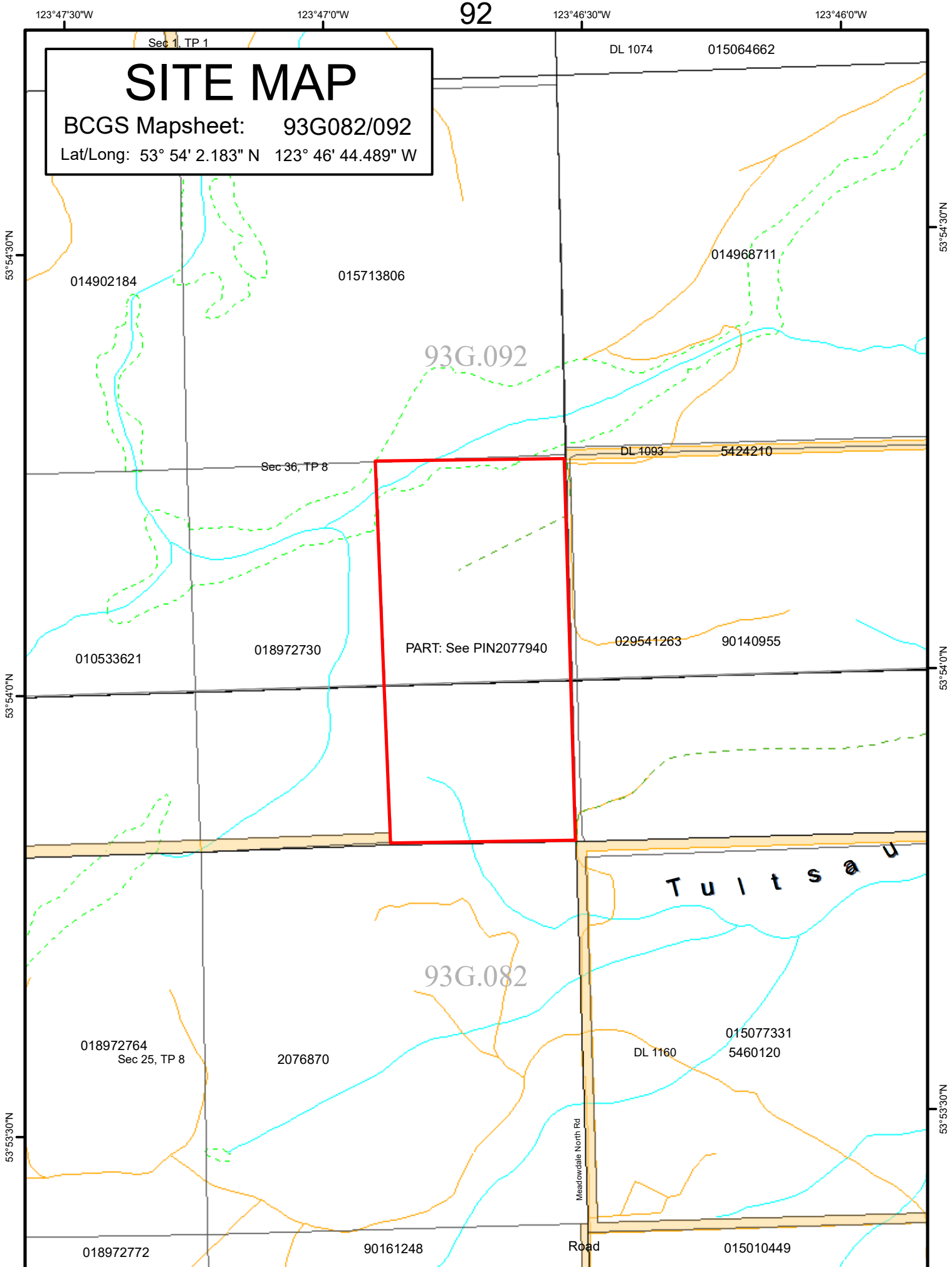
Planner I



**REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT
SHEET ON CROWN LAND REFERRAL 7410025**

Electoral Area:	F
Applicant:	Jeffery Penner
Existing Land Use:	Vacant, Forested
Zoning:	Agricultural (Ag1) under Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.
Plan Designation	Agriculture (AG) under Vanderhoof Rural Official Community Plan, Bylaw No. 1517, 2009
Proposed Use Comply With Zoning:	Yes
If not, why?	
Agricultural Land Reserve:	Within the ALR
Access Highway:	Meadowdale North Road
Archaeological Site:	None according to provincial mapping
Building Inspection:	Outside the Building Inspection Area
Fire Protection:	Outside the Rural Fire Protection Area
Other comments:	None.





SITE MAP

BCGS Mapsheet: 93G082/092
Lat/Long: 53° 54' 2.183" N 123° 46' 44.489" W

File Number: 7410025

Site # 1 of 1 - APPLICATION Area = 31.835 Ha.

TYPE: CROWN GRANT

PURPOSE: AGRICULTURE

SUBTYPE: DIRECT SALE

SUBPURPOSE: EXTENSIVE

LOCATION: SOB LAKE

IMAGERY: NA

Produced by
Ministry of Forests, Lands &
Natural Resource Operations
Northern Service Centre
FrontCounterBC
Date: June 3, 2019

Scale: 1:10,000

* if printed on 8.5X14 page

Projection: BC Albers
Datum: NAD 83

Meters

0 100 200 300



Legend

- | | |
|--------------------------|------------------------------|
| Crown Land Application | Protected Areas |
| Primary Survey Parcel | Provincial Park |
| Subdivision | Protected Area |
| Municipality | OIC Ecological Reserve |
| Surveyed Rights of Way | Recreation Area |
| Surveyed Road R/W | Base Mapping Features (20K) |
| Gas/Oil R/W District Lot | River or Stream |
| Power Transmission R/W | River or Stream - Dry |
| Gas/Oil R/W | Lake |
| Telecom R/W District Lot | Reservoir - Definite |
| Miscellaneous R/W | Glacier/Icefield |
| Transportation Corridors | Contour - 20m interval |
| Highway | Transportation - Lines (20K) |
| Railway | Airfield |
| Surveyed Road R/W | Road |
| | Forest Service Road |
| | Road Permit |
| | Trail |
| | Rail Line |

All measurements are approximate.



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jennifer MacIntyre, Planner I
DATE: January 13, 2020
SUBJECT: Crown Land Application Referral 7410053 (Ophus)

RECOMMENDATION

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7410053.

VOTING

All Directors / Majority

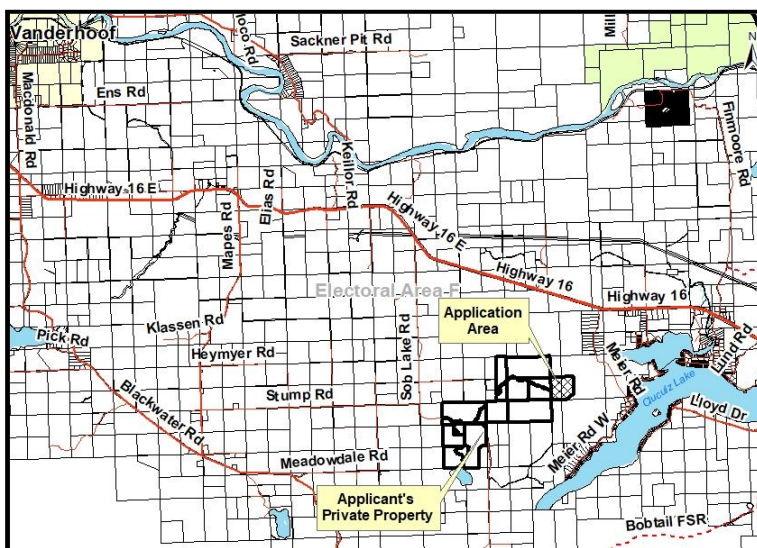
DISCUSSION

This application is regarding a Crown Grant to obtain additional land for extensive agriculture purposes.

The application area is located on Crown land legally described as 'Part of District Lot 1137, and Part of District Lot 1132, Cariboo District near Sob Lake Road, approximately 20 kilometres southeast of the District of Vanderhoof. The application area is approximately 65.49 ha. in size.

The applicants own and farm approximately 900 ha. adjacent to the Application Area. The intent of this application is to provide additional arable land to their existing farm operation. This Crown Grant will allow the applicant to establish fencing, harvest merchantable timber, and clear land for forage production.

The application area is zoned Rural Resource (RR1) under RDBN Zoning Bylaw and is located within the Agricultural Land Reserve (ALR).



Reviewed by:

Jason Llewellyn

Director of Planning

Written by:

Jennifer MacIntyre

Planner I



**REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT
SHEET ON CROWN LAND REFERRAL 7410053**

Electoral Area:	F
Applicant:	Rosanne & Darrell Ophus
Existing Land Use:	Vacant, Forested
Zoning:	Rural Resource (RR1) under Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.
Plan Designation	Resource under Vanderhoof Rural Official Community Plan, Bylaw No. 1517, 2009
Proposed Use Comply With Zoning:	Yes
If not, why?	
Agricultural Land Reserve:	Within the ALR
Access Highway:	Sob Lake Road
Archaeological Site:	None according to provincial mapping
Building Inspection:	Within the Building Inspection Area
Fire Protection:	Outside the Rural Fire Protection Area
Other comments:	None.



Agricultural Application: Supplemental Information

The following is intended to provide the Statutory Decision Maker with supporting information on the historical context and future needs of the agricultural operation under consideration. Clients are not bound to future planning projections. More broadly, information may aid in regional land use planning.

Overview and Current Production

1. Briefly characterize your agricultural operation.

[What type of farm do you have and what do you produce?]

~~Cow~~ Cow/calf Operation, we produce calves to sell in the fall at the Auction market.

We also keep 50 replacement H/c to increase our herd.

2. Describe your current yearly production.

[How many cow/calf pairs, grain tonnes and/or bales are produced each year?]

300 - 325 cow/calf pairs and produce 1800 Bales per year

Current Application: Diligent Use and Demonstrated Need

Two key considerations in adjudicating agricultural applications are diligent use of existing land and demonstrated need for additional Crown land. Please provide supporting information below.

1. My headquarters is located at 17769 Sch Lake Rd. and is situated 2.5 km from the area applied for.

2. Explain your need for the land you have applied for.

[Do you have production, diversification and/or expansion goals?]

Production and Expansion goals ~~we have to be able to~~

3. Do you have arable land that is not currently cultivated? How is this land being used to benefit your operation or maintain environmental stewardship objectives?

Marginal land in grazing



Future Planning

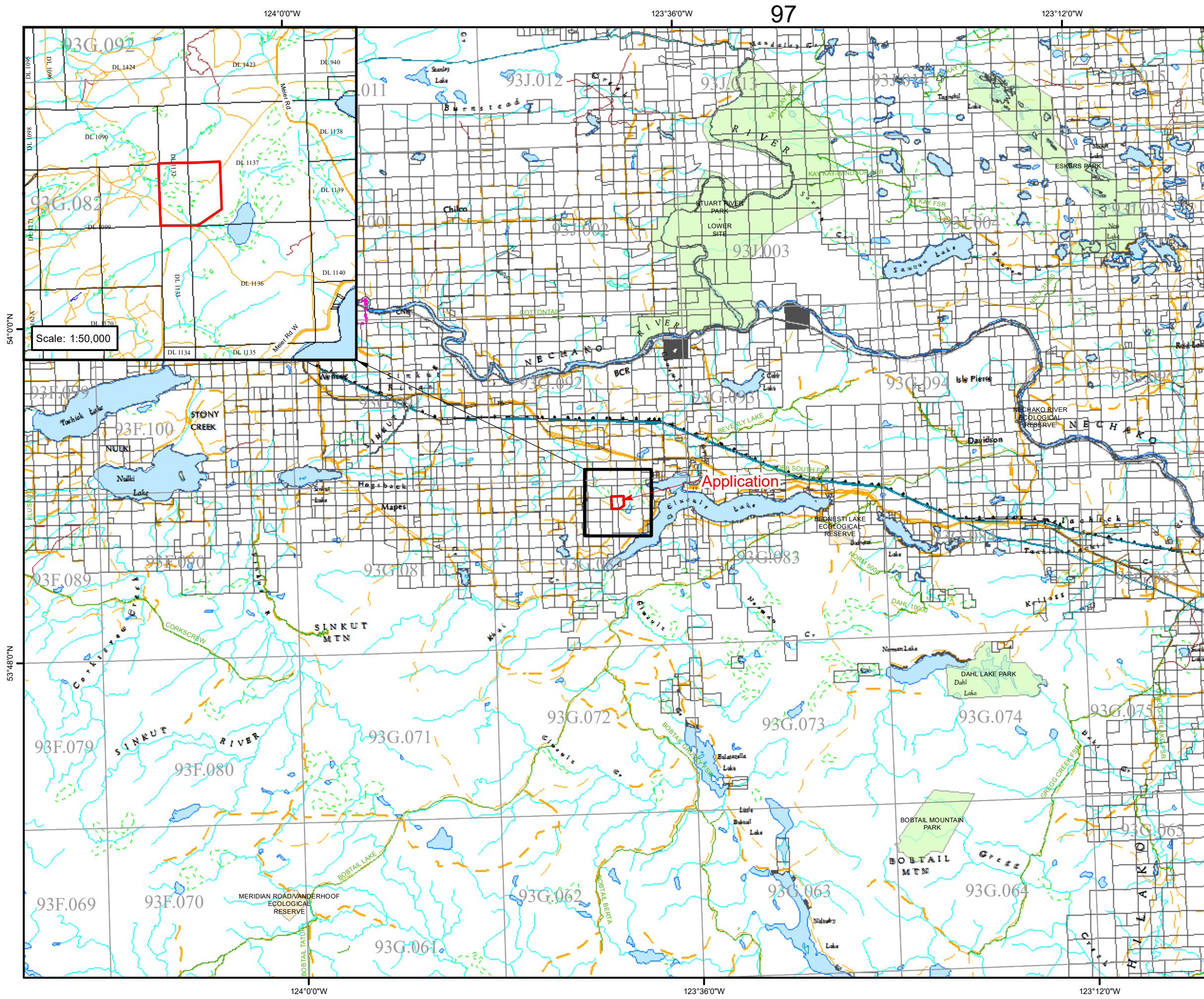
Applicants are encouraged to undertake long term planning. Considerations may include succession planning, title distribution or options for downsizing. Please note that binding covenants on land titles may restrict the ability to subdivide or sell. Furthermore, sale of existing holdings may affect your future eligibility for Crown land applications. You are encouraged to call FrontCounter BC if you are unsure how your future plans may affect eligibility.

1. Do you require additional lands in the future to make your goals a reality? If so, forecast how much land is required to meet production goals and reach desired capacity.

yes we ~~want~~ want 65 plus HA to expand our operations.

2. How do you plan to acquire these future lands?
[Do you intend to pursue Crown grants and /or private acquisition?]

private and/or crown land



LOCATION MAP

File - 7410053 Area = 65.49 Ha

Client - DARELL KEITH OPHUS/
ROSANNE MARGARET OPHUS

Legend

Crown Land Application

Municipal Boundary

Primary Survey Parcel

Subdivision

Surveyed Rights of Way

Protected Areas

Provincial Park

Protected Area

OIC Ecological Reserve

Transportation

Highway

Railway

Surveyed Road R/W

Road

Forest Service Road

Trail

Rail Line

Water Features

Rapids

River or Stream - Definite

River or Stream - Dry

River or Stream - Indefinite

Dam - section Base

Flooded Land - Inundated

Lake - Definite

Lake - Indefinite

Lake - Intermittent

Reservoir - Definite

Glacier

Icefield

Island - Definite

Sand Bar

Contours

Contour - interval 200m

Produced by
Ministry of Forests, Lands and
Natural Resource Operations
and Rural Development
Prince George
FrontCounterBC
Date: November 26, 2019

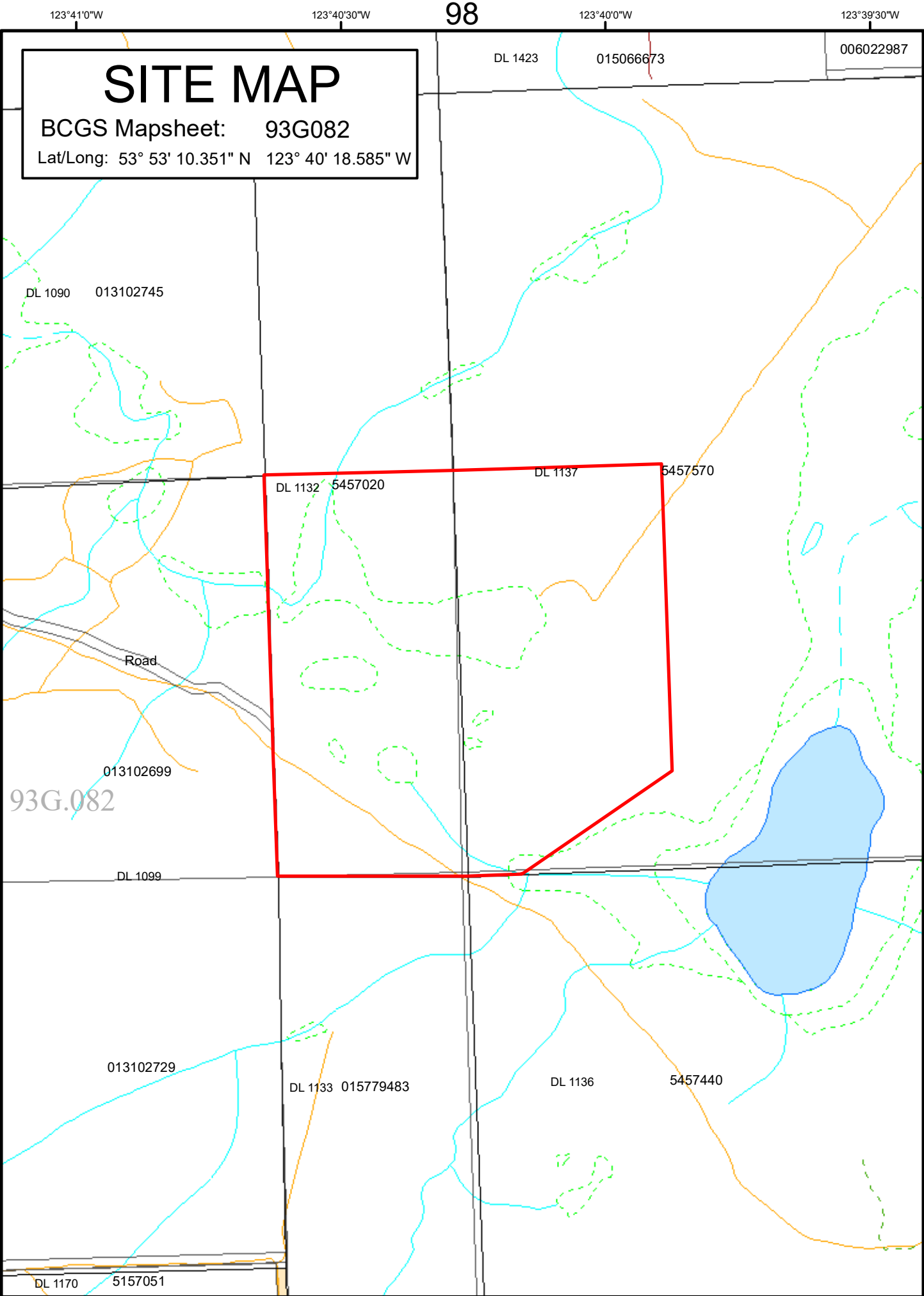
FrontCounterBC

Scale - 1:250,000 *

* if printed on 17X11 page

BC Albers Projection/NAD 83

Key Map of British Columbia



SITE MAP

BCGS Mapsheet: 93G082

Lat/Long: 53° 53' 10.351" N 123° 40' 18.585" W

93G.082

File Number: 7410053

Site # 1 of 1 - APPLICATION Area = 65.49 Ha.

TYPE: CROWN GRANT

PURPOSE:
AGRICULTURE

SUBTYPE: DIRECT SALE

SUBPURPOSE:
EXTENSIVE

LOCATION: SOB LAKE

IMAGERY: NA

Produced by
Ministry of Forests, Lands &
Natural Resource Operations
Northern Service Centre
FrontCounterBC
Date: November 26, 2019

Scale: 1:10,000 *

* if printed on 8.5X14 page

Projection: BC Albers
Datum: NAD 83

Meters

0 100 200 300



Legend

- | | |
|--------------------------|------------------------------|
| Crown Land Application | Protected Areas |
| Primary Survey Parcel | Provincial Park |
| Subdivision | Protected Area |
| Municipality | OIC Ecological Reserve |
| Surveyed Rights of Way | Recreation Area |
| Surveyed Road R/W | Base Mapping Features (20K) |
| Gas/Oil R/W District Lot | River or Stream |
| Power Transmission R/W | River or Stream - Dry |
| Gas/Oil R/W | Lake |
| Telecom R/W District Lot | Reservoir - Definite |
| Miscellaneous R/W | Glacier/Icefield |
| Transportation Corridors | Contour - 20m interval |
| Highway | Transportation - Lines (20K) |
| Railway | Airfield |
| Surveyed Road R/W | Road |
| | Forest Service Road |
| | Road Permit |
| | Trail |
| | Rail Line |

All measurements are approximate.



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: January 14, 2020
SUBJECT: Regional District of Bulkley-Nechako
Development Procedures Bylaw No. 1898, 2020

RECOMMENDATION

That "Regional District of Bulkley-Nechako Development Procedures Bylaw No. 1898, 2020 be given first, second, and third Readings.

VOTING

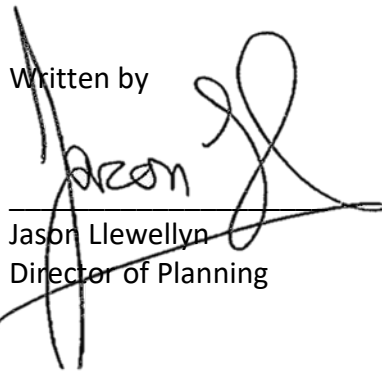
All Directors / Majority

EXECUTIVE SUMMARY

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

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

Written by



Jason Llewellyn
Director of Planning

DISCUSSION

Bylaw Content

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

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

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

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

The Development Procedure bylaw deals with the following issues.

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

Proposed Changes

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

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

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

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

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

Title searches

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

Application Fee Overview (2018 data)

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



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

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

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

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

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

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

1. TITLE

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

2. REPEAL AND DATE OF EFFECT

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

3. GENERAL PROVISION

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



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

4. APPLICATION PROCEDURES

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



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

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

5. FEES

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



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

6. PUBLIC HEARING NOTICE AND SIGNAGE

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



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



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

7 LAND USE PERMIT NOTICE, SIGNAGE, AND SECURITY

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



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

8 BYLAW LAPSE AND RE-APPLICATION

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



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

9 SEVERABILITY

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

10 ENFORCEMENT

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



READ A FIRST TIME this day of , 2020

READ A SECOND TIME this day of , 2020

READ A THIRD TIME this day of , 2020

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

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

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

Corporate Administrator

ADOPTED this day of , 2020

Chairperson

Corporate Administrator

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

APPLICATION FEES

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

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



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: January 16, 2020
SUBJECT: Cheslatta Land Transfer

RECOMMENDATION

That the Regional District of Bulkley-Nechako Board:

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

VOTING

All Directors / Majority

EXECUTIVE SUMMARY

The RDBN has received a referral from the Ministry of Indigenous Relations and Reconciliation regarding the proposed disposition of Crown land to the Cheslatta Carrier Nation. Staff have no concerns regarding the proposed land dispositions provided that the fee simple lands are zoned to the Board's satisfaction prior to transfer. This will ensure that all privately owned lands in the area are subject to the same regulations regardless of ownership.

Written by

Jason Llewellyn
Director of Planning

DISCUSSION

On January 15th the RDBN received the attached referral from the Ministry of Indigenous Relations and Reconciliation regarding the proposed disposition of Crown land to the Cheslatta Carrier Nation. The Ministry has requested RDBN comment by January 31, 2020.

The Proposed Tenures

The tenures being considered for transfer to the Cheslatta Carrier Nation include license of occupations, Land Act withdrawal from dispositions, and notations of interest, in addition to fee simple ownership. These tenures are described below and are identified on the attached map from the province.

A licence of occupation allows non-exclusive use of land and may include the right to modify the land and/or construct improvements as specified in the tenure document. A licence of occupation does not confer a right to the exclusive use and occupancy of the land and a licence of occupation does not allow the tenure holder to stop public access over the licence area (except where it would impact the licencees' right to use the land as per the licence document).

A withdrawal from disposition means to withdraw or withhold Crown land from alienation and precludes or prevents the acceptance of Crown land applications or the disposition of those Crown lands. A withdrawal is established on Crown land for a specific term, with a maximum term of 30 years.

A notation of interest is registered in recognition of an interest in Crown land. A notation of interest does not preclude the acceptance and adjudication of Crown land applications in the subject area. There is no term limit for a notification of interest.

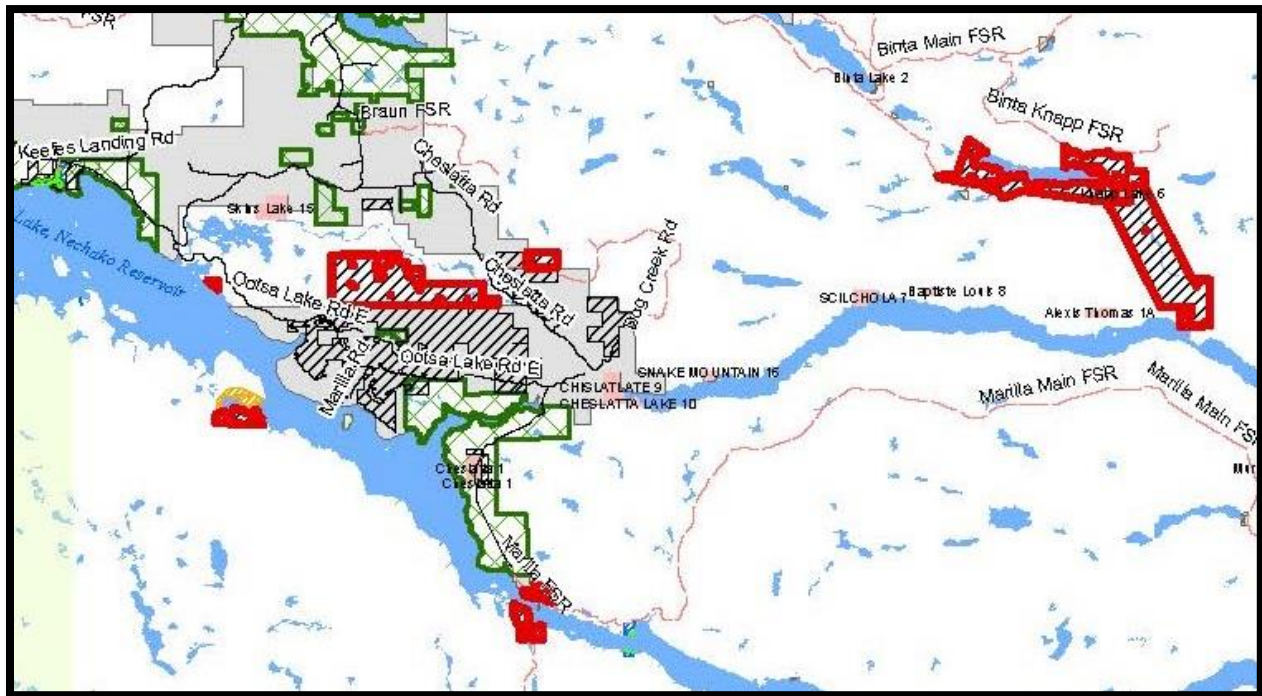
The uses allowed under the proposed license of occupations, the term of the withdrawal from disposition, and the specific reasons for the notations of interest were not known at the time of the writing of this report. However, based on the information provided and the location of the lands, staff have no concerns or objections

The Fee Simple Lands and Zoning

The attached maps 1 and 2 shows the location of Crown lands proposed to be transferred to the Cheslatta Carrier Nation as fee simple lands in relation to RDBN zoning and the ALR.

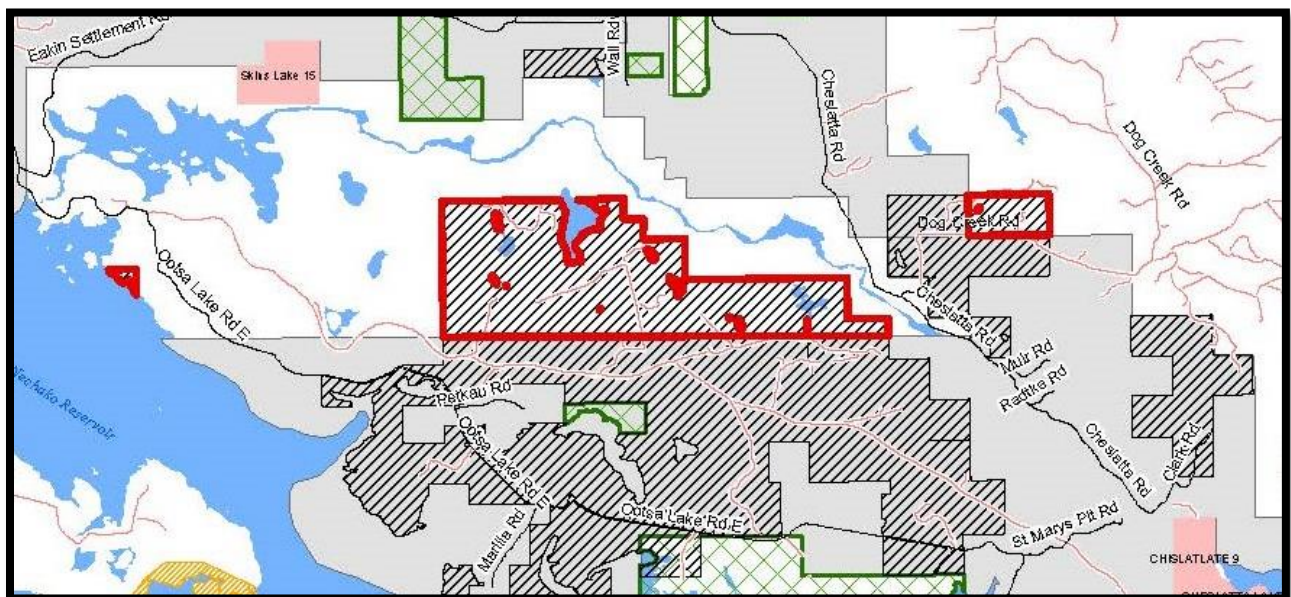
- Zoned lands are shown in grey.
- ALR lands are shown with green square hatching.
- Zoned lands proposed for transfer have black diagonal hatching.
- Unzoned lands proposed for transfer have red diagonal hatching.

Map 1



Map 2 shows the location of fee simple lands proposed for transfer which are relatively centrally located but not subject to RDBN zoning. In staff's opinion the unzoned lands in this area should be zoned, in consultation with the Cheslatta Carrier Nation, prior to the transfer of the fee simple lands. This will ensure that all fee simple lands in the area are subject to the same regulation regardless of ownership.

Map 2



Staff are not recommending that the remaining unzoned fee simple lands shown on map 1, which are south of Ootsa Lake and remotely located to the south and east, be zoned prior to land transfer.

Staff have had preliminary discussions with a representative of the Cheslatta Carrier Nation, and there are no apparent preliminary objections to the proposed rezoning process.

The Proposed Process

Staff are in the final stages of consultation regarding a proposed new zoning bylaw and are planning to recommend that the Board initiate the formal consideration and approval process in the very near future. Staff are considering whether to recommend to the Board zoning the lands as part of the new bylaw, or undertake a separate process once the Board has completed consideration of the new bylaw. Based on discussions with the Ministry of Indigenous Relations and Reconciliation either process should not result in the delay of transfer of fee simple lands to the Cheslatta Carrier Nation.

If the Board supports this report's recommendation staff will immediately begin discussions with the Cheslatta Carrier Nation, and the Director of Electoral Area E, regarding the zoning of land in the area, and the proposed process. These discussions may include the zoning of lands in addition to those proposed as fee simple lands.

January 15, 2020

Ref. 49092
File: 280-30/Cheslatta

VIA EMAIL

Jason Llewellyn
Director of Planning
Regional District of Bulkley-Nechako
37 3rd Avenue
PO Box 513
Burns Lake BC V0J 1E0
jason.llewellyn@rdbn.bc.ca

Dear Jason Llewellyn:

Further to a letter sent to the Regional District of Bulkley-Nechako (RDBN) on May 17, 2018, and subsequent in-camera delegations and correspondence, I am writing to share additional information about settlement and reconciliation negotiations between the Province of British Columbia (BC) and the Cheslatta Carrier Nation (Cheslatta).

As you know, a Settlement Agreement and an Interim Reconciliation Agreement between Cheslatta and BC were signed on March 28, 2019, to address impacts of the creation and operation of the Nechako Reservoir on Cheslatta. More information can be found at <https://engage.gov.bc.ca/govtogetherbc/consultation/cheslatta/>.

In March 2020 at the earliest, after stakeholder engagement and First Nations consultation are completed, BC will begin to make decisions whether to transfer or tenure certain parcels of Crown land to Cheslatta in accordance with the Settlement Agreement. The Province will notify all interest holders in writing when Crown land is transferred under the terms of the Settlement Agreement.

The map enclosed with this letter identifies the specific types of disposition and other measures being considered in Phase 1 that may impact the RDBN. The parcels have not changed since shapefiles were shared with RDNB in September 2019. All Crown land that is proposed for transfer in fee simple or tenure to Cheslatta, or other designations, is within the RDBN boundaries. It is intended that the lands ultimately transferred and tenured to Cheslatta would be chosen from within these areas. It has been conveyed to Cheslatta that all RDBN zoning will apply to parcels transferred under the Settlement Agreement.

.../2

Our objective is to conclude the engagement process with you by February 28, 2020, to enable decisions to be made thereafter on transfers and tenures of lands identified in the attached maps. It is therefore important for you to respond to BC by January 31, 2020, including an initial written response.

Should you require additional information, or to set up a meeting, please contact Colleen Gellein, Senior Resource Coordination Officer, by telephone at (250) 746-0766, or by email at Colleen.Gellein@gov.bc.ca.

Yours truly,

A handwritten signature in cursive script that reads "Karen MacDowell".

Karen MacDowell
Negotiator, North Area

Enclosure (1): Cheslatta Carrier Nation Lands under Discussion Overview Map

cc: Gerry Thiessen
Chairperson
Regional District of Bulkley-Nechako

More about types of disposition:

Transfer in fee simple:

- Fee simple transfers create new private property through a Crown Grant process, include surface rights including timber, but exclude subsurface resources including minerals, petroleum, or natural gas, coal and geothermal resources.
- Dispositions including tenures and transfers could be enabled under the *Land Act* or *Ministry of Lands, Parks and Housing Act*.
- Decisions under the *Ministry of Lands, Parks and Housing Act* are made at the assistant deputy minister level.
- A *Land Act* Section 16 Withdrawal or Section 17 Conditional Withdrawal will be issued once the lands are determined by BC to be eligible for transfer, but prior to a Crown Grant.
- Areas exclude a 75-metre buffer for some Forest Service roads. The actual area excluded may be narrower in the final survey.
- This engagement is intended to include any decisions necessary to enable transfers in fee simple, including, but not limited to Provincial Forest deletions, and cancellation or amendments to Section 16 or 17 Withdrawals and Orders-in-Council under the *Land Act*.

Conditional withdrawal:

- Under Section 17 of the *Land Act*.
- Is also known as a Designation or Designated Use Area.
- Is used to designate a portion of Crown land for, or except for, a particular use or for the conservation of natural or heritage resources.

Licence of Occupation:

- A form of tenure that conveys non-exclusive use for a particular purpose for a relatively short term, in this case 60 years.
- Is not registerable on title.

Notation of Interest:

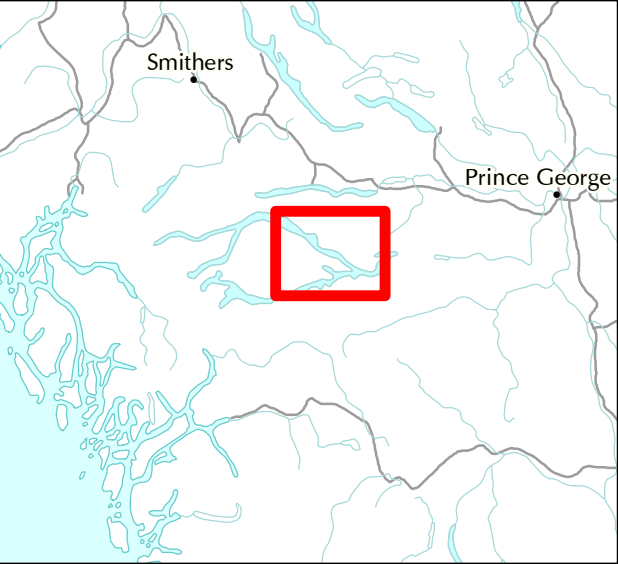
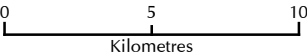
- Is a recording on BC's maps of an interest in Crown land by a provincial ministry or agency.
- Is not a reserve, withdrawal or designation, and does not preclude the acceptance of land applications or disposition of Crown land.
- Ensures that a ministry can provide input into proposed projects.

Cheslatta Carrier Nation
Lands Under Discussion
Phase 1 Overview

- Proposed Fee Simple Land
- Proposed Foreshore Licence of Occupation
- Proposed Licence of Occupation
- Proposed Land Act Withdrawal from Disposition
- Proposed Notation of Interest
- Indian Reserve
- Private Land

The Consultation Area Database is not intended to create, recognize, limit, or deny any aboriginal rights, including title, that any First Nation may have; or impose any obligations on British Columbia; or alter the legal status of resources within the Province.

The Consultation Area Database is intended for use by provincial government staff only. Digital data is copyright of the Province of British Columbia, and files cannot be copied or redistributed without the permission of the Province.



Produced by: GeoBC
Created by: Decision Support Section, NZ
Coordinate System: NAD 1983 BC Environment Albers
Date: August 27, 2019
Produced for:
Ministry of Indigenous Relations and Reconciliation

DISCLAIMER: This map has been produced for consultation and engagement purposes as part of the ongoing land discussions between British Columbia and Cheslatta. It does not reflect the agreement of or commit British Columbia and Cheslatta to accept, recommend or approve the identified lands.

DRAFT



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jennifer MacIntyre, Planner 1
DATE: January 15, 2020
SUBJECT: UBCM Housing Needs Reports Program

RECOMMENDATION

That the RDBN Board pass the following resolution.

"That the Regional District of Bulkley-Nechako Board of Directors support the application to UBCM's Housing Needs Reports Program to undertake housing needs reports for Electoral Areas A, B, C, D, E, F, and G in order to meet provincial requirements.

That the Regional District of Bulkley-Nechako Board of Directors will provide overall grant management.

And that the Regional District of Bulkley-Nechako Board of Directors authorize RDBN staff to enter into an agreement with UBCM for any grants received for the above purpose."

VOTING

All Directors / Majority

EXECUTIVE SUMMARY

In 2018 the Local Government Statutes (Housing Needs Reports) Amendment Act, 2019, S.B.C. 2018, c. 20 made amendments to the *Local Government Act* which requires local governments to complete housing needs reports by April 2022, and every five years thereafter. Funding to undertake this work can be provided through a new grant program administered by the Union of British Columbia Municipalities (UBCM). The Ministry of Municipal Affairs and Housing has confirmed \$5 million over three years for this program, ending in 2021.

This report recommends that the RDBN make application for grant funding to hire a consultant to undertake the required housing needs reports for all 7 electoral areas as a single regional project.

Reviewed by:

Jason Llewellyn
Director of Planning

Written by:

Jennifer MacIntyre
Planner I

DISCUSSION

Housing Needs Reports

Housing needs reports must contain the following:

- Up to 50 distinct kinds of data relating to current and projected population, household income, economic sectors, and available and anticipated housing needs;
- statements about key areas of local need, including affordable housing, rental housing, special needs housing, seniors housing, family housing, and shelters and housing for people at risk of homelessness;
- the number of housing units required to meet current and anticipated housing needs for at least the next five years, by housing type; and,
- the number and percentage of households in core housing need and extreme core housing need.

A housing needs report with the above noted information must be provided for each electoral area, and the information must be considered during the developing of the official community plan for that electoral area. The Province's intent is that the information will help inform local policy and decision-making relating to housing.

UBCM's Housing Needs Reports Program

Funding to complete housing needs reports is available through a new grant program administered by the Union of British Columbia Municipalities (UBCM). The Ministry of Municipal Affairs and Housing has confirmed \$5 million over three years for this program, ending in 2021.

To qualify for funding, a project must:

- Be a new project or update to an existing, eligible housing needs report. Retroactive funding is not available.
- Result in a housing needs report for at least one entire planning area: municipality, electoral area, or local trust area.
- Be capable of completion by the applicant within one year from the date of funding approval.

Available funding per jurisdiction is based on the following formula.

Population	Funding Maximum
Under 5,000	\$15,000
5,000 to 14,999	\$20,000
15,000 to 49,999	\$30,000
50,000 to 99,999	\$50,000
100,000 or greater	\$70,000

Jurisdictions can cooperate to make a single funding application for the completion of a number of Housing Needs Reports as part of a single project. UBCM refers to this as a regional project. Funding for regional projects cannot exceed \$150,000.

Please see the attached [2019 program and application guide](#). The 2020 application intake period has not been announced. It is anticipated that the 2020 application requirements will be similar to those for 2019.

Housing Needs Reports in the RDBN

Many municipalities within the RDBN have received funding and are in the process of developing housing needs reports. The status of housing reports in the region, and funding, is outlined in the table below.

Table 1: 2019 UBCM Housing Needs Report Funding Program

Municipality/ Electoral Area	Funded ?	Population (2016 census)	Funding Maximum (based on population)	Comments
Electoral Area A	No	5,256	\$20,000	<i>Eligible</i>
Smithers	Yes	5,401	Funded	<i>Approved 2019</i>
Telkwa	Yes	1,327	Funded	<i>Approved 2019</i>
Electoral Area B	No	1,938	\$15,000	<i>Eligible</i>
Burns Lake	No	1,779	\$15,000	<i>Nearing completion of a housing study for under 55 age class with Rural Dividend Funding. Completed Study for over 55 in 2017. May not be eligible for UBCM funding until 2022</i>
Electoral Area C	No	1,415	\$15,000	<i>Eligible</i>
District of Fort St. James	No	1,598	\$15,000	<i>Completed housing study in 2018 without funding, may not be eligible for funding until 2023</i>
Electoral Area D	No	1,472	\$15,000	<i>Eligible</i>
Fraser Lake	No	988	\$15,000	<i>Eligible</i>
Electoral Area E	No	1,593	\$15,000	<i>Eligible</i>
Electoral Area F	No	3,665	\$15,000	<i>Eligible</i>
District of Vanderhoof	No	4,439	\$15,000	<i>Completed housing study in 2015 may be eligible in 2020/2021</i>
Electoral Area G	No	903	\$15,000	<i>Eligible</i>
Granisle	?	303	\$15,000	<i>Applied, waiting for confirmation</i>
Houston	Yes	2,993	\$15,000	<i>Approved 2019</i>

Regional Rural Housing Study

Planning Department staff recommend that the Regional District make an application to complete Housing Needs Reports for all Electoral Areas as a regional project. Potential maximum funding of \$110,000 could be granted to the RDBN to complete the project. This will allow the RDBN to meet its legislated obligations in the most efficient manner. It will also allow for the project to evaluate rural housing issues in a more comprehensive manner. In addition to the Provincially mandated content for the report, the Planning Department would like the “Regional Rural Housing Study” to focus on housing needs required in support of the agricultural community. This aspect of rural housing is of interest as a result of recent ALC restrictions on housing in the Agricultural Land Reserve.

Consideration was given to offering to partner with the Village of Fraser Lake and Electoral Area D on a sub-regional study for Area D, and with the District of Vanderhoof and Electoral Area F on a sub-regional study for Area F. However, at this time staff believe greater benefit can be received from the proposed regional study focusing on housing needs in all of the RDBN’s rural areas. Future housing needs reports may be completed in cooperation with municipalities by Electoral Area.



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: January 14, 2020
SUBJECT: Tiny Homes in the RDBN

RECOMMENDATION

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

VOTING

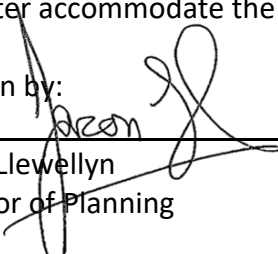
All Directors / Majority

EXECUTIVE SUMMARY

There is a growing public interest in living in a very small home. This interest appears to be fuelled by a desire to live in a more sustainable manner, and to reduce housing costs. There is also a lifestyle component associated with the mobility offered by a small home on wheels. The demand for very small homes is being met, in part, by recreational vehicles that are designed and built to look and function like a small house. These units are commonly called “tiny homes.”

Tiny homes are commonly built as recreational vehicles, in part, because it is challenging to build a functional tiny home to the standard of the BC Building Code. The RDBN Planning Department is sympathetic to the intent behind the “tiny home” movement, however, year-round living in recreational vehicles is not the solution. Tiny homes should be constructed as dwellings in accordance with the BC Building Code. There is a need for the BC Building Code to be reviewed to better accommodate the building of functional tiny homes.

Written by:



Jason Llewellyn
Director of Planning



Jennifer MacIntyre
Planner 1

INTRODUCTION

The desire to live year-round in a very small home is increasing and appears to be fuelled by the desire to live in a more sustainable manner, and to reduce housing costs. There is also a lifestyle component associated with the mobility offer by a small home on wheels. To meet the demand persons who want to live in a very small home manufacturers are building recreational vehicles that look and function like a small house. These Recreational Vehicles are actively marketed as “tiny homes.”

Local governments across BC are challenged to deal with the demand for people to use recreational vehicles for residential purposes. This situation was brought into focus in the RDBN in late 2019 when an application was made to the RDBN Board to amend the Zoning Bylaw to allow the year-round residential occupation of a recreational vehicle on a property. This application was denied. The Board directed staff to bring forward a report discussing the issues associated with “tiny homes.”

CONSTRUCTION STANDARDS AND TINY HOMES

There is no official definition of a “tiny home.” However, the term is commonly used to refer to a unit with a gross floor area under 50 square meters (538 square feet), which may or may not comply with the BC Building Code. The term is commonly used by manufacturers who market custom made recreational vehicles and park model trailers as “tiny homes.” To fully understand the regulatory challenges associated with “tiny homes” it is important to understand the various construction standards that exist, and how they may apply to a “tiny home.”

A “tiny home” which is a recreational vehicle (CSA Z240 RV) or park model trailer (CSA Z241 Park Model) should not be used year-round as a residence. These units are not certified as safe for year-round residential use. Recreational vehicles and park model trailers are intended for seasonal and temporary recreational use only.

A “tiny home” which is a manufactured home (CSA Z240 MH), modular home (CSA A277), or other dwelling constructed in accordance with the BC Building Code is not problematic; however, it is challenging to build a very small and mobile structure which is compliant to the BC Building Code. Therefore, most “tiny homes” are not constructed in accordance with the BC Building Code, and should not be used for year-round residential occupation.

Recreational Vehicles

CSA Z240 RV Certification. This standard regulates recreational vehicles which are defined as vehicular-type units that are primarily designed as temporarily living quarters for recreational, camping, or seasonal use; does not require a special highway use permit for operation on the highways; can be easily transported and set up on a daily basis by an individual, and have a gross floor area which does not exceed 37.2 square metres (400 sq. ft.) in size. Types of recreational vehicles include: folding camping trailers, fifth-wheel trailers, motor homes, truck campers and

travel trailers. The CSA standards specify minimum criteria for providing a degree of protection against loss of life primarily from fire and explosion.



Park Model Trailers

CSA Z241 Park Model Certification. This standard regulates park model trailers which are defined as recreational units that are designed as living quarters for seasonal camping; are built on a single chassis mounted on wheels to facilitate relocation from time to time; have a gross floor area that does not exceed 50 square meters (538 square feet); and have a width no greater than 2.6 meters (8-feet, 6-inches) in the transit mode. The CSA standards specify the minimum safety and performance standards for these seasonal recreational living units. It is based on the CSA Series of Standards for mobile homes (CAN/CSA-Z240 MH) and recreational vehicles (CAN/CSA-Z240 RV).



Manufactured Homes

CSA Z240 MH Certification. This standard regulates manufactured homes which are transportable, single- or multiple-section, one-storey dwellings that are ready for occupancy on completion of set-up in accordance with the manufacturer's installation instructions, and the foundation is constructed in accordance with the BC Building Code. Its intended use is for residential purposes. There are no building size limitations and manufactured homes can be constructed with multiple modules; however, they must be only one storey construction.

CSA Z240 MH certified buildings are accepted by the BC Building Code and are specifically exempt from having to meet the Part 9 requirements of the BC Building Code.

A park model trailer certified to the CSA Z241 standard can appear similar to a manufactured home. However, the standards are different and park model trailers are not certified as safe for residential use and are not accepted in the BC Building Code.



Modular Homes

CSA-A277 Certification. This certification is not for a specific construction standard. It is certification that prefabricated building, modules and panels were built in accordance with certain quality control procedures in place. These procedures are designed to ensure that the prefabricated building components were constructed to the specified standard. Modular homes must be constructed in accordance with Part 9 of the BC Building Code.

ACCOMMODATING SMALLER HOMES IN THE RDBN

In 2016 the Provincial - Territorial - Municipal Working Group on Tiny Homes completed a study titled "[Tiny Houses in Canada's Regulatory Context: Issues and Recommendations](#)." This study made detailed recommendations regarding changes to Building Codes and zoning regulations necessary to accommodate tiny houses. This document contains detailed discussion regarding the way Building Codes and Zoning Regulations can impact "tiny homes." Unfortunately, the document did not address the BC Building Code.

The BC Building Code

The smaller the "tiny home" the more challenging it becomes to build a functional living space which is BC Building Code compliant. The following examples are issues encountered when building a tiny home.

- The BC Building Code stipulates a minimum kitchen size of approximately 40 sq.ft., a minimum bedroom of 105 sq.ft., a minimum dining room of 75 sq.ft. Also certain areas must be allocated for a toilet, shower and/or bathtub.
- Sleeping lofts, and the area below sleeping lofts, do not meet minimum ceiling height requirements. Also, the stairs, handrails, guards and landings required to access sleeping lofts may also not meet the BC Building Code.
- Given the foundation requirements under the BC Building Code it is challenging to maintain the mobility that many people desire.
- There is the potential for BC Building Code requirements relating to ventilation, insulation values, and door width to be problematic.

RDBN Land Use Regulations for Dwellings

The RDBN's land use regulations do not discourage "tiny homes."

- The RDBN has no minimum size requirements for dwellings.
- The RDBN has no restriction on factory constructed homes such as manufactured homes or modular homes.
- The Small Holdings - Additional Dwelling (H1A), Large Holdings (H2), and Rural Resource (RR1) Zones allow smaller second dwellings on a property.

RDBN Land Use Regulations for Recreational Vehicles

The RDBN's land use regulations are accommodating of recreation vehicles, provided that they are not used year-round for residential purposes.

- The Zoning Bylaw's Large Holdings (H2), Agriculture (Ag1), Rural Resource (RR1) Tourist Commercial (C3) and Resort Commercial (C5 and C5A) zones allow recreational vehicle use to a maximum length of stay of 200 days per year.
- The Zoning Bylaw is silent on the use of recreational vehicles in residential zones. However, the use is accepted on a seasonal basis. The proposed new zoning bylaw confirms the use of recreational vehicles on all properties for a maximum of 6 months a year.

Why Restrict the Year-Round Occupation of Recreational Vehicles

The Zoning Bylaw prohibits the use of recreational vehicles for year-round occupation as this would allow the recreational vehicles to be used for residential purposes. This is not advised for several reasons.

- Recreational vehicles are not certified as safe for year-round residential use.

- Recreational vehicles used for year-round residential purposes would result in notable long-term enforcement issues. A good number of these recreational vehicles would become inoperable and eventually be classified as a structure subject to the BC Building Code and the RDBN's Building Bylaw. This would 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 BC Housing, Licensing and Consumer Services requirements, would not be possible.
- Recreational vehicles used for year-round residential purposes would likely be modified over time without the benefit of a building permit. It is expected that improperly installed and unsafe wood burning appliances would be common.
- Recreational vehicles used for year-round residential purposes 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.

Residential Use of Recreational Vehicles and Taxation

Recreational vehicles, which are not attached to the land, are not assessed as a built improvement by BC Assessment. To be taxed as a structure the unit must be affixed to the ground by a foundation. Allowing the use of recreation vehicles for year-round residential occupation would create equity issues as the residents of traditional dwellings would be covering the costs of services provided to persons living in recreational vehicles.

RECOMMENDATION

The RDBN Planning Department is sympathetic to the intent behind the “tiny home” movement and the associated sustainability and cost benefits. As housing construction becomes more expensive smaller homes provide people with less expensive options, and increase the variety of housing option. There is a clear need in the region for a smaller housing type that is more affordable.

Local governments will continue to struggle with the public pressure to accommodate “tiny homes” if the only practical option available is to build to the standard of a recreational vehicle. Local governments can more easily meet these challenges if the BC Building Code was amended to better accommodate “tiny” functional dwellings.

In staff's opinion the solution must involve modification to the BC Building Code to allow properly built tiny homes to exist as dwellings. It is recommended that the RDBN Board direct staff to prepare a letter encouraging the Province to review ways to better accommodate the “tiny home” movement in the BC Building Code.

January 24th, 2020

Honourable Selina Robinson
Minister of Municipal Affairs & Housing
PO Box 9056 Stn Prov Govt
Victoria, BC V8W 9E2

Sent by e-mail to MAH.minister@gov.bc.ca

RE: BC Building Code Review for Tiny Homes

Dear Minister Robinson:

The Regional District of Bulkley-Nechako is seeing increased public interest in living in a very small home, which is fuelled by a desire to live in a more sustainable manner, and to reduce housing costs. The demand for very small homes is being met, in part, by recreational vehicles that are designed to look and function like a small house. These units are commonly called “tiny homes”.

Tiny homes are commonly built to the standard of a recreational vehicle, in part, because it is challenging to build a functional tiny home to the standard required by the BC Building Code. The RDBN Planning Department is sympathetic to the intent behind the “tiny home” movement, however, year-round living in recreational vehicles is not the solution, for several safety and land use reasons.

The regulatory challenges that many local governments face would be notably reduced if it was easier to build a functional tiny home in accordance with the BC Building Code. The RDBN Board requests that the Building and Safety Standards Branch of the Ministry of Municipal Affairs and Housing consider initiating a process to review how the BC Building Code, in consultation with local governments, to identify changes to the BC Building Code to better accommodate the building of tiny homes.

Sincerely,

Gerry Thiessen
Chair

cc. Building and Safety Standards Branch, PO Box 9844 Stn Prov Govt, Victoria, BC V8W 9T2



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: January 14, 2020
SUBJECT: Coastal GasLink Pipeline – Socio-economic Effects Management Plan (SEEMP)

RECOMMENDATION

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

VOTING

All Directors / Majority

DISCUSSION

The Province required Coastal GasLink to a Socio-economic Effects Management Plan (SEEMP) which outlines how Coastal GasLink will identify and mitigate socio-economic effects on community-level services and infrastructure. The SEEMP includes a schedule for consultation with the RDBN, and other stakeholders, during the construction process. The SEEMP is attached in the following link. [Coastal GasLink SEEMP](#). Coastal GasLink must develop semi-annual status reports for submission to the Province which discuss potential negative community impacts and whether their mitigation efforts are successful. The SEEMP Status Report for construction activities from July to November 2019 is available in the following link. [Coastal GasLink SEEMP Status Report No. 2](#)

As noted in the attached letter dated January 14th, 2020 Coastal Gaslink is inviting input from the RDBN on their next status report. Staff recommend that the Board invite Coastal GasLink to attend the April Board meeting to discuss their community impacts assessment process and the SEEMP Status Reports.

Written by

Jason Llewellyn
Director of Planning



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

Tel: 250-596-8071
Fax: 250-596-2244
Email: tanner_moulton@tcenergy.com
Web: www.tcenergy.com

CGL4703-CGP-SE-LTR-3364

January 14th, 2020

Curtis Helgesen
Regional District of Bulkley-Nechako
Chief Administrative Officer
PO Box 820 Burns Lake, BC.
V0J 1E0

Dear Mr. Helgesen,

Coastal GasLink Pipeline Ltd. (Coastal GasLink) is pleased to continue its ongoing commitment to implement the Socio-economic Effects Management Plan (SEEMP) for the Coastal GasLink Pipeline Project (Project) with communities and stakeholders.

As part of our bi-annual commitment to this condition, we would like to schedule some time with your community to discuss potential effects of the project, as well as gather feedback on the implementation of the mitigation measures thus far, if applicable. In particular, we would like to discuss the following socio-economic effects identified in Coastal GasLink's SEEMP:

- Alteration of existing community economic patterns
- Limited participation in contract opportunities
- Skilled labor Shortage
- Lack of time to train local workers for skilled positions
- Increased demand on local emergency services
- Increased demand on community social services
- Increase in waste flow to regional landfill and transfer station sites, and wastewater treatment facilities
- Increased demand on community recreational facilities
- Increased demand on government services
- Reduction in available rental housing and commercial accommodation
- Increased traffic volumes from transportation of workers, supplies and equipment leading to decreased road safety
- Increase in rail traffic resulting from the shipments of Project-related materials
- Increased demand on health care services
- Disruption of movement on navigable waterways

We look forward to continued communication as the Project advances. To set up either a conference call or face-to-face meeting between February and April 2020 please contact Tanner Moulton by email at tanner_moulton@tcenergy.com or by phone at 250-596-8071.

Sincerely,

Kiel Giddens
BC Public Affairs Manager
Coastal GasLink Pipeline Project

CGL4703-CGP-SE-LTR-3364

Coastal GasLink
Pipeline Project



MEMORANDUM

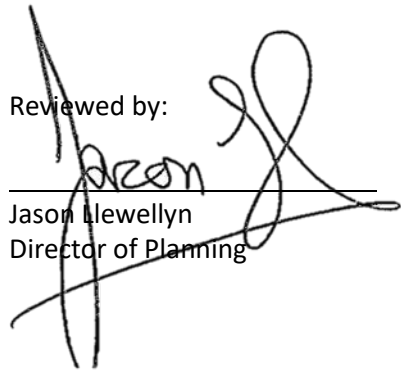
TO: Chair Thiessen and Board of Directors
FROM: Jennifer MacIntyre, Planner I
DATE: January 13, 2020
SUBJECT: Recent Agricultural Land Commission Decisions

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.

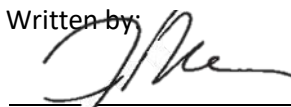
File #	Elec. Area	Applicant	Description	Board Recommendation	ALC Decision
1218	A	Landry	Non-Adhering Residential Use application to allow an addition to a second single family dwelling.	Approval	Conditionally approved

All Directors/Majority

Reviewed by:


 Jason Hlewellyn
 Director of Planning

Written by:


 Jennifer MacIntyre
 Planner I



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chairperson Thiessen and Board of Directors

FROM: Wendy Wainwright, Executive Assistant

DATE: January 15, 2020

SUBJECT: Committee Meeting Recommendations
– December 12, 2019 and January 9, 2020

RECOMMENDATION: (ALL/DIRECTORS/MAJORITY)

Recommendation 1 through 12 as written.

Following are recommendations from the December 12, 2019 Waste Management Committee meeting and the January 9, 2020 Committee Meetings for the Regional Board's consideration and approval.

Waste Management Committee Meeting – December 12, 2019

Recommendation 1:

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

"That the Board direct staff to:

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

Broadband Committee Meeting – January 9, 2020

Recommendation 2:

Re: RDBN Broadband Study

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

Broadband Committee Meeting – January 9, 2020 (Cont'd)

Recommendation 3:

Re: Invite Rio Tinto to an Upcoming Broadband Committee Meeting

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

Committee of the Whole Meeting – January 9, 2020

Recommendation 4:

Re: Asset Management Policy and Strategy

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

Recommendation 5:

Re: Modernizing BC’s Emergency Management Legislation (see highlighted area of letter attached)

“That the Board direct staff to:

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

Recommendation 6:

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

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

Rural Directors Committee – January 9, 2020

Recommendation 7:

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

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

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

Recommendation 8:

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

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

Recommendation 9:

Re: RDBN Food Hub and Food Economy Assessment

“That the Board approve:

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

Recommendation 10:

Re: Rural/Agriculture Committee

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

Recommendation 11:

Re: Fire Department Emergency Services

“That the Board repeal the following:

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

Recommendation 12:

Re: Fire Department Emergency Services

“That the Board direct staff to establish a budget of \$7,500 for each municipal and rural Fire Department in the region through the Emergency Preparedness Planning Service for Fire Departments.”

January 23, 2020

Mike Farnworth, Minister of Public Safety and Solicitor General
Room 128 Parliament Buildings
Victoria, BC V8V 1X4

And via email: EmergencyProgramAct@gov.bc.ca

Dear Minister Farnworth

Re: Discussion Paper: British Columbia – Modernizing BC’s Emergency Management Legislation

The Regional District of Bulkley-Nechako (RDBN) respectfully submits the following comments in response to the Discussion Paper: British Columbia – Modernizing BC’s Emergency Management Legislation (Discussion Paper).

In the Minister’s Message, you point out that the Province “need(s) to do more,” is “developing new relationships with indigenous communities, and finding ways to better support and provide protection to ...volunteers,” and asks that “we can move forward together to protect our communities.” The Discussion Paper outlines excellent key principles and strategies but is unclear on how the Province will support local authorities in building capacity, obtaining expertise, and securing the financial resources required to achieve the goal of being more resilient.

Discussion Paper Information

The Sendai Framework’s All-of-Society Approach in the Discussion Paper sets out four priorities

1. Understanding disaster risk.
2. Strengthening disaster risk governance to manage disaster risk.
3. Investing in disaster risk reduction for resilience.
4. Enhancing disaster preparedness for effective response and to “build back better” in recovery, rehabilitation, and reconstruction.

RDBN Comments

The adoption of the United Nations Sendai Framework for Disaster Risk Reduction by the Province is an opportunity to restructure and focus on the need for resilient communities. The RDBN has experienced an increase in severity and frequency of disaster events and understands first-hand the need for modernized emergency management legislation. In order to fully understand the proposed changes, the RDBN is requesting clarification on the following observations:

- Priority 1. Until now most local authorities have used a broad-brush approach to Hazard Risk and Vulnerability Assessment (HRVA), focusing primarily on known hazards and how to effectively respond to them. Undertaking a comprehensive “All-of-Society” HRVA

as determined by the Framework will be considerably more time-consuming and costly. Planning bodies tasked with Emergency Management vary greatly, among them large multi-jurisdictional Regional Districts, urban centres, and remote rural communities. While some local authorities have some dedicated capacity in place, many smaller local authorities rely on fire chiefs to perform emergency planning off the sides of their desks. What resources will the Province provide to support local authorities to achieve the level of understanding outlined in the Framework?

- Priority 2. This priority calls for collaboration and partnerships between all levels of government to address disaster risk, and to empower local authorities through regulatory and financial means to work and coordinate with civil society, communities, and indigenous peoples in disaster risk management at the local level. What measures will the Province take to ensure cooperation between partners who operate under different governmental agencies?
- Priority 3. To achieve this priority, it is important to allocate the necessary resources, including finance and logistics, at all levels of administration for the development and the implementation of disaster risk reductions strategies. Disaster risk resilience requires public and private investment. Currently, flood mitigation activities are estimated to be between \$600,000 and \$3.4 million for a small neighborhood in the RDBN. None of the proposed projects are affordable for residents. What new funding mechanisms will be available to local authorities and private property owners to perform mitigation efforts? What will the impact be to local authorities choosing not to perform mitigation efforts due to financial constraints?
- Priority 4. This action calls for strengthening preparedness for response and ensuring capacities are in place for effective response and recovery at all levels, and to 'Build Back Better.' The United Nations General Assembly, 2016, defines 'Build Back Better' as 'The use of the recovery, rehabilitation and reconstruction phases after a disaster to increase the resilience of nations and communities through integrating disaster risk reduction measures into the restoration of physical infrastructure and societal systems, and into the revitalization of livelihoods, economies, and the environment.' Recovery costs are currently limited to building back to levels prior to a disaster event. What strategies will the Province be implementing to encourage DFA and insurance providers to better align with this priority?

Discussion Paper Information

Path to Modernization

- January to September 2019 – Initial Engagement
- October 29, 2019 – Discussion paper released
- October 28, 2019, to January 31, 2020 – Comment period on discussion paper
- February 2020 to Early spring 2020 – Regional engagement sessions with First Nations and meetings with stakeholder groups
- Early spring 2020 - What We Heard report
- Fall 2020 – Modernized emergency management legislation introduced
- Spring 2021 – Implementation for 2021 flood and wildfire seasons

RDBN Comments

From the end of the initial engagement period to introduction of the Modernized Emergency Management Legislation is approximately one year. Is there enough time to assess and respond to comments and concerns from emergency planning bodies? Since the original discussion in 2016, BC has experienced several major emergency events that define the future

of disasters in the Province. In 2018 Northern BC and the RDBN was hit especially hard, with the worst wildfires in BC history. Remote, rural areas have not had an opportunity to provide valuable feedback from their experiences during these events that would inform the Modernization in a way relevant to them.

The 'What We Heard Report' scheduled to be released in Spring 2020 should be comprised of each proposal along with the related comments and concerns received and the resulting draft Act and/or draft Regulations. Local Authorities require time to review draft documents and to fully debate proposed changes in forums such as UBCM.

Engagement activities should include Local Authorities and other emergency planning bodies concurrent with engagement with First Nations.

An extended timeline allows the process to encompass an All-of-Society approach as emphasized in the Discussion Paper.

Discussion Paper Information

Local Authorities

Require Local Authorities to:

- Identify, understand, and assess hazards, risks and vulnerabilities;
- Develop post-disaster needs assessments and post-disaster recovery plans;
- Give greater consideration to current and future risk for development and building approvals and required mitigation measures when development and buildings are approved in hazardous areas.

RDBN Comments

Many local governments currently do not have the resources to maintain basic response planning. These requirements are demanding a higher level of capacity, expertise, and financial resources, especially when it comes to development of mitigation measures. How will the Province support local governments in meeting these requirements?

The RDBN brought forward UBCM Resolution B97 Disaster Relief and Recovery Funding requesting the Province provide Recovery Funding directly to the Local Authority impacted and provide guidelines and best practices to address recovery issues. How is the Province addressing this issue in the Modernization of BC's Emergency Legislation?

Discussion Paper Information

First Nations are Recognized as Emergency Management Partners

- Consult with First Nations when preparing emergency management plans.
- Consider Indigenous and traditional knowledge in the development of hazard, risk and vulnerability assessments by Provincial entities and Local Authorities.
- Consider cultural safety and inclusiveness when developing and implementing emergency management plans.
- Indigenous communities are often disproportionately impacted by emergencies due to their relatively remote locations, lack of access to services and reliance on natural ecosystems.
- Modernizing BC's emergency management legislation presents an opportunity to re-examine how the Provincial Government, Canada, Local Authorities, and critical infrastructure operators work with First Nations on wildfire, flooding, and other emergencies, and improve recognition of First Nations as partners in emergency management.
- Recognition of Indigenous peoples as emergency management decision-makers based on their inherent rights of self-government and self-determination will advance governments

reconciliation efforts, facilitate a coordinated response to emergencies, and help create more predictability for other users of the land.

- Expand the definition of 'emergency' to include actions to protect community well-being, significant Indigenous cultural sites, and the environment.

RDBN Comments

Local Authorities cannot presume to understand Indigenous and traditional knowledge. How does the Province propose to deliver this information to emergency planning bodies? Some Regional Districts are large and have many First Nations neighbors and residents. (There are fourteen First Nations communities in the RDBN.) What resources will the province provide to ensure that each different Indigenous community receives the same considerations?

Consultation requirements alone for the RDBN will require an increase in resources. The Discussion Paper is not clear about the extent of consultation required; specifically, in relation to location and distance from Local Authorities.

Indigenous communities that are disproportionately impacted are in remote, rural areas that are also home to non-Indigenous communities that suffer the same impacts. It should be recognized that communities in these areas share similar vulnerabilities and impacts. BC has many cultures represented in its population. Will all cultures have the same protections?

There are many families that have been living in remote rural areas for generations who also have historical knowledge, how will these local knowledge experts be included in the All-of-Society Approach?

Recognizing that emergency planning is an important step in the reconciliation journey, the RDBN welcomes the opportunity to work with First Nations within the region to develop collaborative emergency plans. Resources and capacity are an ongoing issue for emergency planning bodies. How will the Province ensure federally legislated and funded First Nations will consult with local authorities regarding emergency planning and response?

Discussion Paper Information

Provincial Authority

- While the Provincial Government has a leadership role in emergency management; responsibility is shared with other partners including Local Authorities, First Nations, critical infrastructure operators, the private sector, industry, non-government organizations, citizens, and volunteers.
- Many of these proposals would impose additional obligations on emergency management partners, which will raise issues of capacity and resources and will require time to develop and implement new approaches.
- The Province is committed to working with emergency management partners to ensure the necessary supports are in place so that the proposed new framework can be delivered.
- In addition to traditional financial approaches currently being utilized, the Province will be guided in this consultation process with input on any new or emerging funding approaches, such as incentives to shift behaviors, as well as public and private partnerships that encourage disaster mitigation efforts.
- Design Principles for Modernization – A Funding Mechanism that Works. Responsive, flexible and disciplined funding mechanisms.

RDBN Comments

Additional requirements and obligations are far outside the capacities, resources, and budgets of most Local Authorities. How will the Province support the downloading of these responsibilities to Local Authorities?

Traditional financial approaches currently being provided are already below requirements needed for Local Authorities' obligations under the current EPA. Are additional financial resources being transferred to the Local Authorities along with the additional requirements, and if so, how long will those resources be available?

Will funding mechanisms be imbedded in the Act as it is one of seven design principles guiding development of the modernized legislation?

Discussion Paper Information

- Establish a requirement for the Province to centrally house and provide transparent data on hazard, risk, and vulnerability assessments or mitigation planning documents conducted or prepared by Provincial ministries, crown corporations and agencies, Local Authorities and critical infrastructure operators.
- Enable creation of a registry of critical infrastructure to better understand both risk and the assets available during response and recovery and inform development of supply chain management strategies.
- Require that (critical infrastructure) emergency management planning documentation be developed into two parts:
 - Information such as risks to critical infrastructure, risks caused by the critical infrastructure, general operating procedures, consequence of loss, estimated restoration timelines, anticipated resource requirements, and primary contact information; and,
 - Sensitive information that exposes vulnerabilities and any additional details within the plan such as additional staff contact information, internal procedures, etc.
 - Require that Part 1 be provided to the Province, and/or made available upon request to Local Authorities, First Nations, and/or the public.
 - Require critical infrastructure operators to conduct mandatory exercises for specific assets as designated by the Province through regulation or policy; and, require critical infrastructure operators to invite provincial regulators and emergency management authorities, as well as local participants such as Local Authorities, First Nations, and local organizations, to the mandatory exercises.

RDBN Comments

Who is responsible for the compilation and maintenance of the HRVA and critical infrastructure data? How will emergency planning bodies access these registries and data bases? What measures will be taken to ensure security of confidential information?

How will the Province ensure federally legislated bodies such as CN Rail provide information to Local Authorities and First Nations *as well as the Province* regarding risks and emergency plans associated with critical infrastructure?

Exercises are valuable opportunities to test emergency plans, however, participating in exercises mandated for every critical infrastructure operator add to capacity and resource issues.

Discussion Paper Information

- Ability for Minister to prescribe by regulation a new 'Local Authority'. This could include a Treaty First Nation whose Final Agreement defines it as a Local Authority, an appropriate body within the Stikine, or a group of willing First Nations, municipalities, and/or electoral areas that wish to form a unified Local Authority for the purposes of undertaking some or all emergency management functions.

RDBN Comments

Some areas of the Province do not have a Local Authority. How does the Province plan to provide emergency services to these communities? Will it be required of neighbouring regions? If so, who will provide funding, resources, and support to those regions?

If a new Local Authority is established within an existing Local Authority, how will that Local Authority be affected? Who will provide funding and resources to the new Local Authority?

Discussion Paper Information

- Establish a comprehensive list of requirements including: hazard, risk, vulnerability assessment; mitigation plans; response; recovery; business continuity plans; training; exercising; and a review cycle.
- Through regulation, provide detailed program and plan content requirements.
- Enable EMBC to audit emergency management plans, audit results would be shared with the planning body and made public.

RDBN Comments

Will EMBC be directing Local Authority Emergency Plan amendments? Will results of the audit be shared with the planning body prior to being made public?

Discussion Paper Information

- The current EPA includes a provision that creates an offence for any contravention of the Act or its regulations or for interference with the exercise of powers or performance of duties under the act. The penalty for committing an offence is imprisonment for not more than one year or a fine of not more than \$10,000, or both. As part of modernizing the act, consideration will be given to what additional compliance and enforcement provisions may be appropriate.

RDBN Comments

Considering capacity and resource deficiencies, how long will planning bodies be given to achieve compliance? What would constitute an offence for a contravention of the Act and who specifically would be penalized?

Discussion Paper Information

Volunteers

- Clearly define different types of volunteers.
 - Registered Volunteers
 - Convergent volunteers – not registered
 - Service Providers

RDBN Comments

Defining different types of volunteers accords registered volunteers more stable employment protection, but it creates difficulty during an event. Many convergent volunteers have specialized skills and have more knowledge than registered volunteers. Local Authorities require the ability to place all volunteers into the appropriate emergency role, regardless of their type.

Discussion Paper Information

- Establish job-protected leaves for volunteers with specialized skill sets.

RDBN Comments

In addition to job-protected leaves, consideration should be given volunteers critical to emergency response who provide specialized services and significant time commitments during an emergency event. Search and Rescue and ESS volunteers who provide services during response should be remunerated in a paid on-call manner similar to payment for many Volunteer Fire Fighters.

Discussion Paper Information

- Require Local Authorities or a BC agency requesting a registered volunteer to:
 - Document their original request for the volunteer
 - Confirm the duration of the deployment
 - Confirm that the volunteer was in fact present for the emergency response
 - Make this documentation available on the request of the employer
- Provide a process by which an employer could dispute the ongoing deployment of the employee in a volunteer capacity with the responsible Local Authority or agency because the employee is critical to business continuity or other hardship.

RDBN Comments

This will require additional resources during an emergency event? Will additional resources be available to Local Authorities?

How will a dispute process affect Local Authorities during an event? What recourse will employers have? Can a claim be made against the Local Authority in a court of law?

Response Issues Not Addressed in Discussion Paper

Impacted and Host Communities

During the 2017 and 2018 wildfire and flood emergency events, emergency response activities extended over long periods of time. Staff at Local Authorities responding to the events and Host Communities supporting evacuees worked long hours in stressful environments. At the conclusion of these emergency events, many staff faced an overwhelming backlog of work. Staff retention and attraction of qualified personnel is a consistent issue for communities impacted by severe events; many are still working in catch-up mode. How will the Province enact 'All-of-Society' strategies to address these issues, and what financial supports will be available?

Provincial Ministries

Given the adoption of the Sendai Framework's All-of-Society Approach by the Province, during a wildfire event will Provincial Ministries, Crown corporations and agencies such as BCWS, and MOTI work with local authorities, First Nations, and infrastructure owners, during a response to determine the assets at risk and make response decisions collectively?

RCMP

How will the new Act enforce the RCMP's responsibility to execute orders and provide security of an evacuation area during an emergency response?

Stay and Defend

In recent years ranchers, farmers and property owners have elected to stay in an evacuation order area to defend their property. The RDBN brought forward UBCM Resolution B101 Stay and Defend Policy asking the Province to provide guidance in the form of policies and best practices for Local Authorities. What steps is the Province taking to address this resolution?

Summary

In general, the RDBN supports the policy shifts proposed in the Discussion Paper. We are prepared to put in the hard work required to build a strong, resilient community for the people who live and work in the Regional District of Bulkley-Nechako.

The Province has made the commitment to adopt the Sendai Framework and modernize the emergency legislation. How will the Province support its obligation to ensure local authorities obtain the resources required to meet the expectations of the new legislation?

We look forward to your response to our concerns.

Sincerely,

Gerry Thiessen
Chair



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Thiessen and Board of Directors

FROM: Wendy Wainwright, Executive Assistant

DATE: January 15, 2020

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

RECOMMENDATION: (all/directors/majority)

“That the Board consider:

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

BACKGROUND

The Federation of Canadian Municipalities Convention and Trade Show is taking place in Toronto, Ontario June 4 to 7, 2020.

RDBN Policy states that the Chair plus 1 Director may attend (paid for from general government). In 2019 the Regional District funded Chair Thiessen and Director Rob Newell’s attendance to FCM in Quebec City, QB.

At this time, staff is seeking direction in regard to the Chair’s attendance and which Director will be attending in order that registration may be completed.

From: Curtis Helgesen
To: [Geraldine Craven](#)
Cc: [Cheryl Anderson](#); [Wendy Wainwright](#)
Subject: FW: [EXTERNAL]: 2020 Annual Conference: Registration and hotel accommodations to launch January 20
Date: Tuesday, January 14, 2020 10:37:13 AM

From: FCM Conference <communiqu@fcm.ca>
Sent: Tuesday, January 14, 2020 10:30 AM
To: Curtis Helgesen <curtis.helgesen@rdbn.bc.ca>
Subject: [EXTERNAL]: 2020 Annual Conference: Registration and hotel accommodations to launch January 20

[View email in your browser](#)

January 14, 2020



2020 Annual Conference: Registration and hotel accommodations to launch January 20

Mark your calendar

[FCM's 2020 Annual Conference and Trade Show](#) is taking place from June 4 to 7 in Toronto.

Online registration and hotel accommodations for the conference will launch on Monday, January 20, at 1 p.m. ET, 10 a.m. PT. We will send a reminder on Friday, January 17 with the link to register for the conference and the link to the hotel listing web page, which will only be live at 1 p.m. ET on January 20. **Hotels will not be accepting reservations until then.**

Online Portal Registration

In order to register for the conference, a portal account is required.

For new portal users. The validation process will take between 24 and 48 hours to be completed. You will not be able to proceed with your registration until your profile has been validated. To avoid delays on the day of the registration launch, we strongly recommend that you [create your profile now](#) in preparation for January 20.

For existing portal users. Please be sure to retrieve your username and password prior to the launch. If you do not remember your login information, please contact the [registration desk](#) for assistance. Do not create a new profile.

* New registration process for study tours *

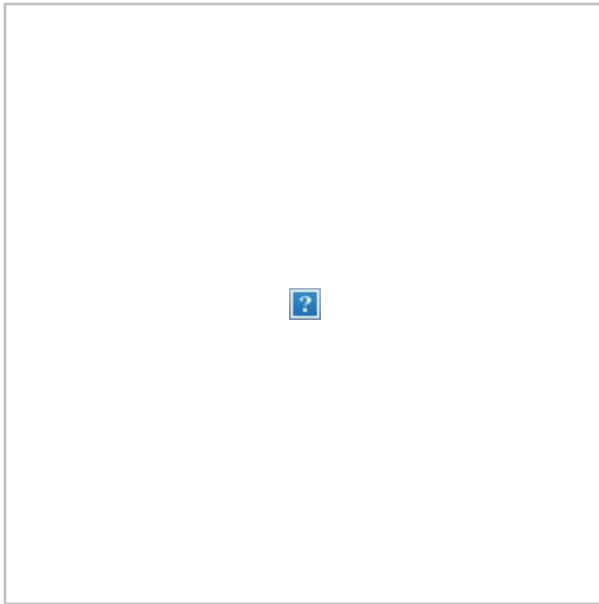
Based on delegate feedback from the 2019 annual conference, we are taking a new approach for the Annual Conference 2020 study tours. Details of the tours are available now to help you begin planning your participation.

Advance registration for the study tours will then open at the same time as details for the workshops are released.

We are making this small change to our registration process to ensure delegates can plan ahead and make their selections with more knowledge of the full program. This change will also help prevent study tours from being sold-out too quickly.

The list of workshops will be available sometime in March 2020. We will send an advance notice to everyone one week before the registration for study tours opens.

We look forward to welcoming you to Toronto!



This newsletter was sent to
curtis.helgesen@rdbn.bc.ca.
To opt-out, follow this
link: [Unsubscribe](#)

24 Clarence Street
Ottawa, Ontario K1N
5P3

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F. 613-241-7440

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fcm.ca

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

TO: Chair Thiessen and Board of Directors

FROM: Wendy Wainwright, Executive Assistant

DATE: January 15, 2020

SUBJECT: BC Broadband Conference 2020 – April 21 & 22, 2020,
Richmond, BC

RECOMMENDATION: (all/directors/majority)

“That the Board consider:

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

BACKGROUND

The BC Broadband Conference 2020 is taking place April 21 & 22, 2020 in Richmond, BC.

In the past the Board has authorized Director Rob Newell’s attendance by resolution. Director Riis-Christianson has expressed his wish to attend the conference in April 2020.

Prior to the early bird registration deadline, staff will determine if a member will also attend the conference.

From: [Wendy Wainwright](#)
To: [Wendy Wainwright](#)
Subject: FW: [EXTERNAL EMAIL]: BCBC 2020 online registration is now open
Date: Wednesday, January 15, 2020 12:27:12 PM

From: Michael Riis-Christianson <michael.riischristianson@rdbn.bc.ca>
Sent: Sunday, December 8, 2019 12:08 PM
To: Geraldine Craven <geraldine.craven@rdbn.bc.ca>
Subject: RE: [EXTERNAL EMAIL]: BCBC 2020 online registration is now open

I would like to attend this, Geraldine.

Can you make the arrangements?

Michael Riis-Christianson
Director (Electoral Area B)
Regional District of Bulkley-Nechako
PO Box 820
Burns Lake, BC V0J 1E0
Tel: (250) 692-0822

From: Geraldine Craven <geraldine.craven@rdbn.bc.ca>
Sent: Tuesday, December 3, 2019 3:34 PM
To: John Illes <john.illes@rdbn.bc.ca>; Nellie Davis <nellie.davis@rdbn.bc.ca>; Michael Riis-Christianson <michael.riischristianson@rdbn.bc.ca>
Subject: FW: [EXTERNAL EMAIL]: BCBC 2020 online registration is now open

From: BC Broadband Conference <info@bcba.ca>
Sent: Tuesday, December 3, 2019 9:40 AM
To: inquiries <inquiries@rdbn.bc.ca>
Subject: [EXTERNAL EMAIL]: BCBC 2020 online registration is now open

[View this email in your browser](#)



BCBC 2020 Online Registration opens Now



Dear Robert

We are pleased to announce the dates for the 2020 BC Broadband Conference (BCBC). It will be held on **April 21 & 22, 2020** and our event venue will be the **Radisson Hotel in Richmond, BC.**

This year's conference theme is **"5G or Fibre Optic? What works where?"**

Our Online registration for general admission is now open.

Register by February 28, 2020, to take advantage of the early bird rate. Click on the link below to register.

[Online BCBC Registration](#)

The conference will be accompanied by a vendor exhibition.

Sponsorship opportunities and other details are available online. For details, please check out the link below:

[Information to our Sponsorship Opportunities](#)

We hope to see you at the 2020 BC Broadband Conference.

Thank you

BCBC Organizing Team



This email was sent to inquiries@rdbn.bc.ca
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BC Broadband Association · 248 Reid Street · Quesnel, BC V2J 2M2 · Canada





REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Thiessen and Board of Directors

FROM: Wendy Wainwright, Executive Assistant

DATE: January 16, 2020

SUBJECT: 2020 COFI (BC Council of Forest Industries) Convention
– April 1 - 3, 2020, Prince George, BC

RECOMMENDATION: (all/directors/majority)

“That the Board consider:

“That _____ and _____ be authorized to attend the 2020 COFI Convention in Prince George, BC April 1-3, 2020.”

BACKGROUND

The 2020 COFI Convention is taking place April 1-3, 2020 in Prince George, BC.

In 2019 the Board authorized Director Layton, Chair RDBN Forestry Committee and Director Greenaway’s attendance at the 2019 COFI Convention in Vancouver, BC.

Attendees costs will be allocated to rural government for Rural Director attendance and general government for municipal Directors serving as a Chair.

For consideration the RDBN Committee Meeting date is scheduled for April 2, 2020.

DEC 18 2019

Geraldine Craven

From: BC Council of Forest Industries <gillrie@cofi.org>
Sent: Wednesday, December 18, 2019 1:09 PM
To: inquiries
Subject: [EXTERNAL]: 2020 COFI Convention - Register now for early bird pricing!

REGIONAL DISTRICT OF
BULKLEY-NECHAKOBC COUNCIL
OF FOREST
INDUSTRIESFORESTRY FOR THE PLANET.
FOREST PRODUCTS FOR THE WORLD.

COFI.ORG

Register now for early bird pricing!

2020 COFI CONVENTION

April 1-3, 2020

Prince George Civic Centre

*Early bird
pricing ends
Feb. 28!*

COFI's Annual Convention returns to Prince George from April 1-3, 2020 at the Prince George Civic Centre.

Register now and take advantage of **\$100 off** with early bird pricing!

REGISTER NOW

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

TO: Chair Thiessen and Board of Directors

FROM: Wendy Wainwright, Executive Assistant

DATE: January 16, 2020

SUBJECT: North Central Local Government Association – RE: 2020 Solid Waste Management Forum Correspondence

RECOMMENDATION: (all/directors/majority)

“That the Board consider:

“Contributing \$4,000 from the Environmental Services Budget to the North Central Local Government Association for costs associated with its 2020 Solid Waste Management Forum.”

BACKGROUND

The North Central Local Government Association (NCLGA) at its 2019 Annual General Meeting passed a resolution to host a forum for elected officials to discuss solid waste management issues in the north.

NCLGA has requested from each of the seven Regional Districts within the NCLGA area to provide a contribution in the amount of \$4,000. It is recommended that the contribution be allocated to the Environmental Services Budget.

Director Mark Fisher, Chair, RDBN Waste Management Committee and Janette Derksen, Deputy Director Environmental Services are participating in the forum planning conference calls. The first call took place on December 20, 2019 and the next conference call is scheduled for January 20, 2020.



Mr. Gerry Thiessen, Chairperson
Board of Directors
Regional District of the Bulkley-Nechako
37 3rd Avenue, PO Box 820
Burns Lake, British Columbia V0J 1E0

December 17, 2019

Dear Chair Thiessen,

Re: 2020 Solid Waste Management Forum Correspondence

The North Central Local Government Association is working with the Fraser Basin Council to develop and coordinate a Solid Waste Management Forum, planned for mid-June 2020. This initiative follows a resolution passed at the 2019 Annual General Meeting (see attachment) that the NCLGA host an event to provide a forum for elected officials to discuss solid waste management issues in the north.

With plans underway, I would like to invite your contributions to this event, to be held in Prince George. We are requesting a contribution in the amount of \$4,000 (or an amount appropriate for your budget) from each of the seven Regional Districts in the NCLGA area. The NCLGA is also seeking support from additional government and non-government sponsors as well.

I would like to also take this opportunity to invite a staff member to potentially participate in the event steering committee. The NCLGA has contracted the Fraser Basin Council (FBC) to coordinate the event and will work with the steering committee to ensure a successful forum. Please indicate your interest in participating to Kim Menounos, Regional Manager at FBC (kmenounos@fraserbasin.bc.ca).

Please feel free to contact FBC directly, or Terry Robert, NCLGA Executive Director for any clarifications or to discuss.

Thank you and regards,

A handwritten signature in black ink that reads "Lara Beckett". The signature is written in a cursive, flowing style.

Lara Beckett
NCLGA President

cc: Curtis Helgesen, CAO, RDBN
cc: Terry Robert, NCLGA Executive Director

Enclosure

R22 Municipal Solid Waste**Bulkley-Nechako RD**

Whereas local governments in the Northwest of British Columbia spend over \$20 million annually on municipal solid waste;

And whereas there are opportunities for collaboration and to share best practices but rarely a chance to discuss these opportunities:

Therefore be it resolved that NCLGA sponsor a forum for elected officials to discuss solid waste management issues until needed.

And be it further resolved that NCLGA also ensures that there be a minimum of one municipal solid waste session at all future conventions.



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: December 19, 2019

SUBJECT: Charge North Advisory Committee

RECOMMENDATION

That the Board consider:

"That Director _____ and Cheryl Anderson, Manager of Administrative Services be appointed to the Charge North Advisory Committee for 2020."

BACKGROUND

Attached is a letter from Charge North. Previously, Mayor Bachrach participated on the Charge North Advisory Committee. At this time, Charge North has requested that both an elected official and a staff representative from the Regional District be appointed to the 2020 Charge North Advisory Committee.



Regional District of Bulkley-Nechako
37 3rd Avenue, PO Box 820
Burns Lake, B.C., V0J 1E0
Attention: Board of Directors

November 6, 2019

Dear Bulkley-Nechako Board of Directors,

Over the past 18 months, we have been working together with the six regional districts that co-funded the Charge North EV Planning Study and we appreciate Mayor Taylor Bachrach's appointment to the Charge North Advisory Committee.

Our work to date has included a wide range of initiatives, requiring our Advisory Committee to provide both technical as well as political support for the project. As we move from planning to implementation, we anticipate more discussion and decisions around funding priorities and infrastructure deployment. To meet these requirements, the existing Advisory Committee and Community Energy Association (as project managers), would like to structure the 2020 Committee with both a staff and elected official representative from each regional district. This requires a very modest time commitment. We anticipate meeting remotely 2 – 3 times per year, with an annual in-person meeting at UBCM or NCLGA events, and occasional email requests as well.

Please consider this request to appoint a new RDBN staff member as well as an elected official to replace Mayor Bachrach on the Charge North Advisory Committee.

I am happy to provide additional information as required.

Sincerely,

A handwritten signature in blue ink, appearing to read "Janice", is placed below the "Sincerely," text.

Janice Keyes
Senior Manager, Community Energy Engagement, Community Energy Association
Consultant to Charge North Partners

Wendy Wainwright

From: Wendy Wainwright
Sent: Monday, May 14, 2018 1:24 PM
To: Wendy Wainwright
Subject: FW: Kick off for Hwy 97/16 EV Charging Network Collaboration Study

From: Janice Keyes <jkeyes@communityenergy.bc.ca>
Sent: May 3, 2018 6:08 PM
To: Bill Miller <bill.miller@rdbn.bc.ca>; Chris Beach <mayor@burnslake.ca>; Taylor Bachrach <mayor@smithers.ca>; Cheryl Anderson <cheryl.anderson@rdbn.bc.ca>
Cc: Susan Chalmers <schalmers@communityenergy.bc.ca>
Subject: Kick off for Hwy 97/16 EV Charging Network Collaboration Study

Hello Chair Miller, Mayor Beach, Mayor Bachrach and Cheryl,

I know Dale has shared the exciting news of the successful grant application and we are busy getting started here at CEA!

One of our first steps is to create an Advisory Committee for the project and we would ask you to think about your delegate from the Regional District of Bulkley-Nechako – either staff or board member, your choice. We anticipate meeting approximately every four months through phone-in meetings and a few in-person meetings at significant project milestones. }

Dale and I will be in Prince George for the Bioeconomy Conference in early June and it would be great to have an in-person Advisory Committee kick-off meeting if that works with everyone's schedules. To make that happen, please let me know who you would like to designate and their contact information and then I can work to host a meeting the week of June 4 if possible.

As well, I will ask our accounting department to send an invoice for RDBN funding of \$9,000 if you could please let me know the contact for that piece as well.

Thanks in advance. I am looking forward to working together on this project! Janice

Janice Keyes, Senior Manager, Community Energy Engagement



**Community Energy
Association**

Connecting Communities, Energy & Sustainability

Tel: (604) 628-7076 | Mobile: (604) 561-0646

Connect with me: [Email](#)

Connect with CEA: [Website](#) | [Facebook](#) | [Twitter](#) | [LinkedIn](#)

Upcoming Events:

1. **Qualify to become a Certified COMMUNITY ENERGY MANAGER:** Visit [HTTPS://WWW.BCIT.CA/CONSTRUCTION/CEM/](https://www.bcit.ca/construction/CEM/) to register for on-line courses



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: January 7, 2020

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 adopted this 23rd day of January, 2020.”
2. “That Regional District of Bulkley-Nechako Electoral Area “C” (Fort St. James Rural) Economic Development Service Area Establishment Bylaw No. 1885, 2019 be adopted this 23rd day of January, 2020.”
3. “That Regional District of Bulkley-Nechako Electoral Area “F” (Vanderhoof Rural) Economic Development Service Area Establishment Bylaw No. 1886, 2019 be adopted this 23rd day of January, 2020.”

VOTING

(all/directors/majority)

BACKGROUND

Attached are Economic Development Bylaws for Electoral Areas “C”, “D”, and “F”. These bylaws were given three readings on October 24, 2019 and were subsequently approved by the Ministry of Municipal Affairs and Housing. The Board may now adopt the bylaws.

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 24th day of October, 2019

READ A SECOND TIME this 24th day of October, 2019

READ A THIRD TIME this 24th day of October, 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 24th day of October, 2019.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 19th day of December, 2019

ADOPTED THIS _____ day of _____, 2020

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 24th day of October, 2019

READ A SECOND TIME this 24th day of October, 2019

READ A THIRD TIME this 24th day of October, 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 24th day of October, 2019.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 19th day of December, 2019

ADOPTED THIS _____ day of _____, 2020

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 24th day of October, 2019

READ A SECOND TIME this 24th day of October, 2019

READ A THIRD TIME this 24th day of October, 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 24th day of October, 2019.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 4th day of December, 2019

ADOPTED THIS _____ day of _____, 2020

Chair

Corporate Administrator



Regional District of Bulkley-Nechako Board of Directors Memorandum January 23, 2020

To: Chair Thiessen and the Board of Directors
 From: Nellie Davis, Regional Economic Development Coordinator
 Date: January 13, 2020
 Regarding: 2020 Grant Writing Services Contract – District of Fort St James

In 2019 the Regional District of Bulkley-Nechako entered into a contract for Grant Writing Services with the District of Fort St. James. This contract enabled the District to refer Municipal and Non-Profit grant inquires to RDBN Economic Development Staff for research and grant writing. The RDBN billed the District of Fort St James hourly for work done on grant research and writing. The contract also included funds for travel expenses to cover the cost of RDBN Staff travel to Fort St James for face-to-face meetings.

This Grant Writing Services contract provides mutual benefit for the RDBN and the District of Fort St James. Combined application endeavors increase efficiency, both in regard to funding opportunity research, as well as proposal writing efforts. Additionally, consistent staffing removes the burden of annual, contractual hiring processes for the District.

A copy of the Draft Grant Writing Services Contract is available should Board members wish to review it in further detail.

Recommendation:	(All/Directors/Majority)
That the Regional District of Bulkley-Nechako Board of Directors authorizes a contract renewal for Grant Writing Services with the District of Fort St. James for 2020.	



Regional District of Bulkley-Nechako Board of Directors January 23, 2020

To: Chair Thiessen and the Board of Directors
 From: Nellie Davis, Regional Economic Development Coordinator
 Date: January 14, 2020
 Regarding: 2019 Regional Business Forum Report

Please find attached the Final Report for the 2019 Regional Business Forum.

Staff are looking for direction for the location and date of the next Forum.

The Board of Directors previously requested that the Regional Business Forum be held every other year. It was also requested that the forum be hosted by member municipalities on a rotation basis. Based on historical host opportunities, the order of invitation for hosting the 2021 Forum is:

- 1) Telkwa
- 2) Houston

The municipality hosting the event will be given a \$10,000 sponsorship from RDBN Regional Grant in Aid to host the event. Any other funds to cover the costs of the Forum will be raised through other sponsorship and registration and will go directly to the municipality.

RECOMMENDATION:	(All/Directors/Majority)
<p>That the Board of Directors direct staff to begin preparations for the 2021 Regional Business Forum and invite a member municipality to host as per the order above.</p>	



2019 Regional Business Forum *Creating a Culture of Innovation*

Advisory Committee

In October 2018 an advisory committee was formed. The committee consisted of representatives from various communities and organizations across the Regional District of Bulkley-Nechako that met once a month to discuss all planning details.

Presenters

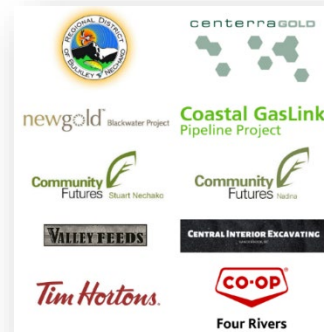
The keynote speakers, Jeremy Stone and Dr. Alan Winter, were a natural fit. Both keynote presentations aligned well with the theme of the forum.

The focus for panel presenter selection was on innovation within the different sectors in the RDBN.

Sponsors

The request for sponsorship began in January 2019. A total of \$20,000 was collected through sponsorship, as well as \$500 worth of in-kind donations.

The sponsors were given complimentary ticket packages for the forum and the gala dinner as a thank you for sponsoring.



Evaluation

To collect the data needed from the Business Forum attendees, a survey was created on the RDBN website. An email was sent to every person that attended the forum, including speakers and the advisory committee. Feedback collected was helpful to determine our triumphs and our challenges throughout the event.

Overall, surveyors responded positively to the forum by indicating they had either an excellent or good experience, would attend a future forum, and would suggest the forum to their professional networks. Both keynotes had a very high satisfaction rating amongst the attendees and that same satisfaction was evident in the ratings of the panel speakers. The depth of information presented was a highlight for many.

Some respondents indicated that greater online presence and advertisement may help with diversification of attendees. More specific topics for workshops will also help to attract more attendees. More involvement from small businesses and local students will also be addressed during the planning phase of the next forum.



**Regional District of Bulkley-Nechako
Board of Directors Memorandum
January 23, 2020**

To: Chair Thiessen and the Board of Directors
From: Nellie Davis, Regional Economic Development Coordinator
Date: January 16, 2020
Regarding: **Vanderhoof Flying Club Letter of Support Request**

Recommendation:

That the Board consider:

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

Background:

The Vanderhoof Flying Club is submitting applications to Northern Development Initiative Trust and the Nechako Kitimat Development Fund for funds to purchase the aviation fuel system at the Vanderhoof Airport. The Vanderhoof Flying Club is requesting a Letter of Support for the applications from the RDBN.

The fuel system is currently for sale, and the club hopes to secure funds to purchase the infrastructure to ensure it remains an asset to the Vanderhoof area.

From: paul collard <pcollard6@gmail.com>
Sent: Thursday, January 9, 2020 4:11 PM
To: Nellie Davis <nellie.davis@rdbn.bc.ca>
Subject: [EXTERNAL]: Letter of support

Hello,

The Vanderhoof Flying Club intends to apply for two grants to purchase the aviation fuel system at the Vanderhoof Airport.

The system consists of two environmentally correct tanks, one for JetA and one for 100LL Gas. The tanks have a hose and power system, and a card reader to enable 24/7 access. The purchase cost from the owners, Rally Management is \$150,000 plus GST

The two grants being sought are from :

NKDF for 50%, plus the GST = \$82,500

NDIT for 50% = \$75,000 under Economic Diversification Infrastructure.

The Flying Club is requesting letters of support from the RD to support this vital component of our regional infrastructure.

The present owners have the system on the market, and there has already been interest from the towns of Mackenzie and Houston in acquiring this, and removing it from Vanderhoof. Without it, the airport loses a vital component.

Please email or call for more information if required.

The applications will be sent before the end of January, so if the board meets after that date, can you please let us know when a decision could be expected.

Best regards,

Dr Paul Collard

250-567-4805 Home
250-567-8724 Cell.



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: January 23, 2020
Re: Burns Lake Rural Fire Service

Recommendation (All/Directors/Majority):

That the Board approve the Burns Lake Rural Fire Service to be included in the 2020 Regional District Budget; and

That the Board give Bylaw 1887 three readings.

Discussion:

The Village of Burns Lake has provided the 2020 draft Burns Lake Fire Department budget to the Regional District for inclusion into the Burns Lake Rural Fire Service Budget.

This local service budget is in good order and is recommended for inclusion in the Regional District's 2020 budget.

The local service bases for a portion of the total Burns Lake Fire Department's costs based on its share of the total service area's assessments (including the assessments on Indian Reserves and municipal assessments).

In order to pay the required share, the maximum taxation amount in the bylaw will need to be increased. Bylaw 1887 provides this flexibility.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
BURNS LAKE RURAL FIRE PROTECTION**

(7201)

	2017 Actual	2018 Actual	2019 Budget	2019 Estimate	Five Year Financial Plan:				
					2020	2021	2022	2023	2024
REVENUE:									
400004 Taxation									
Portion of Electoral Area B									
Converted Hospital Assessments (Completed Roll)	10,080,993	10,403,177	11,007,153		10,893,567				
Estimated Residential Tax Rate (cents per \$1,000)	1.06	1.01	0.93		1.1087				
Total Assessments (Completed Roll)	91,802,968	94,411,855	99,683,155		97,602,495				
Tax rate on total assessments	1.17	1.12	1.02		1.24				
Limitation = Greater of \$70,000 or \$1.22/\$1,000 per Bylaw 1151, 2000	107,042	105,473	102,134	102,151	120,774	117,500	117,500	114,392	107,063
480001 Miscellaneous Revenue									
420001 Transfer From Capital Reserve		5,000							
499999 Prior Year's Surplus					17				
TOTAL REVENUE.....	107,042	110,473	102,134	102,151	120,791	117,500	117,500	114,392	107,063
EXPENDITURE:									
Converted Hospital Assessment (Completed Roll)									
Village of Burns Lake	16,045,421	17,003,682	17,958,521		17,958,521	17,958,521	17,958,521	17,958,521	17,958,521
Lake Babine Band (Improvements Only)	2,603,289	2,457,243	2,985,684		2,985,684	2,985,684	2,985,684	2,985,684	2,985,684
Burns Lake Band	454,395	644,435	672,057		672,057	672,057	672,057	672,057	672,057
Rural Area	10,403,177	10,403,177	11,007,153		10,893,567	10,893,567	10,893,567	10,893,567	10,893,567
Total	29,506,282	30,508,537	32,623,415		32,509,829	32,509,829	32,509,829	32,509,829	32,509,829
Rural Share	35.3%	34.1%	33.7%		33.509%	33.5%	33.5%	33.5%	33.5%
Projected Fire Department Budget									
Operating	266,429	257,737	275,981		314,050	277,494	283,110	298,599	291,014
Capital Expenditures	5,120	395,375	350,000		125,750	6,255	17,017	17,016	9,941
Transfer from Capital Reserve		(215,000)	(270,000)		(108,750)	(6,255)	(3,800)	(3,800)	(3,800)
Proceeds from Borrowing		(150,000)	(80,000)						
Debt Financing		18,001	14,427		17,016	17,152	17,152	17,152	9,941
Contribution to Capital Reserve	43,700	23,000	27,000		27,000	27,000	27,000	27,000	27,000
Other Revenues Service Contracts	(23,000)	(23,000)	(31,000)		(31,000)	(31,000)	(31,000)	(31,000)	(31,000)
Reconciliation of budget to actual expense, capital, reserves, rev	-	-	-		-				
	292,249	306,113	286,408		344,066	290,646	309,479	324,967	303,096
Rural Share	103,040	104,382	96,634		115,291	97,391	103,702	108,892	101,563
612202 Annual Grant - Capital		5,000							
612250 Annual Contribution to the Village of Burns Lake	100,951	104,382	96,634	96,634	115,291	112,000	112,000	108,892	101,563
601209 RDBN Administration	1,091	1,091	5,500	5,500	5,500	5,500	5,500	5,500	5,500
781009 Contribution to Capital Reserve	5,000								
799999 Prior Year's Deficit			-						
TOTAL EXPENDITURE.....	107,042	110,473	102,134	102,134	120,791	117,500	117,500	114,392	107,063
Revenues minus Expenditures	-	-	0	17	-	-	-	-	-

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1887****A bylaw to amend the tax limit of the Burns Lake Rural Fire Protection
Local Service Establishment Bylaw 939, 1996**

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 939 and subsequently amended by Bylaw No. 1151, a service for the provision of Fire Protection to a Local Service Area within a Portion of Electoral Area "B";

AND WHEREAS the Regional Board wishes to increase the tax limit for the service from ONE DOLLAR AND TWENTY-TWO (\$1.22) PER ONE THOUSAND to ONE DOLLAR AND THIRTY-FOUR (\$1.34) PER ONE THOUSAND applied to the net taxable value of land and improvements in the local service area;

AND WHEREAS under Section 349 (1)(b) of the Local Government Act, the sole participant has consented to the adoption of this bylaw;

AND WHEREAS under Regulation 113/2007, the approval of the Inspector is not required because the increase in the tax limit is not greater than 25% of the baseline amount five years previous;

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

1. Section 5 of Bylaw No. 939 is hereby repealed and replaced with the following:
 5. The maximum annual requisition for the Local Service shall be ONE DOLLAR AND THIRTY-FOUR CENTS (\$1.34) PER ONE THOUSAND applied to the net taxable value of land and improvements in the local service area;
2. This bylaw may be cited as the "Burns Lake Rural Fire Protection Local Service Establishment Amendment Bylaw No. 1887, 2020."

READ A FIRST TIME this ___ day of _____ 2020

READ A SECOND TIME this ___ day of, _____ 2020

READ A THIRD TIME this ___ day of _____, 2020

CONSENT OF ELECTORAL AREA "B" DIRECTOR RECEIVED this
___ day of _____, 2020

ADOPTED this day of 2020

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1887 as adopted.

Corporate Administrator



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: January 23, 2020
Re: Funding for Telkwa Pedestrian Crosswalk

Recommendation (All/Directors/Majority):

“That the Board provide \$25,000 from General Government Grant-in-aid to the Village of Telkwa for the purpose of providing funding for the Telkwa Pedestrian Crosswalk.” and

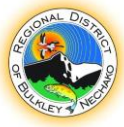
“That staff are directed to bring back a bylaw to repeal Bylaw 646, Telkwa Pedestrian Crosswalk at a future Board meeting.”

Discussion:

Electoral Area “A” wishes to provide one-time funding to the Village of Telkwa to manage the Telkwa Pedestrian Crosswalk instead of taxing \$1,000 every year under Bylaw 646.

Electoral Area “A” has agreed to provide \$25,000 for capital expenditures to the Regional District’s General Government Administration service from Electoral Area “A” Northern Capital and Planning Grant. This amount will be used to purchase a new computer server and associated licenses. This reduction in taxes required for capital expenditures can be used to offset the taxes for the increase in the regional grant-in-aid amounts by \$25,000.

A one time grant to the Village of Telkwa of \$25,000, when properly invested will provide a similar cash flow to the Village as provided by Bylaw 646.



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: January 23, 2020
Re: 2020 Budget Presentation

Recommendation (All/Directors/Majority):

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

This budget note is provided primarily to obtain feedback and direction from the Board moving forward.

Discussion:

The Regional District is slowly moving forward on the transition from budgeting using “unappropriated surplus” from previous years budgets to reduce taxation in the current year to “appropriated surplus” into operational reserves. This has many advantages for both staff and for directors. Advantages include:

- Taxation is predictable and generally consistent from year to year
- Operational reserves can be built up over time and utilized for emergencies or special projects
- Budgets tend to more accurately predict yearly expenditures
- Directors can review actual to budgets analysis to review project performance.
- Senior staff are more accountable for budget performance
- Directors can explain changes in taxes more easily to their constituents.

This transition must be completed over time to avoid large tax increases. In 2019 the transition was completed for the Regional Public Transit Service. This year the transition is recommended for Financial Administration, Electoral Area Planning, Development Services, the 911 Service, and Building Inspection. Half of the remaining services would transition in the 2021 and the remaining in 2022.

Budget 2020:

Throughout this memo taxation is explained in terms of a \$200,000 residential property. In 2020, the average residential property in the Regional District is \$187,350 so that a \$200,000 residence can be considered as representative of the average home owner.



This budget as initially presented increases the tax paid for a \$200,000 home from \$221.14 to \$244.32 in the Electoral Areas. This is an increase of \$23.19 per household. This is an increase of 10.5%.

In municipalities, the tax paid for a \$200,000 home increases from \$188.88 to \$204.00. This is an increase of \$15.10 per household. This is an increase of 8.0%

Schedule 1 attached to this memo shows the taxation amounts for each region-wide service for a \$200,000 residential property.

The actual amounts for 2019 in Schedules 2 to 15 are estimated and are still being revised as year end adjustments are being made.

Budget 2019 Summary:

In the previous year, the Board requested that staff reduce contingencies so that actual expenditures would be more closely aligned with the approved budget. This will result in a reduction in any surplus to reduce taxes for 2020. The board direction at that time was to move surplus into operational reserves to “start fresh” or have no surplus carried over year to year. To facilitate this transition the Board adopted several operational reserve bylaws to “hold” these amounts.

Completing the transition will allow the budget process to start in early fall every year and to be completed by December.

Several departments have come in substantially on budget (that is without a large surplus). These are the 911 Service, the Financial Administrative service, Electoral Area Planning and Development Services.

Overall the Regional District decreased its surplus by \$234,171 in the 2019 year. This means that there is this much less taxation collected from previous years to reduce this years taxation. This makes up 1/3 of this year’s proposed budget increase.

In 2019, the Regional Public Transit Service was to have its surplus moved to its operational reserve for 2020. The review of this budget will be discussed first.

Budget 2020

Regional Public Transit Service – Schedule 2

The transit budget shown on the attached schedule shows a modest increase of \$3,068. As this budget is collected based on population, the chart below shows the requisition amount per municipality. The future provincial and local government cost sharing agreement is currently being negotiated. The outcome of this negotiation will drive future budget discussions.



Smithers	\$ 18,293
Telkwa	\$ 4,448
Houston	\$ 10,567
Burns Lake	\$ 6,039
Fraser Lake	\$ 3,946
Vanderhoof	\$ 15,159
Granisle	\$ 206
Fort St James	\$ 1,176
	\$ 59,834

General Government – Schedule 3,4, and 5

The Legislative budget for 2019 showed an actual to budget ratio of 92%. Costs associated with Director's remuneration, benefits and expenses are expected to decline slightly as many of the associated costs with newly elected directors (training, cell phones, computers, etc) have been completed in 2019. The Regional Grant in Aid is increased this year by \$25,000 as a special circumstance for the Telkwa overpass and will be discussed in a separate memo. This amount is offset by a reduction of \$25,000 in General Government – Administration.

The budget has increased by 2.6% this year; however, taxation is changing by approximately \$75,000 as a result of less surplus moving forward into 2020.

The General government administration shows slow but steady increase in staffing costs. Last year with the change in senior staff, staffing costs were under budget by \$100,000 and this is recognized in the 2020 surplus. Taxation is decreasing by \$144,228 this year largely as a result of this surplus.

The special projects this year is made up of (the * items are completely are or partially funded from the NCPG):

Northwest Resource Benefit Alliance	\$250,000 *
Records Management/ Agenda Software	40,000
Parks and Trails	50,000 *
Internet Connectivity	<u>85,000</u> *
	\$425,000

Capital items in the budget this year are:

General Building Capital Repairs	\$10,000
New Server & Licenses	30,000 *
DCC Controls/HVAC Improvements	19,000
Vehicle	<u>11,000</u>
	\$70,000



The general government financial administration shows an increase in staffing costs as staffing was budgeted as being fully staffed. Costs also include a one time increase in training costs associated with staff transitioning to new positions. Other costs are expected to be maintained. There was \$322 in surplus from the 2019 budget and it is proposed that this amount be directed to administrative operational reserves to move the Finance budget towards the new budgeting model. With no surplus available in 2020 (2019 was \$84,000), taxation will increase from \$329,804 to \$480,517.

The overall increase in taxation from 2019 for General Government was \$80,950 or from approximately \$43.43 to \$44.15 for a \$200,000 residential home. This is an increase in taxation of \$0.72 for a \$200,000 residential household.

Agriculture -Schedule 6

With the expiration of the NDIT grant for the agricultural pilot, more of the revenue for the agricultural program will come through taxation. For 2021 budget and beyond, taxation is expected to be in the \$140,000 range. Most of the special projects are to be funded by grants with \$100,000 coming from the Northern Capital and Planning Grant. Costs are moving to \$2.96 for a \$200,000 residential household.

Regional Economic Development – Schedule 7

While this year's Economic Development budget decreases from \$670,107 to \$470,813, the taxation for this program increases from \$93,917 to \$200,426 due to the change in surplus carried forward. Last year's budget was much more accurate than those of the previous few years resulting in less surplus.

Taxation for this program for 2020 is \$6.44 per \$200,000 household.

Electoral Area Planning and Development Services – Schedules 8 and 9

Similar to Financial Services, these two services have very high 2019 budget to actuals and therefore the surplus is recommended to be moved to operational reserves to aid in the transition of the whole Regional District budget to the new budget process.

Staff costs have increased for both of these departments, as more staff is now allocated towards these two programs. This is the result of less staff transition (similar to the Finance Department), the hiring of the Protective Services Director resulted in less Planning staff being allocated to Protective Services and allowing more staff time to be dedicated to planning. Overall Rural Planning and Development Services budget costs are \$20.82 per \$200,000 home.



Environmental Services – Schedule 10

The Budget for Environmental Services is approximately \$6,430,000 with \$3,759,963 being funded from taxation. Surplus has steadily declined as budgets were made more accurate over the last several years. The surplus balance over the last three years and what is calculated to be for this year is as follows:

2017	1,257,249
2018	1,171,797
2019	700,235
2020	592,861

As surplus declined as a funding source, taxation is increased to compensate.

Taxation for Environmental Services is the largest service that the Regional District provides. This year taxation will be \$120.80 for a \$200,000 residential household.

The capital items proposed this year (\$345,000 is funded from NCPG with funds spread over the marked * projects) are:

Clearview landfill expansion:	\$ 50,000
Knockholdt Engineering	\$ 15,000
Houston Recycling	\$260,000*
Burns Lake Recycling/TS	\$195,000*
Area D TS	\$ 5,000
Granisle TS	\$ 24,500
Vanderhoof Recycling/TS	\$165,000*
Fort St. James Recycling/TS	\$155,000*
Southside TS	\$ 25,000
West haul Trailers rebuild	\$ 80,000
Bobcat	<u>\$ 75,000*</u>
	\$1,049,500

911 Services – Schedule 11

The budget for 911 is decreasing this year as funds are no longer required in the capital reserve as the reserve is now considered fully funded. The surplus for this service is only \$493 and this amount is recommended to be placed in operational reserves to help transition the Regional District to the new budget process.

This service costs \$8.19 for a \$200,000 residence.

Rural Government Services – Schedule 12

Overall these two services (legislative and administration) have a combined reduction in taxation of \$28,701. This is due to some of the one-time costs that this program had



last year being transferred to Protective Services. Total Cost for Rural Administration for the Electoral Area taxpayers are \$8.20 for a \$200,000 household.

Protective Services – Schedule 13

Emergency Services program has an increased budget this year. The total cost for a \$200,000 residence in a rural area is \$27.78. In the past, a portion of these costs were paid by grant-in-aid from Area B, E, F and G for Rural Fire (approximately equal to \$1.10 per \$200,000 residence) and from the road rescue bylaws (approximately equal to \$2.27 per \$200,000 residence).

The draft budget is highlighted to show that the larger programs are predominately grant funded.

Rural Grant in Aid – Schedule 14

These amounts are set at the discretion of the Electoral Area Directors. If any directors would like to change these amounts, please contact the Finance Department. The maximum amount that can be taxed is \$0.10 per \$1,000 of assessed value per electoral area.

Building Inspection – Schedule 15

The Building Inspection department is taxed based on a service area including only portions of Electoral Areas. Municipalities contribute on a contract basis.

Staff costs are increasing slowly as staff members become more experienced and with the associated training costs for staff to become certified.

As the actuals to the budget was approximately the same as previous years, this year's taxation remains similar to the amount last year.

For those electoral area residences within the building inspection area, the amount paid on a \$200,000 household decreases from last year (due to an increase in net assessments) from \$21.71 to \$21.52.

It is recommended that the surplus in Building Inspection be appropriated to operational reserves to aid in the budget transition process.

Possible Taxation Mitigative Measures for 2020

The following are three options to reduce taxation in 2020:

- Gas Tax funds can be utilized by Environmental Services to offset taxation related to capital expenses. Up to \$704,500 of capital expenses funded through



taxation could be offset with Gas Tax funds negating nearly any tax increase in 2020.

- Capital purchases could be delayed to future years or special projects could be delayed or cancelled.
- As with other local governments, the majority of budgeted costs are associated with staff salary and benefits. Senior staff have been discussing staffing options for 2020 and these will be discussed later in the in camera meeting.

Other Taxation Pressures for 2020

During the discussion of the Northern Capital and Planning Grant allocation, Environmental Services requested that funds be utilized for new waste haul trailers with an initial estimate of costs of \$600,000. It was suggested during the discussion, that this cost should be included in the 2020 budget. These costs are not included in the budget and instead the replacement of the floors of two of the trailers for a cost of \$80,000 is included. The replacement of the floors will provide additional life for the trailers; however, the trailers will require replacement within the next few years.

The Regional District has an unfunded landfill liability closure of nearly \$2.8 million. Every effort should be made to contribute funds into a reserve for this liability. There is no contribution being recommended in 2020 so as to limit the taxation increase. With the repayment of environmental services long terms loans in 2020, next year will be an opportune time to utilize the funds that were once used to repay the loan to build up the landfill closure reserve.

RDBN - 2020 Budget
Projected Tax Rates for Regional Services
(excludes local services)

Dept	Service	Taxation			Converted Assessments		Tax on a \$200,000 Residential Property					
		2019 Tax	2020 Tax	2019 vs 2020	2019 Completed Roll	2020 Completed Roll	Rural Taxpayers			Municipal Taxpayers		
							2019	2020	2020 vs 2019	2019	2020	2020 vs 2019
Region-Wide Services												
1201	General Govt - Legislative	369,361	443,825	74,464	595,446,021	622,528,075	12.41	14.26	1.85	12.41	14.26	1.85
1202	General Govt - Administration	593,914	449,686	(144,228)	595,446,021	622,528,075	19.95	14.45	(5.50)	19.95	14.45	(5.50)
1203	General Govt - Finance	329,804	480,517	150,713	595,446,021	622,528,075	11.08	15.44	4.36	11.08	15.44	4.36
	SUBTOTAL GENERAL ADMINISTRATION	1,293,079	1,374,029	80,950	595,446,021	622,528,075	43.43	44.14	0.71	43.43	44.14	0.71
1301	Feasibility Studies	-	-	-	595,446,021	622,528,075	-	-	-	-	-	-
1401	Agriculture	43,379	92,164	48,785	595,446,021	622,528,075	1.46	2.96	1.50	1.46	2.96	1.50
2500	Regional Economic Development	93,917	200,426	106,509	595,446,021	622,528,075	3.15	6.44	3.28	3.15	6.44	3.28
4101	Rural Planning	215,762	242,161	26,399	296,834,742	307,701,103	8.68	9.48	0.80	5.78	6.32	0.54
4301	Development Serv	275,976	353,181	77,205	595,446,021	622,528,075	9.27	11.35	2.08	9.27	11.35	2.08
5000	Environmental Serv.	3,349,452	3,759,963	410,511	595,446,021	622,528,075	112.50	120.80	8.29	112.50	120.80	8.29
7501	9-1-1 Service	282,544	254,684	(27,860)	595,446,021	622,528,075	9.49	8.18	(1.31)	9.49	8.18	(1.31)
	Total Region-Wide Services	5,554,109	6,276,608	722,499	595,446,021	622,528,075	187.99	203.35	15.36	185.09	200.19	15.10
Regional Rural Services												
1101	Rural Govt - Legislative	91,718	102,619	10,901	296,834,742	307,701,103	6.18	6.67	0.49			
1102	Rural Govt - Administration	63,259	23,658	(39,601)	296,834,742	307,701,103	4.26	1.54	(2.72)			
	SUBTOTAL RURAL ADMINISTRATION	154,977	126,276	(28,701)	296,834,742	307,701,103	10.44	8.21	(2.23)			
4401	Building Numbering	7,473	8,181	708	296,834,742	307,701,103	0.50	0.53	0.03			
4501	Unightly Premises	23,816	22,480	(1,336)	274,667,476	285,533,837	1.73	1.57	(0.16)			
5901	Weed Control	38,766	44,292	5,526	296,834,742	307,701,103	2.61	2.88	0.27			
7601	Emergency Preparedness	265,030	320,515	55,485	296,834,742	307,701,103	17.86	20.83	2.98			
7602	Emergency Response	-	0	0	296,834,742	307,701,103	-	0.00	0.00			
7603	Rural Fire Dept Traing & Eval & Compliance	-	16,960	16,960	296,834,742	307,701,103	-	1.10	1.10			
7604	Fire Department Safety Grants	-	90,000	90,000	296,834,742	307,701,103	-	5.85	5.85			
	SUBTOTAL EMERGENCY SERVICES	265,030	427,475	162,445								
Service Areas												
1103	Rural Grant in Aid	133,519	126,519	(7,000)	296,834,742	307,701,103	9.00	8.22	(0.77)			
4201	Building Inspection	200,486	210,355	9,869	184,732,280	195,460,707	21.71	21.52	(0.18)			
8203	Regional Public Transit	56,767	59,834	3,067	298,611,279	314,826,972				3.80	3.80	(0.00)
	SUBTOTAL SERVICE AREAS	390,772	396,708	5,936								
	Total Regional Rural Services	490,062	538,705	48,643			33.15	40.98	7.83			
	Total Service Areas	390,772	396,708	5,936								
	Total Combined Services	6,434,943	7,212,021	777,078			221.13	244.33	23.19	188.89	203.99	15.10

Tax Rate \$\$/\$1000 Assessment	1.106	1.222	0.116	0.944	1.020	0.076
Tax amount increase for a \$200,000 Residence	\$ 23.19			\$ 15.10		

Schedule 2

TRANSIT

	2017	2018	2019	2019	Five Year Financial Plan:							
	Actual	Actual	Budget	Actual	2020	2021	2022	2023	2024	2024		
REVENUE												
Taxation - Municipalities based on Population	\$ 65,189	\$ 51,103	\$ 56,767	\$ 56,766	\$ 59,834	\$ 88,887	\$ 76,378	\$ 226,275	\$ 278,542	\$ 282,138		
Revenue Service Agreement	\$ 51,250	\$ 53,500	\$ 59,935	\$ 57,500	\$ 57,500	\$ 57,500	\$ 57,500	\$ 57,500	\$ 57,500	\$ 57,500	\$ 57,500	
Grants - MOTI	\$ 50,901	\$ 57,286	\$ 60,000	\$ 49,000	\$ 31,875	\$ 22,500	\$ 22,500	\$ 22,500	\$ 22,500	\$ 22,500	\$ 22,500	
Grant - BC Transit	\$ 3,882	\$ 8,814	\$ 7,846	\$ 6,306	\$ 6,515	\$ 6,515	\$ 6,515	\$ 6,515	\$ 6,515	\$ 6,515	\$ 6,515	
Grants - Grant in Aid (Area's A, B, D, G)	\$ 7,000	\$ 3,000		\$ 5,000								
User Fees	\$ 15,981	\$ 28,237	\$ 24,000	\$ 29,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	
Grants in Lieu of Taxes	\$ 971	\$ 344		\$ 766								
Prior Year's Surplus		\$ 65,316	\$ 58,956	\$ 58,958	\$ -							
TOTAL REVENUE	\$ 195,174	\$ 267,600	\$ 267,504	\$ 263,296	\$ 179,724	\$ 199,402	\$ 186,893	\$ 336,790	\$ 389,057	\$ 392,653		
EXPENDITURES												
Director's Remuneration (Committee Chair)	\$ 4,122	\$ 4,204	\$ 4,656	\$ 4,656	\$ 4,749	\$ 4,844	\$ 4,941	\$ 5,040	\$ 5,141	\$ 5,243		
Staff Costs	\$ 48,941	\$ 68,760	\$ 60,475	\$ 55,868	\$ 34,050	\$ 34,915	\$ 35,538	\$ 36,179	\$ 36,840	\$ 37,521		
Shelter Maintenance		\$ 381	\$ 2,500		\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	
Promotional Items		\$ 111	\$ 500	\$ 473	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	
Legal Expense	\$ 4,002		\$ 1,000		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	
Agreement with BC Transit (Year 2022 estimat	\$ 70,892	\$ 134,861	\$ 143,328	\$ 118,000	\$ 135,880	\$ 138,598	\$ 141,370	\$ 222,276	\$ 248,302	\$ 248,302		
Bus Lease Costs								\$ 68,250	\$ 93,730	\$ 96,542		
Website Content			\$ 2,500		\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	
Contribution to Legal Reserve			\$ 2,000	\$ 2,000	\$ 1,000							
Contribution to Operating Reserve			\$ 50,000	\$ 81,820		\$ 16,000						
Commission on Ticket Sales	\$ 15	\$ 24	\$ 50	\$ 40	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	
TOTAL EXPENDITURES	\$ 129,859	\$ 208,644	\$ 267,504	\$ 263,296	\$ 179,724	\$ 199,402	\$ 186,893	\$ 336,790	\$ 389,057	\$ 392,653		

Schedule 3

GENERAL GOVERNMENT LEGISLATIVE

	2017 Actual	2018 Actual	2019 Budget	2019 Actual	Five Year Financial Plan:		2022	2023	2024
					2020	2021			
Taxation	\$ 285,420	\$ 288,376	\$ 369,361	\$ 369,361	\$ 443,825	\$ 462,402	\$ 475,284	\$ 468,523	\$ 476,926
Province of B.C. - Admin. Grant	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800
Grants in Lieu of Taxes	\$ 39,845	\$ 37,410	\$ 41,222	\$ 44,074	\$ 41,222	\$ 41,222	\$ 41,222	\$ 41,222	\$ 41,222
Miscellaneous Revenue		\$ 122		\$ 6,577					
Prior Year's Surplus	\$ 64,023	\$ 80,009	\$ 97,785	\$ 97,785	\$ 37,286				
TOTAL REVENUE	\$ 418,088	\$ 434,717	\$ 537,168	\$ 546,597	\$ 551,133	\$ 532,424	\$ 545,306	\$ 538,545	\$ 546,948
EXPENDITURES									
Directors Remuneration, benefits and expenses	\$ 321,401	\$ 314,968	\$ 475,594	\$ 452,603	\$ 466,559	\$ 469,420	\$ 482,302	\$ 475,541	\$ 483,944
Board meetings - supplies & food	\$ 16,235	\$ 15,399	\$ 18,000	\$ 18,610	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Regional Grant In Aid			\$ 37,500	\$ 37,450	\$ 62,500	\$ 37,500	\$ 37,500	\$ 37,500	\$ 37,500
Special Project Contingency		\$ 6,122	\$ 5,426		\$ 1,426	\$ 4,856	\$ 4,856	\$ 4,856	\$ 4,856
Contribute to Insurance Reserve	\$ 443	\$ 443	\$ 648	\$ 648	\$ 648	\$ 648	\$ 648	\$ 648	\$ 648
TOTAL EXPENDITURES	\$ 338,079	\$ 336,932	\$ 537,168	\$ 509,311	\$ 551,133	\$ 532,424	\$ 545,306	\$ 538,545	\$ 546,948

Schedule 4

GENERAL GOVERNMENT - ADMINISTRATIVE	2017		2018		2019		2019		Five Year Financial Plan:									
	Actual		Actual		Budget		Actual		2020		2021		2022		2023		2024	
Taxation	\$	469,990	\$	555,786	\$	593,914	\$	593,914	\$	449,686	\$	998,347	\$	1,017,485	\$	1,015,586	\$	1,024,404
Investment Income	\$	24,131	\$	43,898	\$	30,000	\$	100,000	\$	30,000	\$	20,000	\$	20,000	\$	20,000	\$	20,000
Transfer from Capital Reserve (NCPG in 2020)			\$	9,045	\$	30,000	\$	25,413	\$	225,000								
Transfer from Vehicle Reserve	\$	16,417			\$	11,000			\$	11,000					\$	11,000	\$	11,000
Other Grant Revenue (Prov BC Asset Mgmt + BCHYDRO+ NCPG)	\$	10,218			\$	911,248	\$	911,248										
Province of B.C. - Admin. Grant	\$	57,600	\$	57,600	\$	57,600	\$	57,600	\$	57,600	\$	57,600	\$	57,600	\$	57,600	\$	57,600
Rural Dividend Fund			\$	10,000														
NDI Grant - Internship	\$	25,253	\$	2,342	\$	26,250			\$	26,250	\$	8,750						
Grants in Lieu of Taxes	\$	61,035	\$	75,908	\$	67,148	\$	73,256	\$	67,148	\$	67,148	\$	67,148	\$	67,148	\$	67,148
Recovery from SNRHD	\$	1,500	\$	1,500	\$	1,500	\$	1,500	\$	1,500	\$	1,500	\$	1,500	\$	1,500	\$	1,500
Fixed Asset Recovery from other Departments	\$	25,000	\$	25,000	\$	25,000	\$	25,000	\$	25,000	\$	25,000	\$	25,000	\$	25,000	\$	25,000
Miscellaneous Revenue	\$	7,311	\$	3,672	\$	5,000	\$	2,187	\$	1,688								
Prior Year's Surplus	\$	230,943	\$	172,572	\$	198,432	\$	198,433	\$	355,576								
Net Revenue	\$	995,078	\$	1,030,734	\$	2,037,092	\$	2,068,551	\$	1,330,448	\$	1,258,345	\$	1,268,733	\$	1,277,834	\$	1,286,652
Transfer from Equity in TCA	\$	65,680	\$	73,411	\$	80,000	\$	80,000	\$	80,000	\$	80,000	\$	80,000	\$	80,000	\$	80,000
EXPENDITURES																		
Staff Costs	\$	538,293	\$	538,092	\$	645,300	\$	545,124	\$	657,505	\$	667,655	\$	679,543	\$	694,174	\$	704,552
Allocation of staff costs to Rural Gov't	\$	(51,581)	\$	(51,581)	\$	(51,581)	\$	(51,581)	\$	(51,581)	\$	(51,581)	\$	(51,581)	\$	(51,581)	\$	(51,581)
Allocated Building Occupancy Costs	\$	(87,558)	\$	(98,699)	\$	(139,302)	\$	(112,801)	\$	(139,302)	\$	(142,088)	\$	(144,930)	\$	(147,828)	\$	(150,785)
Office Building Costs	\$	105,618	\$	116,271	\$	162,425	\$	132,300	\$	164,165	\$	156,643	\$	157,928	\$	159,239	\$	160,576
Advertising	\$	8,419	\$	6,028	\$	9,000	\$	7,000	\$	9,000	\$	9,000	\$	9,000	\$	9,000	\$	9,000
Promotional Items			\$	10,532	\$	10,000	\$	10,000	\$	7,000	\$	7,000	\$	7,000	\$	7,000	\$	7,000

[illegible]

Schedule 5

ADMIN - FINANCE	2017 Actual	2018 Actual	2019 Budget	2019 Actual	Five Year Financial Plan:		2020	2021	2022	2023	2024
REVENUE											
Taxation	\$ 284,924	\$ 357,844	\$ 329,804	\$ 329,804	\$ 480,517	\$ 472,056	\$ 476,872	\$ 485,863	\$ 495,034		
Province of B.C. - Admin. Grant	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800
Grants in Lieu of Taxes	\$ 36,975	\$ 46,460	\$ 37,714	\$ 41,224	\$ 37,714	\$ 37,714	\$ 37,714	\$ 37,714	\$ 37,714	\$ 37,714	\$ 37,714
Admin. Recovery - SNRHD	\$ 14,400	\$ 15,335	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400
Miscellaneous Revenue			\$ 1,400								
Prior Year's Surplus	\$ 65,163	\$ 53,671	\$ 84,430	\$ 84,431	\$ 322						
TOTAL REVENUE	\$ 430,262	\$ 502,110	\$ 495,148	\$ 500,059	\$ 561,753	\$ 552,970	\$ 557,786	\$ 566,777	\$ 575,948		
EXPENDITURES											
Staffing Costs	\$ 338,464	\$ 395,800	\$ 444,606	\$ 461,014	\$ 507,142	\$ 514,614	\$ 523,430	\$ 532,421	\$ 541,592		
Allocation of staff costs to Rural Gov't	\$ (27,908)	\$ (27,908)	\$ (27,908)	\$ (27,908)	\$ (27,908)	\$ (27,908)	\$ (27,908)	\$ (27,908)	\$ (27,908)	\$ (27,908)	\$ (27,908)
Central Computer Network	\$ 85,169	\$ 129,068	\$ 109,400	\$ 95,519	\$ 120,000	\$ 110,000	\$ 106,000	\$ 106,000	\$ 106,000	\$ 106,000	\$ 106,000
Allocated Computer Network Costs	\$ (74,351)	\$ (109,787)	\$ (94,205)	\$ (79,000)	\$ (94,205)	\$ (94,205)	\$ (94,205)	\$ (94,205)	\$ (94,205)	\$ (94,205)	\$ (94,205)
Website Maintenance & Upgrades	\$ 8,417	\$ 27,382	\$ 25,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Allocated Website Maintenance & Upgrades	\$ (7,010)	\$ (23,347)	\$ (21,525)	\$ (8,611)	\$ (8,611)	\$ (8,611)	\$ (8,611)	\$ (8,611)	\$ (8,611)	\$ (8,611)	\$ (8,611)
Legal	\$ 1,286	\$ 2,665	\$ 4,000		\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Audit	\$ 20,200	\$ 19,585	\$ 21,000	\$ 20,085	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000
Special Projects		\$ 30,680	\$ 24,500	\$ 26,235	\$ 19,980	\$ 19,980	\$ 19,980	\$ 19,980	\$ 19,980	\$ 19,980	\$ 19,980
Loss on Investment	\$ 29,735										
Contribute to Vehicle Reserve	\$ 1,725	\$ 3,150	\$ 3,150	\$ 3,150	\$ 3,150	\$ 3,150	\$ 3,150	\$ 3,150	\$ 3,150	\$ 3,150	\$ 3,150
Contribute to Insurance Reserve	\$ 103	\$ 103	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Bank Charges & Interest	\$ 762	\$ 969	\$ 800	\$ 838	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800
TOTAL EXPENDITURES	\$ 376,592	\$ 417,680	\$ 495,148	\$ 499,737	\$ 561,753	\$ 552,970	\$ 557,786	\$ 566,777	\$ 575,948		

Schedule 6

AGRICULTURE

REVENUE	2017		2018		2019		2019		Five Year Financial Plan:																			
	Actual		Actual		Budget		Actual		2020		2021		2022		2023		2024											
TAXATION		\$	65,279		\$	43,379		\$	43,378		\$	92,164		\$	137,333		\$	136,684		\$	138,573		\$	140,500				
Other Grant Funding						\$	36,000		\$	36,000		\$	32,000															
NDI Grant Funding		\$	10,159		\$	47,272		\$	56,403		\$	56,403		\$	42,302													
Grants in Lieu of Taxes		\$	-		\$	8,482		\$	4,682		\$	5,392		\$	5,000		\$	5,000		\$	5,000		\$	5,000		\$	5,000	
Withdrawal from NCPG Reserve												\$	100,000															
Miscellaneous Revenue (INCLUDING NCPG)		\$	5,000		\$	120		\$	125,000		\$	130,634																
Prior Year's Surplus			\$	2,078		\$	34,188		\$	34,188		\$	78,546															
NET REVENUE		\$	15,159		\$	123,231		\$	299,652		\$	305,995		\$	350,012		\$	142,333		\$	141,684		\$	143,573		\$	145,500	
Director's Remuneration						\$	4,650		\$	5,856																		
Staff Costs		\$	13,057		\$	87,183		\$	115,322		\$	100,696		\$	124,837		\$	129,153		\$	128,504		\$	130,393		\$	132,320	
Special Projects						\$	65,000		\$	6,505		\$	199,495															
Contribution to NCPG Reserve						\$	100,000		\$	100,000																		
Central Supplies Allocation			\$	484		\$	680		\$	680		\$	680		\$	680		\$	680		\$	680		\$	680		\$	680
Meeting Expenses associated with Special Projects		\$	25		\$	1,376		\$	13,999		\$	13,712		\$	25,000		\$	12,500		\$	12,500		\$	12,500		\$	12,500	
NET EXPENDITURES		\$	13,082		\$	89,043		\$	299,651		\$	227,449		\$	350,012		\$	142,333		\$	141,684		\$	143,573		\$	145,500	

Schedule 7

Economic Development

REVENUES	2017 Actual	2018 Actual	2019 Budget	2019 Actual	Five Year Financial Plan:					2020	2021	2022	2023	2024
Taxation	\$ 263,012	\$ 184,251	\$ 93,917	\$ 93,918	\$ 200,426	\$ 217,587	\$ 209,687	\$ 217,957	\$ 217,489					
Other Grant Revenue			\$ 100,000	\$ 7,581	\$ 49,622	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000					
Rural Dividend Fund				\$ 132,554										
NDI Grant Funding for Ec. Dev. Capacity	\$ 58,000	\$ 58,000	\$ 58,000	\$ 58,000	\$ 58,000	\$ 58,000	\$ 58,000	\$ 58,000	\$ 58,000					
Grants in Lieu of Taxes	\$ 34,167	\$ 23,657	\$ 12,520	\$ 13,275	\$ 12,520	\$ 12,520	\$ 12,520	\$ 12,520	\$ 12,520					
Grants for Economic Dev Projects	\$ 112,131	\$ 176,655	\$ 149,212	\$ 28,125	\$ 11,600	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000					
Business Forum	\$ 34,576	\$ -	\$ 5,000	\$ 450	\$ 5,000	\$ -	\$ -	\$ -	\$ -					
Miscellaneous Revenue	\$ 333	\$ 669												
Prior Year's Surplus	\$ 145,463	\$ 221,026	\$ 251,458	\$ 251,461	\$ 133,645									
TOTAL REVENUE	\$ 647,682	\$ 664,258	\$ 670,107	\$ 585,364	\$ 470,813	\$ 398,107	\$ 390,207	\$ 398,477	\$ 398,009					
EXPENDITURES														
Staff Costs	\$ 237,270	\$ 272,246	\$ 270,107	\$ 249,863	\$ 278,332	\$ 280,564	\$ 288,064	\$ 290,834	\$ 295,866					
Consulting Fees			\$ 6,500											
Legal			\$ 1,000		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000					
Other Grant Expenditures			\$ 100,000											
Tourism	\$ 28,899	\$ 60,477	\$ 144,780	\$ 133,542	\$ 23,443	\$ 23,443	\$ 14,943	\$ 14,943	\$ 14,943					
Bulkley Nechako Directory	\$ 878	\$ 435	\$ 15,050	\$ 9,198	\$ 5,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000					
Opportunities Website	\$ 1,835	\$ 1,525	\$ 5,940	\$ 2,500	\$ 3,500	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000					
Agriculture	\$ 19,087	\$ 12,836	\$ 34,700	\$ 16,858	\$ 47,811	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000					

Marketing Initiatives	\$	2,978	\$	4,761	\$	6,500	\$	1,432	\$	4,500	\$	4,500	\$	4,500	\$	4,500	\$	4,500
Business Forum	\$	39,699	\$	24	\$	2,300	\$	1,122	\$	300	\$	2,300	\$	300	\$	2,300	\$	300
Entrepreneurship Contest	\$	15,088	\$	13	\$	7,400	\$	5,002	\$	100	\$	7,900	\$	1,500	\$	6,500	\$	1,500
Other Projects (Economic Development Workshops, Etc.)	\$	1,040	\$	1,406	\$	5,000	\$	8,672	\$	50,742	\$	5,000	\$	5,000	\$	5,000	\$	5,000
Regional Partner Tradeshow	\$	2,827	\$	3,848	\$	5,550	\$	5,188	\$	5,500	\$	5,500	\$	5,500	\$	5,500	\$	5,500
Regional Skills Gap Analysis	\$	48,927	\$	40,866	\$	22,550	\$	9,589	\$	15,186	\$	2,000	\$	2,000	\$	2,000	\$	2,000
Action Plan	\$	11,840	\$	1,500	\$	-	\$	-	\$	1,500	\$	-	\$	1,500	\$	-	\$	1,500
Tradeshows (Minerals North & Roundup)	\$	1,583	\$	1,122	\$	3,830	\$	2,043	\$	2,500	\$	2,500	\$	2,500	\$	2,500	\$	2,500
Grant Search Engine	\$	1,802	\$	1,644	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Image Bank	\$	11,079	\$	4,124	\$	4,100	\$	2,583	\$	4,100	\$	4,100	\$	4,100	\$	4,100	\$	4,100
Business Façade Program	\$	-	\$	2,720	\$	17,500	\$	-	\$	10,000	\$	10,000	\$	10,000	\$	10,000	\$	10,000
Project Contingency					\$	14,000	\$	827	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000
Contribute to Reserves	\$	1,828	\$	3,253	\$	3,300	\$	3,300	\$	3,300	\$	3,300	\$	3,300	\$	3,300	\$	3,300
TOTAL EXPENDITURES	\$	426,660	\$	412,800	\$	670,107	\$	451,719	\$	470,813	\$	398,107	\$	390,207	\$	398,477	\$	398,009

Schedule 8

[illegible]

Schedule 9

DEVELOPMENT SERVICES

[illegible]

Schedule 10

ENVIRONMENTAL SERVICES

	2017 Actual	2018 Actual	2019 Budget	2019 Actual	Five Year Financial Plan:						
					2020	2021	2022	2023	2024		
REVENUE											
PROVINCIAL GOVERNANCE GRANT	\$ 2,527	\$ 12,328	\$ 14,000	\$ 14,278	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000		
TAXATION	\$ 3,099,243	\$ 3,142,752	\$ 3,349,452	\$ 3,349,463	\$ 3,759,963	\$ 4,284,527	\$ 3,633,410	\$ 5,390,626	\$ 3,980,534		
Investment Income	\$ 14,223	\$ 19,022	\$ 13,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		
Transfer from Gas Tax Reserve		\$ 149,164									
Transfer From NCPG					\$ 345,000						
Transfer for Environmental Services Reserves	\$ 387,818	\$ 258,524	\$ -	\$ -	\$ 24,112	\$ -	\$ -	\$ -	\$ -		
Other Grant Revenue (NCPG)			\$ 2,394,843	\$ 2,394,843	\$ -						
Grants in Lieu of Taxes	\$ 405,021	\$ 407,646	\$ 384,569	\$ 412,052	\$ 384,569	\$ 384,569	\$ 384,569	\$ 384,569	\$ 384,569		
Solid Waste Revenue	\$ 200,756	\$ 213,284	\$ 181,000	\$ 289,947	\$ 306,000	\$ 306,000	\$ 306,000	\$ 306,000	\$ 206,000		
Recycling Revenue (including metal salvage)	\$ 51,898	\$ 302,747	\$ 190,290	\$ 111,350	\$ 303,290	\$ 209,000	\$ 309,000	\$ 109,000	\$ 309,000		
Miscellaneous Revenue	\$ 52,634	\$ 81,799	\$ 15,000	\$ 105,000	\$ 15,000	\$ 95,000	\$ 120,000	\$ 70,000	\$ -		
Prior Year's Surplus	\$ 1,257,249	\$ 1,171,797	\$ 700,235	\$ 700,253	\$ 592,861						
TOTAL REVENUE	\$ 6,021,534	\$ 6,446,806	\$ 7,942,389	\$ 8,087,186	\$ 6,442,795	\$ 5,991,096	\$ 5,464,979	\$ 6,972,195	\$ 5,592,103		
Included Transfer from Equity in TCA	\$ 550,165	\$ 687,742	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000		
EXPENDITURES											
Director's Remuneration and Expenses	\$ 5,030	\$ 4,227	\$ 5,658	\$ 4,656	\$ 5,658	\$ 5,658	\$ 5,658	\$ 5,658	\$ 5,658		
Environmental Service Administration Staffing Costs	\$ 594,934	\$ 607,295	\$ 716,730	\$ 714,424	\$ 885,446	\$ 900,921	\$ 913,433	\$ 930,236	\$ 945,336		
Contingency						\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000		
Miscellaneous Expenses	\$ 688	\$ 14,670	\$ 700		\$ 700	\$ 700	\$ 700	\$ 700	\$ 700		
Interest Expense	\$ 1,027	\$ 1,599	\$ 2,000	\$ 8,626	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000		
Debenture Repayment - Principal & Interest	\$ 495,092	\$ 479,351	\$ 407,223	\$ 407,224	\$ 347,978						
Bad Debt Expense	\$ 2,879	\$ 9,426									
Total Special Projects	\$ 34,641	\$ 98,673	\$ 117,750	\$ 10,431	\$ 106,000	\$ 13,250	\$ 13,250	\$ 13,250	\$ 13,250		

[illegible]

Schedule 11

[illegible]

Schedule 12

RURAL GOVERNMENT**LEGISLATIVE**

RURAL GOVERNMENT		2017		2018		2019		2019 Five Year Financial Plan:											
LEGISLATIVE		Actual		Actual		Budget		Actual		2020		2021		2022		2023		2024	
												</							

**RURAL GOVERNMENT
ADMINISTRATIVE**

	2017	2018	2019	Year end	Five Year Financial Plan:				
	Actual	Actual	Budget	Estimate	2020	2021	2022	2023	2024
Taxation	\$ 63,072	\$ 85,481	\$ 63,259	\$ 63,249	\$ 23,658	\$ 60,643	\$ 60,643	\$ 60,643	\$ 60,643
Transfer From Federal Gas Tax Reserve	\$ 999,052	\$ 574,628	\$ 700,000		\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000
Federal Gas Tax Revenue	\$ 892,392	\$ 922,804	\$ 922,804	\$ 1,780,558	\$ 922,804	\$ 922,804	\$ 922,804	\$ 922,804	\$ 922,804
Misc Small Grants and Revenue	\$ 47,868	\$ 53,736	\$ 46,241	\$ 47,301	\$ 46,241	\$ 46,241	\$ 46,241	\$ 46,241	\$ 46,241
Prior Year's Surplus - Operations	\$ 3,780	\$ 9,981	\$ 37,252	\$ 37,251	\$ 36,985				
	\$ 2,006,164	\$ 1,646,630	\$ 1,769,556	\$ 1,928,359	\$ 1,729,688	\$ 1,729,688	\$ 1,729,688	\$ 1,729,688	\$ 1,729,688
Allocation of staff costs from General Govt.	\$ 95,777	\$ 95,777	\$ 95,777	\$ 95,777	\$ 95,777	\$ 95,777	\$ 95,777	\$ 95,777	\$ 95,777
Federal Gas Tax Expenditures	\$ 999,052	\$ 576,739	\$ 700,000		\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000
Liability Insurance and Misc Expenses	\$ 8,962	\$ 14,058	\$ 50,975	\$ 15,039	\$ 11,107	\$ 11,107	\$ 11,107	\$ 11,107	\$ 11,107
Contribution to Gas Tax Reserve	\$ 892,392	\$ 922,804	\$ 922,804	\$ 1,780,558	\$ 922,804	\$ 922,804	\$ 922,804	\$ 922,804	\$ 922,804
	\$ 1,996,183	\$ 1,609,378	\$ 1,769,556	\$ 1,891,374	\$ 1,729,688	\$ 1,729,688	\$ 1,729,688	\$ 1,729,688	\$ 1,729,688

Schedule 13

PROTECTIVE SERVICES

PROTECTIVE SERVICES	2017		2018		2019		2019		Five Year Financial Plan:									
REVENUE	Actual		Actual		Budget		Actual		2020		2021		2022		2023		2024	
Taxation	\$	159,672	\$	198,834	\$	265,030	\$	265,035	\$	427,475	\$	550,184	\$	542,622	\$	554,459	\$	573,008
Transfer from Own Reserves	\$	16,417	\$	-	\$	20,948	\$	-	\$	1,002,000	\$	-	\$	-	\$	11,000	\$	11,000
Donation Revenue	\$	8,445	\$	6,829	\$	40,000	\$	50,901	\$	40,000	\$	-	\$	-	\$	-	\$	-
UBCM Grant	\$	-	\$	120,679	\$	77,998	\$	77,998	\$	212,486	\$	-	\$	-	\$	-	\$	-
Grants in Lieu of Taxes	\$	39,033	\$	48,289	\$	56,013	\$	60,256	\$	56,013	\$	56,013	\$	56,013	\$	56,013	\$	56,013
Emergency Mgmt BC Expense Reimbursement	\$	66,707	\$	1,396,651	\$	600,000	\$	230,000	\$	600,000	\$	600,000	\$	600,000	\$	600,000	\$	600,000
Northern Capital and Planning Grant (2019)	\$	-	\$	807	\$	1,325,000	\$	1,325,000	\$	-	\$	-	\$	-	\$	-	\$	-
Prior Year's Surplus	\$	51,251	\$	74,795	\$	42,345	\$	42,344	\$	55,157								
TOTAL REVENUE	\$	345,405	\$	1,850,764	\$	2,431,334	\$	2,055,534	\$	2,397,131	\$	1,210,197	\$	1,202,635	\$	1,225,472	\$	1,244,021
Transfer from Equity in Tangible Capital Assets	\$	3,880	\$	3,880	\$	4,000	\$	4,000	\$	4,000	\$	4,000	\$	4,000	\$	4,000	\$	4,000
EXPENDITURE																		
Directors Remuneration and Expenses	\$	-	\$	3,715	\$	200	\$	-	\$	200	\$	3,200	\$	200	\$	3,200	\$	200
Staff Costs	\$	252,440	\$	569,604	\$	393,191	\$	391,895	\$	459,109	\$	476,081	\$	481,519	\$	490,356	\$	501,905
Consulting Fees	\$	-	\$	96,455	\$	29,545	\$	24,689	\$	-	\$	-	\$	-	\$	-	\$	-
Emergency Response Expenses	\$	20,053	\$	1,151,973	\$	600,000	\$	180,449	\$	600,000	\$	600,000	\$	600,000	\$	600,000	\$	600,000
Exercises	\$	-	\$	-	\$	-	\$	-	\$	1,000	\$	10,000	\$	-	\$	-	\$	10,000
Emergency Volunteer Program	\$	8,453	\$	16,564	\$	55,000	\$	55,000	\$	55,000	\$	55,000	\$	55,000	\$	55,000	\$	55,000
NESST Program	\$	10,428	\$	6,829	\$	40,000	\$	50,920	\$	40,000	\$	-	\$	-	\$	-	\$	-
Public Education	\$	190	\$	1,275	\$	7,000	\$	2,000	\$	7,500	\$	7,500	\$	7,500	\$	7,500	\$	7,500
Legal Fees	\$	277	\$	4,349	\$	6,000	\$	5,230	\$	10,000	\$	8,000	\$	8,000	\$	8,000	\$	8,000
HRVA, Firesmart, etc. Programs	\$	-	\$	576	\$	50,000	\$	50,000	\$	329,860	\$	50,000	\$	50,000	\$	50,000	\$	50,000

203

[illegible]

Schedule 14**ELECTORAL AREA GRANT IN AID**

	\$\$/\$1000	TAXATION	ALCAN GIL	TOTAL
AREA A	\$ 0.0382	\$ 35,000		\$ 35,000
AREA B	\$ 0.0332	\$ 10,289		\$ 10,289
AREA C	\$ 0.0239	\$ 15,000		\$ 15,000
AREA D	\$ 0.0195	\$ 5,420	\$ 7,400	\$ 12,820
AREA E	\$ 0.0556	\$ 12,310	\$ 16,800	\$ 29,110
AREA F	\$ 0.0678	\$ 39,000		\$ 39,000
AREA G	\$ 0.0634	\$ 9,500		\$ 9,500
TOTAL GRANT IN AID		\$ 126,519		\$150,719

Schedule 15

BUILDING INSPECTION	2017 Actual	2018 Actual	2019 Budget	2019 Actual	Five Year Financial Plan:		2020	2021	2022	2023	2024
REVENUE											
TAXATION	\$ 197,523	\$ 131,367	\$ 200,486	\$ 200,486	\$ 210,355	\$ 254,078	\$ 261,655	\$ 271,383	\$ 277,266		
Transfer From Vehicle Reserve						\$ 33,000		\$ 66,000			
Building Permit Fees (Rural)	\$ 87,267	\$ 81,581	\$ 60,000	\$ 88,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	
Cost Sharing by Municipalities	\$ 125,272	\$ 157,991	\$ 171,812	\$ 171,812	\$ 171,812	\$ 171,812	\$ 171,812	\$ 171,812	\$ 171,812	\$ 171,812	
Miscellaneous Revenue	\$ 647	\$ 565		\$ 864							
Transfer from Equity in TCA	\$ 9,485	\$ 9,485	\$ 12,485	\$ 12,485	\$ 12,485	\$ 12,485	\$ 12,485	\$ 12,485	\$ 12,485	\$ 12,485	
Prior Year's Surplus	\$ 21,319	\$ 73,431	\$ 41,234	\$ 41,233	\$ 37,855						
TOTAL REVENUE	\$ 441,513	\$ 454,420	\$ 486,017	\$ 514,880	\$ 502,507	\$ 541,375	\$ 515,952	\$ 591,680	\$ 531,563		
Staff Costs	\$ 320,851	\$ 365,465	\$ 405,961	\$ 411,470	\$ 425,026	\$ 430,894	\$ 438,471	\$ 448,199	\$ 454,082		
Advertising			\$ 1,000		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	
Legal	\$ 2,369	\$ 417	\$ 15,000	\$ 2,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	
Title Searches and Document Filing	\$ 500	\$ 438	\$ 1,000	\$ 500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	
Liability Insurance - MIA	\$ 22,924	\$ 25,428	\$ 28,410	\$ 28,409	\$ 25,835	\$ 25,835	\$ 25,835	\$ 25,835	\$ 25,835	\$ 25,835	
Capital Expenditures						\$ 33,000		\$ 66,000			
Amortization Expense	\$ 9,485	\$ 9,485	\$ 12,485	\$ 12,485	\$ 12,485	\$ 12,485	\$ 12,485	\$ 12,485	\$ 12,485	\$ 12,485	
Contribute to Vehicle Reserve	\$ 9,000	\$ 9,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	
Contribute to Insurance Reserve	\$ 2,953	\$ 2,953	\$ 4,161	\$ 4,161	\$ 4,161	\$ 4,161	\$ 4,161	\$ 4,161	\$ 4,161	\$ 4,161	
TOTAL EXPENDITURE:.....	\$ 368,082	\$ 413,186	\$ 486,017	\$ 477,025	\$ 502,507	\$ 541,375	\$ 515,952	\$ 591,680	\$ 531,563		

TO: Board of Directors
FROM: Protective Services
DATE: January 23, 2019
SUBJECT: Regional Mass Communications Program

RECOMMENDATION:

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

VOTING: All /DIRECTORS/MAJORITY

EXECUTIVE SUMMARY

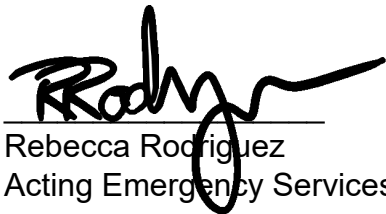
The primary objective of a Regional Mass Communications program is to assist the Regional District and member municipalities to provide current and accurate information to our residents during an emergency.

The mass communications system will also allow each local government to offer other types of communications such as public meetings, water and sewer repairs, and changes to service provision.

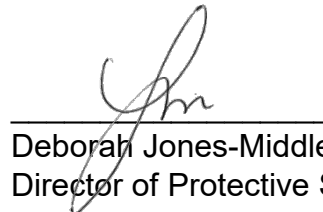
On September 11, 2019 staff met with member municipality staff and reviewed two mass communications systems. The system determined to best fit the needs of the region is ICEsoft's Voyent Alert!. All member municipalities have confirmed they are interested in further investigation of the system.

The cost of the program would be paid through the already established "Regional District of Bulkley-Nechako 911 Emergency Telephone Response Service Establishment Bylaw No. 1483, 2008".

Written by,



Rebecca Rodriguez
Acting Emergency Services Manager



Deborah Jones-Middleton
Director of Protective Services

Background

Providing information to residents in a timely manner is one of the challenges all local governments face, both in day-to-day operations and in emergency situations.

On September 11, 2019 the Regional District hosted a meeting for staff from member municipalities. After comparing the features and prices of two similar products, the consensus was to further investigate Voyent Alert.

The Voyent Alert system is available through the Canadian-based company ICESoft which provides the Voyent Alert! service to 92 communities across Canada, 45 of which are in BC, including the Regional District of East Kootenay, Regional District of Kootenay Boundary, City of Rossland, City of Castlegar, Regional District of Nanaimo, Regional District of Thompson-Nicola, Northern Rockies MD, and City of Trail. The Voyent Alert! system is 'Personal Information Protection and Electronic Documents Act' (PIPEDA) compliant.

The Voyent Alert system sends a message to the resident for the address(es) they have registered in the system that are included in the event area. Emergency messages will include all relevant event information and, if sent via text, email, app or social media, a link to a map outlining the location of the event and the recommended Evacuation Alert or Order area.

Each participating local government will be able to offer multiple types of communications they determine is needed by their residents and will have administrative control to manage these communications. The system will send messages out via landline, cellular phone, text, email, a dedicated app, and social media. The notifications can be customized to display a map, provide the distance and direction from an incident to their address, important safety information, the location of the Reception Centre they should report to, photos, pdf files and more.

In addition to sending crucial information to residents during emergency events, the Regional Mass Notification system can also be utilizable for prescheduled or real-time day-to-day communications regarding events such as public works notices, road closures, snow removal, upcoming civic events, garbage pick-up, and water restrictions. All residents that sign up will receive emergency notifications, however, in order to ensure residents are only receiving other relevant information they want to receive each resident has the option to select which other types of notifications they would like to receive for the addresses they select to monitor.

The operator can utilize template messages as well as developing messaging in the moment, from a computer or cellular phone. The system allows the operator to determine the area and type of messaging they will send. For example, a specific message can be directed to residents signed up within an Evacuation Alert or Order area or a broader information message can be sent to a larger group outside of the Evacuation Alert or Order area.

The system will allow residents to sign up to receive notifications for unlimited locations, home, work, children's schools, elderly parents etc. to receive emergency information. They can also choose to receive messaging on optional information such as garbage day changes, snow removal, or events near them, etc. Residents can choose to download the dedicated app that will allow them to receive the message when travelling into or through an area while a notification is in effect.

The message sender can choose to include a recipient acknowledgement survey within the notification. This will request residents to answer a fully customizable question with multiple answer options. Receiving information back from residents during an

emergency, such as who needs assistance evacuating, who has already evacuated, and who will not be evacuating, could be highly beneficial in increasing the efficiency and effectiveness of a response.

The Voyent Alert system also includes the following features:

- Customizable Phonetic Library for Text to Landline
- Pre-existing Database Import
- White pages import
- Lone Worker Monitoring System

Discussion

All member municipalities have expressed interest in participation, the primary concern is how the cost of the system will be paid for.

The total cost of implementing the Regional Mass Communication Program is \$11,500 per year for the first two years.

Option 1: If all member municipalities agree to participate the cost can be paid through the “Regional District of Bulkley-Nechako 911 Emergency Telephone Response Service Establishment Bylaw No. 1483, 2008”. The taxation rate to provide the service regionally will be \$0.00185/\$1,000 converted hospital assessments.

Option 2: The Town of Smithers is currently in a three-year contract for a Mass Communication Program. In order to participate in the Regional Mass Communications Program, the Town of Smithers may be required to pay out an early cancellation penalty. This penalty may cost up to \$7,000 per year for up to 3 years. The taxation rate for 2020 would be \$0.00522/\$1,000 converted hospital assessments.

Option 3: Alternately, the Town of Smithers could opt out of the Regional Mass Communication Plan for the duration of their contract. This would require a second Emergency Communication bylaw that excludes the Town of Smithers for taxation. The taxation rate will be \$0.00225/\$1,000 converted hospital assessments. Smithers could choose to opt in when their existing contract expires reducing the cost per \$1,000 back to **Option 1**.

Regional Mass Communication Program Taxation based on converted hospital assessments			
Local Government	Option 1	Option 2	Option 3
Regional District	5,684	16,064	6,931
Electoral Area 'A'	1,691	4,778	2,062
Electoral Area 'B'	573	1,618	698
Electoral Area 'C'	1,161	3,281	1,415
Electoral Area 'D'	512	1,446	624
Electoral Area 'E'	409	1,155	498
Electoral Area 'F'	1,063	3,003	1,296
Electoral Area 'G'	277	782	337
Burns Lake	343	970	418
Fort St. James	590	1,668	720
Fraser Lake	327	925	399
Gransle	37	106	46
Houston	737	2,083	899
Smithers	2,069	5,848	
Telkwa	319	901	389
Vanderhoof	1,393	3,937	1,699
Total	\$11,500	\$32,500	\$11,500
	\$0.00185	\$0.00522	\$0.00194

Regional Mass Communication Program Taxation based on converted hospital assessments by assessed property value			
Property Value	Option 1 \$0.0185	Option 2 \$0.00522	Option 3 \$0.00225
100,000	0.185	0.522	0.225
200,000	0.369	1.044	0.451
300,000	0.554	1.566	0.676
400,000	0.739	2.088	0.901
500,000	0.924	2.610	1.126

Conclusion

The Voyent Alert! system provides a significant resource to the Regional District and member municipalities at minimal cost. The system provides an excellent tool for providing ongoing communications with affected residents during an emergency and it also offers an opportunity to provide other types of information to residents as needed. The system also allows residents to choose what types of information, other than emergency information, they wish to receive.

Staff is still waiting on the final cost of the Smithers contract buyout, which could be reduced from the maximum identified in **Option 2**.

By including Smithers buyout, the Regional District and member municipal staff will be able to work together to develop the templates, provide the necessary training to staff, and reduce confusion for residents in Electoral Area 'A', the Town of Smithers and the Village of Telkwa.

TO: Chair Thiessen and the Board of Directors
FROM: Protective Services
DATE: January 23, 2020
SUBJECT: Southside Fire Department Maintenance Reserve

RECOMMENDATION:

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

VOTING: All/Directors/Majority

EXECUTIVE SUMMARY

The Southside Fire Department wishes to withdraw funds from the "Southside Rural Fire Protection Service Repairs and Maintenance Reserve Establishment Bylaw No. 1762, 2016" to pay for the costs of some recent repairs to their rescue truck, specifically the compressed air foam system.

Written by,


Jason Blackwell
Regional Fire Chief


Deborah Jones-Middleton
Director of Protective Services

Background

The “Southside Rural Fire Protection Service Repairs and Maintenance Reserve Establishment Bylaw No. 1762, 2016” was passed in 2016 and the reserve was established with funds from the Southside Fire Departments own account and shall only be used for Southside Rural Fire Protection Service repairs and maintenance expenditures as stated in section 3 of the Bylaw.

Discussion

The total cost of the inspection and repairs to the compressed air foam system on the Southside Rescue Truck is \$3,695.95, leaving a balance of \$5,350.89 in the Repairs and Maintenance Reserve.

The Southside also has a “Southside Rural Fire Protection Capital Reserve Establishment Bylaw No. 1747, 2015” that is set aside for capital purchases such as new fire apparatus. The balance of this reserve is currently at \$116,200.00

TO: Board of Directors
FROM: Protective Services
DATE: January 23, 2019
SUBJECT: UBCM Emergency Support Services Funding Application

RECOMMENDATION:

THAT the Board supports the collaborative application to UBCM's Community Emergency Preparedness Fund – Emergency Support Services stream - for \$174,999.88 to support the further development of the Regional ESS Program in the Regional District of Bulkley-Nechako, and

THAT Board provide overall grant management.

VOTING: All /DIRECTORS/MAJORITY

EXECUTIVE SUMMARY

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by the Union of BC Municipalities (UBCM).


The intent of this funding stream is to support eligible applicants to build local capacity to provide ESS through training, volunteer recruitment and retention, and the purchase of equipment. The grant application requires a resolution from each involved local government indicating support for the activities proposed and a resolution from the coordinating local government indicating willingness to provide overall grant management.


The Province's ESS Modernization Project is projected to be implemented in the Spring of 2020. With this implementation comes a significant increase in the technology and equipment required for every ESS team in the Province. The Province has indicated that the cost of these changes will be the responsibility of the local governments. The RDBN is proposing to collaborate with the municipalities in order to use the UBCM Emergency Support Services (ESS) grant funding towards these purchases.

The RDBN has received confirmation of support for a collaborative application from the Village of Telkwa, Town of Smithers, Village of Granisle, District of Houston, Village of Burns Lake, and the District of Fort St. James. Including the RDBN, with up to \$25,000 available per local government, this collaborative application is eligible for up to \$175,000. The Village of Fraser Lake and the District of Vanderhoof were offered to join this application, however, they have chosen to apply on their own.

The UBCM Emergency Support Services Funding pays \$100% of the cost of approved projects.

Written by,


 Rebecca Rodriguez
 Acting Emergency Services Manager


 Deborah Jones-Middleton
 Director of Protective Services

Background

On September 28, 2019, the Regional District hosted a meeting for ESSDs and ESS program coordinators from the ESS teams involved in the Regional ESS program. The focus of this meeting was to discuss ways to increase response capacity for all the teams, and how to better prepare for challenges ahead. One of these challenges is the ESS modernization program being implemented in the coming year. This program will change how ESS services are administered and greatly increase the technology required to efficiently run an ESS response. The option identified as the most viable solution for making this transition possible for all the teams was to combine the purchase of the needed equipment allowing for bulk purchasing. This will enable eligibility for quantity discounts for these purchases, making the transition from the current system to the modernized system more affordable and much more possible.

Discussion

In addition to saving on overall cost, combining the purchase of this equipment into single bulk orders will ensure consistency of equipment between the different ESS teams, which will streamline training. During a large event, available volunteers in the region will be able travel to their neighbouring communities to assist with ESS response and be familiar with the equipment they are using, and equipment will be able to be shared between teams to strengthen large scale events.

Beyond the common purchasing of information technology equipment, each team added other specified training and equipment to include in the grant application. The joint application for UBCM's Community Emergency Preparedness Fund Emergency Support Services funding stream would include the purchase of the following items:

- computers, printers, carrying cases;
- mobile internet devices;
- cell phones;
- training needed to familiarize volunteers with the new ESS system and required technology;
- information display screens;
- ESS Signage;
- folding tables, chairs, shelving and room dividers;
- potable Reception Centre tent and generator; and
- uniforms.



Regional District of Bulkley-Nechako Memo

TO: Chair and Board of Directors

FROM: Nellie Davis, Regional Economic Development Coordinator

DATE: January 23, 2020

SUBJECT: Grant in Aid Update – month of December 2019

The following Grant in Aid requests of \$2,500 or less were approved by Electoral Area Directors between December 12, 2019 and December 31, 2019.

Community Group	Project	Amount
Area A		
Area B		
Rose Lake Community Association	AED Installation Project	\$2,104.48
Area C		
Nechako Environment Water Stewardship Society	Meeting costs	\$66.67
Area D		
Nechako Environment Water Stewardship Society	Meeting costs	\$66.67
Area E		
Area F		
899 Vanderhoof Air Cadets Squadron	Canoe Equipment	\$2,500
Nechako Environment Water Stewardship Society	Meeting costs	\$66.67
Area G		

RECOMMENDATION (all/directors/majority)

Receive.



REGIONAL DISTRICT OF BULKLEY-NECHAKO BOARD MEMORANDUM

To: Board of Directors

From: Janette Derksen, Deputy Director of Environmental Services

Date: January 14, 2020

Subject: Fort Fraser – Utility Charge for 363 - 3rd Avenue

RECOMMENDATION:

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

BACKGROUND INFORMATION:

During the summer of 2019, staff was contacted by Anton Barlescu, homeowner of 363 – 3rd Avenue in Fort Fraser, requesting that his water user fees for 2018 and 2019 be waived. Mr. Barlescu stated that he was not living in the home for the past 8 to 10 years, and was not aware what the annual invoice was for. Upon this request, staff initiated the process of turning the water to the property off. Staff showed leniency for the 2019 year and waived the fees for the entire year, also noting that this property would not be charged water user fees into the future unless the homeowner were to request the service to be turned back on.

Staff have denied this request to have the 2018 fees reversed as per Fort Fraser Water Bylaw No. 1575 sections 9.2, 10.3 and 10.4. The 2018 amount was \$257.18 (water user fees) and the account has been paid in full annually up until 2018.

After Environmental Services staff talked with Mr. Barlescu, the CAO also discussed the matter with him, and advised that as a last resort, he could write a letter to the Board requesting to have the fees reversed, but that staff would be recommending to the Board not to reverse the charges. As has been practiced historically, similar requests have been denied.

In Mr. Barlescu's email he states that he was double charged. Staff have previously explained that there are two charges for the water service in Fort Fraser, a frontage tax and a user fee. The frontage tax is applied when a utility main line runs by a property that can be connected to the service. The user fee is charged when the water is turned on to the property for use. There are no meters on the distribution system to allow staff to know if water has been used.

Please see attached correspondence from Mr. Barlescu to the RDBN.

From: [Geraldine Craven](#)
To: [Janette Derksen](#); [Laura Omeara](#)
Subject: FW: [EXTERNAL]: To the board of directors
Date: Thursday, January 2, 2020 9:39:54 AM
Attachments: [image001.jpg](#)

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

From: Anton Barlescu <abarlescu@gmail.com>
Sent: Thursday, December 26, 2019 3:01 AM
To: inquiries <inquiries@rdbn.bc.ca>
Subject: [EXTERNAL]: To the board of directors

My name is anton barlescu and i own the property on 363 on third ave in Fort Fraser. This letter is in regard to the double charge of the utility. Since I purchased the house nobody has lived in it due to damages. And only this year I found out that year after year I was charged for using the utility. Since no effort was made to locate and notify me of the charges?. Only thru taxes that were added and had I no idea what they were? So I am asking the board to reconsider and reverse the charges that the ministry of finance is asking me to pay. Thank you



Reference: 335974

DEC 11 2019

Gerry Thiessen, Chair
and Directors
Regional District of Bulkley-Nechako
PO Box 820
Burns Lake BC V0J 1E0

Sent via email: inquiries@rdbn.bc.ca

Dear Chair Thiessen and Directors:

I am writing in response to the November 8, 2018, submission of the Solid Waste Management Plan amendment for the Regional District of Bulkley-Nechako, from Janette Derksen, Deputy Director of Environmental Services with the Regional District of Bulkley-Nechako.

The amendment provides additional detail regarding ongoing waste diversion efforts, infrastructure development, environmental protection measures and financial plans. The ministry is encouraged to see the improvements underway and recognizes the expected diversion of additional materials from your waste management facilities. Consultation conducted for the proposed amendment exceeds ministry expectations and you have clearly obtained strong support from local government and First Nations.

Pursuant to Section 24 (5) of the *Environmental Management Act*, I hereby approve the submitted "2018 Solid Waste Management Plan."

Please continue to consult with, and follow guidance and direction from, Environmental Protection Division staff in my ministry and comply with the *Environmental Management Act*, regulations and associated authorizations.

In closing, I commend the RDBN Board and staff for its proactive approach in achieving the goals set out in your Solid Waste Management Plan and protecting the environment.

Sincerely,

George Heyman
Minister

cc: Janette Derksen, Deputy Director of Environmental Services, Regional District of Bulkley-Nechako

BRITISH
COLUMBIA

December 10, 2019

RECEIVED

DEC 17 2019

REGIONAL DISTRICT OF
BULKLEY-NECHAKO

Gerry Thiessen
Chair of the Regional District
of Bulkley-Nechako
PO Box 820
Burns Lake BC V0J 1E0

Dear Gerry Thiessen:

We very much appreciated meeting with your delegation at the 2019 Union of British Columbia Municipalities (UBCM) Convention in Vancouver, BC. It was a good opportunity for us to hear first-hand about the challenges that you face as leaders in your community.

Regarding permitting entry into an evacuation order area and the overall issue of those who are reluctant to evacuate, we acknowledge that this is a complex area of public policy that requires careful consideration. We understand that any evacuation, including temporary re-entry, is difficult to manage for local authorities and Indigenous communities. As you are aware, although not mandatory or prescriptive, the information in "Managing Access to Areas under Evacuation Order" provides guidelines for local authorities and First Nations to authorize the temporary re-entry into an area that is under an evacuation order. Allowing temporary re-entry into areas under evacuation order may reduce the impact of the event for the local authority's residents, their community, and the province. The guidelines recommend the use of waivers to clarify that any liability for the risks associated with temporary access lies with the individuals or agencies entering the evacuation area.

However, as articulated by Director Lambert, and given the duration of recent events, temporary re-entry may not be as sufficient to protect individual and family livelihoods, and the Regional District is seeking greater flexibility in the application of evacuation order directives. We are aware of the resolution sponsored by the Regional District and endorsed by UBCM Convention delegates on this matter.

We welcome further input and recommendations regarding how governments can protect the life-safety of residents, including those who provide emergency management services, while considering the importance of protecting the economic interests and livelihoods of communities.

As you are aware, efforts are underway to modernize the *Emergency Program Act* (EPA). A discussion paper titled "*Modernizing BC's Emergency Management Legislation*" has recently been released which outlines potential policy shifts for modernized emergency management legislation for BC. The discussion paper can be found at:

<https://engage.gov.bc.ca/govtogetherbc/consultation/emergency-program-act-modernization>

.../2

Gerry Thiessen
Page 2

Input on these policy shifts or any other matter relevant to the modernization of BC's emergency management legislation is being sought from local authorities and other partners. The formal engagement period on this discussion paper runs until January 31, 2020. Given your board's views, we encourage your participation and input to ensure that your recommendations are formally considered as the modernized legislation is developed.

At our meeting during the convention, you noted the Province's partnership with the Canadian Red Cross and the assistance of its network during emergency events, as well as your view that many regional districts, with on-the-ground expertise and knowledge of needs at the community level, could be better utilized to provide this kind of support in the future. We are certainly open to this suggestion and encourage you to make this view known through the EPA consultation and through further discussion with Emergency Management BC (EMBC) representatives.

Please feel free to follow up with us or contact Lori Halls, Deputy Minister, EMBC, directly by email at Lori.D.Halls@gov.bc.ca or by telephone at 778-974-5190.

Thank you for taking the time to meet with us at the convention and for the dedication and leadership you are providing to your community.

Sincerely,



Mike Farnworth
Minister of Public Safety
and Solicitor General



Jennifer Rice
Parliamentary Secretary
for Emergency Preparedness

pc: Lori Halls, Deputy Minister, EMBC
Curtis Helgeson, CAO, Regional District of Bulkley-Nechako