

REGIONAL DISTRICT
OF BULKLEY-NECHAKO

AGENDA

MEETING NO. 4

April 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, April 23, 2020

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – April 23, 2020</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
7-16	Board Meeting Minutes – March 19, 2020	Adopt
	<u>BUSINESS ARISING OUT OF THE MINUTES</u>	
	<u>PLANNING (All Directors)</u>	
	<u>Bylaws for Adoption</u>	
17-21	Maria Sandberg, Planner New Zoning Bylaw 1800, 2020	Recommendation
22-31	Jennifer MacIntyre, Planner 1 Bylaw 1901 and 1902, 2020 Rezoning Application A-07-19 (Hanson North Valley) Electoral Area “A”	Recommendation
	<u>Bylaws for 1st and 2nd Reading</u>	
32-41	Jennifer MacIntyre, Planner 1 1 st and 2 nd Reading Report – Bylaws 1907 and 1908, 2020 Rezoning Application A-08-19 (Penninga) Electoral Area “A”	Recommendation
	<u>Development Variance Permit Applications</u>	
42-47	Jennifer MacIntyre, Planner 1 Development Variance Permit Application A-01-20 (Vriend) Electoral Area “A”	Recommendation
48-53	Jennifer MacIntyre, Planner 1 Development Variance Permit Application C-02-20 (Hughes) Electoral Area “C”	Recommendation

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<u>PAGE NO.</u>	<u>ALR Applications</u>	<u>ACTION</u>
54-59	Jennifer MacIntyre, Planner 1 ALR Non-Farm Use Application No.1222 (Landry) Electoral Area "A"	Recommendation
	<u>Crown Land Application Referrals</u>	
60-67	Deneve Vanderwolf, Planning Technician Crown Land Application Referral 7410115 (PG Amateur Radio Club) Electoral Area "D"	Recommendation
68-70	Deneve Vanderwolf, Planning Technician Crown Land Application Referral 7410120 (Kochel Cattle Company) Electoral Area "F"	Recommendation
71-73	Deneve Vanderwolf, Planning Technician Crown Land Application Referral 7410121 (Kochel) Electoral Area "F"	Recommendation
74-76	Deneve Vanderwolf, Planning Technician Crown Land Application Referral 7410122 (Kochel) Electoral Area "F"	Recommendation
77-79	Deneve Vanderwolf, Planning Technician Crown Land Application Referral 7410130 (Jackson) Electoral Area "C"	Recommendation
	<u>Building Inspection</u>	
80-82	Deneve Vanderwolf, Planning Technician First Quarter Building Permit Summary	Receive

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS</u>	<u>ACTION</u>
83	Nellie Davis, Regional Economic Development Coordinator – Bulkley Valley Cross Country Ski Club – Northern Development Application - Community Halls and Recreation Facilities	Recommendation
84	Nellie Davis, Regional Economic Development Coordinator – Federal Gas Tax Funds – Electoral Area ‘A’ (Smithers Rural), Bulkley Valley Gymnastics Association	Recommendation
85	Nellie Davis, Regional Economic Development Coordinator – Federal Gas Tax Funds – Electoral Area ‘A’ (Smithers Rural) – Bulkley Valley Regional Pool	Recommendation
86	Nellie Davis, Regional Economic Development Coordinator – Federal Gas Tax Funds – Electoral Area ‘B’ (Burns Lake Rural) and Electoral Area ‘E’ (Francois/Ootsa Rural) – Lakes District Fair Association – Rodeo Concession Renovation and Electrical Upgrades Project	Recommendation
87	Nellie Davis, Regional Economic Development Coordinator – Federal Gas Tax Funds – Electoral Area ‘C’ (Fort St. James Rural) – Community Arts Council of Fort St. James	Recommendation
88-90	Nellie Davis, Regional Economic Development Coordinator – RigStar and ABnet Letter of Support Request	Recommendation
91-92	Nellie Davis, Regional Economic Development Coordinator – Telus Letter of Support Request	Recommendation
93	Nellie Davis, Regional Economic Development Coordinator – Federal Gas Tax Funds – Electoral Area ‘F’ (Vanderhoof Rural) – Nechako Valley Exhibition Society	Recommendation
94	Nellie Davis, Regional Economic Development Coordinator – Grant in Aid Update – Month of March 2020	Receive
95-97	Cheryl Anderson, Manager of Administrative Services – Resolution re: Municipal Solid Waste – ICI EPR Program	Recommendation

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
98-101	Cheryl Anderson, Manager of Administrative Services – Fort Fraser Fire Protection Service Area Boundary Amendment Bylaw No. 1904, 2020	Recommendation
102-104	Jason Blackwell, Regional Fire Chief - Cluculz Lake Fire Department Bylaw Amendment	Recommendation
105	John Illes, Chief Financial Officer – Internet Allowance for Electoral Area Directors	Recommendation
106	John Illes, Chief Financial Officer – Directors Remuneration for April 2020	Recommendation
107-142	Haley Jeffrey, Emergency Services Manager - RDBN Emergency Operations Centre COVID-19 Response Update	Recommendation
<u>ENVIRONMENTAL SERVICES REPORT</u>		
143-151	Alex Eriksen, Director of Environmental Services – RDBN Solid Waste Management Facility Regulation and User Fee Amendment Bylaw No. 1879, 2019	Recommendation
<u>VERBAL REPORTS</u>		
<u>RECEIPT OF VERBAL REPORTS</u>		
<u>ADMINISTRATION CORRESPONDENCE</u>		
152	Northern Development Initiative Trust - 2020 Local Government Internship Program	Receive
153-158	Union of B.C. Municipalities – Provincial Response to 2019 Resolutions	Receive
<u>ACTION LIST</u>		
159-160	March 2020	Receive
<u>SUPPLEMENTARY AGENDA</u>		
<u>NEW BUSINESS</u>		
<u>ADJOURNMENT</u>		

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEETING NO. 3****Thursday, March 19, 2020****Via-Teleconference**

PRESENT: Chair Gerry Thiessen

Directors Gladys Atrill
Shane Brienen
Mark Fisher
Dolores Funk
Tom Greenaway
Clint Lambert
Brad Layton
Linda McGuire
Mark Parker
Jerry Petersen
Michael Riis-Christianson – arrived in person at 10:43 a.m.
Kim Watt-Senner

Director Absent Chris Newell, Electoral Area “G” (Houston Rural)

Alternate Directors Judy Greenaway, District of Fort St. James
Andrea Newell, Electoral Area “G” (Houston Rural)

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Steve Davis, Building Inspector/Bylaw Enforcement Officer – left at 11:34 a.m.
Alex Eriksen, Director of Environmental Services – arrived at 12:23 p.m., left at 12:24 p.m.
Debbie Evans, Agriculture Coordinator – left at 11:29 a.m.
John Illes, Chief Financial Officer
Jason Llewellyn, Director of Planning
Maria Sandberg, Planner 1 – left at 12:08 p.m.
Wendy Wainwright, Executive Assistant

Others Janine de la Salle, Principal, Urban Food Strategies
– 10:30 a.m. to 11:21 a.m.

CALL TO ORDER

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

**AGENDA &
SUPPLEMENTARY AGENDA**Moved by Director Petersen
Seconded by Director McGuire2020-3-1

“That the Board Meeting Agenda of March 19, 2020 be approved as amended to include in New Business a Request for Letter of Support; and further, that the Supplementary agenda be received and dealt with at this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes **-February 20, 2020**

Moved by Director Lambert
 Seconded by Director Petersen

2020-3-2

“That the Board Meeting Minutes of February 20, 2020 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Committee Meeting **Minutes**

Moved by Director Petersen
 Seconded by Director Layton

2020-3-3

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

- Committee of the Whole Meeting Minutes
 -March 5, 2020 (unapproved)
- Committee of the Whole Meeting Minutes
 -February 20, 2020
- Rural Directors Committee Meeting Minutes
 - March 5, 2020 (unapproved)
- Waste Management Committee Meeting Minutes
 -March 5, 2020.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

URBAN FOOD STRATEGIES – Janine de la Salle, Principal RE: RDBN Food and Agriculture Plan – via teleconference

Chair Thiessen welcomed Janine de la Salle, Principal, Urban Food Strategies.

Ms. de la Salle provided a PowerPoint Presentation.

Regional District of Bulkley-Nechako Food and Agriculture Plan 2020

- Goals for updating the 2012 Agriculture Plan
- Process for updating the 2020 Plan
- Foundations for updating the Ag Plan
- Planning Area
- ALR in the RDBN
- Number of Farms Reporting
- How the Plan is Organized
- Vision for food and agriculture
- Eight Priorities for Food and Agriculture
 - Priority 1: Support producers in navigating government policies and requirements
 - Priority 2: Prepare for emergencies
 - Priority 3: Develop the food and agriculture sector and market(s) for RDBN goods
 - Priority 4: Engage a broad audience in regional food and agriculture activities and information
 - Priority 5: Prevent and manage invasive and harmful species
 - Priority 6: Ensure agricultural policies are in-place and consistent across the region
 - Priority 7: Increase climate change resiliency and adaptation capacity
 - Priority 8: Continue to build capacity for effective and strategic implementation
- Implementation Strategy.

DELEGATION

URBAN FOOD STRATEGIES – Janine de la Salle, Principal RE: RDBN Food and Agriculture Plan – via teleconference

Discussion took place regarding:

- Regional Districts of North Okanagan and Kootenay Boundary have similar plans
- Gaps in the food system
 - o Addressing earlier in timeline
 - o In some areas larger scale customers not getting product wanted?
 - o Understanding where gaps are:
 - makes it easier to target the gaps
 - determine supply and demand
 - o RDBN experiences gaps in the food system similar to other areas of the Province
 - o More work needs to be completed to quantify
 - o Completing the Regional Food Hub Study in 2020 will provide more detail
 - Asses the regional food economy in the region
- Process
 - o Specific role of the Regional District
 - Leading initiatives/supporting groups
 - Needs to be clearly outlined in plan
 - Best practices and moving forward
 - RDBN sector partner role
 - Agriculture Coordinator and Directors participate to provide insight into the process
 - RDBN to provide support, encouragement, the opportunity to convene and host
- What is the follow-up at the completion and adoption of the plans?
 - o Continuity
 - o Continue engagement
 - o Why done/why not
- Detailing the extensive role of non-government organizations have and will play a role
- Workplan can provide a more detailed outline of the RDBN's intentions regarding support across the region
- Flexibility to work together with groups to collaborate and work toward common visions and goals
- Engaging the Rural/Agriculture Committee to ensure follow up and progression of the plan
- Semi-annual/quarterly review and update of progress of plan
- Agriculture Coordinator will use plan on a day to day basis and provide updates to the Rural/Agriculture Committee as required.

Chair Thiessen thanked Ms. de la Salle for attending the meeting.

SUPPLEMENTARY AGENDA

ADMINISTRATION REPORTS

RDBN Food and Agriculture Coordinator – RDBN Food and Agriculture Plan Moved by Director Riis-Christianson
 Seconded by Director Layton

2020-3-4

“That the Board approve the RDBN Food and Agriculture Plan, dated March 13, 2020, and the RDBN Food and Agriculture Plan – Foundation Report.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

PLANNING (All Directors)

Building Inspection Section 57 Notice on Title

Section 57 Notice on Title
-23285 Howells Road
Lot 21, DL 2627, Range 5,
Coast District, Plan 10423
Electoral Area "G"

Chair Thiessen called for comments from the gallery.

Moved by Alternate Director Newell
 Seconded by Director McGuire

2020-3-5

"That the Board confirm the recommendations of the Building Inspector and pass the resolution directing the Corporate Officer to file a notice in the Land Title Office for the property at 23285 Howells Road – Lot 21, DL 2627, Range 5, Coast District, Plan 10423."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Section 57 Notice on Title
-3830 Meier Road East
Lot 1, DL 1142, Cariboo District,
Plan 21984, Electoral Area "F"

Chair Thiessen called for comments from the gallery.

Moved by Director Petersen
 Seconded by Director Greenaway

2020-3-6

"That the Board confirm the recommendations of the Building Inspector and pass the resolution directing the Corporate Officer to file a notice in the Land Title Office for the property at 3830 Meier Road East, Lot 1, DL 1142, Cariboo District, Plan 21984."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bylaws for 3rd Reading

New Zoning Bylaw 1800, 2020
Report of Public Hearing

Moved by Director Funk
 Seconded by Director Riis-Christianson

2020-3-7

"That the Board receive the Report of the Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 1800, 2020."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

New Zoning Bylaw for 3rd
Reading – Bylaw 1800, 2020

Moved by Director Funk
 Seconded by Director Parker

2020-3-8

"That Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 be given third reading this 19th day of March, 2020."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bylaws for 3rd Reading (Cont'd)

Rezoning Application A-07-19 Moved by Director Fisher
(Hanson North Valley) Report Seconded by Director Watt-Senner
of the Public Hearing for Rezoning
Bylaws 1901 & 1902, 2020
-Electoral Area "A"

2020-3-9

"That the Board receive the Report of the Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 1901, 2020 and the Report of the Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 1902, 2020."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Rezoning Application A-07-19 Moved by Director McGuire
(Hanson North Valley) 3rd Seconded by Director Layton
Reading for Rezoning
Bylaws 1901 & 1902, 2020
-Electoral Area "A"

2020-3-10

"That Regional District of Bulkley-Nechako Rezoning Bylaw No. 1901, 2020 and Regional District of Bulkley-Nechako Rezoning Bylaw No. 1902, 2020 be given third reading this 19th day of March, 2020."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ALR Applications

ALR Non-Farm Use
Application No. 1221

Moved by Director Fisher
 Seconded by Director Layton

2020-3-11

"That the Agricultural Land Reserve Non-Farm Use Application No. 1221 (Burns) be recommended to the Agricultural Land Commission for approval provided the ALC require the applicant to develop an invasive weed management plan and revise the existing reclamation plan."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to the uses of the river corridor and potentially having the Ministry of Energy and Mines attend a future RDBN meeting to discuss permitting. Staff will bring forward a report including land uses and impacts on the Bulkley River corridor in the RDBN.

Crown Land Application Referrals

Mines Application
Referral 119000759-008
(Tristone Minerals Corp)
Electoral Area "C"

Moved by Director Lambert
 Seconded by Director Riis-Christianson

2020-3-12

"That Regional District of Bulkley-Nechako Comment Sheet on Mines Application Referral 119000759-008 be provided to the Province as the Regional District's comments on Mines Application 119000759-008."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mines Application
Referral 119054420-005
(Gary Worthing)
Electoral Area "C"

Moved by Director Greenaway
 Seconded by Alternate Director Greenaway

2020-3-13

"That Regional District of Bulkley-Nechako Comment Sheet on Mines Application Referral 119054420-005 be provided to the Province as the Regional District's comments on Mines Application 119054420-005."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Planning Other

Cycle 16 Trail

Moved by Director Fisher
 Seconded by Director Atrill

2020-3-14

"That the Board direct staff to:

1. Work with the Cycle 16 Trail Society, the Ministry of Transportation and Infrastructure (MoTI), the Town of Smithers, and the Village of Telkwa to facilitate development of phase 1 of the Cycle 16 Trail.
2. Report back to the Board as appropriate regarding a Memorandum of Understanding (MoU) with the Cycle 16 Trail Society, an agreement with MoTI allowing trail construction, and a service establishment bylaw."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding a proposed Cycle 16 Trail Society Service Establishment Bylaw including Smithers, Telkwa and Electoral Area "A" (Smithers Rural). The potential costs of decommissioning a trail was discussed.

ADMINISTRATION REPORTS

Committee Meeting
Recommendation
March 5, 2020

Moved by Director McGuire
 Seconded by Director Watt-Senner

2020-3-15

"That the Board approve the March 5, 2020 Committee Meeting Recommendations 1 through 3 as written:

Committee of the Whole Meeting – March 5, 2020

Recommendation 1:

Re: Capital Reserve Summary

"That the "Weed Vehicle" reserve be withdrawn and used towards the purchase of a new Environmental Services vehicle in the 2020 budget; and,

That a one-time capital grant to the Village of Burns Lake be made for the balance of the Burns Lake Rural Fire Protection Equipment Capital Reserve and the Burns Lake Arena Reserve and that a one-time capital grant to the District of Houston for the balance of the Houston Rural Fire Protection Equipment Reserve be included in the 2020 budget."

Recommendation 2:

Re: April 2020 Committee and Board Meetings – Proposed Date Changes

"That the meeting dates in April 2020 be changed to Thursday, April 9th and Thursday, April 23rd."

Waste Management Committee Meeting – March 5, 2020

Recommendation 3:

NCLGA Resolution RE: Industrial Commercial Institutional (ICI) Recycling

"That the Board ratify the Industrial Commercial Institutional Recycling resolution to the North Central Local Government Association."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2020 Budget Bylaw 1903

Moved by Director Petersen
 Seconded by Director Layton

2020-3-16

"That Regional District of Bulkley-Nechako Five Year Financial Plan Bylaw No. 1903. 2020 be given third reading as amended this 19th day of March, 2020."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Passenger Vehicle Purchase

Moved by Director Atrill
 Seconded by Director Brien

2020-3-17

"That the Board approve entering into an agreement to purchase two RAV 4 Hybrid vehicles from Glacier Toyota at the quoted price of \$35,500 (and additional taxes) each."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Fort Fraser Fire Protection
 Service Area Boundary
 Amendment Bylaw
 No. 1904, 2020

Moved by Director Parker
 Seconded by Director Watt-Senner

2020-3-18

"That Fort Fraser Fire Protection Service Area Boundary Amendment Bylaw No. 1904, 2020 be given first, second and third reading this 19th day of March, 2020."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Municipal Finance Authority
 -Request for Letter of
 Acknowledgement – 50th
 Anniversary

Moved by Director Riis-Christianson
 Seconded by Director McGuire

2020-3-19

"That the Board provide a letter of acknowledgement and congratulations to the Municipal Finance Authority in recognition of its 50th anniversary."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Grant in Aid Request
 -District of Fort St. James

Moved by Director Greenaway
 Seconded by Director Fisher

2020-3-20

"That the District of Fort St. James be given \$5,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with the Fort St. James Housing Project."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

RDBN Electoral Area "C"
 (Fort St. James Rural)
 Road Rescue Service
 Establishment Repeal Bylaw
 No. 1905, 2020

Moved by Director Greenaway
 Seconded by Director Petersen

2020-3-21

"That Regional District of Bulkley-Nechako Electoral Area "C" (Fort St. James Rural) Road Rescue Service Establishment Repeal Bylaw No. 1905, 2020 be given first, second, and third reading this 19th day of March, 2020."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

RDBN Electoral Area "D"
 (Fraser Lake Rural)
 Emergency Extrication Service
 Area Establishment Repeal Bylaw
 No. 1822, 2018

Moved by Director Parker
 Seconded by Director Watt-Senner

2020-3-22

"That Regional District of Bulkley-Nechako Electoral Area "D" (Fraser Lake Rural) Emergency Extrication Service Establishment Repeal Bylaw No. 1822, 2018 be adopted this 19th day of March, 2020."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

NCLGA Resolution - Municipal Solid Waste – ICI EPR Program Moved by Director Fisher
 Seconded by Director Atrill

2020-3-23

“That the Board ratify the Municipal Solid Waste – ICI EPR Program resolution for submission to the North Central Local Government Association (NCLGA).”

(All/Weighted/Majority)

CARRIED UNANIMOUSLY

Administration Reports

Moved by Director Lambert
 Seconded by Director Funk

2020-3-24

“That the Board receive the following Administration Reports:

-Regional Economic Development Coordinator’s March 19, 2020 memo titled Grant in Aid Update – month of February 2020
 -Manager of Administrative Services March 9, 2020 memo titled Requirements for Public Notice.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ENVIRONMENTAL SERVICES

Proceed with Purchase of Capital Equipment – Two Skid Steer Loaders

Moved by Director Greenaway
 Seconded by Director Riis-Christianson

2020-3-25

“That the Board authorize the purchase of Two Skid Steer Loaders from Williams Machinery (Bobcat) for a total cost not to exceed \$150,000.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS

Village of Fraser Lake Director

Director Watt-Senner thanked the Board for the opportunity to work together. Mayor Sarrah Storey will be the representative on the Board after today’s meeting.

Receipt of Verbal Reports

Moved by Director McGuire
 Seconded by Director Funk

2020-3-26

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ACTION LISTS

Action List – February 2020

Moved by Director Atrill
 Seconded by Director Fisher

2020-3-27

“That the Board receive the Action List for February 2020.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

ADMINISTRATION CORRESPONDENCE

Climate Leaders Forum Moved by Director Parker
-May 12, 2020 Prince George, BC Seconded by Director Greenaway

2020-3-28

“That the Board receive the Administration Correspondence regarding the Climate Leaders Forum – May 12, 2020, Prince George, B.C.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Request for Letter of Support Moved by Director Petersen
Vanderhoof Menshed Society Seconded by Director Funk

2020-3-29

“That the Board write a letter of support to the Vanderhoof Men’s Shed for its grant application to Northern Development Initiative Trust Economic Diversification Infrastructure Program for the Menshed building in Vanderhoof.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

IN-CAMERA MOTION

Moved by Director McGuire
 Seconded by Director Layton

2020-3-30

“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(1)(k) – negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public 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 Funk
 Seconded by Director McGuire

2020-3-31

“That the meeting be adjourned at 12:33 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Executive Assistant



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

TO: Chair Thiessen and Board of Directors
FROM: Maria Sandberg, Planner
DATE: April 23, 2020
SUBJECT: New Zoning Bylaw for Adoption

RECOMMENDATION

That “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020” be adopted.

VOTING

All Directors / Majority

EXECUTIVE SUMMARY

[“Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020”](#) was given first and second reading on February 20, 2020. The public hearing was held on March 10, 2020. The proposed new Zoning Bylaw was given third reading on March 19, 2020 and was subsequently sent to the Ministry of Transportation and Infrastructure for approval, which has been provided.

The proposed new Zoning Bylaw has been through multiple reviews by staff, APC’s, and other agencies and organizations. A referral and public consultation process were completed in 2019 and 2020. The formal public hearing process and Ministry approval process is now complete. Staff are please to recommend that the Board approve Bylaw No. 1800, 2020.

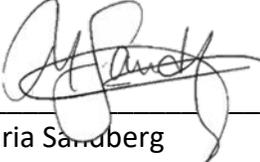
All related background documents are available from staff, and will be available at the Board meeting where this report is considered.

Reviewed by;



 Jason Llewellyn
 Director of Planning

Written by;



 Maria Sandberg
 Planner

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

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

THE ZONING BYLAW REVIEW PROCESS

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

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

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

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

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

“Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020” was given first and second reading on February 20, 2020. The Public Hearing was held at the Regional District office in Burns Lake on March 10, 2020. No written submissions were received, and no members of the public attended the public hearing.

The bylaw was given third reading on March 19, 2020 and then sent to the Ministry of Transportation and Infrastructure for signatures.

THE 2019 PUBLIC CONSULTATION PROCESS

The Planning Department hosted public open houses in Fort St James, Vanderhoof, Burns Lake, Smithers and Houston in January 2019. These open houses were an opportunity for residents, property owners, business owners and others to review the draft bylaw, ask questions, and provide comment regarding the draft bylaw prior to the formal public hearing process. The open houses were advertised through the RDBN website, the Planning Department Facebook page, local newspapers, and notices placed in public places. Staff also sent notices directly to

real estate offices across the region. In addition, select property owners that may be notably impacted by the proposed bylaw were contacted directly by letter to inform them of the proposed changes and to solicit their input.

First Nations, and stakeholders such as provincial government ministries and municipalities, were provided with a copy of the draft bylaw for comment and were invited to attend the open houses. The written comments received from the public, and staff's responses, are attached to this report, as Appendix A. The written comments received from government agencies and First Nations, including staff's responses, are attached as Appendix B.

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

ATTACHMENTS:

["Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993"](#) - link

["Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020"](#) - link

www.rdbn.bc.ca/departments/planning/zoning-bylaw-review - link



REGIONAL DISTRICT OF BULKLEY-NECHAKO BYLAW NO. 1800

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

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

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

1. Title

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

2. Application

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

3. Schedules

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

(a) Schedule A – Zoning Bylaw Text

(b) Schedule B – Zoning Bylaw Maps

4. Severability

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

5. Repeal

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

6. Readings and Adoption

READ A FIRST TIME this 20th day of February, 2020

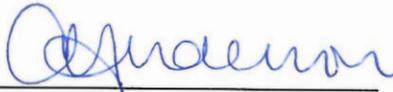
READ A SECOND TIME this 20th day of February, 2020

PUBLIC HEARING HELD this 10th day of March, 2020

READ A THIRD TIME this 19th day of March, 2020

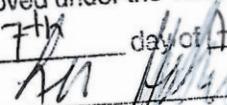
I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020".

DATED AT BURNS LAKE this 19th day of March, 2020



Corporate Administrator

APPROVED BY THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE
this 7th day of April, 2020

Approved under the Transportation Act
this 7th day of Apr 20 20

Ministry of Transportation
and Infrastructure

ADOPTED this day of

Chairperson

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jennifer MacIntyre, Planner I
DATE: April 23, 2020
SUBJECT: Rezoning Application A-07-19 (Hanson North Valley)
 Adoption Report for Rezoning Bylaw 1902, 2020

RECOMMENDATION

1. That 1st, 2nd, and 3rd Readings of “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1901, 2020” be repealed; and,
2. That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1902, 2020” be adopted.

VOTING

All Directors / Majority

EXECUTIVE SUMMARY

This rezoning application proposes to allow a second dwelling on the subject property above a shop. The Bylaws have been approved by the Ministry of Transportation and Infrastructure. Therefore, staff support the adoption of Bylaw 1902, 2020 which will change the zoning of the subject property from Small Holdings (H1) to Small Holdings Additional Dwelling (H1A) to allow a second dwelling.

Bylaw 1901, 2020 was processed in case the new Zoning Bylaw (Bylaw 1800, 2020) is not adopted. The previous readings of Bylaw 1901, 2020 should be repealed as the bylaw is no longer necessary.

Reviewed by:

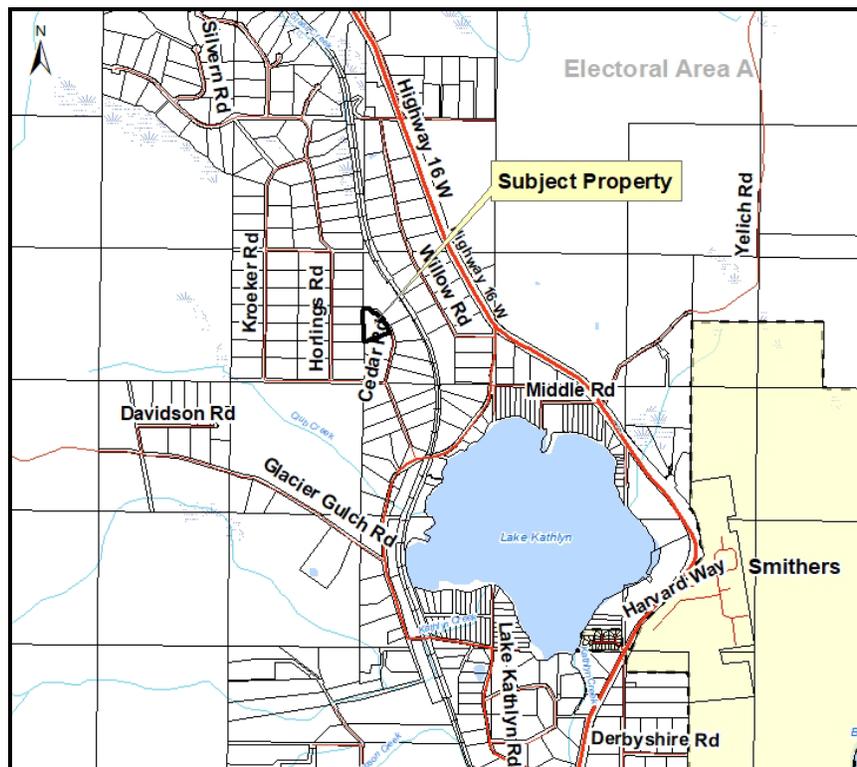
 Jason Llewellyn
 Director of Planning

Written by:

 Jennifer MacIntyre
 Planner I

APPLICATION SUMMARY

Name of Property Owner: Jeremy Hanson
 Name of Agent: Tylor Versteeg
 Electoral Area: A
 Subject Property: Lot 7, Section 15, Township 1A, Range 5, Coast District, Plan 10261
 Property Size: 2.03 ha. (5.03 ac.)
 Location: The subject property is located at 7351 Cedar Road, 7 km from the Town of Smithers.



O.C.P. Designation: Rural Residential (RR) in the Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014
 Zoning: Small Holdings (H1) zone in the Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020
 Existing Land Use: Residential
 ALR Status: Outside the ALR

PROPOSAL

The applicants are currently constructing a 40' x 70' (2,800 ft²) shop. This building is intended to be used as part of a home occupation. The applicant wishes to add a 603 ft² one-bedroom dwelling on the second floor of the shop.

REFERRAL COMMENTS

Advisory Planning Commission

Resolution: APC supports the application to build a suite

Comments: Amend H1 to allow a suite. APC does not support amending zoning to H1A to allow a 2nd dwelling. As per application, there needs to be a condition to allow a suite, but that a 2nd dwelling cannot be added. Amending zoning to H1A would permit a 2nd dwelling and that is concerning.

Ministry of Transportation

No Objections:

- The Ministry sees little to no impact at this time.
- Clients should know that for any commercial or industrial access, the Ministry does require permits, however, for residential access no permits are required on side roads (non-numbered routes).

Northern Health Authority

I am writing this letter in regard to the application to amend the zoning from Small Holdings (H1) to Small Holdings (Additional Dwelling) (H1A) for the subject property Lot 7, Section 15, Township 1A, Range 5, Coast District, Plan 10261, located at 7351 Cedar Road.

Approval not recommended due to reasons outlined below.

Sewage:

A Permit to Construct a Sewage Disposal System and Authorization to Operate was issued in 1995 for a 26m diameter lagoon situated on the north end of the property, documentation enclosed. The lagoon was designed for a 3-4 Bedroom home with a living area of 2400 sqft. Based on the limited information provided in the original Application for Permit to Construct, I do not think the existing lagoon will be able to receive additional effluent from the proposed single-family dwelling and shop activities. The actual lagoon was not assessed on site. As a result, I can not comment on the condition of the lagoon. Further, standard practice for lagoons have changed since 1995, so the existing lagoon will not meet the criteria published in the *BC Standard Practice Manual* (v.3).

If the applicant is interested in upgrading the lagoon or demonstrating that the existing lagoon is capable of accepting the additional sewage, I can review their proposal and provide comment. In either case, the applicant will need to access the expertise of an authorized person under the *Sewerage System Regulation* [BC Reg 326/2004], under the *Public Health Act* [SBC 2008 c.28].

Alternatively, the applicant may submit a proposal for a new lagoon or sewerage system for the shop and single-family dwelling that I can review and provide comment.

Drinking Water:

For this proposal, Northern Health will not require the applicant to prove availability of potable water. However, pursuant to the *Drinking Water Protection Act* [SBC 2001 c.9] and *Regulation* [BC Reg 200/2003], the owner/operator of a water supply system must obtain an operating permit and comply with regulatory requirements. A water supply system is a domestic water

system (i.e. Used for drinking water and other domestic purposes) that serves more than one single-family residence. In this case, if the existing well that is connected to the existing house will be connected to the proposed shop and single-family dwelling, this would be considered a regulated water system.

DISCUSSION

Public Hearing

The public hearing for Rezoning Bylaws 1991 and 1992 was held on March 16, 2020. No members of the public attended the meeting and no concerns were raised.

Zoning

Zoning Bylaw 1800, 2020 is scheduled to be adopted at the April 23, 2020 Board Meeting. Therefore, it is recommended that Rezoning Bylaw No. 1901, 2020 be defeated due to RDBN Zoning Bylaw No. 700, 1993 is no longer in effect.

Sewage Disposal

According to Northern Health Authority the existing lagoon will need to be upgraded to accommodate a second dwelling. Prior to scheduling a public hearing, it was directed that the applicant provides a letter from an engineer or authorized person under the *Sewerage System Regulation* explaining how an on-site sewage disposal system is proposed to be provided to support the additional dwelling.

The letter (see attached) has been provided by a Registered Onsite Wastewater Practitioner (ROWP) stating their plans to build a new system on the property.

Should the property be rezoned to allow a second dwelling the building permit will not be amended to allow that dwelling until the property owner has provided evidence that an on-site sewage system is being developed in accordance with Northern Health regulations for that second dwelling.

Ministry of Transportation and Infrastructure (MoTI)

The subject property is found within the Controlled Area (800 metres from a Controlled Access Highway) of Highway 16. Section 52 of the *Transportation Act* requires a Local Government to receive approval from the MoTI before approving a rezoning bylaw on properties within a Controlled Area. MoTI has signed the Bylaws, therefore staff recommend adoption.



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1902

A Bylaw to Amend "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020"

The Board of the Regional District of Bulkley-Nechako in open meeting enacts as follows:

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended such that the following land is rezoned from the "Small Holdings (H1)" Zone to the "Small Holdings (Additional Dwelling) (H1 A)" Zone.

'Lot 7, Section 15, Township 1A, Range 5, Coast District, Plan 10261', shown on Schedule "A", which is incorporated in and forms part of this bylaw.

This bylaw may be cited as the "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1902, 2020".

READ A FIRST TIME this 20th day of February 2020

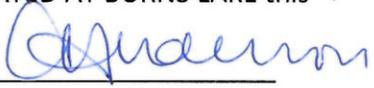
READ A SECOND TIME this 20th day of February 2020

PUBLIC HEARING HELD this 16th day of March, 2020

READ A THIRD TIME this 19th day of March, 2020

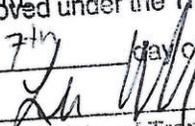
I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1902, 2020"

DATED AT BURNS LAKE this 19th day of March 2020



Corporate Administrator

APPROVED BY THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE
this 7th day of April, 2020

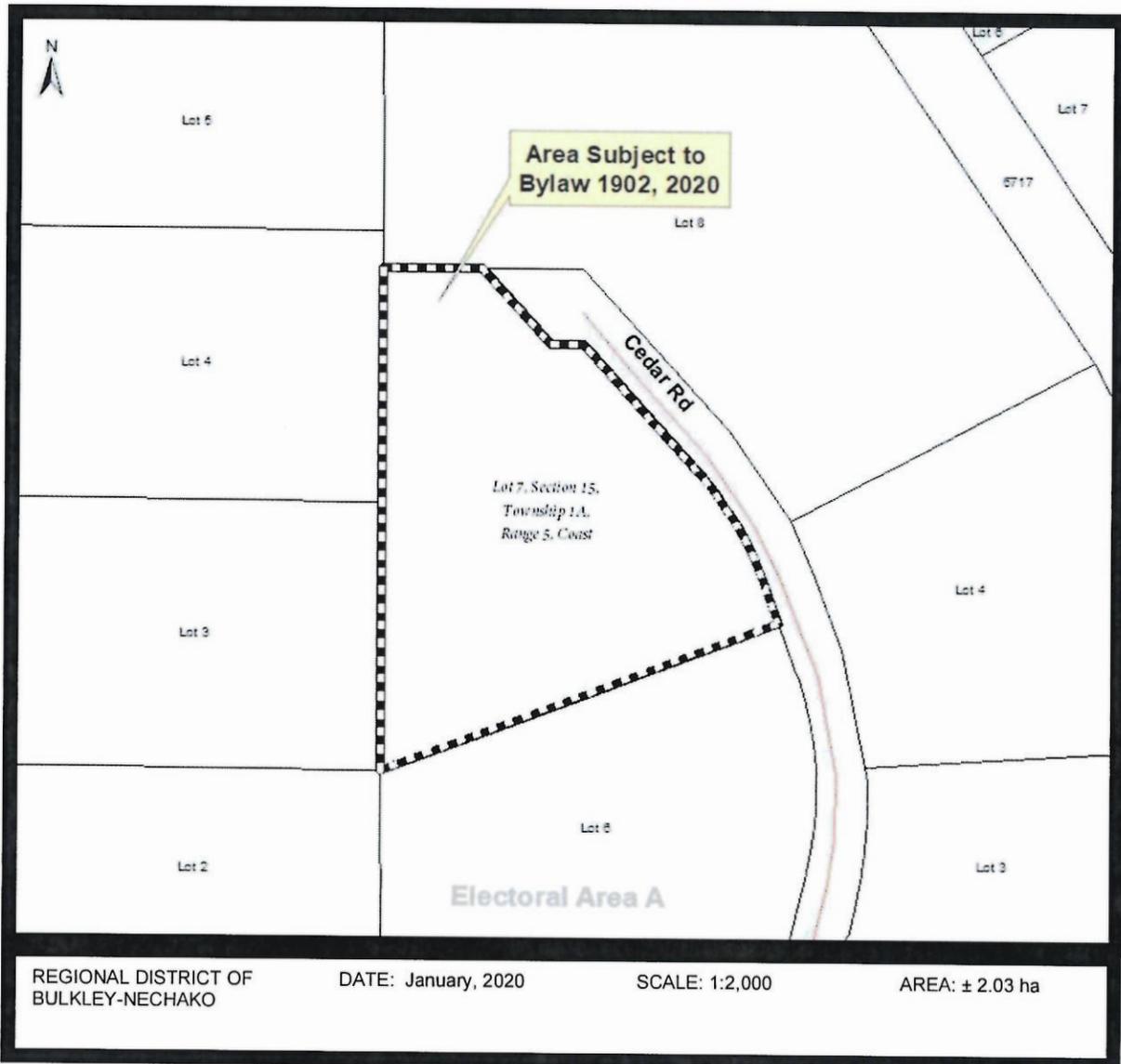
Approved under the Transportation Act
this 7th day of Apr 20 20


Ministry of Transportation
and Infrastructure

ADOPTED this _____ day of _____ 2020

Chairperson

Corporate Administrator



SCHEDULE "A" BYLAW NO. 1902

'Lot 7, Section 15, Township 1A, Range 5, Coast District, Plan 10261', comprising of ±2.03 ha. Being rezoned from the "Small Holdings (H1)" Zone to the "Small Holdings (Additional Dwelling) (H1 A)" Zone, as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 1902, 2020.

Corporate Administrator

M E M O R A N D U M

Date: February 26, 2020

North Valley Design + Consulting Ltd.
 3781 Second Avenue; P.O. Box 187
 Smithers, B.C. V0J 2N0
 Tel: 250.847.1204 | info@northvalleydesign.ca

To:

Regional District of Bulkley Nechako
Attn: Planning Department
 P.O. Box 820
 Burns Lake, B.C. V0J 1E0

From:

Mr. Tylor Versteeg, ASCT, C.E.T., ROWP
 Principal
 North Valley Design + Consulting Ltd.

Re: Hanson – Proposed Design to Support Additional Dwelling Unit**BACKGROUND**

North Valley Design + Consulting Services Ltd. (North Valley) had been engaged by Mr. Jeremy Hanson and Mrs. Shaele Hanson to design and install/or supervise the installation of a wastewater treatment system to support the addition of a new dwelling unit on the rural parcel (noted below) within the Regional District of Bulkley Nechako. The proposed development is on the parcel identified as:

7351 Cedar Road, Smithers, B.C.

Legal: Lot 1 SECTION 15 TOWNSHIP 1A RANGE 5 COAST DISTRICT PLAN 10261

PID: 005-381-819

North Valley was originally contracted by Mr. + Mrs. Hansons to provide design and construction inspection services for a new mixed-use building. Through the design conversation, it became apparent that the residential component was considered a second dwelling and re-zoning of the property to H1-A was the only route that would allow the new residential unit to be developed on the property. North Valley submitted an application to the Regional District of Bulkley Nechako (RDBN) on November 8, 2019, requesting the RDBN re-zone the above-noted property from H1 to H1-A in order to accommodate the second dwelling unit. On February 21, 2020, after a presentation to the RDBN Board of Directors, RDBN staff responded with a requirement that an engineer or authorized person under the Sewerage System Regulation presents a letter explaining how an on-site wastewater treatments system is proposed in order to support the additional dwelling.

North Valley has assigned Tylor Versteeg as the authorized professional for this project. He is a registered member in good standing with the Applied Science Technologists and Technicians of BC. He will be certifying and registering the design, overseeing the construction and will be issuing the letter of certification to the Northern Health Authority. He is publicly listed on ASTTBC's Directory of Registrants as qualified to perform this type of work under the definition of an Authorized Person by the BC Sewerage System Regulation.

DESIGN CONSIDERATIONS

The current dwelling on the property is serviced with a lagoon built-in 1995 under a Permit to Construct a Sewage Disposal system and Authorization to Operate issued by the Ministry of Health. The lagoon is designed for a 3-4 bedroom home with a living area of approx. 2400 sqft. Based on the observed size of the lagoon as viewed during a site visit in October of 2019, and without taking actual field measurements, it appears that the lagoon does not conform to the current Standard of Practice Manual (SPM3). Without any additional loading to the system, it would continue to operate as an existing non-conforming system without the need for mandated improvements unless the system was to fail. The Standard of Practise states:

II-2.1.3 : When upgrading a system for a new use or for a higher Daily Design Flow or when replacing the system, plan the system to comply with the standards in this volume.

Therefore, if an upgrade or replacement is initiated to add the new use to the system, the system as a whole must be sized to comply with the new standards for all dwelling units discharging into it.

DESIGN PROPOSAL No.1 - DESIRED OUTCOME

After consultation with Mr. + Mrs. Hanson, we agreed that the desired outcome would be to test the soils on the site to see if an in-ground or above-ground soil-based treatment system could be installed rather than continue to use the existing lagoon or attempt to upgrade it to meet the current standards. If the site can accept a soils based treatment system that will receive the loading from both dwellings, a new system would be designed and installed and the existing lagoon would be decommissioned.

Based on the size and current use of the site, North Valley has (through desktop study) preliminarily identified two potential locations for a soils based treatment system. Location 1 is in the treed area north of the existing dwelling (between the existing dwelling and the driveway access). Location 2 is located between the house and Cedar Rd. There may be more locations, however, without a proper site analysis and a formal test pitting program, we cannot identify them in this letter. The size of the site should provide multiple potential locations.

North Valley is hoping that the soils in these locations contain an LFH horizon that will allow an Alberta-At-Grade (AAG) system to be installed in the treed area. This type of soils based treatment system is not commonly built in Northern BC, however, due to the density of the trees and the probability of the LFH horizon being present, we believe that this soil-based treatment system will be the most probable to work with the soils and meet the needs of the system.

DESIGN PROPOSAL No.2 (3+4) - BACK-UP PLANS

If the soils on the site dictate that the desired outcome is not feasible, there are two additional design alternatives that can usually be accommodated and a fourth that is a failsafe. This section will briefly list the alternatives.

No.2 – Sand Mound: this system utilizes a sand layer in an above grade setting to slow the effluent from infiltrating the soils too quickly. This method reduces the thickness of native infiltration required to meet the design considerations in the SMP3 and therefore, is commonly used when native soils are poor and is often used as a 'safe' design.

No.3 – Upgrade the existing lagoon to meet the current SPM3 design standards for both dwelling units.

No.4 – Leave the lagoon alone and have the existing dwelling continue using this method of sewage treatment as an existing non-confirming system and install a smaller (separate) treatment system (one of the above options if size was an issue in the design) or simply a holding tank (to be regularly pumped out and disposed of) for the new one-bedroom dwelling.

CLOSURE

The site has been covered with snow since the inception of the rezoning process, therefore, test pitting has not been completed yet. The variability of the design is high at this point, but our professional opinion is that the site will be able to accommodate the added dwelling in one of the prescribed methods noted above. The size of the property (~5 acres) provides a high likelihood to site a new system or pursue a split system option as noted above. The test pitting and soils analysis for this project will commence in the Spring of 2020, once the ground thaws and dries enough to safely assess the soils. Immediately after the soil loading rates are determined, the design can be completed, filed with Northern Health, and construction and Certification of the new system can be completed before or during the summer of 2020.

If you have any questions or require additional information, please do not hesitate to contact the undersigned.

Sincerely,



Tylor Versteeg
Principal | North Valley Design + Consulting Ltd.
250.847.1204 | tylor@northvalleydesign.ca

Encl. ASTTBC Certificate of Registration – Tylor Versteeg, ROWP

ASTTBC

Applied
Science
Technologists
&
Technicians
of British Columbia

Certificate of Registration

Issued under the provisions of the Applied Science Technologists and Technicians Act

This is to certify that

Tylor Justin Versteeg

having satisfied the inter-provincial transfer requirements
for registration in the categories of

- **Planner**
- **Installer**

is hereby registered with the Association and is authorized
to use in the Province of British Columbia the title

**Registered Onsite Wastewater
Practitioner**

and the initials **ROWP**

Certified this 13th day of December 2019


Chief Executive Officer



OW0909

This certificate remains the property of ASTTBC

This certificate expires on the date set forth in the seal herein attached.



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jennifer MacIntyre, Planner I
DATE: April 23, 2020
SUBJECT: Rezoning Application A-08-19 (Peninga)
 1st and 2nd Reading Report for Rezoning Bylaws 1907 and 1908, 2020

RECOMMENDATION

1. That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1908, 2020” be given first and second reading and subsequently be taken to Public Hearing
2. That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1908, 2020” be given first and second reading and subsequently be taken to Public Hearing.
3. That the Public Hearing for “Regional District of Bulkley-Nechako Official Community Plan Amendment Bylaw No. 1907, 2020” and “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1908, 2020” be delegated to the Director or Alternate Director for Electoral Area A.

VOTING

All Directors / Majority

EXECUTIVE SUMMARY

The applicant intends to subdivide the two subject properties by adding a portion of one property to the Canadian Reformed School. The intent is to increase the size of the school’s recreation area. The land proposed to be added to the school is zoned Country Residential (R5) which does not allow the school use. Therefore, application has been made to amend the Official Community Plan and the Zoning Bylaw to allow the use.

Staff support 1st and 2nd reading of the bylaws to change the Official Community Plan (OCP) Designation from Agriculture (AG) to Civic Institutional (C/I) and change the zoning from Country Residential (R5) to Civic Institutional (P1) to allow the school use on the land.

This will allow the application to proceed to the public hearing stage so that residents can provide their input on the proposed use for the Board’s consideration.

Reviewed by: 

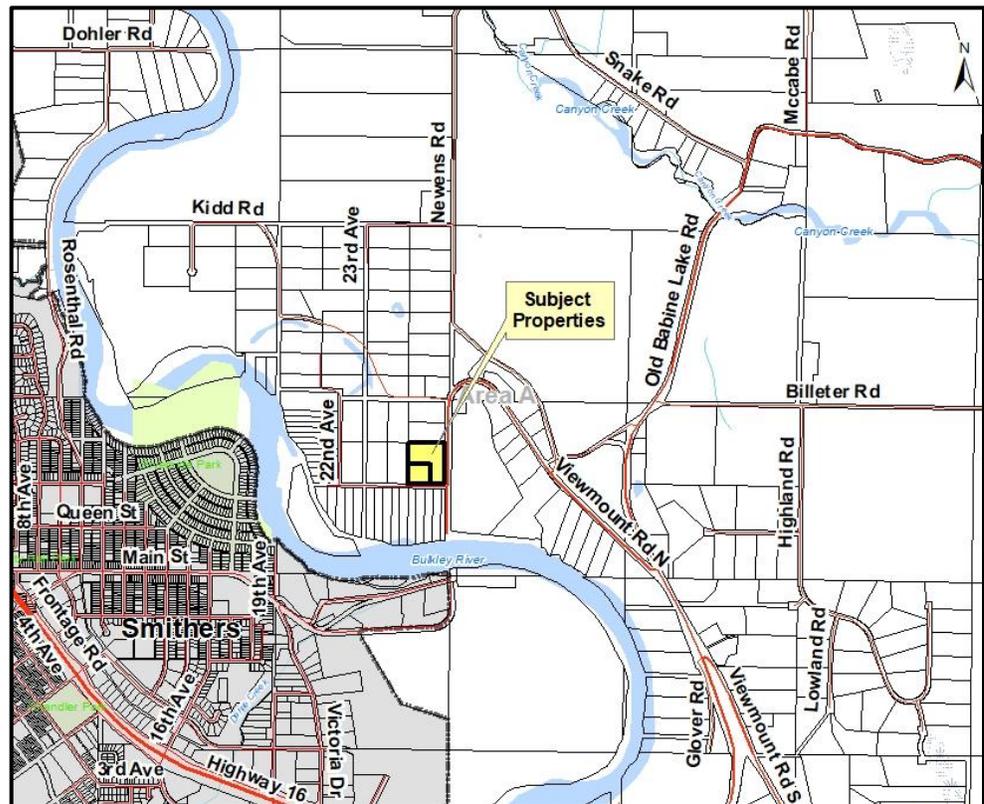
 Jason Llewellyn
 Director of Planning

Written by: 

 Jennifer MacIntyre
 Planner I

APPLICATION SUMMARY

Name of Owner(s):	The Canadian Reformed School Association of Smithers
Name of Agent:	Jeremy Penninga
Electoral Area:	A
Subject Properties:	Lot A, Section 31, Township 4, Range 5, Coast District, Plan 11743; and, Remainder Lot 65, Section 31, Township 4, Range 5, Coast District, Plan 1077, Except Plans, 3310 & 11743
Property Sizes:	Lot A: 2.28 ha (5.63 ac.) Lot 65: 1.03 ha. (2.56 ac.)
O.C.P. Designation:	Agriculture (AG)
Zoning:	Civic Institutional (P1) and Country Residential (R5)
Existing Land Use:	Residential and Civic Institutional
Location:	The subject properties are located at 260 Columbia Street, and 1685 Viewmount Road North approximately 2 kilometers east of the Town of Smithers.

Location Map:

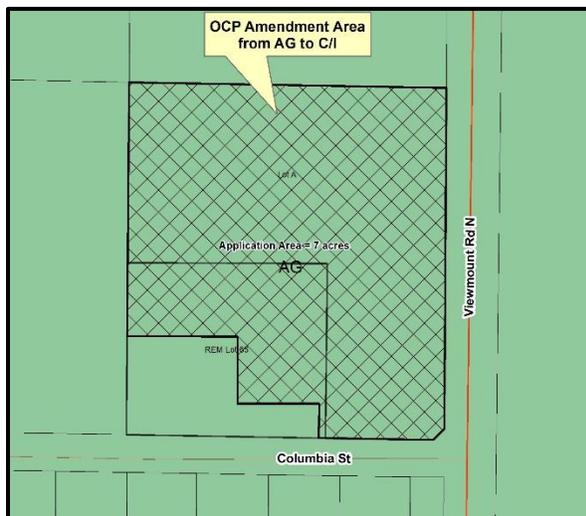
PROPOSAL

The Ministry of Transportation and Infrastructure (MoTI) has given the proposed subdivision Preliminary Layout Approval subject to a number of conditions, one of which is the rezoning of the land to allow the school use.

The applicant wishes to make the following actions:

- Amend the “Smithers Telkwa Rural Official Community Plan” land use designation from **Agriculture (AG)** to **Civic Institutional (C/I)** for the school property (Lot A) and a portion of the Rem Lot 65 property; and
- Amend RDBN Zoning Bylaw No. 1800, 2020 from **Country Residential (R5)** to **Civic Institutional (P1)** for the portion of the property to be used for school use.

OCP Application Area



Zoning Application Area



REFERRAL COMMENTS

Advisory Planning Commission

Resolution: All in favour of supporting the application.

Comments: None.

Ministry of Transportation

No Objections.

- The Ministry sees little to no impact at this time.
- The Ministry is currently in the process of reviewing a proposed subdivision with the applicant and this rezoning supports that subdivision (MOTI FILE NO. 2018-05488).

Northern Health Authority

See attached letter.

DISCUSSION

Land Use

The property is in a residential area of small lots averaging 5 acres in size, known as Ebenezer Flats in rural Smithers. The larger neighboring property to the east is actively farmed, and hobby farms are present on the neighboring smaller residential lots.

Lot 65 is not used for agriculture purposes and consists of a small residence and accessory buildings.

Official Community Plan (OCP)

The current OCP designation for both properties is Agriculture (AG). This designation is intended to preserve these lands for the purposes of farming and other related activities. Given that the lands are no longer in the Agricultural Land Reserve or intended to be used for farming activities, it is proposed that the lands be designated Civic Institutional (C/I) in the OCP.

The intent of the Civic Institutional designation is to provide a range of public, government and community related uses within the Plan area. Such uses may include schools, fire halls, community halls and churches.

An OCP change from AG to C/I is proposed for the school property in addition to the rezoning area to reflect the current use and zoning.

Zoning

The application area is zoned Country Residential (R5). The minimum parcel size requirement for the Ag1 zone is 4,000 m² (0.99 acres). Therefore, the application area meets the minimum parcel size requirement.

The following principal uses are permitted in the R5 Zone under Zoning Bylaw 1800, 2020.

- (a) single family dwelling*
- (b) two family dwelling*

The following principal uses are permitted in the P1 Zone under Zoning Bylaw 1800, 2020

- a) Clubhouse*
- b) Community Care Facility*
- c) Community Recreation*
- d) Farmers' Market*
- e) Institutional**
- f) Utility*

*Institutional Uses include School, Church, Cemetery and Visitor Information Centre.

Recommendation

The proposed Official Community Plan and zoning amendments reflect the current use of the land and the proposed larger school grounds are not expected to have any negative impacts to the community.



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1907

A Bylaw to Amend “Smithers Telkwa Rural Official
Community Plan Bylaw No. 1704, 2014”

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

That the “Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014” be amended such that the designation of the following land is changed from “Agriculture (AG)” to “Civic Institutional (C/I)”.

‘Lot A, Section 31, Township 4, Range 5, Coast District, Plan 11743’; and, the part of ‘Remainder Lot 65, Section 31, Township 4, Range 5, Coast District, Plan 1077, Except Plans, 3310 & 11743’ as shown on Schedule “A”, which is incorporated in and forms part of this bylaw.

This bylaw may be cited as “Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 1907, 2020”.

READ A FIRST TIME this day of , 2020

READ A SECOND TIME this day of , 2020

PUBLIC HEARING HELD this day of , 2020

READ A THIRD TIME this day of , 2020

I hereby certify that the foregoing is a true and correct copy of “Smithers Telkwa Rural Official Community Plan” Amendment Bylaw No. 1907, 2020”.

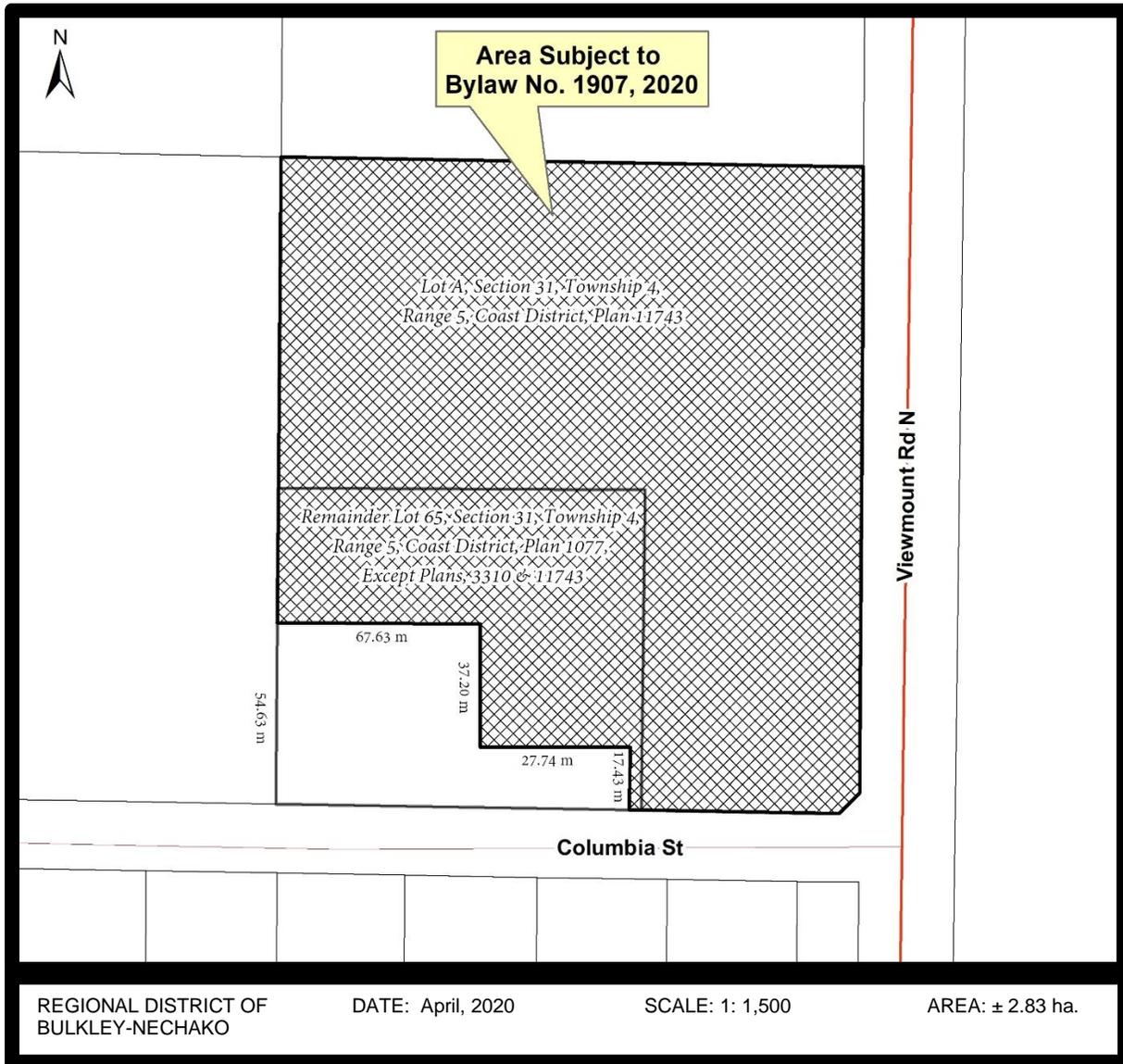
DATED AT BURNS LAKE this day of , 2020

Corporate Administrator

ADOPTED this day of , 2020

Chairperson

Corporate Administrator



SCHEDULE "A" BYLAW NO. 1907

'Lot A, Section 31, Township 4, Range 5, Coast District, Plan 11743'; and, the part of 'Remainder Lot 65, Section 31, Township 4, Range 5, Coast District, Plan 1077, Except Plans, 3310 & 11743', comprising of ± 2.83 hectares. Designation being changed from "Agriculture (AG)" to "Civic Institutional (C/I)" as shown

I hereby certify that this is Schedule "A" of Bylaw No. 1907, 2020

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1908

A Bylaw to Amend “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020”

The Board of the Regional District of Bulkley-Nechako in open meeting enacts as follows:

That “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020” be amended such that the following land is rezoned from the “Country Residential (R5)” Zone to “Civic/Institutional (P1)” Zone.

The part of ‘Remainder Lot 65, Section 31, Township 4, Range 5, Coast District, Plan 1077, Except Plans, 3310 & 11743’ as shown on Schedule “A”, which is incorporated in and forms part of this bylaw.

This bylaw may be cited as the “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1908, 2020.”

READ A FIRST TIME this day of , 2020

READ A SECOND TIME this day of , 2020

PUBLIC HEARING HELD this day of , 2020

READ A THIRD TIME this day of , 2020

I hereby certify that the foregoing is a true and correct copy of “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1908, 2020”

DATED AT BURNS LAKE this day of , 2020

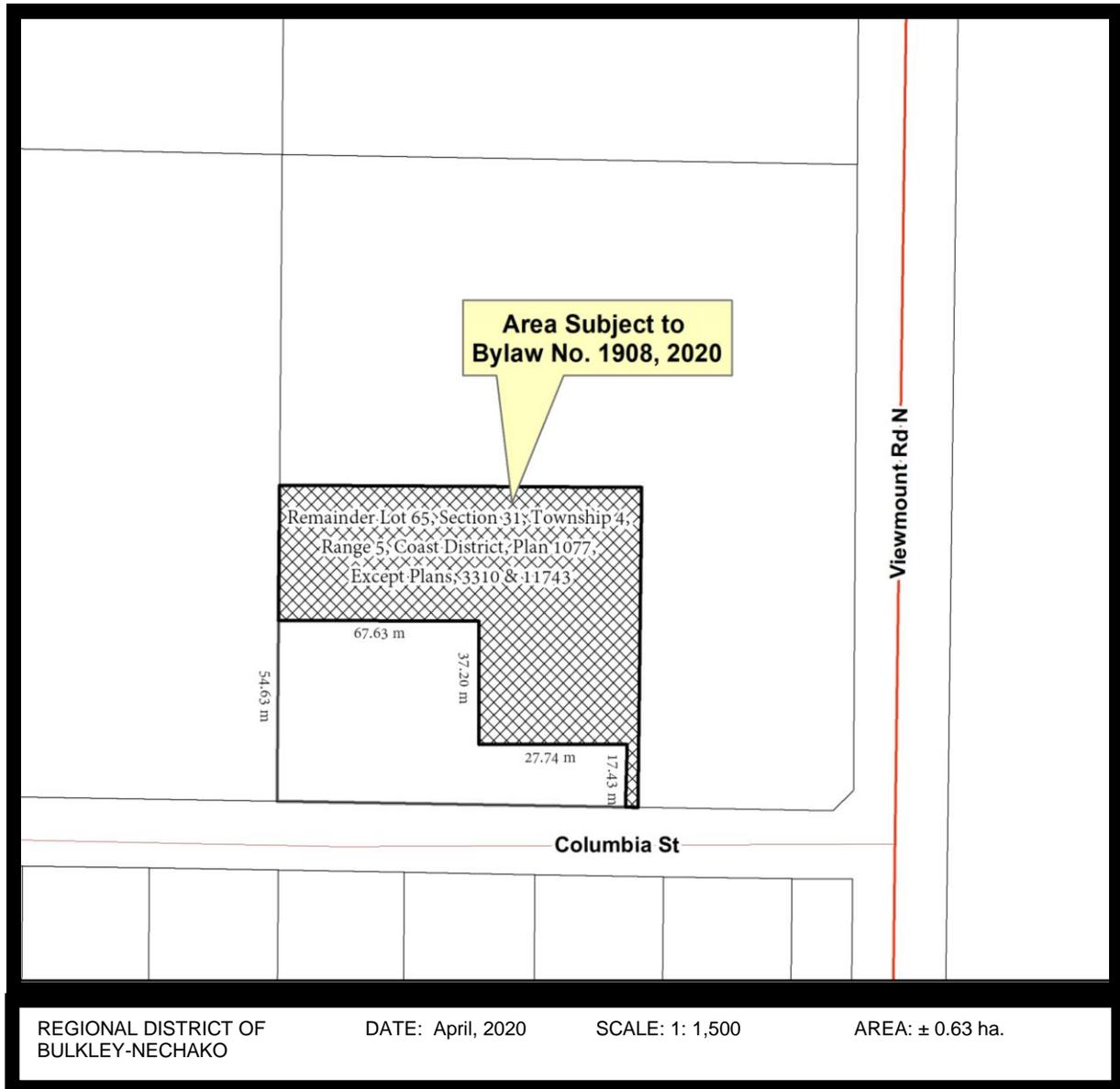
Corporate Administrator

APPROVED BY THE MINISTRY OF TRANSPORTATION
this day of

ADOPTED this day of , 2020

Chairperson

Corporate Administrator



SCHEDULE "A" BYLAW NO. 1908

Part of 'Remainder Lot 65, Section 31, Township 4, Range 5, Coast District, Plan 1077, Except Plans, 3310 & 11743', comprising of ± 0.63 ha. Being rezoned from the "Country Residential (R5) Zone" to the "Civic/Institutional (P1) Zone" as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 1908, 2020.

Corporate Administrator

December 27, 2019

Ms. Leanne Helkenberg
Ministry of Transportation and Infrastructure
Bag 5000
Smithers, BC
V0J 2N0

RE: Subdivision File #2018-05488

Dear Ms. Helkenberg:

Thank you for the opportunity to comment on this proposed conventional subdivision application for 260 Columbia Street, Smithers BC and Ebenezer Reformed School. Northern Health will not be providing comment for the property where Ebenezer Reformed School exists, as this property will become larger with the approval of this subdivision, with no changes in configuration; therefore sewage and drinking water will not be negatively impacted. Legal Description for the 260 Columbia Street property is: Lot 65, Section 31, Township 4, Coast Range 5, Plan 1077 Except Plans 3310 and 11743.

For this proposal, Northern Health will not require the applicant to prove availability of potable water. However, pursuant to the *Drinking Water Protection Act* [SBC 2001 c.9] and *Regulation* [BC Reg 200/2003], the owner/operator of a water supply system must obtain an operating permit and comply with regulatory requirements. A water supply system is a domestic water system (i.e. Used for drinking water and other domestic purposes) that serves more than one single-family residence.

The property was visited by the undersigned on November 18, 2019. A soil assessment and preliminary site investigation was conducted by Aubrey Hunter, Registered Onsite Wastewater Practitioner (Planner and Installer) on November 19, 2019. Mr. Hunter's report is enclosed.

Based on my review of Mr. Hunter's report, the proposed lot on 260 Columbia Street has sufficient suitable undisturbed land to support an alternative sewage dispersal site, should the existing system fail for the two bedroom home. The report recommends a Type 1 (Effluent) pressure dispersal sand mound sewerage system, which satisfies Northern Health's subdivision guidelines.

Further, according to Mr. Hunter's site plan, Mr. Jeremy Penninga's email regarding the location of the neighbour's well (enclosed), and my site visit, the location of the alternative dispersal site will meet regulatory requirements for minimum horizontal separation distances to existing structures, water bodies, water sources, and sewerage systems. The existing sewerage system does not appear to be failing. Also, since there are multiple locations in the general area where the test pits/observations holes were excavated, where a sewerage system may be suitable, a legal instrument to reserve and protect this area is not recommended.

I have **no objections** to with this subdivision proposal.

If you have any further questions or concerns, please do not hesitate to contact me.

Sincerely,



Kira Horning, BSc, BTech, CPHI(C)
Environmental Health Officer

Northern Health

Email: kira.horning@northernhealth.ca

cc: The Canadian Reformed School Association of Smithers c/o Jeremy Penninga

Enclosures:

- (1) Soils and Preliminary Site Investigation for the Purpose of Subdivision by Aubrey Hunter, ROWP (Dated: November 19, 2019)
- (2) Email to Kira Horning from Jeremy Penninga. Subject: Ebenezer School house at 260 Columbia Street (Dated: November 20, 2019)



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jennifer MacIntyre, Planner I
DATE: April 23, 2020
SUBJECT: Development Variance Permit Application No. A-01-20 (Vriend)

RECOMMENDATION

That the Board deny Development Variance Permit A-01-20 for the property located at 6943 Lake Road to vary the side parcel line setback required for a building in the Small Holdings (H1) Zone from 5 metres (16.40 ft.) to 1.8 metres (6 ft.) for the proposed structure built in general compliance with Schedule A of the permit.

VOTING

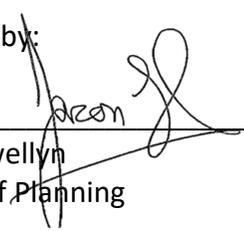
Electoral Area Planning – Participants/Directors/Majority

EXECUTIVE SUMMARY

This application proposes to reduce the Side Parcel Line setback for a building in the Small Holdings (H1) Zone from 5 metres (16.40 ft.) to 1.8 metres (6 ft.) to allow an accessory building to be located as shown on the attached site plan.

Staff have no objection to the development variance permit from a technical perspective; however, it appears that there are objections from area property owners. Given that the accessory building can be located in accordance with regulations, and the variance is requested to accommodate a preferred location, staff are recommending that the application be denied.

Reviewed by:



 Jason Llewellyn
 Director of Planning

Written by:



 Jennifer MacIntyre
 Planner I

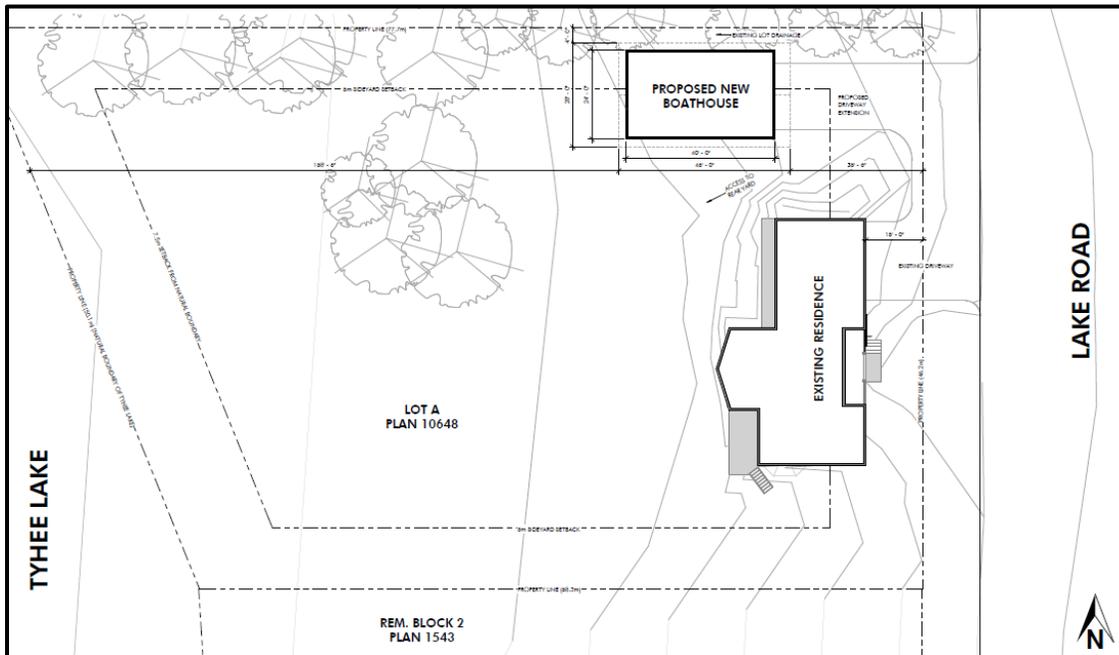
APPLICATION SUMMARY

Name of Applicants:	Lenard Vriend
Name of Agent:	Adrian Baker (The Designery)
Electoral Area:	A
Subject Property:	Lot 4, District Lot 794, Range 5, Coast District, Plan 10648. The subject property is 0.327 ha. (0.81 acres) in size.
OCP Designation:	Agriculture (AG) in the Smithers Telkwa Rural OCP Bylaw No. 1704, 2014.
Zoning:	Small Holdings (H1) under RDBN Zoning Bylaw No. 1800, 2020.
Existing Land Use:	Residential
Location:	The subject property is located at 6943 Lake Road, on Tyhee lake, 3 km northeast of the Village of Telkwa.

**PROPOSAL**

The applicants wish to build a 40 ft. x 24 ft. (960 sq. ft.) boathouse, located 4' (including overhang) or 6' (from exterior wall) from the northern side parcel line on the subject property. The siting of the boathouse closer to the northern parcel line is to retain access between the existing dwelling and the proposed boathouse. Therefore, they have made an application for a Development Variance Permit to vary the Zoning Bylaw by reducing the northern Side Parcel Line setback from 5 metres (16.40 ft.) to 1.8 metres (6 ft.) to allow the construction of the proposed boathouse.

Site Plan



PLANNING DEPARTMENT COMMENTS

There is a building permit issued for the existing dwelling from 1988. The property was issued approval for a Variance for the siting of the dwelling to be located 15' to the front parcel line rather than the prescribed 25' setback requirement. The RDBN Building Inspector has no Building Code related objections to the reduced setback.

All property owners within 100 meters of the subject property have been provided notice of the application and were given an opportunity to comment on this application in writing.

The following comment was received by the Planning Department by e-mail on April 14th, 2020.

"To whom it may concern,

As neighbours of the applicant we received a notice asking for comments. We do not feel a variance is necessary for this boathouse. Setback rules are in place for a reason and they're especially important relative to lakeside properties. We have illegal structures already in place on our little road and we feel it's necessary to follow the legislation. If allowed this would further the idea that rules on our road don't matter.

"

Kate and John Howard, 6795 Lake Rd.

The property owners can locate the proposed accessory building in accordance with regulations. The variance is requested to accommodate their preferred location. Staff are not prepared to support this application in the face of community objection.

Additional written submissions will be made available at the Board meeting on April 23, 2020 when the Board considers this application.



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
DEVELOPMENT VARIANCE PERMIT NO. A-01-20**

ISSUED TO: Lenard Vriend
PO Box 221
Telkwa, BC V0J 2X0

WITH RESPECT TO THE FOLLOWING LANDS:

Lot 4, District Lot 794, Range 5, Coast District, Plan 10648

1. This Development Variance Permit varies "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" as follows:

Section 14.0.4 (1)(b) of "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" is varied by reducing the northern Side Parcel Line Setback from 5 metres to 1.8 metres.
2. Variances approved as part of this permit apply only to the development shown on the plan attached as Schedule A, which forms part of this permit.
3. The lands shall be developed in accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedule A, which forms part of this permit.
4. This permit is not a building permit, nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District of Bulkley-Nechako applicable thereto, except as specifically varied or supplemented by this permit.

AUTHORIZING RESOLUTION passed by the Regional District Board this ___ day of _____, 2020.

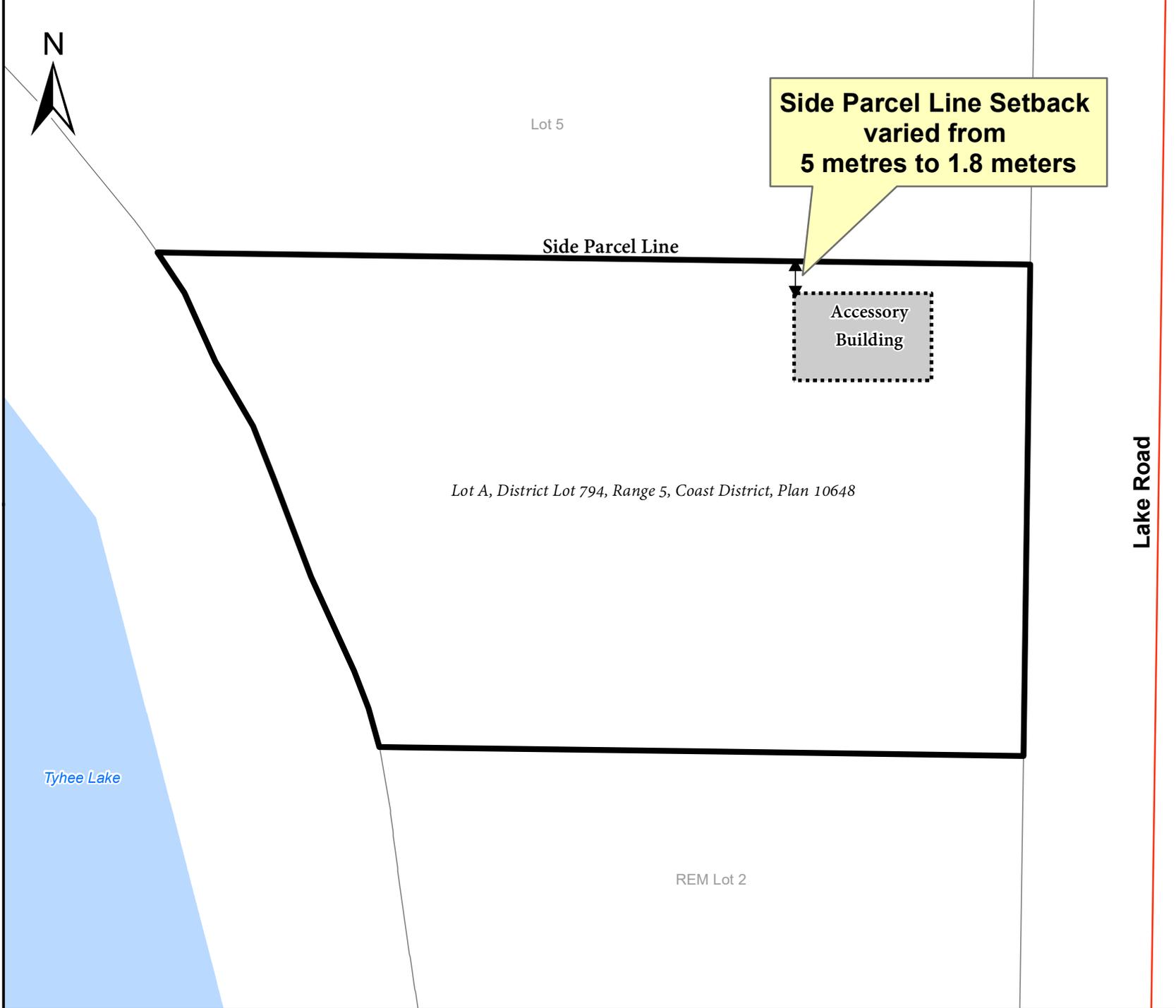
PERMIT ISSUED on the ___ day of _____, 2020.

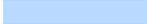
Corporate Administrator



Schedule A: DVP A-01-20 (Zoning Bylaw 1800, 2020)⁴⁷

Legend



-  Secondary Road
-  Subject Property
-  Cadastre
-  Lake

*DISCLAIMER. The Regional District of Bulkley-Nechako makes no Warranty, Representation or Guarantee of any kind regarding either maps or other information provided herein or the sources of such maps or other information.
The Regional District of Bulkley-Nechako assumes no liability, either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein.
Please be advised that the data represented here will be maintained on an ongoing basis, and as such, changes frequently.

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

TO: Chair Thiessen and Board of Directors
FROM: Jennifer MacIntyre, Planner I
DATE: April 23, 2020
SUBJECT: Development Variance Permit Application No. C-02-20 (Hughes)

RECOMMENDATION

That the Board approve Development Variance Permit C-02-20 for the property legally described as "South ½ of District Lot 1662, Range 5, Coast District, Except Plans 4805, PRP13842, PRP14451, PRP14748 and 5879" to vary the minimum parcel area required for a parcel in the Rural Resource (RR1) Zone from 28 ha. to 27 ha. to allow the subdivision in general compliance with Schedule A of the permit.

VOTING

Electoral Area Planning – Participants/Directors/Majority

EXECUTIVE SUMMARY

This application proposes to reduce the Minimum Parcel Area for a property created by subdivision in the RR1 Zone from 28 ha. to 27 ha. to allow the subdivision of the property into two lots divided along Highway 27.

Staff support the development variance permit to allow the proposed subdivision as the proposed parcels are not out of character with the area and it is not expected for the proposed subdivision to have any negative impact on the area.

Reviewed by:

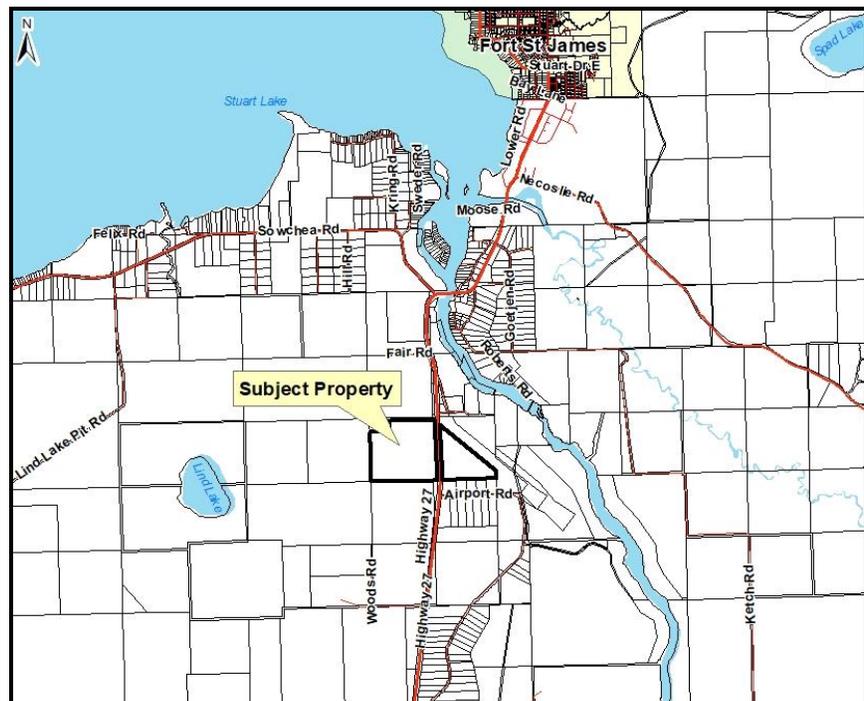
 Jason Llewellyn
 Director of Planning

Written by:

 Jennifer MacIntyre
 Planner I

APPLICATION SUMMARY

Name of Applicants:	Robert Hughes
Electoral Area:	C
Subject Property:	South ½ of District Lot 1662, Range 5, Coast District, Except Plans 4805, PRP13842, PRP14451, PRP14748 and 5879. The subject property is approximately 90.33 ha. in size.
Location:	The subject property is located on Highway 27, approximately 5 kilometres south from the District of Fort St. James.
O.C.P. Designation:	Resource (RE) in the Fort St. James Rural Official Community Plan Bylaw No. 1578, 2010
Zoning Bylaw 700:	Rural Resource (RR1) and Airport (H1) zones
Zoning Bylaw 1800:	Rural Resource (RR1) zone
Surrounding Land Use:	The surrounding area consists a variety of land uses, mix of large agriculture and residential quarter sections and small rural 5 ha. lot residential subdivision to the south, light industrial uses to the north along the highway and directly east is the Fort St. James airport.
ALR Status:	Outside the ALR
General Location:	



PROPOSAL

Proposed Lot A lying west of Highway 27 is proposed to be 62.17 ha. in size, and Proposed Lot B lying east of Highway 27 is proposed to be 27.93 ha. in size. There is a storage building on Proposed Lot A. Proposed Lot B is vacant.

Proposed Subdivision Plan



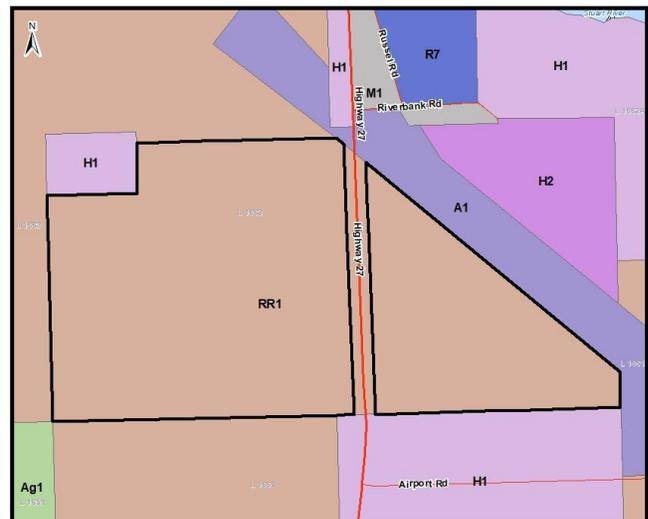
Proposed Lot B does not meet the Minimum Parcel Area requirement of 28 ha. Therefore, the applicant has made this application to vary the Minimum Parcel Area from 28 ha. to 27 ha. to allow the subdivision as proposed along Highway 27.

PLANNING DEPARTMENT COMMENTS

The proposed variance and subdivision is not contrary to any Official Community Plan policy.

The subject property is 90.33 ha. Since the minimum parcel size allowed in the RR1 zone is 28 ha., the property could potentially be subdivided into three parcels. Therefore, the proposed variance does not increase density.

The proposed variance and subsequent subdivision are not expected to have any negative impact on the area.



Public Notification

Development Procedures Bylaw 1898, 2020 requires that the applicant post a sign on the property to notify the public of the application. The applicant is aware of this requirement, and staff will confirm that this the sign has been posted.

All property owners within 100 meters of the subject property have been provided notice of the application and will have an opportunity to comment on this application in writing. All written submissions received will be available at the Board meeting on April 23, 2020, on the supplemental agenda, when the Board considers this application.



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
DEVELOPMENT VARIANCE PERMIT NO. C-02-20**

ISSUED TO: Robert Harold Hughes
PO Box 1224
Fort St. James, BC V0J 1P0

WITH RESPECT TO THE FOLLOWING LANDS:

South ½ of District Lot 1662 Range 5, Coast District, Except Plans 4805, PRP13842, PRP14451, PRP14748, and 5879

1. This Development Variance Permit varies Regional District of Bulkley-Nechako Zoning Bylaw No. 1800 as follows:

Section 17.0.3 of Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 is varied by reducing the Minimum Parcel Area from 28 ha. to 27 ha. to allow the creation of the Proposed Lot B in general compliance with the plan shown on Schedule A.

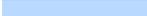
2. This variance applies only to the subdivision of the subject property in general accordance with the plans shown on Schedule A, which forms part of this permit.
3. If the subject property has not been subdivided within 4 years after the date of this permit's issuance, this permit shall lapse.

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

PERMIT ISSUED on the ___ day of _____, 2020.

Corporate Administrator



-  Subject property
-  Cadastre
-  River

*DISCLAIMER. The Regional District of Bulkley-Nechako makes no Warranty, Representation or Guarantee of any kind regarding either maps or other information provided herein or the sources of such maps or other information. The Regional District of Bulkley-Nechako assumes no liability, either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein. Please be advised that the data represented here will be maintained on an ongoing basis, and as such, changes frequently.

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 Date: 4/14/2020
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REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jennifer MacIntyre, Planner I
DATE: April 23, 2020
SUBJECT: ALR Non-Farm Use Application No. 1222

RECOMMENDATION

That Agricultural Land Reserve Non-Farm Use Application No. 1222 (Landry) be recommended to the Agricultural Land Commission for approval.

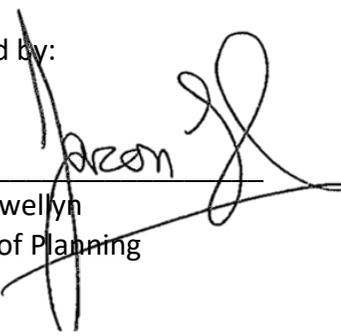
VOTING

ALL Directors / Majority

EXECUTIVE SUMMARY

This ALR application is requesting Agricultural Land Commission (ALC) approval to continue the operation of an existing Wildlife Shelter operated by Northern Lights Wildlife Society under the non-farm use application process. This will allow the application to proceed to the ALC.

Reviewed by:



Jason Llewellyn
Director of Planning

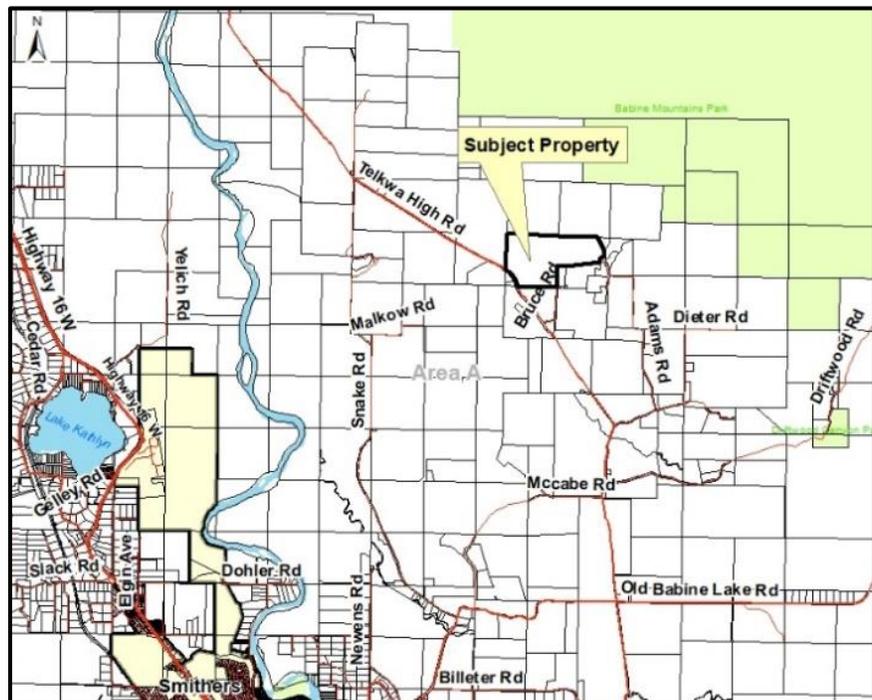
Written by:



Jennifer MacIntyre
Planner I

APPLICATION SUMMARY

Name of Owner(s):	Angelika Langen , Peter Langen , Shawn Landry , Tanja Landry
Name of Agent:	Tanja Landry
Electoral Area:	A
Subject Property:	Lot A, District Lot 844, Range 5, Coast District, Plan EPP52063. This parcel is approximately 90.7 ha. (224 ac.) in size.
O.C.P. Designation:	Agriculture (AG)
Zoning:	Agricultural (Ag1) pursuant to Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.
Existing Land Use:	<u>Commercial:</u> including wildlife sanctuary and horseback riding. Charity, Northern Lights Wildlife Society and Mountain View Adventures business operate on the property including accommodations consisting of 1 dorm consisting of 6 bunk beds. <u>Agriculture:</u> Property is classified as a 'Farm' according to BC Assessment, lands used for pasture, and grains/forage crops. <u>Residential:</u> Two Single-Family Dwellings
Location:	The subject property is located at 17366 Telkwa High Road, 9 km northeast of the Town of Smithers.

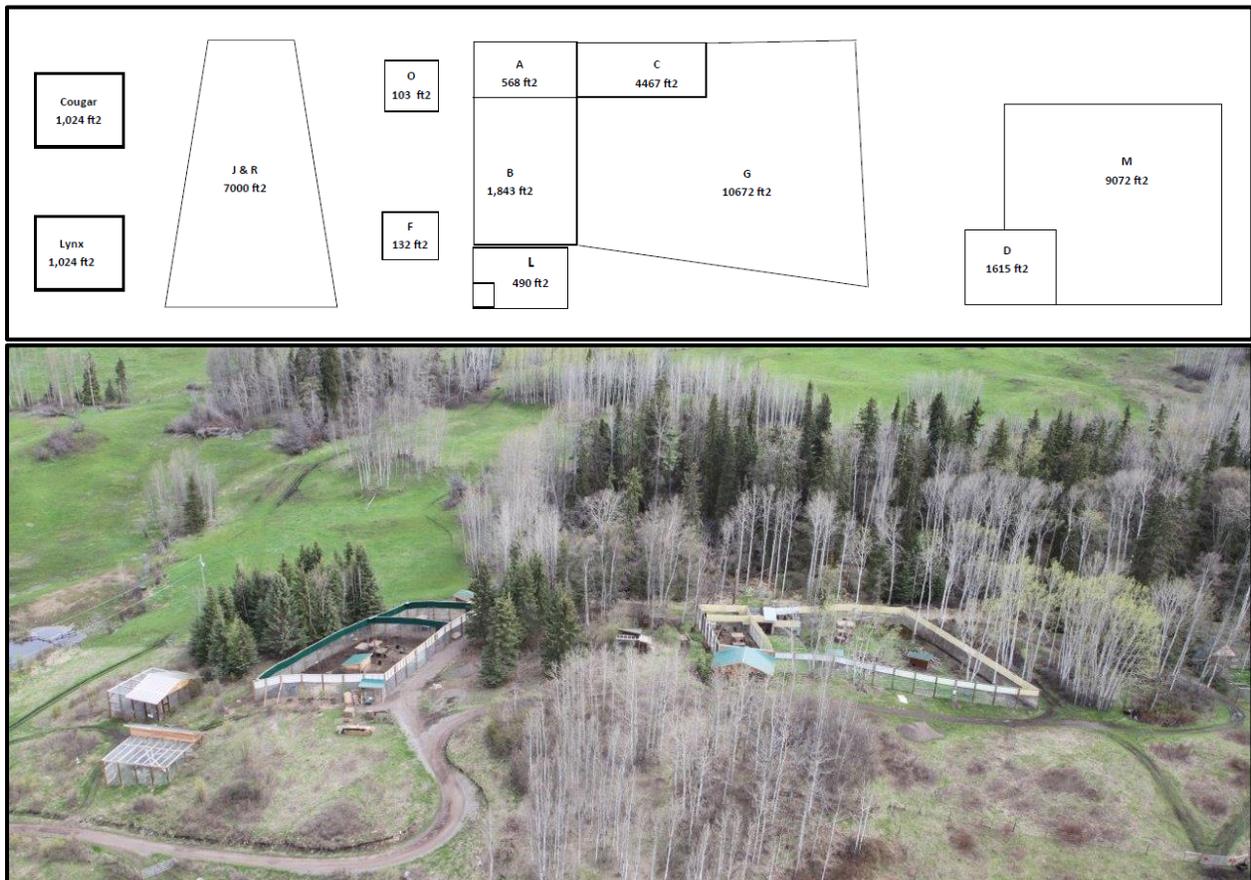
General Location Map:

DISCUSSION

In 2019, the applicants applied for a Non-Adhering Residential Use Application to build an addition on an existing secondary dwelling. During consideration of that application it was made apparent that the applicants were operating commercial uses including the Northern Lights Wildlife Sanctuary and the Mountain View Adventures business. The ALC concluded that the Ari-Tourism and Agri-Accommodation uses met the provisions under the ALR Use Regulation. However, the Wildlife Sanctuary is not a permitted use. Therefore, the ALC gave conditional approval for the addition, requiring the applicant to apply for a Non-Farm Use Application for the wildlife shelter.

The purpose of this application is to allow the continued operation of an existing Wildlife Shelter operated by Northern Lights Wildlife Society since 1990 on the subject property. The wildlife shelter rescues, rehabilitates and then releases injured and orphaned wildlife. The wildlife shelter consists of 8 animal enclosures in an area described by the applicant as not suitable for agricultural purposes due to its rocky terrain. The proposed area of the non-farm use is 0.87 acres, only including the enclosures not including lands in-between.

Enclosure Layout and Aerial Image



REFERRAL COMMENTS

Ministry of Agriculture

Will appear on the Supplemental Agenda.

Advisory Planning Commission

Meeting not held.

PLANNING DEPARTMENT COMMENTS

Official Community Plan

The subject property is designated Agriculture (AG) under the Smithers, Telkwa Rural Official Community Plan. The intent of the designation is to preserve and encourage the utilization of land for agricultural purposes.

Section 3.1.2(6) of the OCP states that:

Non-farm use of agricultural land shall be avoided. Applications for exclusions, subdivisions, and non-farm uses within the Agricultural Land Reserve may only be considered under the following circumstances.

- a) There is limited agricultural potential within the proposed area.*
- b) Soil conditions are not suitable for agriculture.*
- c) Neighbouring uses will not be compromised.*
- d) Adequate provisions for fencing are provided, where a proposed development is adjacent to an existing agricultural use.*
- e) The application is in the best interest of the local community.*
- f) The proposed development considers and addresses potential impacts and potential improvements to recreational features and the environment, including wildlife habitat.*
- g) And, traffic management issues will be considered and addressed appropriately.*

Zoning

The property is zoned Agricultural (Ag1) under the RDBN Zoning Bylaw No. 700, 1993 and RDBN Zoning Bylaw No. 1800, 2020. Zoning Bylaw 1800 allows parks in all zones. Under Zoning Bylaw 1800 'Park' means *the use of land, Building or other Structure for one or more of the following:*

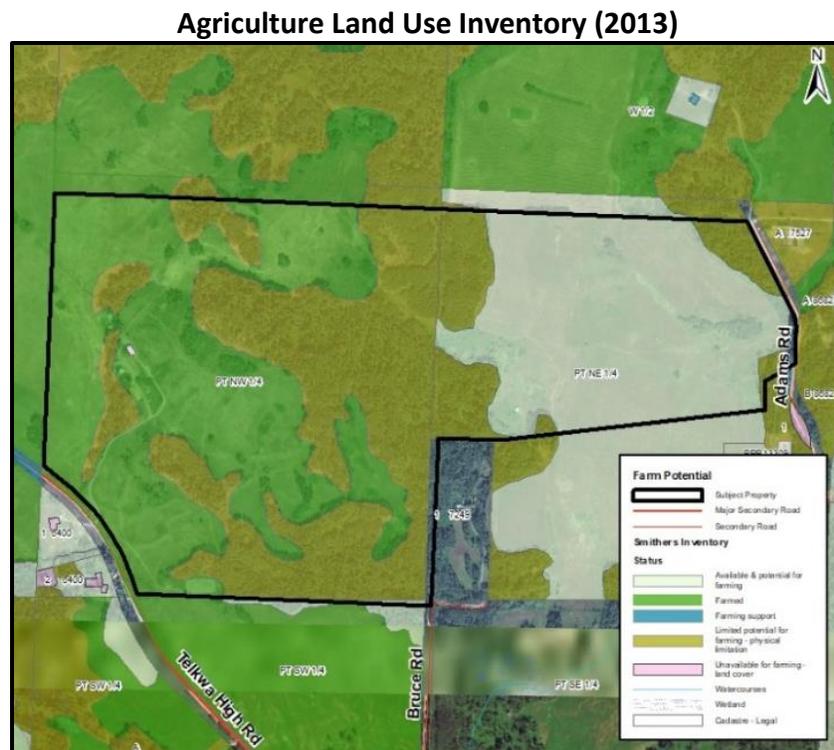
- *non-commercial passive or active recreation including tot-lots;*
- *playgrounds;*
- *walkways;*
- *trails;*
- *environmentally significant areas;*
- *forest reserves;*

- *wildlife sanctuaries;*
- *greenbelts;*
- *conservation areas;*
- *buffers;*
- *nature and cultural interpretation areas.*

Land Use

The agricultural capability ratings show that the property is suitable for agriculture (see Appendix A for more details). According to the Agricultural Land Use Inventory done in 2013, the western 36 ha. pasture lands (40% of the property) is inactively farmed consisting of unmanaged fields for pasture. The property currently has farm class status.

The applicants state that the wildlife enclosures are located in an area that has limited potential for farming due to topography. Therefore, the proposed location of the enclosures does not appear to impact arable lands that would negatively impact agriculture uses.



Soil compaction within the enclosures may impact the future agriculture potential of these areas on the property. However, given the small area the impacts are minor and may be mitigated. Therefore, Planning Staff recommend that the application be recommended to the Agricultural Land Commission for approval.

APPENDIX A:**Agricultural Capability based on Canada Land Inventory mapping**

61% of the Subject Property is:

- 70% Class 4 land limited by stoniness and topography
- 30% Class 5 land limited by topography and soil moisture deficiency

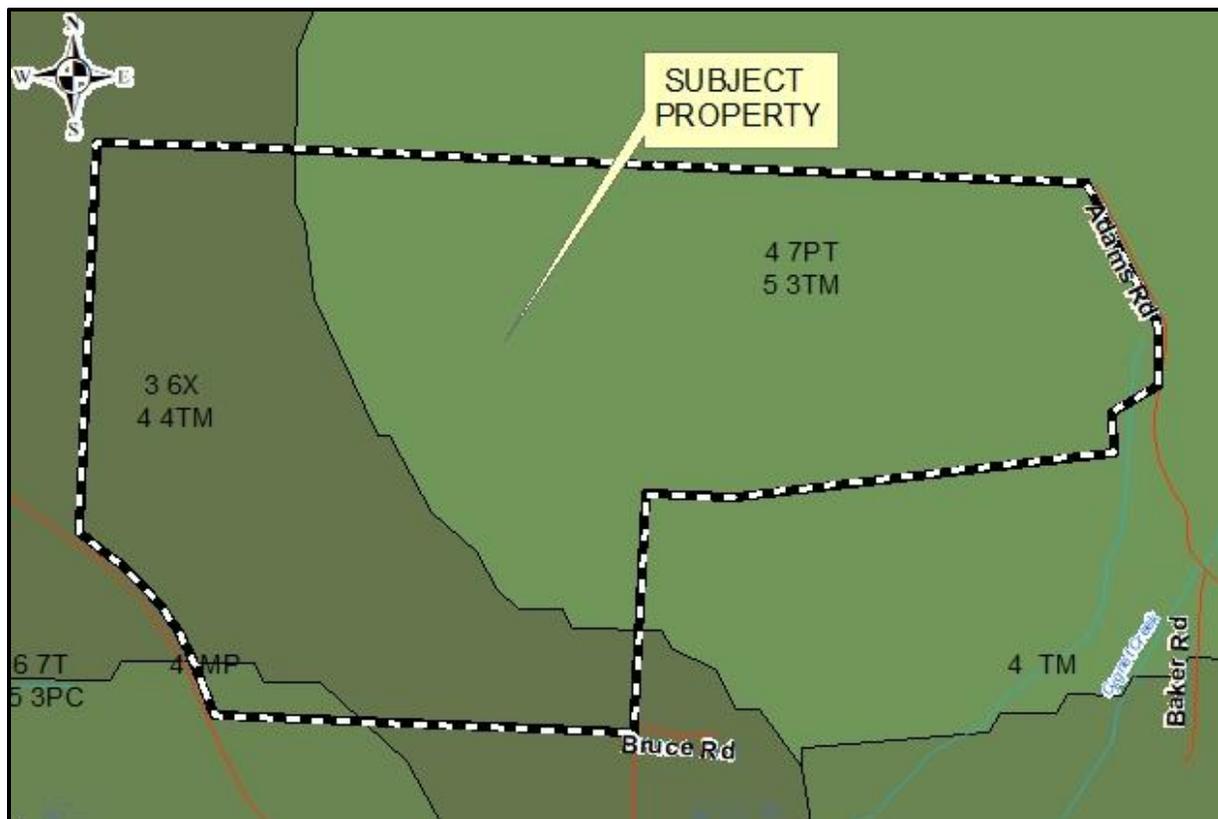
38% of the Subject Property is:

- 60% Class 3 land limited by cumulative and minor adverse conditions
- 40% Class 4 land limited by topography and soil moisture deficiency

1% of the Subject Property is:

- 100% Class 4 limited by soil moisture deficiency and stoniness

- Class 3** Land is capable of producing a fairly wide range of crops under good management practices. Soil and/or climate limitations are somewhat restrictive.
- Class 4** Land is capable of a restricted range of crops. Soil and climate conditions require special management considerations.
- Class 5** Land is capable of production of cultivated perennial forage crops and specially adapted crops. Soil and/or climate conditions severely limit capability.

Agricultural Capability Map



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

TO: Chair Thiessen and Board of Directors
FROM: Deneve Vanderwolf, Planning Technician
DATE: April 23, 2020
SUBJECT: Crown Land Application Referral No. 7410115 (PG Amateur Radio Club)

RECOMMENDATION

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application 7410115.

VOTING

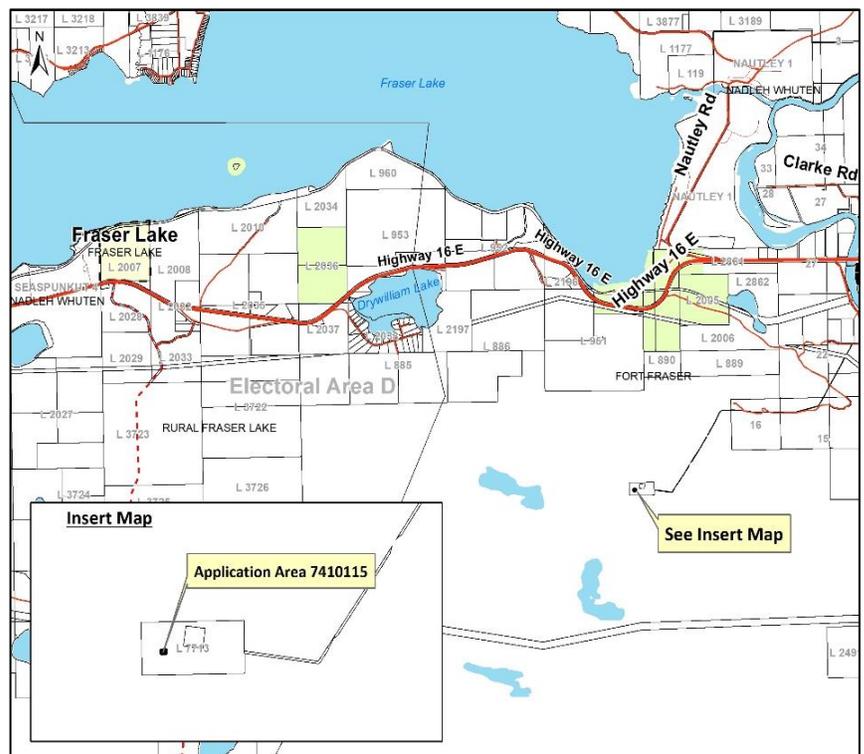
All Directors / Majority

DISCUSSION

This application is regarding a Licence of Occupation to use a 15 metre by 10 metre piece of land as a communication site.

The Prince George Amateur Radio Club (PGARC) has been operating from the Fraser Mtn site owned and operated by Central Interior Communications Ltd. (CICL) for over a decade. PGARC became aware that CICL no longer had a requirement to operate their communications site. CICL offered their building and tower to PGARC.

The application area is located 9 km southeast of the Village of Fraser Lake. The site is accessed by the Fraser Mountain Road.



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:



Deneve Vanderwolf
Planning Technician



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
COMMENT SHEET ON CROWN LAND REFERRAL 7410115**

Electoral Area:	D
Applicant:	PG Amateur Radio Club
Existing Land Use:	
Zoning:	Not zoned under Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.
Plan Designation	No designation under Fraser Lake Rural Official Community Plan, Bylaw No. 1865, 2019
Proposed Use Comply with Zoning:	N/A
If not, why?	
Agricultural Land Reserve:	No
Access Highway:	Fraser Mountain 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.

**PRINCE GEORGE AMATEUR RADIO CLUB
MANAGEMENT PLAN
COMMUNICATIONS SITE – FRASER MTN**

PROJECT OVERVIEW

The Prince George Amateur Radio Club (PGARC), a non-commercial radio communications user, has been operating from the Fraser Mtn site owned and operated by Central Interior Communications Ltd. (CICL) for well over a decade. This radio communication site is very strategic in PGARC's repeater network.

PGARC became aware that CICL no longer had a requirement to operate their communications site. CICL offered their building and tower to PGARC. Our club is very appreciative of this and accepted this offer.

LOCATION

PGARC is one of several other organizations that use Fraser Mtn for their radio communication requirements. This appears to be the primary use at this location.

INFRASTRUCTURE

The main building and tower are in good repair. A very small building used to receive electrical power is currently in disrepair. PGARC undertakes to move the electrical service to the mail building and remove the small building that is in disrepair in 2020.

ENVIRONMENTAL

This proposal is for an existing site and use. No change in environmental impact anticipated.

SOCIO-COMMUNITY

PGARC will use the Fraser Lake communications site in support of the club's Public Safety program.

This is fully described in the following 4 page document.

Prince George Amateur Radio Club

Public Safety Program Description

August 24, 2018

A. Introduction

Two of the stated purposes of our club are to promote Amateur Radio in all its forms and to provide, operate and maintain Amateur Radio facilities for the use of members and others.

One form of Amateur Radio is the well established tradition of participating in public safety by providing emergency communication as a public service. The skill of amateur radio operators and the equipment they operate are readily made available to the public as required. Our club, as presently constituted, has been building its capability for emergency communication since 1997. The Prince George Amateur Radio Club (PGARC) formally participates in this tradition through their Public Safety program. Our club's primary area of operation is within the Emergency Management BC north east region. When required, our club's resources are also deployed to other Emergency Management BC regions.

B. Public Safety - Emergency Communication Objectives

1. Provide alternative communications capability for the Prince George Provincial Regional Emergency Operation Center (PREOC) should normal communication facilities to the Provincial Emergency Coordination Centre (PECC) in Victoria fail.
2. Provide back-up or primary communications for the Prince George PREOC to local government Emergency Operations Centers (EOC) established as incidents occur. At times EOC's may be established in remote areas where there are no telecommunications services available.
3. Provide communications capability from EOC's to field operations where required.

To accomplish these objectives PGARC has partnered with the Prince George Search and Rescue Society (PGSAR) and our club's emergency communications trailer is frequently mobilized to provide communications for this group. Our club also hosts PGSAR radio repeater equipment at two of our mountain top sites in the Prince George area.

The City of Prince George and PGARC have signed an agreement for our club's assistance in providing communications from city established EOC's when normal telecommunications are not available. Our partners include the Regional District of Fraser-Fort George where our club is part of their emergency plan and we have a representative on their emergency committee.

When incidents arise, our club operates under an Emergency Management British Columbia (EMBC) Task number. EMBC reimburses the club and volunteer amateur radio operators for expenses incurred. Our emergency communications trailer, repeater network, and personally owned radio equipment may be used during incidents.

C. Primary Activities and Facilities

The following is a list of activities included in our Public Safety Program:

1. Foster a close working relationship with Emergency Management British Columbia (EMBC), the Prince George Search and Rescue Society (PGSAR), and the Fraser-Fort George Regional District.
2. Maintain and operate a radio repeater system that is linked to the EMBC office in Prince George and our club Emergency Communication Trailer. The communities included in the radio repeater coverage area are as follows:

Prince George, McBride, Valemount, Quesnel, Vanderhoof, Ft. St. James, Fraser Lake, Burns Lake, Grassy Plains, Bear Lake, Summit Lake and Mackenzie.

3. We also work with adjacent clubs including the Bulkley Valley Amateur Radio Club so that the mountain top repeater network coverage also includes Topley, Houston, Telkwa, Smithers, Moricetown, the three Hazeltons, Gitsequkla, and Kitwanga. Through cooperation with Amateur Radio people in the Peace River district, our network also covers Chetwynd, Dawson Creek, Fort saint John, Charlie Lake, Hudsons Hope, Pouce Coupe and the smaller communities in the region.

To cover these areas our club operates and maintains 15 repeater sites. See attached map titled "Prince George Amateur Radio Club-Repeater Network". The area is about 600 kilometers East / West and about 400 kilometers North / South. Most of the area is not covered by commercial communication facilities normally available to private citizens.

3. Operate and maintain emergency communications facilities in the EMBC radio communication room in Prince George. Maintaining the equipment in the radio communication room includes monthly testing for operational readiness. This radio communication room is part of the Provincial Regional Emergency Operations Centre (PREOC).

4. Operate and maintain the club Emergency Communication Trailer. This trailer is equipped with a variety of voice and data radio communications equipment suitable for operating in remote locations. This facility is regularly called into service by EMBC to provide emergency communications for the Prince George Search and Rescue Society and occasionally for other SAR groups in the province. In 2015 and 2016 our club was called out for six (6) and two (2) searches for missing persons, respectively.

5. Provide regular reports to the club membership on the status of the repeater network and work required to correct deficiencies.

6. Provide regular reports to the club membership on matters specific to relationships with EMBC, Prince George Search And Rescue (PGSAR) and the Regional District of Fraser Fort George (RDFFG) and advise on action required to better serve our role in Public Safety.

7. Participate in the annual Amateur Radio Field Day sponsored by the Radio Amateurs of Canada and the The American Radio Relay League, held annually in June. This is an amateur radio exercise to encourage emergency communications preparedness among radio operators. For this exercise our club's Emergency Communication trailer is taken to a suitable location to test the communication equipment and to practice operating under field conditions. Our most recent club Field Day Exercise was June 22nd to 24th, 2018.

8. Participate in regional and provincial emergency preparedness exercises by manning the PREOC radio room and/or the Emergency Communication trailer as required.

9. Conduct a weekly radio check-in procedure to test our repeater network and provide an opportunity for radio amateurs to test and operate their personal equipment, report on signal strengths and practice amateur radio operating procedures. This exercise is known as our "Sunday Two Meter Net".

10. Attend to the various administrative activities required to maintain tenure agreements associated with our repeater sites, meeting rooms, and trailer storage facilities.

11. Assist with traffic control for parades held in the city of Prince George. This is also a fund raising event to raise money for the maintenance and operation of our repeaters.

12. Provide emergency communication for the City of Prince George Emergency Social Services as per formal agreement.

13. Provide space in our club buildings for one volunteer fire department radio repeater, two search and rescue repeaters, and one community radio station transmitter (a not for profit society).

14. Past community service has included the BC Senior Games, the BC winter games, the air show, the Santa Claus parade, and numerous community walks, runs, and similar charity fund raising events.

D. Community Support

Community support of our Public Safety program comes from a variety of sources. Some of the most important support is from the following:

1. Radio amateurs who regularly join our club and pay the annual membership fee. Our usual membership is from 55 to 60 people. Our members generously give of their time and skills to maintain and operate the repeater network, the Emergency Management BC radio communications room (Prince George) and the Emergency Communication trailer during both exercises and emergencies.
2. Emergency Management British Columbia provides a meeting room for our monthly meetings as well as a dedicated radio room adjacent to PREOC in Prince George.
3. The Prince George Search and Rescue Society (PGSAR) regularly requests our assistance during searches for lost or missing persons. We train with PGSAR and have provided additional radio operation training to Prince George and Mackenzie Search And Rescue members.
4. The Fraser-Fort George Regional District provides an indoor storage facility for our club Emergency Communications trailer.
5. The City of Prince George provides a tax exemption for our repeater site in Prince George.
6. The Government of BC provides three leased sites (Tabor Mountain, George Mountain, and Milburn Mountain) for an application fee and our club has been given tax exempt status at these three locations.
7. Various commercial communications companies (Telus Communications, BK Two Way Radio, CKPG-TV/Radio, T & S Communications, and Central Interior Communications) provide free occupation of selected sites and cover our electricity consumption.
8. Various non-profit groups (Burns Lake and District Rebroadcast Society) share their repeater site facilities with PGARC.
9. The local non-profit community radio station CFIS-FM pays our electricity bill for sharing our Carney Hill repeater site.

E. How Long has our club delivered the program? (A bit of history)

The earliest recorded public safety event that PGARC participated in was a search for avalanche victims in January 1972. The club was a key part of EMBC's emergency communication planning for Y2K when we worked with the RCMP, Loomis Armored Car, Telus, the City of Prince George, and other critical infrastructure groups. We've assisted in some very large and high profile searches such as the search for Nicole Hoar and for an American amateur documentary film maker. In addition, our repeater network has been used to report a plane crash, forest fires, and climbers stuck on a cliff, and then to direct emergency response personnel to the incident sites. The repeaters have been used in a support role for many searches, and on several occasions, our repeaters have been used to directly conduct part of search operations. Our public safety program has taken us to searches near Terrace, Anahim Lake in the Chilcotin area, and Klemtu which is on an island off BC's central coast.

F. Sustainability of the program

Our club history and the amateur radio tradition of providing emergency communication indicates that the our Public Safety program is strong and will continue to be strong.

G. Program Accessibility

The more formal access to the club communication facilities and those who operate the facilities is through EMBC. These calls are responded to on a priority basis. As indicated previously such calls may occur several times each year. A less formal access is via an individual amateur radio operator who happens on to an emergency where radio communication would be helpful and makes use of the repeater network as deemed appropriate at the time.

H. Community Benefit

As indicated in C2 above, our repeater network is extensive, hence the populations within our area of operation are potential beneficiaries of our public safety program.



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

TO: Chair Thiessen and Board of Directors
FROM: Deneve Vanderwolf, Planning Technician
DATE: April 2, 2020
SUBJECT: Crown Land Application Referral No. 7410120 (Kochel Cattle Company)

RECOMMENDATION

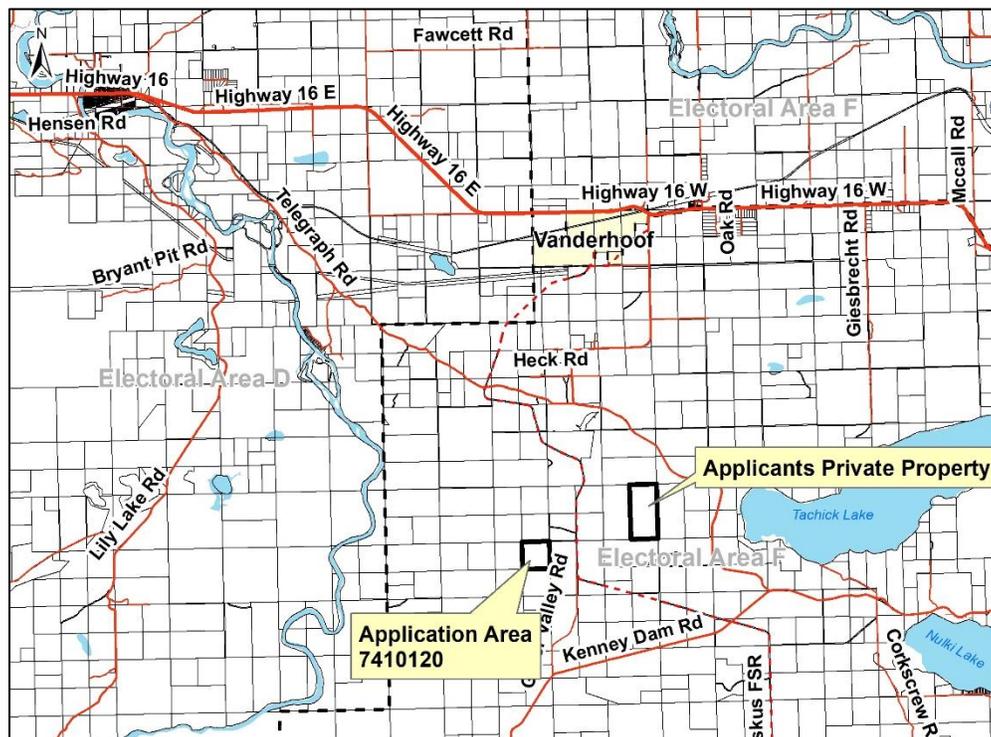
That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7410120.

VOTING

All Directors / Majority

DISCUSSION

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

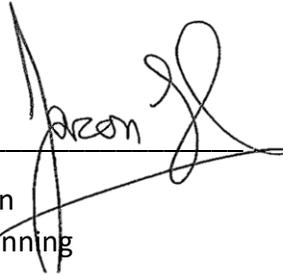


The application area is located on Crown land legally described as 'E 1/2 of N 1/2, Section 12, Township 9, Range 4 Coast District near Kluskus FSR, approximately 9 kilometres south of the District of Vanderhoof. The application area is approximately 52.6 ha. in size.

The applicant's farm headquarters is located 4 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.

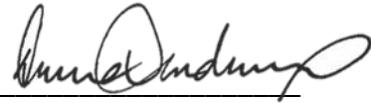
The application area is zoned Rural Resource (RR1) under the RDBN Zoning Bylaw and is located within the Agricultural Land Reserve (ALR). The application is not located in the Agriculture Development Area (ADA) under the Vanderhoof Area Crown Land Plan. ADAs are Crown lands that are designated for agriculture development and settlements reserve areas.

Reviewed by:

A handwritten signature in black ink, appearing to read 'Jason', written over a horizontal line. The signature is stylized and extends above and below the line.

Jason Llewellyn
Director of Planning

Written by:

A handwritten signature in black ink, appearing to read 'Deneve Vanderwolf', written over a horizontal line. The signature is cursive and extends above and below the line.

Deneve Vanderwolf
Planning Technician



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
COMMENT SHEET ON CROWN LAND REFERRAL 7410120**

Electoral Area:	F
Applicant:	Kochel Cattle Company
Existing Land Use:	Vacant, Forested
Zoning:	Zoned Rural Resource (RR 1) under Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.
Plan Designation	Designated Agriculture under Vanderhoof Rural Official Community Plan, Bylaw No. 1517, 2009
Proposed Use Comply with Zoning:	Yes
If not, why?	
Agricultural Land Reserve:	Yes
Access Highway:	Kluskus 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.



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

TO: Chair Thiessen and Board of Directors
FROM: Deneve Vanderwolf, Planning Technician
DATE: April 2, 2020
SUBJECT: Crown Land Application Referral No. 7410121 (Kochel)

RECOMMENDATION

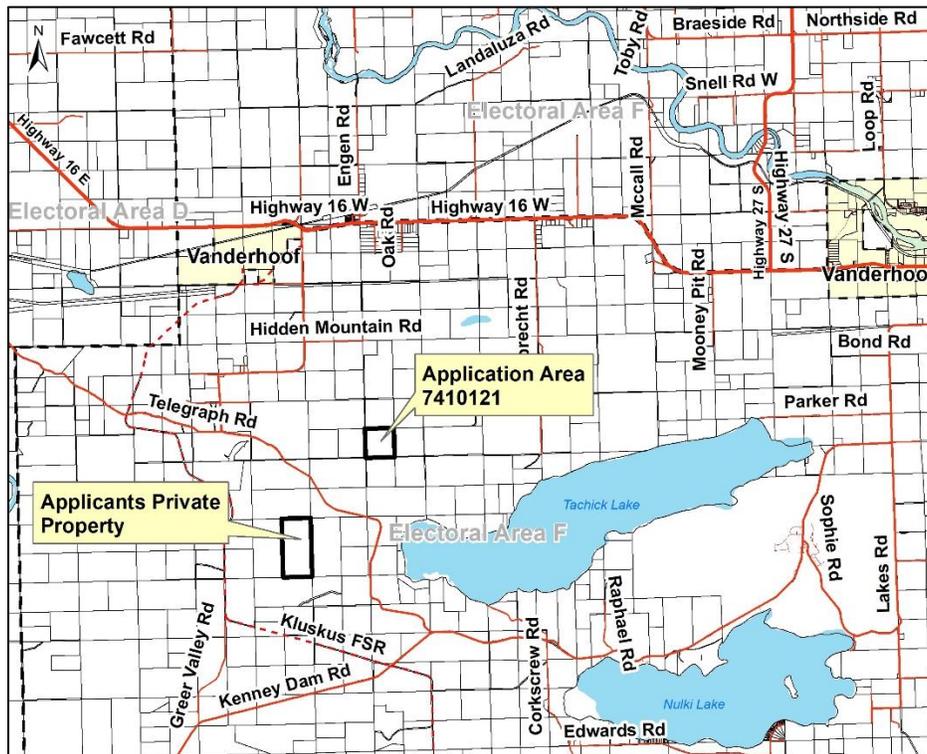
That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7410121.

VOTING

All Directors / Majority

DISCUSSION

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

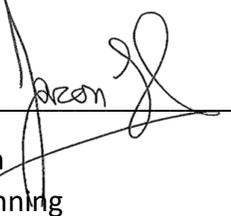


The application area is located on Crown land legally described as 'Section 27, Township 4, Range 4 Coast District, Except SE 1/4, Block A OF NW 1/4, NE ¼' near Telegraph Road, approximately 15 kilometres south of the District of Vanderhoof. The application area is approximately 60.78 ha. in size.

The applicants farm headquarters is located 1 kilometre 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 Agriculture (Ag1) under the RDBN Zoning Bylaw and is located within the Agricultural Land Reserve (ALR). The application is not located in the Agriculture Development Area (ADA) under the Vanderhoof Area Crown Land Plan. ADAs are Crown lands that are designated for agriculture development and settlements reserve areas.

Reviewed by:



Jason Llewellyn
Director of Planning

Written by:



Deneve Vanderwolf
Planning Technician



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
COMMENT SHEET ON CROWN LAND REFERRAL 7410121**

Electoral Area:	F
Applicant:	Karen Rae Kochel
Existing Land Use:	Vacant, Forested
Zoning:	Zoned Agriculture (Ag 1) under Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.
Plan Designation	Designated Agriculture under Vanderhoof Rural Official Community Plan, Bylaw No. 1517, 2009
Proposed Use Comply with Zoning:	Yes
If not, why?	
Agricultural Land Reserve:	Yes
Access Highway:	Telegraph 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.



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

TO: Chair Thiessen and Board of Directors
FROM: Deneve Vanderwolf, Planning Technician
DATE: April 2, 2020
SUBJECT: Crown Land Application Referral No. 7410122 (Kochel)

RECOMMENDATION

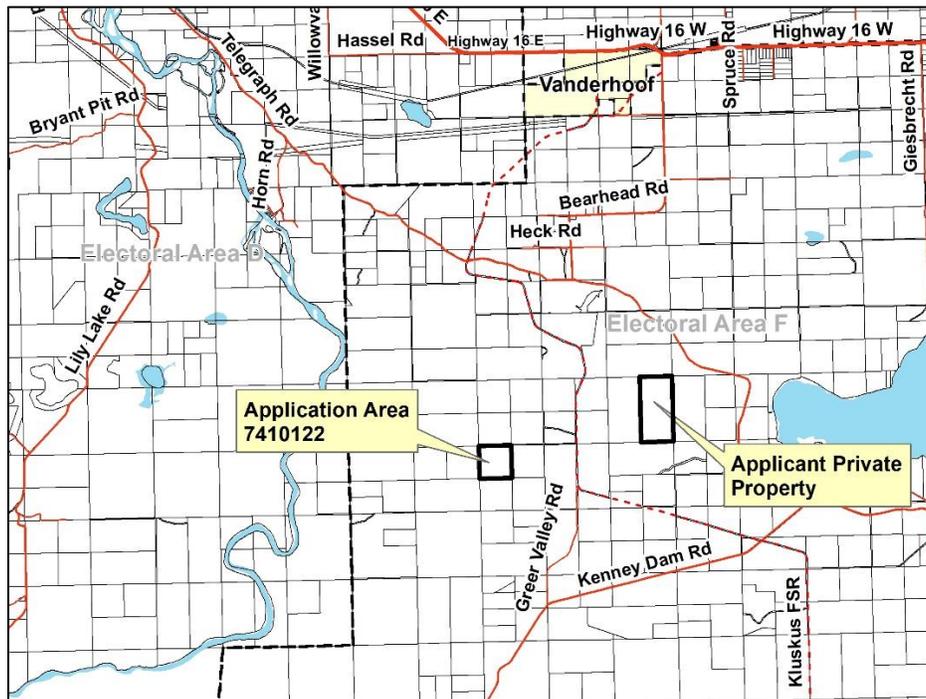
That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application 7410122.

VOTING

All Directors / Majority

DISCUSSION

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



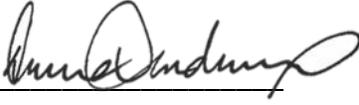
The application area is located on Crown land legally described as 'W 1/2 OF N 1/2, Section 12, Township 9, Range 4 Coast District near the Kluskus FSR, approximately 9 kilometres south of the District of Vanderhoof. The application area is approximately 65 ha. in size.

The applicant's farm headquarters is located 5 kilometre 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 the RDBN Zoning Bylaw and is located within the Agricultural Land Reserve (ALR). The application is not located in the Agriculture Development Area (ADA) under the Vanderhoof Area Crown Land Plan. ADAs are Crown lands that are designated as agriculture development and settlement reserve areas.

Reviewed by: 

Jason Llewellyn
Director of Planning

Written by: 

Deneve Vanderwolf
Planning Technician



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
COMMENT SHEET ON CROWN LAND REFERRAL 7410122**

Electoral Area:	F
Applicant:	John Kochel
Existing Land Use:	Vacant, Forested
Zoning:	Zoned Rural Resource (RR 1) under Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.
Plan Designation	Designated Agriculture under Vanderhoof Rural Official Community Plan, Bylaw No. 1517, 2009
Proposed Use Comply with Zoning:	Yes
If not, why?	
Agricultural Land Reserve:	Yes
Access Highway:	Kluskus 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.



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

TO: Chair Thiessen and Board of Directors
FROM: Deneve Vanderwolf, Planning Technician
DATE: April 3, 2020
SUBJECT: Crown Land Application Referral No. 7410130 (Jackson)

RECOMMENDATION

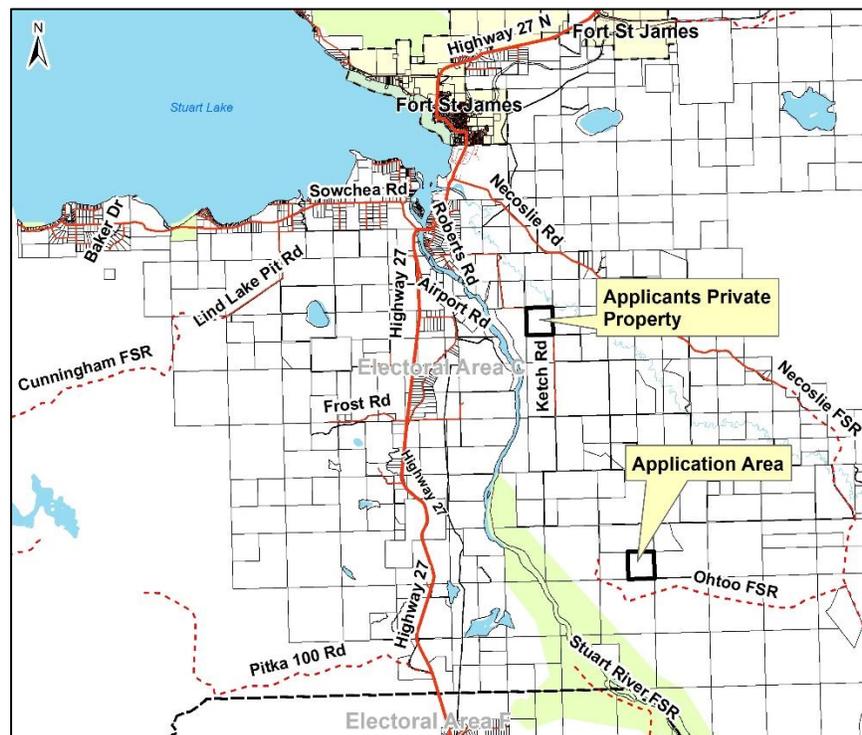
That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application 7410130.

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 1609, Range 5, Coast District. This land is accessed by the Ohtoo FSR and is approximately 15 kilometres south of the District of Fort St. James. The application area is approximately 61 ha. in size.

The applicant's farm headquarters is located 8 kilometre 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 the RDBN Zoning Bylaw and is located within the Agricultural Land Reserve (ALR). The application area is located in the Agriculture Development Area (ADA) under the Fort St. James Area Crown Land Plan. ADAs are Crown lands that are designated as agriculture development and settlement reserve areas.

Reviewed by:



Jason Llewellyn
Director of Planning

Written by



Deneve Vanderwolf
Planning Technician



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
COMMENT SHEET ON CROWN LAND REFERRAL 7410122**

Electoral Area:	C
Applicant:	Lynn Jackson
Existing Land Use:	Vacant, Forested
Zoning:	Not Zoned
Plan Designation	Designated Agriculture under Vanderhoof Rural Official Community Plan, Bylaw No. 1517, 2009
Proposed Use Comply with Zoning:	Yes
If not, why?	
Agricultural Land Reserve:	Yes
Access Highway:	Ohtoo 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.



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Deneve Vanderwolf, Planning Technician
DATE: April 14, 2020
SUBJECT: First Quarter Building Permit Summary

RECOMMENDATION

That the Board receive the Planning Department's First Quarter Building Permit Summary.

VOTING

All Directors/Majority

EXECUTIVE SUMMARY

There were 44 building permit applications received in the first quarter of 2020, with a total construction value of \$5,976,817.36. This is an increase from the 28 permits issued in the first quarter of 2019.

Approximately 52% of the construction, by value, is in the rural area. There are 10 new dwellings being built in the rural area and 5 in the municipalities receiving building inspection services. It is noted that this data does not include the Town of Smithers or the District of Vanderhoof.

Reviewed by:



 Jason Llewellyn
 Director of Planning

Written by:



 Deneve Vanderwolf
 Planning Technician

FIRST QUARTER BUILDING PERMIT DATA FOR 2020

2020 Building Permit Data: January 1 to March 31, 2020		
Area	Total Permits	Total Construction Value (\$)
A	12	1,497,600.00
B	6	422,293.00
C	3	330,000.00
D	0	-
E	0	-
F	9	408,700.00
G	1	600,000.00
Burns Lake	6	1,736,224.36
Fort St. James	0	-
Fraser Lake	1	3,000.00
Granisle	0	-
Houston	2	17,000.00
Telkwa	4	962,000.00
First Quarter Totals	44	5,976,817.36

Building Permits First Quarter Supporting Data			
Area	Permit #	Building Type	Construction Value
A	1	Residential Addition	50,000.00
A	5	Modular Home	200,000.00
A	7	New Residence	130,000.00
A	9	New Residence	131,000.00
A	10	Pole Shed	19,000.00
A	14	Garage	124,600.00
A	17	Residential Addition	4,000.00
A	18	New Residence	500,000.00
A	19	New Residence	170,000.00
A	20	New Residence	80,000.00
A	21	Residential Addition	49,000.00
A	23	Garage/ Carport	40,000.00
B	2	Wood Stove	5,000.00
B	3	Wood Stove	2,000.00
B	6	Residential Renovation	15,500.00
B	12	New Residence	330,000.00
B	24	Storage Building (Institutional)	68,793.00
B	31	Residential Renovation	1,000.00
C	11	New Residence	255,000.00

C	15	Residential Addition	Cancelled
C	25	Residential Addition	75,000.00
F	4	Pellet Stove	2,700.00
F	8	New Residence	300,000.00
F	16	Accessory Building	16,000.00
F	22	Single Wide Mobile Home (Used)	8,000.00
F	26	Shop	60,000.00
F	27	Greenhouse	5,500.00
F	28	Greenhouse	5,500.00
F	29	Greenhouse	5,500.00
F	30	Greenhouse	5,500.00
G	13	New Residence	600,000.00
Burns Lake	1	Water Treatment Plant (Institutional)	1,100,000.00
Burns Lake	2	Commercial Renovation	4,000.00
Burns Lake	3	Duplex	430,000.00
Burns Lake	4	Shop (Institutional)	65,229.47
Burns Lake	5	Shop (Institutional)	126,994.89
Burns Lake	6	Residential Suite (Commercial)	10,000.00
Fraser Lake	1	Garden Shed	3,000.00
Houston	1	Commercial Kitchen	15,000.00
Houston	2	Residential Plumbing	2,000.00
Telkwa	N/A	Residential Renovation	7,000.00
Telkwa	N/A	New Residence	389,000.00
Telkwa	N/A	New Residence	220,000.00
Telkwa	N/A	New Residence	346,000.00



Regional District of Bulkley-Nechako Board of Directors

To: Chair Thiessen and the Board of Directors
 From: Nellie Davis, Regional Economic Development Coordinator
 Date: April 23, 2020
 Regarding: Bulkley Valley Cross Country Ski Club
 Northern Development Application- Community Halls and Recreation Facilities

Recommendation:

That the Board supports the application to Northern Development Initiative Trust from the Bulkley Valley Cross Country Ski Club for a grant of up to \$10,669 for the New Auxiliary Groomer Project from the Northwest Regional Account.

Background:

The Bulkley Valley Cross Country Ski Club is planning the purchase of a new tracked ATV for use as an auxiliary groomer to replace aging machinery. The auxiliary groomer supports grooming of the trails in several circumstances, including:

- Responsiveness to changing snowpack levels due to climate change,
- As a back-up when the main track-setter is under repair, and
- As a lower-cost grooming option during favorable snow conditions.

The \$21,669 Project includes:

- Replacing the existing machine with a CanAm DPS 850cc tracked ATV
- Installation of an electrical connection to support the groomer

Funding Organization	Amount	Status
Bulkley Valley Cross Country Ski Club	\$11,000	Confirmed
Northern Development	\$10,669	Pending
Total	\$21,669	

A copy of the application with attachments will be available at the Board meeting should Directors wish to review the information in greater detail.



Regional District of Bulkley-Nechako Board of Directors Memorandum

To: Chair Thiessen and the Board of Directors
 From: Nellie Davis, Regional Economic Development Coordinator
 Date: April 23, 2020
 Regarding: Federal Gas Tax Funds – Electoral Area ‘A’ (Smithers Rural),
 Bulkley Valley Gymnastics Association

Recommendation:

- 1) That the RDBN Board of Directors authorize contributing up to \$120,000 of Electoral Area ‘A’ Federal Gas Tax allocation monies to the Bulkley Valley Gymnastics Association for a Recreation Infrastructure project at the LB Werner building, and further,
(All/Directors/Majority)

- 2) That the RDBN Board of Directors authorize the withdrawal of up to \$120,000 from the Federal Gas Tax Reserve Fund.
(Participants/Weighted/Majority)

Background:

The Bulkley Valley Gymnastics Association is completing energy efficiency upgrades at the LB Werner Building, which they lease from the Town of Smithers.

This project will see the roof replaced and insulated to increase the energy efficiency and life expectancy of the building.

Total uncommitted Gas Tax Funds remaining in Electoral Area ‘A’ allocation is \$1,278,730.69. Director Mark Fisher is supportive of this project and of accessing additional Federal Gas Tax Funds in the amount of up to \$120,000 from Area ‘A’ for this Recreation Infrastructure project. A Board resolution is required to contribute Federal Gas Tax Funds to this project.



Regional District of Bulkley-Nechako Board of Directors Memorandum

To: Chair Thiessen and the Board of Directors
 From: Nellie Davis, Regional Economic Development Coordinator
 Date: April 23, 2020
 Regarding: Federal Gas Tax Funds – Electoral Area 'A' (Smithers Rural)
 Bulkley Valley Regional Pool

Recommendation:

- 1) That the RDBN Board of Directors authorize contributing up to \$42,175 of Electoral Area 'A' Federal Gas Tax allocation monies to the Bulkley Valley Regional Pool for Boiler and Air Handling System upgrades, and further,
(All/Directors/Majority)

- 2) That the RDBN Board of Directors authorize the withdrawal of up to \$42,175 from the Federal Gas Tax Reserve Fund and increase the Regional District's Bulkley Valley Regional Pool local service capital budget by \$42,175.
(Participants/Weighted/Majority)

Background:

The following operating infrastructure upgrades have been approved in principle for 2020 at the Bulkley Valley Regional Pool. The original amount (\$36,000) increased to \$42,175 as an additional quote for AHU-1 components was not in the original budget.

- 1) **Tot Pool Boiler:** Replace Tot Pool natural gas boiler with a high efficiency 95% AFUE and 10:1 turndown ratio modulating unit. Full DDC implementation.
- 2) **MAU-1: (Lobby, change-room & Office)** Upgrade and modernize HVAC unit MAU-1. This unit is original equipment and is very serviceable. Upgrade electronics, add more DDC control points to maximize efficiency and replace the gas valve with a modulating valve to control the amount of gas flow to the burner.
- 3) **AHU-1 (Natatorium)** Upgrade and modernize HVAC unit AHU-1. Replace old gas valve with a modern gas valve, replace old electronics and install two VFD drives to the two blowers. Improve DDC control and programming.
- 4) **Hot Tub Boiler:** DDC Implementation and DDC control programming.

Total uncommitted Gas Tax Funds remaining in Electoral Area 'A' allocation is \$1,284,855.69. Director Mark Fisher is supportive of this project and of accessing Federal Gas Tax Funds in the amount of up to \$42,175 from Area 'A' for this Recreation Infrastructure project. A Board resolution is required to contribute Federal Gas Tax Funds to this project.



Regional District of Bulkley-Nechako Board of Directors Memorandum

To: Chair Thiessen and the Board of Directors
 From: Nellie Davis, Regional Economic Development Coordinator
 Date: April 23, 2020
 Regarding: Federal Gas Tax Funds – Electoral Area ‘B’ (Burns Lake Rural) and Electoral Area “E” (Francois/Ootsa Rural)
 Lakes District Fair Association – Rodeo Concession Renovation and Electrical Upgrades Project

Recommendation:

- 1) That the RDBN Board of Directors authorize contributing up to \$18,250 of Electoral Area ‘B’ and up to \$18,250 of Electoral Area “E” Federal Gas Tax allocation monies to the Lakes District Fair Association for Rodeo Concession Renovation and Electrical Upgrades Project, and further,

(All/Directors/Majority)

- 2) That the RDBN Board of Directors authorize the withdrawal of up to \$36,500 from the Federal Gas Tax Reserve Fund.

(Participants/Weighted/Majority)

Background:

The Lakes District Fair Association is planning a renovation to the Rodeo Concession and Electrical Upgrades at the Fairgrounds. The new concession will also house the pumphouse for the new well at the Fairgrounds.

Total uncommitted Gas Tax Funds remaining in the Electoral Area ‘B’ allocation is \$372,048.75 and in the Electoral Area ‘E’ allocation is \$248,914.75.

Director Riis-Christianson and Director Lambert are supportive of this project and of accessing Federal Gas Tax Funds in the amount of up to \$18,250 from Area ‘B’ and \$18,250 from Area ‘E’ for this Tourism Infrastructure project. A Board resolution is required to contribute Federal Gas Tax Funds to this project.



Regional District of Bulkley-Nechako Board of Directors Memorandum

To: Chair Thiessen and the Board of Directors
 From: Nellie Davis, Regional Economic Development Coordinator
 Date: April 23, 2020
 Regarding: Federal Gas Tax Funds – Electoral Area 'C' (Fort St. James Rural)
 Community Arts Council of Fort St. James

Recommendation:

- 1) That the RDBN Board of Directors authorize contributing up to \$80,000 of Electoral Area 'C' Federal Gas Tax allocation monies to the Community Arts Council of Fort St. James for an Entrance and Interior Renovation project, and further,
(All/Directors/Majority)

- 2) That the RDBN Board of Directors authorize the withdrawal of up to \$80,000 from the Federal Gas Tax Reserve Fund.
(Participants/Weighted/Majority)

Background:

The Community Arts Council of Fort St. James is planning a renovation project at the Pope Mountain Arts Center. The project includes a new Entrance with accessible ramp and improved roof, as well as Fire Safety upgrades to the Pottery Studio to bring the area up to the current Building Code.

Total uncommitted Gas Tax Funds remaining in Electoral Area 'C' allocation is \$477,958.

Director Tom Greenaway is supportive of this project and of accessing Federal Gas Tax Funds in the amount of up to \$80,000 from Area 'F' for this Cultural Infrastructure project. A Board resolution is required to contribute Federal Gas Tax Funds to this project.



Regional District of Bulkley-Nechako Board of Directors Memorandum

To: Chair and the Board of Directors
From: Nellie Davis, Regional Economic Development Coordinator
Date: April 23, 2020
Regarding: **RigStar and ABnet Letter of Support Request**

Recommendation:

That the Board consider:

That the Board provide Letters of Support to RigStar and ABnet for their partnered application to the CRTC Broadband Fund.

Background:

RigStar and ABnet are planning an application in partnership to extend their network into the RDBN. They plan to apply to the BroadBand Fund for a project that includes Smithers, Houston, Wet'suwet'en, Burns Lake, Tchesinkut Lake, Francois Lake, Cheslatta Carrier Nation, and the areas in between these communities. The goal would be to provide 50/10 Mbps speeds to the 4101 homes within the scope of this project.

Please see attached documents for more information.



March 11, 2020

Nellie Davis

Regional Economic Development Coordinator
Regional District of Bulkley-Nechako
37, 3rd Avenue, PO Box 820
Burns Lake, British Columbia, V0J 1E0

Good Afternoon Nellie,

Further to reading your RDBN Broadband Study from July 2019, I want to provide you with a little background of Rigstar and our commitment to supporting local communities. Founded in 1998, our company is family owned and is a leading provider of turn-key telecommunication services. Rigstar has over 21 years of experience with designing complex networks and delivering connectivity throughout Western Canada (including in highly remote areas). Rigstar's sister company, ABnet, extends that network to rural communities as highlighted in the attached infographic.

Visiting [ABnet's website](#) will demonstrate our current speeds and services. ABnet focuses on building long-term relationships within the community. Below is a list of examples that feature ABnet's commitment to customer service and community engagement:

- ABnet operates a 24/7 Network Operations Centre (NOC) - Live Support
- All Plans feature Unlimited Data with no overage charges
- ABnet has invested in local communities by sponsoring a Women's golf league, the Southern Alberta Music Festival, Aggie Days, and many other events

Rigstar, along with the ABnet Team have discussed the possibility of expanding our existing network into the Regional District of Bulkley-Nechako. These communities include Smithers, Houston, Wet'suwet'en, Burns Lake, Tchesinkut Lake, Francois Lake, Cheslatta Carrier Nation, and the areas in between these communities. The goal would be to provide 50/10 Mbps speeds to the 4101 homes within the scope of this project.

Rigstar would like to apply for the Broadband Funding Program ("BBF") to bring these services. If you're open to having further discussions, about providing a letter of support to Rigstar for this endeavor, that would be greatly appreciated. In the past, our team has been successful in obtaining funding to support smaller communities. we would like to work closely with your community.

The BBF program requires all applications to be submitted before March 27th, 2020 which leaves us with limited time. Rigstar has allocated a team specifically for the application process and to learn more about the community and current Internet challenges.

In closing, please review the attached infographic that provides a high-level overview of Rigstar's approach to connecting Rural Communities.

I look forward to hearing from you!

Kind regards,

Kristin Grisdale, *Government and Corporate Affairs, ACSO*
m. 587.581.1599



RIGSTAR
INDUSTRIALTELECOM

Rigstar Industrial Telecom | 227 Exploration Ave. SE Calgary, Alberta T3S 0B6
1.866.535.2418 | P: (403) 243.0600 | F: (403) 243.0664 | rigstar.ca

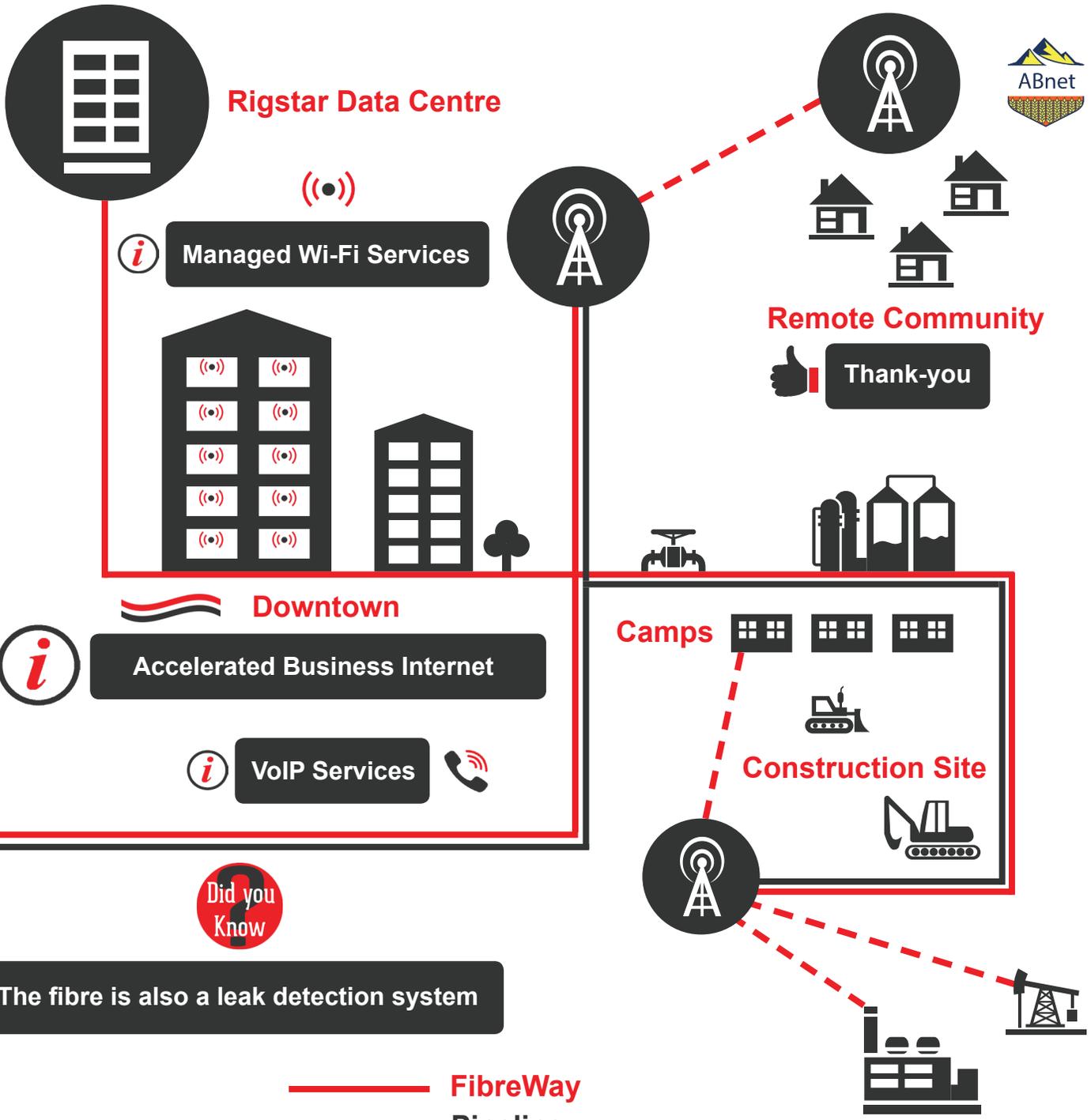
What is FibreWay™



noun [fahy-ber • wey]

1. telecom alternative, Internet highway or high-speed Internet

"our organization is on FibreWay and we couldn't be happier with the service"



- FibreWay
- Pipeline
- - - AirControl

Remote Facility



Regional District of Bulkley-Nechako Board of Directors Memorandum

To: Chair and the Board of Directors
From: Nellie Davis, Regional Economic Development Coordinator
Date: February 20, 2020
Regarding: **Telus Letter of Support Request**

Recommendation:

That the Board consider:

That the Board provide Letters of Support to Telus for their application to the CRTC Broadband Fund.

Background:

Telus has requested a Letter of Support for an application to the Broadband Fund. The application is for a cell tower project that would improve service along Highway 16. One of the proposed towers would be within the RDBN, near Perrow.

Please see attached document for more information.

March 27, 2020

Sent Via Email

RE: Request for Letter of Support to TELUS for application to the CRTC for Broadband Funding to Improve Wireless Coverage along Highway 16 between Perrow to Prince Rupert, BC.

The Canadian Radio Telecommunication Commission (CRTC) released a funding program to improve LTE and broadband services throughout Canada. 2020 marks Phase 2 of 5 of the program, and TELUS is seeking to improve wireless coverage in along Highway 16 between Perrow to Prince Rupert.

If funding, as requested, was received, TELUS would install multiple towers and support structure to facilitate the deployment of antennas in order to provide 4G LTE coverage and fixed wireless to enable internet in the home.

At this point in time, we are in the early stages of the application submission, and the deadline has just been postponed by the CRTC in light of the COVID19 situation in Canada. As of today, the application deadline is April 30, 2020.

With respect to the application, TELUS is seeking **a letter of support** from the Regional District for TELUS' infrastructure application. The letter is a component of the application, and we are hoping the Regional District will support this request. For clarification, TELUS is not seeking financial support from the Regional District for this proposal.

Currently, there is no cell services and limited home internet options available to communities and homes along the highway corridor. The proposed project, if funded, would enable cell coverage and home internet through the towers and installations for the first time.

Currently, TELUS is the primary cellular provider along this dangerous segment of highway, and therefore the dominant provider of e911 services.

TELUS would like to apply and be a recipient of the CRTC broadband fund in order to expand coverage along this segment as much of it currently remains without service. If received, the funding would enable TELUS cellular builds along the highway to introduce new coverage where no coverage exists today, thereby improving the safety for residents and commuters in the area through e911 services.

All the best,

Harmen Kahlon
Senior Manager – Real Estate and Government Affairs
TELUS



Regional District of Bulkley-Nechako Board of Directors Memorandum

To: Chair Thiessen and the Board of Directors
 From: Nellie Davis, Regional Economic Development Coordinator
 Date: April 23, 2020
 Regarding: Federal Gas Tax Funds – Electoral Area ‘F’ (Vanderhoof Rural)
 Nechako Valley Exhibition Society

Recommendation:

- 1) That the RDBN Board of Directors authorize contributing up to \$75,000 of Electoral Area ‘F’ Federal Gas Tax allocation monies to the Nechako Valley Exhibition Society for Fire Safety Upgrades, and further,

(All/Directors/Majority)

- 2) That the RDBN Board of Directors authorize the withdrawal of up to \$75,000 from the Federal Gas Tax Reserve Fund.

(Participants/Weighted/Majority)

Background:

The Nechako Valley Exhibition Society is planning mandatory Fire & Life Safety Upgrades at the Fair Grounds to meet Building and Fire Code regulations in the occupancy-permitted Indoor Arena. The \$108,000 project includes:

- Installation of a new Fire Alarm System
- Fire Safety Signage
- Exit and Emergency Lighting
- Installation of Fire Doors

Total uncommitted Gas Tax Funds remaining in Electoral Area ‘F’ allocation is \$703,498.07.

Director Jerry Petersen is supportive of this project and of accessing Federal Gas Tax Funds in the amount of up to \$75,000 from Area ‘F’ for this Tourism Infrastructure project. A Board resolution is required to contribute Federal Gas Tax Funds to this project.



Regional District of Bulkley-Nechako Board of Directors Memorandum

To: Chair and Board of Directors
From: Nellie Davis, Regional Economic Development Coordinator
Date: April 23, 2020
Subject: Grant in Aid Update – Month of March 2020

RECOMMENDATION

(all/directors/majority)

Receive.

Background:

The following Grant in Aid requests of \$2,500 or less were approved by Electoral Area Directors between March 1-31, 2020.

Community Group	Project	Amount
Area 'A' (Smithers Rural)		
Smithers Chamber of Commerce	New Business Reception	\$1,000
Area 'B' (Burns Lake Rural)		
The Link	Covid-19 Community Support Committee	\$1,000
Area 'C' (Fort St; James Rural)		
Area 'D' (Fraser Lake Rural)		
Area 'E' (Francois/Ootsa Rural)		
The Link	Covid-19 Community Support Committee	\$1,000
Lakes District Fair Association	Financial Statement Preparation	\$750
Area 'F' (Vanderhoof Rural)		
Area 'G' (Houston Rural)		



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: April 23, 2020

SUBJECT: Resolution re: Municipal Solid Waste – ICI EPR Program

RECOMMENDATION

That the Board approve NCLGA's suggested wording changes to the resolution titled 'Municipal Solid Waste – ICI EPR Program.'

BACKGROUND

Attached is correspondence from the North Central Local Government Association inclusive of changes to the RDBN's Municipal Solid Waste – ICI EPR Program that incorporate a province-wide focus.

From: [NCLGA Admin](#)
To: [Cheryl Anderson](#)
Cc: jjustason@ubcm.ca
Subject: [EXTERNAL]: RE: Resolution for Submission
Date: March 30, 2020 4:11:38 PM

Good afternoon Cheryl,

The UBCM has asked me to reach out to you regarding the Bulkley-Nechako Regional District's resolution titled: Municipal Solid Waste – ICI EPR Program.

As it is currently written it has a very regional focus on the NCLGA area. In order to go forward to the UBCM Convention, we need resolutions that take a more province-wide focus. As such, UBCM would like to propose the following amendments that make it more province-wide in focus, but still has the same request of the Province.

Words in bold are to be added.

Words struck out are to be deleted.

Current Wording:

Whereas the Province has set the target for Municipal Solid Waste (MSW) of 350 kg per person by 2020/2021, and the six North Central Local Government Association (NCLGA) member Regional Districts currently have an average MSW of 712 kg per person;

And whereas many communities, specifically rural and remote communities, do not have access to Recycle BC services;

And whereas ICI recyclable material makes up approximately 50-60% of the MSW stream, and there are minimal to no private businesses that collect ICI material in most NCLGA communities culminating in the impracticality of meeting Provincial targets:

Therefore be it resolved that NCLGA urge the Province to announce by October 2020 that the planned implementation of an ICI EPR Program inclusive of province wide consultation with commencement of the program no later than October 2021.

Proposed Wording:

Whereas the Province has set the target for Municipal Solid Waste (MSW) of 350 kg per person by 2020/2021, and **many local governments have a current average MSW that is much higher;** ~~the~~ six North Central Local Government Association (NCLGA) member Regional Districts currently have ~~an average MSW of 712 kg per person;~~

And whereas many communities, specifically rural and remote communities, do not have access to Recycle BC services;

And whereas ICI recyclable material makes up approximately 50-60% of the MSW stream, and there are minimal to no private businesses that collect ICI material in **many rural and remote** ~~most~~ NCLGA communities, culminating in the impracticality of meeting Provincial targets:

Therefore be it resolved that NCLGA **and UBCM** urge the Province to announce by October 2020 that the planned implementation of an ICI EPR Program inclusive of province wide consultation with commencement of the program no later than October 2021.

Kindly let Jamee Justason from UBCM (CC'd) and myself know if your Board is in favour of this amendment or if you have any questions.

Looking forward to hearing from you.

Thank you and best wishes to you at this time.

Hannah Wasstrom

Executive Coordinator

North Central Local Government Association

T: 250-564-6585

E: hwasstrom@nclga.ca

[NCLGA Website](#) | [Facebook](#) | [Twitter](#)

From: Cheryl Anderson [mailto:cheryl.anderson@rdbn.bc.ca]

Sent: March 13, 2020 11:19 AM

To: NCLGA Admin <admin@nclga.ca>

Subject: Resolution for Submission

Attached, please find a Regional District of Bulkley-Nechako resolution for submission at this year's NCLGA Conference.

Thank you!

Cheryl Anderson

Manager of Administrative Services

Regional District of Bulkley-Nechako

Phone: (250) 692-3195

TF: 1-800-320-3339

Fax: (250) 692-3305



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: April 23, 2020

SUBJECT: Fort Fraser Fire Protection Service Area Boundary Amendment Bylaw No. 1904, 2020

RECOMMENDATION

(all/directors/majority)

That Fort Fraser Fire Protection Service Area Boundary Amendment Bylaw No. 1904, 2020 be adopted this 23rd day of April, 2020.

BACKGROUND

Attached is Fort Fraser Fire Protection Service Area Boundary Amendment Bylaw No. 1904, 2020 which was given 3 readings on March 19th. The Board may now adopt the bylaw.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1904**

A bylaw to amend the boundaries of the Fort Fraser Fire Protection Service Area within a portion of Electoral Area "D"

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 624 a service of fire protection to a portion of Electoral Area "D" known as the "Fort Fraser Fire Protection Service Area";

AND WHEREAS the Regional District may amend a Local Service Establishment Bylaw under Section 349 of the *Local Government Act*;

AND WHEREAS the Regional District has received a request from owners of the property to be included in the Fort Fraser Fire Protection Service Area;

AND WHEREAS the Director of Electoral Area "D" has consented in writing to the adoption of a bylaw which would amend the boundaries of the service area which amendments are described herein, in accordance with Section 347 of the *Local Government Act*;

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

- 1) That the Regional District hereby amends the boundaries of the Fort Fraser Fire Protection Service Area by including the following property:

District Lot 1329A Range 5 Coast Range 5 Land District

and that the resulting boundaries of the Fort Fraser Fire Protection Service Area are as shown on Schedule "A";

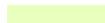
- 2) This bylaw may be cited as "Fort Fraser Fire Protection Service Area Boundary Amendment Bylaw No. 1904, 2020."

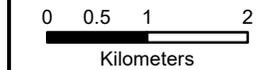
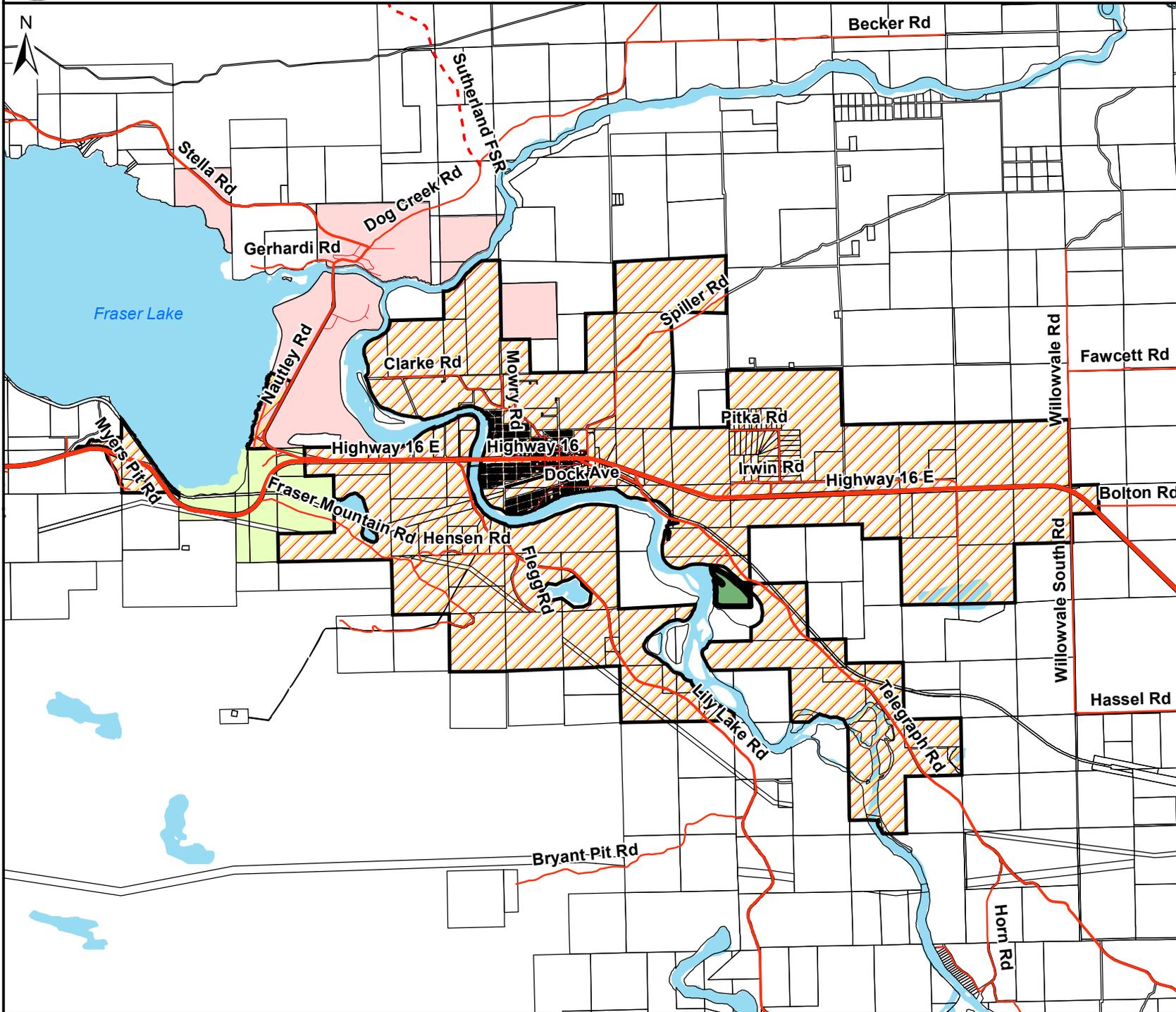


Fort Fraser Fire Protection Service Area Boundary Amendment Bylaw No. 1904, 2020

101

Legend

-  Expansion Property
-  Fire Protection Area Fort Fraser
-  Highway
-  Major Secondary Road
-  Cadastre
-  Parks



This map is an approximate representation and should only be used for reference purposes.

I hereby certify that this is Schedule A of Bylaw No. 1904

Corporate Administrator



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

TO: Board of Directors
FROM: Jason Blackwell, Regional Fire Chief
DATE: April 23, 2020
SUBJECT: Cluculz Lake Fire Department Bylaw Amendment

RECOMMENDATION:

1. That "Cluculz Lake Rural Fire Protection Service Establishment Amendment Bylaw No. 1906, 2020" be given first, second and third reading this 23rd day of April, 2020.

VOTING: All/Directors/Majority

EXECUTIVE SUMMARY

The CLERT changed the name of the organization to the Cluculz Lake Volunteer Fire Department prior to 2017. The CLVFD has been operating as a fire department providing structural fire suppression activities since that time.

In January 2020, a consultant was engaged to conduct a fire service review for the Cluculz Lake Volunteer Fire Department (CLVFD). The deadline for the completion of the review is not until the end of April 2020, however, in the process of interviewing the CLVFD senior officers it became clear that they were looking for direction from the Regional District, specifically in regard to who is the Authority Having Jurisdiction (AHJ). Under contract for service with the CLVFD the Regional District requires the CLVFD to operate using the Regional District Standard Operating Guidelines and to provide Exterior Only fire suppression. This does reflect language of an AHJ.

By amending the "Cluculz Lake Emergency Response Team (CLERT) Contribution Local Service Area Establishment Bylaw No. 1127, 1999." to the "Cluculz Lake Rural Fire Protection Service Establishment Amendment Bylaw No. 1906, 2020" the relationship between the CLVFD and the RDBN will be much clearer and will allow the RDBN to provide more support through training, policy, and administrative assistance.

Director Petersen has been involved in these discussions and supports this amendment.

Written By:


 Jason Blackwell

Reviewed by:


 Deborah Jones Middleton

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1906, 2020****A bylaw to amend “Regional District of Bulkley-Nechako Cluculz Lake Emergency Response Team (CLERT) Contribution Local Service Area Establishment Bylaw No. 1127, 1999”**

WHEREAS the Regional District has enacted the “Regional District of Bulkley-Nechako Cluculz Lake Emergency Response Team (CLERT) Contribution Local Service Area Establishment Bylaw No. 1127, 1999” for the purpose of contributing to the Cluculz Lake Emergency Response Team (C.L.E.R.T.) which provides emergency response service to a portion of Electoral Area “F”;

AND WHEREAS the Regional District wishes to amend the bylaw to remove all references to the Cluculz Lake Emergency Response Team (C.L.E.R.T.);

AND WHEREAS the Regional District wishes to convert the bylaw from a contribution service for fire response to a fire protection service for the purpose of fire protection and suppression;

AND WHEREAS consent on behalf of the participating area has been given in accordance with the *Local Government Act*;

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

1. Section 1 of Bylaw No. 1127 is hereby repealed and replaced with the following:
 1. The Cluculz Lake Rural Fire Protection Service (the “Service”) is established by this Bylaw for the purpose of fire protection and suppression.
2. This bylaw may be cited for all purposes as “Cluculz Lake Rural Fire Protection Service Establishment Amendment Bylaw No. 1906, 2020.”

Certified a true and correct copy of “Cluculz Lake Rural Fire Protection Service Establishment Amendment Bylaw No. 1906, 2020.”

Corporate Administrator

Bylaw No. 1906
Page 2

READ A FIRST TIME this day of , 2020.

READ A SECOND TIME this day of , 2020.

READ A THIRD TIME this day of , 2020.

APPROVED by the Inspector of Municipalities this day of , 2020.

ADOPTED this day of , 2020.

CHAIRPERSON

CORPORATE ADMINISTRATOR



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: April 23, 2020
Re: Internet Allowance for Electoral Area Directors

Recommendation (All/Directors/Majority):

“That the Board increase the internet reimbursement allowance for Electoral Area Directors from \$75 per month to \$125 per month, and include a one-time maximum \$200 payment in 2020 to cover any internet related installation/upgrade fees, and that these changes be included in the next amendment to Bylaw 1837 (Director’s Remuneration).”

Background:

Electronic meetings, including video conference type meetings, require faster internet and more data than is often found in many rural internet packages. Staff have noticed the difficulty that some Electoral Area Directors are facing with the recent increase in virtual meetings because of the COVID-19 pandemic. Some Electoral Area Directors are reporting on the large amount of data these two or three hour virtual meetings require.

The Regional District requires Electoral Area Directors to utilize their own internet connection during these meetings. The ‘virtual’ attendance of all Directors is important to maintain good governance.

Staff are recommending that the allowance for internet connectivity be increased from \$75 to \$125 per month to allow Electoral Area Directors to upgrade their internet package for online Board meetings and conference calls. The one-time installation fee cost will also be incorporated into the new bylaw to ensure that new Directors after every election cycle are connected in a manner that is conducive to virtual participation. These costs will be attributed to the Rural Government Budget.



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: April 23, 2020
Re: Directors Remuneration for April 2020

Recommendation (All/Directors/Majority):

“That the Board provide a one-time payment equivalent to the pay of one full meeting to each Director for the month of April.”

Background:

The regular committee day in April was cancelled and replaced with numerous virtual meetings because of COVID-19. These conference calls, both with the RDBN and other stakeholders and agencies, taken together, could be deemed as the same length of time as an average committee meeting.

The Board has the option for remunerating its members for meetings that are not Board or Committee meetings under Schedule B - Part F of the remuneration bylaw (Bylaw No. 1837).

One of the principles of Directors' remuneration is that Directors be paid for the time spent together as a Board providing governance.



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

TO: Board of Directors
FROM: Haley Jeffrey, Emergency Services Manager
DATE: April 23, 2020
SUBJECT: RDBN Emergency Operations Centre COVID-19 Response Update

RECOMMENDATION:

1. That the Board approve the Regional District of Bulkley-Nechako Addendum 3 Pandemic Response.
2. That the Board approve the Regional District of Bulkley-Nechako Business Continuity Plan APPENDIX 1 – Pandemics
3. That the Board approve the Essential Services Mutual Aid Agreement between the RDBN and each of the member municipalities.

VOTING: All/Directors/Majority

EXECUTIVE SUMMARY

Since first detected in December 2019, COVID-19 has spread internationally and rapidly, severely impacting mass populations around the globe.

On March 17, Dr. Bonnie Henry, Provincial Health Officer, issued a Public Health Emergency for the Province of British Columbia which was followed on March 18, 2020 by a Provincial State of Local Emergency declared by the Honorable Mike Farnworth, Minister of Public Safety and Solicitor General. These declarations have allowed the Province to enact extraordinary orders in an attempt to limit the transmission of COVID-19 in British Columbia.

As the Province has initiated a “Province wide response”, it has been directed by the Minister of Public Safety and Solicitor General, that all local states of emergency issued by local authorities in response to COVID-19 were suspended and local authorities were asked to activate their emergency plans.

Written by

Handwritten signature of Haley Jeffrey in black ink.

Haley Jeffrey
Emergency Services Manager

Handwritten signature of Deborah Jones-Middleton in black ink.

Deborah Jones-Middleton
Director of Protective Services

Attachments:

- Draft Regional District of Bulkley-Nechako Business Continuity Plan APPENDIX 1 – Pandemics
- Draft Regional District of Bulkley-Nechako Addendum 3 Pandemic Response
- Draft Essential Services Mutual Aid Agreement

REPORT

Local Government Support

The Provincial State of Emergency has enacted many extraordinary powers to support the Provincial Health Emergency. The following extraordinary powers enacted are those requiring Local Government support.

- Response and Recovery Coordination
 - All local states of emergency in response to COVID-19 were suspended and local authorities were required to activate their emergency plans.
 - The City of Vancouver's state of emergency orders remained. Going forward, the City is required to obtain permission to issue new orders under its state of emergency.
 - On request of the Minister, public facilities, such as community centres, were to be identified to be used for pandemic response: self-isolation, testing, medical care, warehousing and distribution.
 - On the request of the Minister, local authorities were to identify the critical supply and service needs within its area of jurisdiction relating to the local authority's ability to respond to or mitigate the impacts of the COVID-19 pandemic.
 - Mutual aid agreements are to be put in place with neighbouring jurisdictions to ensure that first responder, waste management, wastewater and drinking water services are maintained during COVID-19 Provincial Response.
 - Local authorities must review and, if necessary, update its local emergency plan and business continuity plans to ensure that the delivery of essential services can be maintained and any impacts and limitations resulting from the COVID-19 pandemic are considered with respect to preparations and response measures for other emergencies or disasters,
 - Local authorities were given the ability to hold more flexible meetings to expedite decisions.
- Enforcement
 - Municipal bylaw officers are required, to the greatest extent possible, without unduly compromising any other bylaw enforcement objectives of the local authority, to be re-deployed to support enforcement of the provincial health officer's orders and directives carrying fines of over \$25,000 or jail, to be determined by the courts under the authority of the Public Health Act.

Regional District of Bulkley-Nechako EOC Response

On March 9, 2020, the Protective Services Department activated the RDBN EOC at a Level 1 to monitor the evolving COVID-19 situation. Although the RDBN is not the lead response agency for a pandemic event, the RDBN EOC remains engaged and ready to assist and support the response should the Province and/or the Health Authority request it.

The RDBN EOC has been engaged in the following activities to support the COVID-19 response:

- providing regular updates to the RDBN website and Facebook page regarding the RDBN, Provincial and Federal COVID-19 information links;
- monitoring and updating Emergency Management BC (EMBC) conference calls to determine what trends are evolving within local government response and what services may be brought to assist our residents during this event;
- continually monitoring the Provincial Health Authority updates to understand the trends and progress of the pandemic in Canada and BC;

- hosted a community to community (C2C) regional EOC meeting with member municipalities to explore how we could support one another during this response, potential streamline of response activities, and what other communities are doing to support their residents;
- persistently lobbying EMBC to support the Regional ESS teams by implementing alternative policy and procedures for ESS response and mass care;
- participate on the Smithers and Omineca COVID-19 working groups; and
- continually exploring what supports can be brought to the residents of the Regional District of Bulkley-Nechako.

Protective Service Department Updates

While responding to this pandemic event, EOC staff are also preparing for flood and fire season with a specific new set of challenges regarding evacuations and commercial housing. Staff are actively seeking guidance and support from EMBC and Northern Health to incorporate procedures that will keep both the public and ESS volunteers safe during a response.

EMBC has implemented an online tool to modernize ESS response earlier than anticipated. RDBN staff will be working with the Regional ESS Teams to ensure they receive the available training offered through EMBC.

The Protective Services Department staff have also been coordinating with member municipalities and Voyent Alert to provide training to staff in an effort to implement an earlier launch date for the Mass Notification System.

To ensure the RDBN is meeting the requirements set forth in the Provincial state of Emergency, staff have drafted the Pandemic Appendix for the RDBN Business Continuity Plan and the Pandemic Response Addendum for the RDBN Comprehensive Emergency Management Plan, both of these are attached for your review and approval.

In response to Ministerial Order 84 (MO84) staff worked with member municipalities and developed an Essential Services Mutual Aid Agreement to address first responder, water, wastewater and solid waste infrastructure and service delivery. A draft of this agreement is attached for your review and approval.

CONCLUSION

EOC Staff will continue to monitor the COVID-19 situation and continue to seek opportunities to support residents within the region through collaboration with stakeholders. Staff will also continue to plan for a potential evacuation as a result of flood or fire during the COVID-19 pandemic and engage health authorities to assist with planning and support.

Regional District of Bulkley-Nechako Business Continuity Plan APPENDIX 1 – Pandemics



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GENERAL

The Pandemic plan is an appendix to the Business Continuity Plan. All Essential services per each department are outlined in the Business Continuity Plan document.

This document is a living document and is subject to amendment and updating as new information and initiatives are identified.

Purpose of the Pandemic Plan

In the event of a Pandemic where there is immediate or imminent threat to the health and safety to Regional District of Bulkley-Nechako (RDBN) personnel, the RDBN will respond accordingly in compliance to the policies and procedures stated within this document, the RDBN Business Continuity Plan and recommendations brought forth by the Federal and Provincial Health Authorities.

Confidentiality

All internal policy or direction that is implemented to manage workplace operations is confidential information and not to be shared with or made accessible to the public. Information of the pandemic situation and operational impacts relative to the workplace will be distributed and made available to staff either in email or delivered via office mailboxes.

Definitions

Local Authority

Regional District, member municipality and First Nations Communities.

Pandemic

An outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population.

RDBN Senior Management

The RDBN Department Directors: Chief Administrative Officer, Manager of Administrative Services, Director of Finance, Director of Planning, Director of Protective Services, and Director of Environmental Services.

Emergency Operations Center

The RDBN's response organization.



RISK ASSESSMENT

What is Risk Assessment

In terms of this specific Pandemic plan, Risk Assessment will refer to the actions of identifying hazards which may cause harm to staff and the public, identifying the risks of such hazards to staff and the public and then taking action to minimize the impact in a pandemic context.

Identifying Risk during a Pandemic

The Protective Services Department (PSD) will monitor the situation and participate on all available and provincially scheduled conference calls hosted by Emergency Management BC, Northern Health, and local authorities during a Pandemic situation.

The PSD will continue to monitor the Pandemic situation as it evolves. The magnitude and degree of severity announced by the Provincial and Federal Health Authorities will allow informed decision making for the administrative office and environmental service operations.

If there is a substantial risk to RDBN staff and the general public, the RDBN Chief Administrative Officer in collaboration with Senior Management will decide what actions will be taken moving forward in the pandemic event.



RESPONSIBILITIES

Regional District of Bulkley-Nechako

Occupational Health & Safety Committee

- Ensure an adequate supply of cleaning supplies is provided to staff.
- Ensure information about effective hygiene etiquette is posted for all staff.

Protective Services Department Responsibilities

- Provide updated information of evolving situation to Senior Management Team.
- Ensure all levels of social media, media, information technology are being monitored for up-to date information and what response trends are transpiring internationally.
- Coordinate and prepare pertinent public information notices for CAO approval.
- Ensure the RDBN is compliant and practicing the Pandemic Response Orders and recommendations from Health Authorities.

Senior Management Responsibilities

- Ensure proper policy and protocols are implemented to ensure minimal service disruption.
- Ensure proper policy and protocols are implemented to ensure public and staff safety.
- Adhere to the Pandemic Response Protocols and recommendations from Health Authorities.

Supervisor Responsibilities

- Ensure health and safety precautions are adhered to by all workers under their direct supervision.
- Ensure all staff under their supervision have access to proper hygiene etiquette information and supplies for their workstation.
- Adhere to the Pandemic Response Protocols and recommendations from Health Authorities.

Staff Responsibilities

- Monitor health of themselves and family members for symptoms associated with the pandemic.
- Take reasonable care and precautions to protect their health and safety including staying home if you or your family members are presenting symptoms of the illness causing the pandemic.
- Adhere to the Pandemic Response Protocols and recommendations from Health Authorities.
- Notify your supervisor if you are having symptoms or have been exposed to the illness causing the pandemic.
- Comply with and understand policies and recommendations directed by the Chief Administrative Officer and Senior Management team.
- Speak with your supervisor to address any concerns regarding your safety at work during a pandemic situation



Province of British Columbia

Ministry of Health

The Ministry of Health (MOH) has overall responsibility for health services within B.C. Normally, HLTH provides administrative and strategic guidance to the health system, with operational work being carried out by the health authorities and health professionals across the Province. During an emergency, the MOH can take on direct control of the health system to facilitate province-wide response. This is done through the activation of the Health Emergency Coordination Centre (HECC).

BC Centre for Disease Control

The BC Centre for Disease Control (BCCDC) is a program of the Provincial Health Services Authority that provides provincial and national services in disease surveillance, detection, treatment, prevention, and consultation. Working closely with the Provincial Health Officer (PHO) and the medical health officers (MHO), the BCCDC provides technical expertise, research services, and testing support to the public health system.

Emergency Management BC

Emergency Management BC (EMBC) maintains and updates the BC Pandemic Provincial Coordination Plan. Should it be required that the RDBN need to activate their EOC, EMBC may support the response depending on the scope of the event.



EMPLOYEE PANDEMIC SAFETY

Administrative Office Staff

Hygiene Etiquette

During a pandemic, it is important that all staff are practicing the following.

- Thorough Handwashing Procedures (information on handwashing proper handwashing tips will be posted around the office).
- Sneezing and coughing into the elbow.

Staff will have access to antiviral and antibacterial hand soap and hand sanitizer and be provided with sanitizing wipes to clean their workstations and offices.

Social Distancing

During a pandemic, the Chief Health Officer may recommend social distancing. This is ensuring people keep a safe distance of 6 feet (two arm lengths) between individuals to limit disease transmission.

Coffee and Lunchroom

When there is a pandemic situation, it is recommended that staff limit crowding the lunch and coffee rooms. Chairs may be removed to ensure social distancing measures are taking place.

Meetings

During a pandemic situation, the need to reschedule or arrange for virtual meetings may be required. Departments should ensure they have access and the capacity to do so before the event through the following programs:

- Zoom;
- Skype; and
- Pragmatic Conferencing Bridge.

Hallway Traffic

To ensure social distancing measures are being practiced, foot traffic flow measures may have to be implemented to minimize congestion in the hallways. Should this be necessary, the following directional instruction will be followed.

- When you exit your office turn right only.
- Hallways closest to 3rd Avenue on both floors, foot traffic will travel east bound.
- Hallways closest to back parking lot on both floors, foot traffic will travel west bound.
- Stairway in front entrance is going up.
- Stairway leading to back entrance is going down.

Office Sanitization Plan

During the onset of a pandemic, Janitorial staff will ensure that they comply with the 'Office Sanitization plan'. The following procedures will be implemented:

- Ensure disinfectant product has a Drug Identification number (DIN) on its label.
- Follow product instructions for dilution, wet contact time, and safe use.



- Clean visibly soiled surfaces before disinfecting
- All high traffic areas and heavily used surfaces are to be cleaned and sanitized using appropriate cleaner.
- All handrails are to be sanitized regularly.
- All doors which provide regular access into the building are to be sanitized regularly.
- All door handles and keypads are to be sanitized regularly.

Landfill, Transfer Station and Recycle Depot Staff

Hygiene Etiquette

During a pandemic, it is important that all staff are practicing the following.

- Thorough Handwashing Procedures.
- Sneezing and coughing into the elbow.

Staff will have access to antiviral and antibacterial hand soap and hand sanitizer and be provided with sanitizing wipes to clean vehicles and equipment.

Social Distancing

It may be necessary to implement social distancing measures with the public during a pandemic situation. Signage is available to communicate these measures to the public.

Personal Protective Equipment (PPE)

Personal protective equipment will be provided to minimize exposure to potential illness.

Operations

The Senior Management Team in consultation with the Chief Administrative Officer will determine whether services will be modified or disrupted to ensure the safety of employees and the public.

Board of Directors

During a pandemic situation, it may be necessary to implement virtual RDBN Board and Committee meetings to ensure public, staff and RDBN Board safety.



ACTION PLAN

Phase 1 – Monitoring

Phase 1 of the Action Plan will be implemented when the following criteria exists:

- A pathogen causing severe illness that has impacted many citizens internationally where a rapid rate of spread has been reported.
- A pathogen causing severe illness that has resulted in many of fatalities internationally.
- A pathogen causing severe illness internationally and has potential to spread to Canada.
- A pathogen causing severe illness that has the above characteristics where there is no recorded vaccination or cure.

Monitoring

PSD staff will ensure they are aware of the evolving situation and participate on all calls provided and facilitated with EMBC, Northern Health or another Provincial or Federal Health Authority and local authorities.

Human Resources

Develop workplan for potential high staff absenteeism.

Business Continuity

Ensure departments that provide critical and essential services are aware of the evolving situation and that all Senior Management review and consider contingency planning for their departments.

Staff Education and Awareness

The Senior Management Team and/or the OH&S Committee will ensure that office staff have access to proper handwashing etiquette information and will issue staff notices and newsletters with appropriate and pertinent information.

Operational Considerations

Office Cleaning

Contractors will be made aware of the potential situation and ensure they are using appropriate antibacterial and antiviral cleaners. Regular sanitization schedules should be continued

Emergency Operations Center

The Protective Services Director will assess the need for an EOC Level 1 activation for the following:

- situation monitoring;
- provide reports and updates to Chief Administrative Officer and Senior Management team;
- provide pertinent information to staff and OH&S committee;



- communicating with Regional Emergency Support Services Teams to ensure they are prepared to respond effectively and safely during a pandemic situation;
- liaise with local authorities within the region;
- liaise with Northern Health; and
- liaise with Emergency Management BC.

Phase 2 – Intermediate Pandemic Continuity Response

Phase 2 of the Action Plan will be implemented when the following criteria exists:

- A pathogen causing severe illness has impacted many citizens internationally and in Canada where a rapid rate of spread has been reported.
- A pathogen causing severe illness has resulted in a many of fatalities internationally and has presented in Canada.
- A pathogen causing severe illness in Canada that has potential to spread within the RDBN.
- A pathogen causing severe illness that has the above characteristics where there is no recorded vaccination or cure.
- The Provincial Health Authority has the potential to or has declared a State of Emergency.
- The Federal Government has taken actions to provide federal support.

Monitoring

PSD staff will continue to monitor reliable websites and attend meetings provided by the EMBC, local authorities and Provincial and Federal Health Authorities. The Director of Protective Services will ensure the Chief Administrative Officer and Senior Management is apprised of all relevant information.

Human Resources

Review and modify plans for sick leave and increased rate of staff absenteeism. Prepare information to provide to staff.

Staff will ensure to self monitor their health and adhere to all RDBN Policies and Procedures to protect their health and the health of others.

Business Continuity

Anticipate impacts on operations due to high rate of absenteeism and contingency planning for potential closure of office. Staff should be planning to limit face-to-face meetings and work travel. All recommendations from the Provincial Health Officer must be followed.

Staff Education and Awareness

Staff will be notified and advised by Senior Management of the ongoing situation and what precautions they are recommended to take. Memo's will be released to staff regarding any precautionary actions taking place imminently.

Operational Considerations



Office Cleaning

Workstations and areas with public access will be provided with sanitizing materials for use by staff. All staff will ensure that their own workstations, including equipment, vehicles, and other surfaces are sanitized using an appropriate disinfecting agent daily.

Office Janitorial staff will be expected to implement the recommendations referenced in the 'Office Sanitization Plan'. Janitorial staff will ensure that common high-touch areas such as door handles, washrooms, and light switches are sanitized using an appropriate disinfecting agent daily.

Senior Management Team

During this phase, it may be necessary to discuss risks that are associated with allowing the public to have access into the building and determining a potential closure to the public.

Staff may become uncomfortable or feel unsafe at work. Given the situation and consultation with the Senior Management Team, employees may require the option to work at home.

Depending on closures and RDBN service disruptions, the RDBN website shall include public notification.

Emergency Operations Centre

Depending on the progression of the situation and the requested support of local authorities, and the Provincial Health Authority the EOC Director should reconsider the appropriate EOC Activation Level. The EOC will continue to do the following:

- Monitor the situation to provide information and recommendations to CAO and Senior Management Team;
- Communicating with Regional Emergency Support Services Teams to ensure they are prepared to respond effectively and safely in a Pandemic Situation.

Phase 3 – Critical Pandemic Continuity Response

Phase 3 of the Action Plan will be implemented when the following criteria exists:

- A pathogen causing severe illness has impacted RDBN Staff members by either personal diagnosis or potential health implications causing absenteeism.
- A pathogen causing severe illness or disease has impacted many citizens locally within the RDBN where spread is imminent.
- A pathogen causing severe illness that has resulted in fatalities locally and in Canada.
- A pathogen causing illness that has the above characteristics where there is no recorded vaccination or cure.
- The Provincial Health Authority has issued an 'Order Of The Provincial Health Officer'.
- The Federal Government has taken extraordinary actions to provide federal support.
- The Provincial and Federal Health Authorities have recommended mass quarantine.



Monitoring

PSD staff will continue to monitor the situation and communicate regularly with EMBC and participate on all operational conference calls provided by the EMBC, local authorities, Provincial and Federal Health Authorities. The Director of Protective Services will ensure the Chief Administrative Officer and Senior Management Team is apprised of all relevant information.

Human Resources

Staff must be made aware of what policies are in place for working at home, sick time/vacation time relief if available and supports provided by the Federal and Provincial Governments in applicable.

Staff will ensure to self monitor their health and take all precautions to protect their health and the health of others.

Business Continuity

At this time, staff should have access to the server from home. Senior management should work with their team to determine what work can be completed from home if possible.

Staff Education and Awareness

Staff should be made aware of the situation and any new policies that have been developed for the event.

Operational Considerations

Janitorial Staff

Janitorial staff will be advised in the office is closed and not being used. However, until notified, office sanitization is to be continued.

Senior Management Team

Board and Committee meetings may need to be virtual.

Emergency Operations Centre

At this time, the EOC may be activated at a higher level to support Northern Health and/or other local authorities.

Phase 4 – Pandemic Continuity Recovery

Phase 4 of the Action Plan will be implemented when the following criteria exists:

- all Ministerial Health and Emergency Orders including any State of Local Emergency or Provincial State of Emergency has been rescinded;
- it has been determined by both the Federal and Provincial Health authorities a health risk is no longer present; and/or
- staff can return to work and service provision can be restored.

During Phase - 4, all departments will strive to return to normal operations and reassess department work plans and return to normal operations if possible.



Monitoring

PSD staff will continue to communicate with EMBC and the Provincial Health Authorities to ensure the risk of community transmission no longer exists.

Operational Considerations

Janitorial Staff

Before re-entry into the office building, the Office should be properly and thoroughly sanitized.

Emergency Operations Centre

Depending on the situation and community impacts, the EOC may coordinate with residents to address long term impacts and advocate to address their unmet needs.

Senior Management Team

Depending on which policies were put in place for staff and the public and the severity and impact of the event, an office reintegration program may need to be discussed.



PUBLIC COMMUNICATION

Objectives

Communication is essential to inform the RDBN residents of RDBN service disruptions and other operational changes. Communication necessary to consider are public notices at field sites, information posted on the RDBN Office building, Regional Mass Notification System, website updates and social media.

Like all other emergencies, the public should be provided access to information directly from reputable government response agencies links on the RDBN website and social media platforms.

Communications Strategies

Website

During an event, a specific page related to the event will be created for public information. The website is to be updated daily with new information or indicated that there is 'No Change". These updates should be dated with the time of the update.

Each department with service impacts will provide key messages regarding the impact to the EOC. All website updates and content will be approved by the CAO before publishing.

The website will also include links to associated supports for residents like, Federal and Provincial Health Authorities or affiliated agencies with relevant information pertaining to the pandemic.

Social Media

All approved website updates are to be posted on all RDBN social media pages. Any pertinent information distributed by reputable and reliable agencies regarding support or assistance may also be shared pending CAO and EOC Director approval.

Public Notices

All public notices and intended posting locations are to be approved by the CAO.

Regional Mass Notification System

Public Notices may be provided through the Mass Notification System to communicate service disruptions.

Key Messages

- The RDBN follows the advice and guidance of Northern Health and the Provincial and Federal Health Authorities during a pandemic situation.
- The RDBN is here to support the community and exploring options to partner with local authorities to ensure our communities are prepared for the pandemic.
- The RDBN's priority during a pandemic is to maintain essential services. There may be changes to the delivery of some services to protect the health and safety of workers and public.





Regional District of Bulkley-Nechako

Addendum 3 **Pandemic Response**

Know the Risks, Make a Plan, Be Prepared

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GENERAL

The Pandemic Response Plan is an addendum of the Comprehensive Emergency Management Plan.

This document is a living document and is subject to amendment and updating as new information and initiatives are identified.

Purpose

The Purpose of the Pandemic Response Addendum is to outline and describe key roles, operations, contacts and Authority when responding to a pandemic event.

Scope

This addendum focuses on the Regional District of Bulkley-Nechako's Emergency Operations Centre key roles and responsibilities when responding to a Pandemic event.

Objectives

The objectives of the Pandemic Response plan are to provide guidelines of potential support and actions needed to respond appropriately to a pandemic event. It should be noted that contingency planning for RDBN services interruptions or operational changes that arise due to a pandemic event are referenced in the Business Continuity Plan – Pandemics.

Confidentiality

See Comprehensive Emergency Management Plan (CEMP) for confidentiality information.

Definitions

Pandemic

An outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population Comprehensive Emergency Management Plan

Local Authority

Regional District, member municipality and First Nations Communities.

Emergency Operations Center

The RDBN's response organization.



ROLES AND RESPONSIBILITIES

Province of British Columbia

Ministry of Health

The Ministry of Health has overall responsibility for health services within B.C. Normally, the Ministry of Health provides administrative and strategic guidance to the health system, with operational work being carried out by the health authorities and health professionals across the Province. During an emergency, the Ministry of Health can take on direct control of the health system to facilitate province-wide response. This is done through the activation of the Health Emergency Coordination Centre (HECC).

BC Centre for Disease Control

The BC Centre for Disease Control (BCCDC) is a program of the Provincial Health Services Authority that provides provincial and national services in disease surveillance, detection, treatment, prevention, and consultation. Working closely with the Provincial Health Officer (PHO) and the medical health officers (MHO), the BCCDC provides technical expertise, research services, and testing support to the public health system.

Emergency Management BC

Emergency Management BC (EMBC) maintains and updates the BC Pandemic Provincial Coordination Plan. Should it be required that the RDBN need to activate their Emergency Operations Centre (EOC), EMBC may support the response depending on the scope of the event.

Regional District of Bulkley-Nechako

The Regional District of Bulkley-Nechako (RDBN) is not the lead response agency in this type of emergency event. However, the Province may request Local Authority assistance with acquiring critical resources or identifying facilities to support the provision of medical care.

From the onset of a pandemic, RDBN staff will monitor the situations progression to determine when an Emergency Operation Centre Activation is needed. The RDBN will ensure to work with member municipalities during a pandemic event to provide support as needed to the communities through the following tasks:

- implement RDBN policy, priorities and emergency response plans;
- support site operations if requested through Northern Health;
- support local authority and RDBN coordination and partnerships;
- coordinate external resource requirements;
- manage local communications and public information (such as the RDBN website and Social Media);
- assist and support community recovery initiatives made available to residents; and
- liaise with Provincial Regional Emergency Operations Center.



AGENCY CONTACT INFORMATION

The Protective Services Department (PSD) has an Emergency Contact List that is updated annually. Please contact the PSD for access to this contact database.

Province of British Columbia

EMBC

Provincial Regional Emergency Coordination Centre

Phone 250-615-4800

Provincial Emergency Coordination Centre

1-800-663-3456

Ministry of Health

Northern Health

- Website: <https://www.northernhealth.ca/>
- Northern Health Regional Office Phone: 250-565-5649 / 1-866-565-2999
- North West Regional Office Phone: 250-631-4150

British Columbia Centre for Disease Control

- Website: <http://www.bccdc.ca/>
- Phone: 604-707-2400
- Email: admininfo@bccdc.ca



EOC ACTIVATION CRITERIA

The RDBN PSD will monitor the pandemic situation upon onset. The PSD will provide updated information of the evolving situation to the RDBN Chief Administrative Officer and Senior Management team.

As the pandemic situation evolves, the PSD will ensure the RDBN is compliant and practicing the Pandemic Response Orders and recommendations from Provincial and Federal Health Authorities. These Ministerial Orders may require support from the Minister of Public Safety and Solicitor General to enforce extraordinary measures. These measures may require Local Governments to Activate their Emergency Programs to support these Orders.

EOC Level 1 Activation Criteria

The EOC will be activated at Level 1 when a pandemic event requires regular monitoring. The following criteria will require regular monitoring.

- A pathogen causing severe illness that has impacted many citizens internationally where a rapid rate of spread has been reported.
- A pathogen causing severe illness that has resulted in many fatalities internationally.
- A pathogen causing severe illness internationally and has potential to spread to Canada.
- A pathogen causing severe illness that has the above characteristics where there is no recorded vaccination or cure.

EOC Level 2 Activation Criteria

A Level 2 activation will be required when requests have been made from the province to assist in their response. This request may not entail region-wide coordination at this point.

- A pathogen causing severe illness has impacted many citizens internationally and in Canada where a rapid rate of spread has been reported.
- A pathogen causing severe illness has resulted in many fatalities internationally and has presented in Canada.
- A pathogen causing severe illness in Canada that has potential to spread within the RDBN.
- A pathogen causing severe illness that has the above characteristics where there is no recorded vaccination or cure.
- The Provincial Health Authority has the potential to or has declared a State of Emergency.
- The Federal Government has taken actions to provide federal support.



EOC Level 3 Activation Criteria

A Level 3 activation will be required to respond in a situation where the Province has asked Local Authorities to respond to a long term, particularly volatile pandemic situation where the province can no longer manage the situation without assistance. This may require the Declaration of State of Local Emergency. The criteria which may cause a Level 3 Activation are as follows.

- A pathogen causing severe illness has impacted RDBN Staff members by either personal diagnosis or potential health implications causing absenteeism.
- A pathogen causing severe illness or disease has impacted many citizens locally within the RDBN where spread is imminent.
- A pathogen causing severe illness that has resulted in fatalities locally and in Canada
- A pathogen causing illness that has the above characteristics where there is no recorded vaccination or cure.
- The Provincial Health Authority has declared a State of Emergency.
- The Federal Government has taken extraordinary actions to provide federal support.
- The Provincial and Federal Health Authorities have recommended mass quarantine.



EOC RESPONSE

As Local Authorities are not the lead response agency for a pandemic event, response will depend largely on requests for support from the Provincial Health Authority for local assistance.

The RDBN will continue to support the public and local authorities through the provision of Provincial and Federal information and known supports available. Through the event, the EOC will continue to advocate for residents and follow policy provided by the RDBN Board of Directors.

The RDBN Board of Directors, during all Levels of Activation, will be updated with information regarding the EOC activity and Provincial and Federal orders, policy and procedures designated for the pandemic as required.

Level 1 Activation

A Level 1 EOC Activation will be primarily monitoring and information sharing only. This monitoring and information gathering will be used to advise the Business Continuity plan, other local authorities, the public and situational awareness.

- Monitor the evolving situation and determine where to access up-to-date reliable information:
 - Provincial and Federal Media briefings are often on social media during regularly scheduled times.
- Establish Appropriate Communication Links:
 - EMBC Provincial Regional Emergency Operations Centre (PREOC);
 - Northern Health; and
 - local authorities.
- Obtain a Task Number from PREOC or Provincial Emergency Coordination Centre (PECC) and determine expenditure approval for pandemic event
- Policy Group Liaison and EOC Director establish EOC Priorities:
 - determine appropriate staffing and scheduling based on known information;
 - determine what RDBN essential services may be disrupted.
- Establish public communication strategies:
 - update Website;
 - update Social Media;
 - consider radio and television advertising; and
 - prepare public notices.

Level 2 Activation

A Level 2 EOC Activation may be necessary when there is a need to act on collaborative processes with the Province and other local authorities to support the event. The following are tasks that may be required under a Level 2 activation.

Response Tasks

- Continue to monitor the evolving situation and determine where to access up-to-date reliable information.



- Continue to Liaise with pertinent information agencies.
 - EMBC PREOC;
 - Northern Health; and
 - local authorities.
- Determine expenditure approval from the PREOC for evolving pandemic event.
- Policy Group Liaison and EOC Director re-establish EOC Priorities by determining:
 - the appropriate staffing and scheduling based on known information;
 - what RDBN essential services may be disrupted; and
 - whether community to community planning and actions is needed.
- Continue consistent and up-to-date public communication practices:
 - update Website;
 - update Social Media;
 - consider radio and television advertising; and
 - prepare public notices.

Level 3 Activation

A Level 3 EOC activation maybe required should the RDBN need to Declare a State of Local Emergency to access the extraordinary powers to support the local response. In a Pandemic event, this should be done in consultation with the Province and other local authorities to ensure a collaborative approach is being taken.

- Policy Group Liaison and EOC Director re-establish EOC Priorities by determining:
 - the appropriate staffing and scheduling based on known information;
 - what RDBN essential services may be disrupted;
 - whether community to community planning and actions are needed; and
 - whether a SOLE is necessary.
- Continue to monitor the evolving situation and determine where to access up-to-date reliable information.
- Determine expenditure approval from the PREOC for the evolving pandemic event.
- Action requests for support from the Provincial Health Authorities.
 - Coordinate with local authorities.
- Continue to Liaise with pertinent information agencies:
 - EMBC PREOC;
 - Northern Health; and
 - Member Municipalities and First Nations.
- Continue consistent and up-to-date public communication practices:
 - explore strategies for mass outreach;
 - update Website;
 - Mass Notification System;
 - update Social Media; and
 - prepare public notices.
- Situation Reports will be provided to the PREOC as required.
- The Policy Group Liaison and the EOC Director will ensure compliance with Provincial Health Orders and Provincial Orders of The Minister of Public Safety And Solicitor General



EOC Demobilization

When there is no longer a risk to public health and all Provincial Health Officer Orders have been rescinded and RDBN support is no longer required, the EOC will activate the EOC Demobilization plan.



ESSENTIAL SERVICES MUTUAL AID AGREEMENT

THIS AGREEMENT is dated for reference the __ day of April 2020.

BETWEEN:

The **Regional District of Bulkley-Nechako**, a regional district incorporated pursuant to the *Local Government Act* and having its business office at 37-3rd Avenue, P.O. Box 820, Burns Lake, British Columbia, V0J 1E0 (the "RDBN")

OF THE FIRST PART

AND:

The **Town of Smithers**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 1027 Aldous St., P.O. Box 879, Smithers, British Columbia, V0J 2N0 ("Smithers")

OF THE SECOND PART

AND:

The **Village of Telkwa**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 1415 Hankin Ave., P.O. Box 220, Telkwa, British Columbia, V0J 2X0 ("Telkwa")

OF THE THIRD PART

AND:

The **District of Houston**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 3367 – 12th Street, P.O. Box 370, Houston, British Columbia, V0J 1Z0 ("Houston")

OF THE FOURTH PART

AND:

The **Village of Granisle**, a municipality incorporated pursuant to the *Community Charter* and having its business office at #1 McDonald, P.O. Box 128, Granisle, British Columbia, V0J 1W0 ("Granisle")

OF THE FIFTH PART

AND:

The **Village of Burns Lake**, a municipality incorporated pursuant to the *Community Charter* and having its business office at #15, 3rd Avenue, P.O. Box 570, Burns Lake, British Columbia, V0J 1E0 ("Burns Lake")

OF THE SIXTH PART

AND:

The **Village of Fraser Lake**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 210 Carrier Crescent, P.O. Box 430, Fraser Lake, British Columbia, V0J 1S0 ("Fraser Lake")

OF THE SEVENTH PART

AND:

The **District of Vanderhoof**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 160 Connaught, P.O. Box 900, Vanderhoof, British Columbia, V0J 3A0 ("Vanderhoof")

OF THE EIGHTH PART

AND:

The **District of Fort St. James**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 477 Stuart Drive West, P.O. Box 640, Fort St. James, British Columbia, V0J 1P0 ("Fort St. James")

OF THE NINTH PART

WHEREAS:

- A. MUTUAL AID is the sharing of supplies, equipment, personnel, information, or other resources across political boundaries; and,
- B. By Ministerial Order M084, the Minister of Public Safety and Solicitor General has declared that local authorities must exercise “best efforts” to enter into mutual aid agreements with neighbouring jurisdictions to ensure continuity of essential services during the COVID-19 pandemic, and in particular to ensure that first responder, drinking water, wastewater and waste management services are maintained; and,
- C. ESSENTIAL SERVICES for the purpose of this agreement include first responder, water, waste water and solid waste infrastructure; and,
- D. The Parties desire to enter into an Agreement whereby supplies, equipment, personnel, information, or other resources of any Party can be deployed to assist the other Parties during an emergency; and,
- E. Pursuant to the *Community Charter*, municipalities may exercise their power outside their boundaries; and,
- F. The RDBN, Smithers, Telkwa, Houston, Granisle, Burns Lake, Fraser Lake, Vanderhoof, and Fort St. James consider it to be of mutual benefit to enter into an arrangement whereby any one of them may, in situations where their own resources are insufficient, request Mutual Aid from the others in order to maintain the delivery of Essential Services as outlined in this agreement.

NOW THEREFORE THIS AGREEMENT WITNESSES THAT, in consideration of the mutual covenants and agreements herein contained and subject to the terms and conditions hereinafter set out, the Parties agree as follows:

Interpretation

1. Unless the context otherwise requires, in this Agreement:
 - (a) "CAO" means the person appointed by the Board of Directors or Council for each Party as the Chief Administrative Officer;
 - (b) "Emergency Situation" means a real or anticipated occurrence that in the opinion of the CAO compromises the ability of the Requesting Party to provide an Essential Service to their constituents.
 - (c) "Mutual Aid" means assistance by providing, upon request, emergency resources to another Party outside the jurisdictional boundaries of the Party that provides the emergency resources;
 - (d) "Requesting Party" means the local government requesting Mutual Aid under this Agreement;
 - (e) "Responding Party" means the local government responding to a request for Mutual Aid under this Agreement.

The Request for Mutual Aid

2. Where the CAO of the Requesting Party determines that the resources of their local government are insufficient to provide an Essential Service, whether actual or imminent, they may request the Mutual Aid of another Party for the purposes of maintaining that service and in submitting such request, the said CAO shall specify the type of assistance and the number of personnel required.

3. The Requesting Party shall first request Mutual Aid from the Responding Party that is closest in proximity to their location, provided they have the required qualifications necessary to undertake the Essential Services being requested.
4. If the Responding Party that is closest in proximity to the location of the Requesting Party is unable to provide some or all required Mutual Aid, the Requesting Party may request Mutual Aid from the Responding Party that is next closest in proximity to their location with the required qualifications.
5. All requests for Mutual Aid under this Agreement shall be made by the CAO of the Requesting Party to the CAO of the Responding Party from whom Mutual Aid is being requested.

The Provision of Mutual Aid

6. The CAO of a Responding Party from whom Mutual Aid has been requested under this Agreement shall immediately upon receiving the request determine, in their sole discretion, as soon as reasonably possible whether and to what extent the supplies, equipment, personnel, information, or other resources of their local government may be deployed to assist the Requesting Party and shall thereafter deploy to the extent available such supplies, equipment, personnel, information, or other resources.
7. Nothing in this Agreement requires the CAO of a Responding Party from whom Mutual Aid has been requested under this Agreement to deploy supplies, equipment, personnel, information, or other resources to assist a Requesting Party that the CAO has determined are unavailable or are required to provide service within their local government.
8. All supplies, equipment, personnel, information, or other resources provided by a Responding Party to a Requesting Party under this Agreement shall, for the duration of the time that the Mutual Aid is being provided under this Agreement, be under the direction of the CAO of the Requesting Party who shall adhere to recognized principles of accountability for responder personnel safety.
9. The Requesting Party is responsible for ensuring that any workers from the Responding Party understand the Safe Work Procedures required to undertake the tasks needed to assist and that all safety equipment and proper protective equipment is provided by the Requesting Party.
10. The CAO of a Responding Party may, in their sole discretion, recall at any time for whatever reason any resource provided by their local government to the Requesting Party under this Agreement and shall not be liable for any loss, costs, damages or expenses whatsoever as a result thereof.
11. Upon being notified, whether verbally or in writing, that the CAO of a Responding Party has recalled supplies, equipment, personnel, information, or other resources under section 10 of this Agreement, the CAO of the Requesting Party shall immediately release and return to the Responding Party all supplies, equipment, personnel, information, or other resources provided by the Responding Party that was recalled by the CAO of the Responding Party.
12. The CAO of a Requesting Party shall, as soon as practicable, release and return to the Responding Party all supplies, equipment, personnel, information, or other resources provided by the Responding Party that is no longer required to assist in Requesting local government.
13. The CAO of a Requesting Party shall release and return to the Responding Party all equipment or other resources provided by the Responding Party in the same working condition as when it was accepted by the Requesting Party.

The Cost of Mutual Aid

14. The Responding Party will pay all costs associated with the response and invoice the Requesting Party including but not limited to:
 - salaries and benefits;
 - supplies and equipment;
 - travel, accommodations, meals;
 - other resources utilized during the response.
15. The Requesting Party shall reimburse the Responding Party all costs associated with the response or any equipment that is damaged beyond repair or destroyed as a result of the event.

Waiver and Indemnification

16. No Party to this Agreement shall bring any claim, action, or demand against any other Party to this Agreement or its elected officials, officers, employees, agents, volunteers, or contractors and, without limiting the generality of the foregoing, in respect of or in any way related to the decision of a CAO as to the level of Mutual Aid, if any, or the withdrawal of Mutual Aid to be provided under this Agreement.
17. No Party to this Agreement, nor its elected officials, officers, employees, agents, volunteers or contractors, shall be liable to any other Party to this Agreement in respect of the decision of a CAO as to the level of Mutual Aid, if any, or the withdrawal of Mutual Aid to be provided under this Agreement.
18. The Requesting Party shall indemnify and save harmless the Responding Party, its elected officials, officers, employees, agents, volunteers, or contractors from and against any and all claims, demands, actions, causes of action, loss, costs, damages and expense (including legal fees on a solicitor-client basis) in respect of or in any way related to the provision of Mutual Aid under this Agreement and, without limiting the generality of the foregoing, any action taken or thing done or any failure to take action or do a thing under this Agreement, save and except where the claim, demand, action, cause of action, loss, cost, damage, or expense arose from the negligence of the Assisting Party.
19. In the event that a Responding Party acts independently of the Requesting Party then the Responding Party shall not be entitled to any indemnity pursuant to this article, but shall be responsible for its own legal liabilities and shall accordingly indemnify and save harmless the Requesting Party for any and all liabilities, actions, damages and claims of whatever nature or kind arising out of the independent act of the Responding Party in connection with the Mutual Aid.

Insurance

20. Each Party to this Agreement shall keep in force third party liability insurance coverage to a minimum of ten million (\$10,000,000.00), dollars and each such policy shall add all other Parties to this Agreement as additional named insured when rendering Mutual Aid pursuant to this Agreement.
21. Each Party shall maintain insurance coverage on its own equipment.
22. Each Party shall maintain Workers' Compensation coverage and other required coverage for the personnel of its own local government.
23. This Agreement shall be in force for a period of Two Years (24 months) commencing on the date of its execution by all Parties.

Termination

24. Any Party to this Agreement may terminate its rights and obligations under this Agreement by giving ninety (90) days written notice of its intention to do so to the other Parties to this Agreement and thereafter shall be unconditionally released from any further obligation herein save and except any obligation up to the date of termination.
25. Where a Party to this Agreement terminates its rights and obligations under this Agreement, this Agreement shall continue in force between the remaining parties.

Miscellaneous Provisions

26. Any requests for Mutual Aid shall be subject to any of the Parties obligations pursuant to the provisions of the *Emergency Program Act* R.S.B.C. c. 111.
27. The Parties agree to consult on a regular basis through their CAO to achieve the optimum deployment of Mutual Aid.
28. The Parties hereto agree that in the event of dispute between any of the Parties, each of the Parties hereto shall meet with a qualified mediator in a timely manner and attempt in good faith to negotiate a settlement of such dispute during which time such representatives shall disclose to the other all relevant information relating to the dispute.
29. This Agreement shall be the entire agreement between the Parties in respect of the provision of Mutual Aid by the Parties to one another for the purposes of bringing Emergency Situations under control.
30. The Parties may not assign this Agreement without the prior written consent of the other Parties to this Agreement.
31. This Agreement shall ensure to the benefit of, and be binding upon, the Parties and their respective successors and permitted assigns.
32. This Agreement shall be governed by and interpreted in accordance with the laws of the Province of British Columbia.
33. Unless otherwise authorized under this Agreement, all notices under this Agreement shall be given in writing to the CAO of the Parties to this Agreement.
34. This Agreement may be executed in any number of counterparts. Any executed counterpart shall be construed as an original. All executed counterparts together shall constitute the Agreement.

IN WITNESS WHEREOF the parties have signed, sealed, and delivered this Agreement as of the date first written above.

The Corporate Seal of the
REGIONAL DISTRICT OF BULKLEY-NECHAKO
 was hereunto affixed in the presence of:

 Chair

 Corporate Officer

The Corporate Seal of the
TOWN OF SMITHERS
was hereunto affixed in the presence of:

Mayor

Corporate Officer

The Corporate Seal of the
VILLAGE OF TELKWA
was hereunto affixed in the presence of:

Mayor

Corporate Officer

The Corporate Seal of the
DISTRICT OF HOUSTON
was hereunto affixed in the presence of:

Mayor

Corporate Officer

The Corporate Seal of the
VILLAGE OF GRANISLE
was hereunto affixed in the presence of:

Mayor

Corporate Officer

The Corporate Seal of the
VILLAGE OF BURNS LAKE
was hereunto affixed in the presence of:

Mayor

Corporate Officer

The Corporate Seal of the
VILLAGE OF FRASER LAKE
was hereunto affixed in the presence of:

Mayor

Corporate Officer

The Corporate Seal of the
DISTRICT OF VANDERHOOF
was hereunto affixed in the presence of:

Mayor

Corporate Officer

The Corporate Seal of the
DISTRICT OF FORT ST. JAMES
was hereunto affixed in the presence of:

Mayor

Corporate Officer



REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEMORANDUM

To: Chair Thiessen and Board of Directors

From: Alex Eriksen, Director of Environmental Services

Date: April 23, 2020

Subject: RDBN Solid Waste Management Facility Regulation and User Fee Amendment Bylaw No. 1879, 2019

RECOMMENDATION:

(all/directors/majority)

- 1) That Regional District of Bulkley-Nechako Solid Waste Management Facility Regulation and User Fee Amendment Bylaw No. 1879, 2019 be adopted this 23rd day of April, 2020.

BACKGROUND:

Regional District of Bulkley-Nechako Solid Waste Management Facility Regulation and User Fee Amendment Bylaw No. 1879, 2019 was given three readings on August 15, 2019. Subsequently, the Bylaw was forwarded to the Ministry of Environment and Climate Change Strategy for approval. On April 7, 2020, the RDBN received a letter from the Ministry of Environment and Climate Change Strategy indicating that Bylaw No. 1879 was approved. The Board may now adopt the Bylaw.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1879**

A bylaw to amend Regional District of Bulkley-Nechako Solid Waste Management Facility Regulation and User Fee Bylaw No. 1764, 2016

WHEREAS the Regional District of Bulkley-Nechako has enacted Refuse Disposal Local Service Establishment Bylaw No. 638, 1990 and established a local service for garbage disposal which includes all municipal and electoral areas of the Regional District as participants;

AND WHEREAS the Regional District of Bulkley-Nechako has enacted the Solid Waste Management Facility Regulation and User Fee Bylaw No. 1764, 2016 to regulate such disposal and to impose fees and charges payable in respect of all or part of this service;

AND WHEREAS the expansion of oil and gas and mining industries within the boundaries of the Regional District is expected to create an influx of workers, all of whom generate a disproportionate amount of waste compared to their relative tax contribution in the region;

AND WHEREAS work camps utilized by these industries for housing and supporting their workers will create an increased pressure on the Regional District's landfill that will be disproportionate to any short term increase in tax contributions;

AND WHEREAS the Regional District of Bulkley-Nechako has an approved regional solid waste management plan that contemplates implementing disposal charges for camp waste and other associated industries;

AND WHEREAS the Regional District considers it prudent to create different rates for municipal solid waste and construction and demolition waste originating from sites in order to account for the lack of tax contribution from such sites;

AND WHEREAS the Regional District also considers it prudent to accept for deposit of regulated recyclable material on a temporary basis in certain limited circumstances;

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

1. **CITATION**

This Bylaw may be cited as "Regional District of Bulkley-Nechako Solid Waste Management Facility Regulation and User Fee Amendment Bylaw No. 1879, 2019".

AMENDMENTS

2. That Solid Waste Management Facility Regulation and User Fee Bylaw No. 1764, 2016 (the "Solid Waste Bylaw") be amended by:

(a) Replacing the definition of "Construction/Demolition Waste" or "C/D Waste" in section 3.1 with the following:

"Construction/Demolition Waste" or "C/D Waste" means largely inert solid waste, resulting from the construction, remodelling, repair and demolition of structures, roads, sidewalks and utilities, including, but not limited to, asphalt, bricks, Concrete and other masonry materials, roofing materials, wall coverings, plaster, gypsum board or wall board, insulation, plumbing components and fixtures, electrical fixtures, electrical wiring, electrical components, Clean-up debris consisting of Soil, and rock, other than Work Camp Construction/Demolition Waste";

(b) Inserting in section 3.1 the following definition of "Work Camp":

"Work Camp" means a site used as one or more of temporary living accommodation or support for workers constructing or supporting the construction of oil pipelines, gas pipelines mines, or other similar projects"

(c) Inserting in section 3.1 the following definition of "Work Camp Construction/Demolition Waste":

"Work Camp Construction/Demolition Waste" means Construction/Demolition Waste originating from a Work Camp."

(d) Inserting in section 3.1 the following definition of "Work Camp Municipal Solid Waste":

"Work Camp Municipal Solid Waste" means Municipal Solid Waste originating from a Work Camp. For certainty, Work Camp Municipal Solid Waste does not include Work Camp Construction/Demolition Waste or Industrial Waste.

(e) Replacing section 8.11(b) with the following:

"deposit Prohibited Waste at a Facility, unless the acceptance of such waste is specifically authorized in writing by both the Regional District and the BC Government, or in accordance with section 8.14 of this Bylaw."

(f) Inserting the following as section 8.11(s):

“deposit or dispose of any Work Camp Municipal Solid Waste at a Facility in a manner or in a location contrary to the signage or written or verbal direction and designation of the Site Operator”.

- (g) Inserting the following as section 8.13:

“If requested by an Officer, Site Operator, Regional District Personnel, or Director, a person must declare whether any waste they are bringing to a facility originates from a Work Camp.”

- (h) Inserting the following as section 8.14:

“As an exception to the prohibition against depositing Regulated Recyclable Material at a Facility, the Director may temporarily permit the deposit at a Facility specified by the Director of a Regulated Recyclable Material originating from one of the classes of operation specified in Schedule D, and upon payment of the corresponding fee. The Director may only permit such deposit if the Director believes that pre-existing options for the deposit or disposal of the Regulated Recyclable Material are temporarily unavailable, and may only permit the deposit until the Director believes that the pre-existing option is available again or has been replaced with another option.

- (i) Replacing Schedule D to the Solid Waste Bylaw with the attached Schedule D.

This Bylaw may be cited as “Regional District of Bulkley-Nechako Solid Waste Management Facility Regulation and User Fee Amendment Bylaw No. 1879, 2019”.

READ A FIRST TIME THIS 15th day of August, 2019

READ A SECOND TIME THIS 15th day of August, 2019

READ A THIRD TIME THIS 15th day of August, 2019

I hereby certify that the foregoing is a true copy of Bylaw No. 1879 at this Third Reading.



Corporate Administrator

Approved by the Minister of Environment this 7th day of April, 2020

ADOPTED THIS

day of

, 2019

Chair

Corporate Administrator

SCHEDULE "D" TO BYLAW NO. 1879**USER FEES AND DISPOSAL RULES****(Applicable at all RDBN Solid Waste Facilities Except Manson Creek Landfill)**

WASTE TYPE	USER FEES		Disposal Rules/Special Conditions
	Landfill	Transfer Station	
Household Waste	No Charge	No Charge	
Commercial/Institutional Waste	No Charge	No Charge	
Mixed <i>CID</i> -less than 2m ³	No Charge	No Charge	
Mixed <i>CID</i> -greater than 2m ³	\$90/metric tonne	Not Accepted	
Concrete-less than 2m ³	No Charge	No Charge	Size Restrictions Apply - Must be broken into pieces less than 12 inches in any direction.
Concrete-greater than 2m ³	\$90/metric tonne	Not Accepted	Size Restrictions Apply - Must be broken into pieces less than 12 inches in any direction.
Roofing/Asphalt Shingles - less than 2m ³	No Charge	No Charge	
Roofing/Asphalt Shingles - greater than 2m ³	\$90/metric tonne	Not Accepted	
Bulky Waste	\$90/metric tonne	Not Accepted	<ul style="list-style-type: none"> Forty-eight (48) hours prior notice must be given to the Regional District for disposal; Material must be deposited a minimum of one hour before Landfill closing time. Materials only accepted for disposal at the Knockholt and Clearview Landfills.
Clean Wood Waste	No Charge	No Charge	Place in designated area
Contaminated Wood Waste	No Charge	No Charge	Place in designated area
Land Clearing Debris - less than 2m ³	No Charge	No Charge	<ul style="list-style-type: none"> Place in designated area. Tree stumps and tree trunks or branches (greater than 6 inches in diameter), in any quantity, not accepted at Transfer Stations. These materials are only accepted at Landfills.
Land Clearing Debris - greater than 2m ³	\$90/metric tonne	Not Accepted	
Yard Waste	No Charge	No Charge	Place in designated area
Noxious Weeds	No Charge	No Charge	Must be bagged
Wet Organic Waste	No Charge	No Charge	Special handling procedures may apply. Loads may be directed to Landfills only.

SCHEDULE "D" TO BYLAW NO. 1879 (Con't)**USER FEES AND DISPOSAL RULES
(Applicable at all RDBN Solid Waste Facilities Except Manson Creek
Landfill)**

WASTE TYPE	USER FEES		Disposal Rules/Special Conditions
	Landfill	Transfer Station	
Asbestos - Friable and Non-friable	\$90/metric tonne Flat Rate of \$100	Not Accepted	<ul style="list-style-type: none"> Requires approval of the Director; Forty-eight (48) hours prior notice must be given to the Regional District for disposal; Material must be deposited a minimum of one hour before Landfill closing time. Materials only accepted for disposal at the Knockholt and Clearview Landfills.
Contaminated Soil - Characterized as commercial/industrial (CL/IL) or less than CL/IL	\$25/metric tonne Flat Rate of \$100	Not Accepted	<ul style="list-style-type: none"> Must be In-Region Source; Requires approval of the Director; Forty-eight (48) hours prior notice must be given to the Regional District for disposal; Material must be deposited a minimum of one hour before Landfill closing time; Materials only accepted for disposal at the Knockholt and Clearview Landfills.
Contaminated Soil - Characterized as greater than commercial/industrial (CL/IL) but less than Hazardous Waste	\$60/metric tonne	Not Accepted	<ul style="list-style-type: none"> Must be In-Region Source; Requires approval of the Director; Forty-eight (48) hours prior notice must be given to the Regional District for disposal; Material must be deposited a minimum of one hour before Landfill closing time; Materials only accepted for disposal at the Knockholt and Clearview Landfills.
Specified Risk Material - In-Region	No Charge	Not Accepted	<ul style="list-style-type: none"> Material is only permitted for disposal at the Knockholt and Clearview Landfills; Verification of Canadian Food Inspection Agency (CFIA) issued transportation permit required; Special handling procedures apply.
Specified Risk Material - Out-Of-Region	\$100/metric tonne	Not Accepted	<ul style="list-style-type: none"> Material requires written approval of the Director; Forty-eight (48) hours prior notice must be given to the Regional District for disposal; Material is only permitted for disposal at the Knockholt and Clearview Landfills; Verification of Canadian Food Inspection Agency (CFIA) issued transportation permit required; Special handling procedures apply; Additional user fees may apply.

SCHEDULE "D" TO BYLAW NO. 1879 (Con't)**USER FEES AND DISPOSAL RULES
(Applicable at all RDBN Solid Waste Facilities Except
Manson Creek Landfill)**

WASTE TYPE	USER FEES		Disposal Rules/Special Conditions
	Landfill	Transfer Station	
Dead Animals and Dead Stock Excluding Specified Risk Material Waste	No Charge	No Charge	<ul style="list-style-type: none"> Any individual carcass or part of a carcass under 15 kg is considered a small animal, and any individual carcass over 15 kg is considered a large animal; Disposal of greater than two (2) large carcasses requires approval of the Director; Small animals may be disposed of in unlimited numbers; Small animals being disposed of must be contained in a sealed, waterproof container (heavy duty plastic bags are acceptable); Large animals may only be disposed of at a rate of one carcass per vehicle per day at transfer stations.
Slaughter House (Abattoir) Waste Excluding Specified Risk Material Waste	No Charge	No Charge	<ul style="list-style-type: none"> Material is only permitted for disposal at the Knockholt and Clearview Landfills; <ul style="list-style-type: none"> Special handling procedures apply.
ODS Appliances (units not defined by MARR eg. Commercial units or Ammonia cooled)	\$20 per unit	\$20 per unit	<ul style="list-style-type: none"> Not accepted at the Clearview Landfill Excluded from the Extended Producer responsibility MARR program
ODS Appliances (defined under the MARR program eg. Residential fridges/freezers/air conditioners/water Coolers/dehumidifier/wine cooler containing a refrigerant gas)	No Charge	No Charge	<ul style="list-style-type: none"> Not accepted at the Clearview Landfill Pertaining to the Extended Producer responsibility MARR program
Commercial ODS Appliances (Air-Conditioners)	\$80 per unit	\$80 per unit	<ul style="list-style-type: none"> Not accepted at the Clearview Landfill
Auto Hulks	No Charge	No Charge	<ul style="list-style-type: none"> Site restrictions may apply; All fluids, batteries, ODS and tires must be removed prior to disposal; <ul style="list-style-type: none"> Place in designated area; Not accepted at the Clearview Landfill.

Scrap Metal	No Charge	No Charge	<ul style="list-style-type: none"> Place in designated area; Large volumes of small items are to be placed in a metal container (welding rods, nails screws); Not accepted at the Clearview Landfill.
Metal Drums and Tanks			<ul style="list-style-type: none"> Material must be cut open and free of any liquids or contamination; Size restriction requirements may apply.

SCHEDULE "D" TO BYLAW NO. 1879 (Con't)

**USER FEES AND DISPOSAL RULES
(Applicable at all RDBN Solid Waste Facilities Except
Manson Creek Landfill)**

WASTE TYPE	USER FEES		Disposal Rules/Special Conditions
	Landfill	Transfer Station	
Work Camp Construction/Demolition Waste	\$160 per metric tonne		<ul style="list-style-type: none"> Accepted at the Knockholt and Clearview Landfill facilities only (weighed on scales)
Work Camp Municipal Solid Waste	\$130 per metric tonne		<ul style="list-style-type: none"> Accepted at the Knockholt and Clearview Landfill facilities only (weighed on scales)
Temporarily Permitted Non-Permitted Recyclable Material	Originating from Work Camp - \$130/metric tonne Originating from Commercial, Industry and institutional facilities >2 cubic meters- \$130/metric tonne	<2 cubic meter Commercial loads – no charge	<ul style="list-style-type: none"> Loads >2 cubic meters are not accepted at the Transfer Station
Unsegregated loads	\$150 per metric tonne		<ul style="list-style-type: none"> Loads that are not segregated will be charged with this fee



301 - 1268 Fifth Avenue
Prince George, BC V2L 3L2
Tel: 250-561-2525
Fax: 250-561-2563
info@northernddevelopment.bc.ca
www.northernddevelopment.bc.ca

April 6, 2020

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

Attention: Chair Gerry Thiessen

Dear Chair Thiessen:

**Subject: 2020 Local Government Internship Program
Northern Development Project Number 6523 70**

Thank you for your application to the 2020 Local Government Internship program. Northern Development is pleased to advise you that your application has been approved up to \$50,000 to support an intern in your community.

Please note that this approval is subject to the Regional District of Bulkley-Nechako and Northern Development entering into an agreement, as well as Northern Development receiving the signed employment agreement between the Regional District of Bulkley-Nechako and the intern, prior to the intern starting employment.

We wish you every success in mentoring an intern and look forward to seeing the results have a positive impact on local government succession in the region.

Sincerely,

A handwritten signature in black ink, appearing to read "Joel McKay", written over a white background.

Joel McKay
Chief Executive Officer

- c: Deborah Jones-Middleton, Director of Protective Services, Regional District of Bulkley-Nechako
John Illes, Chief Financial Officer, Regional District of Bulkley-Nechako



March 27, 2020

Chair Gerry Thiessen
Regional District of Bulkley-Nechako
Box 820
Burns Lake, BC V0J 1E0

RECEIVED

APR 02 2020

REGIONAL DISTRICT OF
BULKLEY-NECHAKO

Dear Chair Thiessen:

Re: Provincial Response to 2019 Resolutions

UBCM has received the Province's response(s) to your Board resolution(s) from 2019. Please find the enclosed resolution(s) and their provincial response(s).

Responses received from the Province have been posted to the UBCM web site under Resolutions & Policy.

If you have any questions about this process, please contact Jamee Justason, Resolutions and Policy Analyst at 604.270.8226 ext. 100 or jjustason@ubcm.ca

Yours truly,

A handwritten signature in black ink that reads "Maja Tait". The signature is written in a cursive, flowing style.

Maja Tait
UBCM President

Enclosure

Whereas Section 2 of the *Community Charter* states that the Provincial government must not assign responsibilities to municipalities unless there is provision for resources required to fulfill the responsibilities;

And whereas legislated changes have shifted responsibility for managing a wide range of complex issues, including but not limited to the significant impact of emergency response services onto local governments placing notable strain on local government resources:

Therefore be it resolved that UBCM lobby the provincial government to ensure that adequate resources and funding are provided to local governments to fulfill the responsibilities that have been assigned to local governments.

Convention Decision: **Endorsed**

Provincial Response

Ministry of Municipal Affairs & Housing

Government recognizes the principle in section 2 of the Community Charter that the province not assign responsibilities to local governments unless there is provision for resources to fulfill the new responsibilities. How that principle is applied will look different depending on the circumstances.

Government is interested in supporting local governments in improving and maintaining responsiveness to citizens during emergencies.

The Ministry is advocating to the federal government that funding programs open to local governments consider emergency services infrastructure as eligible, including the Gas Tax Community Works Fund under the federal Gas Tax Agreement, which delivers to all local governments a direct annual allocation to support local priorities based on a per capita formula, and under tri-partite infrastructure funding programs, such as the Investing in Canada Infrastructure Program or future programs.

Government also recognizes the role local governments play in providing protective services such as policing and as such provides funding assistance to communities with populations greater than 5,000 through the Traffic Fine Revenue Sharing program; for communities less than 5,000 the Province provides an offset on the police tax.

Whereas the Community Resilience Investment Program's funding model for FireSmart related activities on private property is capped at \$100,000 per local government regardless of population or geographic area;

And whereas the funding model and funding eligibility requirements put geographically large regional districts at a notable disadvantage compared to local governments with significantly less wildfire interface areas:

Therefore be it resolved that the Province develop eligibility requirements for Community Resilience Investment Program funding, and a funding model, that are equitable and based on local government need.

Convention Decision: **Endorsed**

Provincial Response

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

The BC Government recognizes that different local governments have unique circumstances, needs and capacity to respond to wildfire risk. The Community Resiliency Investment (CRI) program has a number of eligible activities designed to support various local governments.

Funding is available for interagency cooperation, which aims to facilitate collaboration between multiple jurisdictions in order to develop local solutions to increase community resiliency to wildfire. For example, a regional FireSmart committee could be established to leverage funding, capacity between communities and ensure collaboration between local authorities, the provincial government and other partners and stakeholders.

In response to feedback from local governments and First Nations, the CRI program maximum has increased from \$100,000 to \$150,000. Applications that include fuel management on Provincial Crown land, primarily within administrative boundaries and including contiguous, logical treatment units that extend onto the Crown land base, may exceed the funding maximum (for fuel management activities only).

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. For example, a regional application with three partners could provide a number of cost efficiencies and maximize available funding to \$450,000.

The BC Government recognizes the need to assist residential land owners with information and funding to conduct FireSmart activities on private land. The new CRI program is now funding increased FireSmart activities on private lands. Eligible activities include planning, local rebate programs and offsite vegetative debris disposal. The local rebate program allows local authorities to provide home owners with a rebate of up to \$500 for FireSmart activities such as vegetation removal or using FireSmart recommended building materials. Additionally, FireSmart assessments are an eligible cost.

The Government of BC is taking further action by implementing provincial funding on Crown land in areas of higher wildfire risk near communities and is intended to complement community action. Together, these two funding streams will assist in increasing community resiliency to wildfire. Based on ongoing feedback the Government of BC is looking at ways to be more responsive to concerns that have been raised to ensure the CRI program is equitable and responsive to local government needs.

Whereas the Province has delegated responsibility for emergency and disaster recovery to local governments under Section 6 of the *Emergency Program Act*;

And whereas the Province's current policy of providing funding for disaster relief and recovery to organizations other than local governments is proving ineffective in meeting the needs of many British Columbians who require such assistance;

Therefore be it resolved that the Province work collaboratively with local governments to establish policy and best practices relating to the provision of disaster recovery assistance, and thereafter make all funding for this purpose available directly to local governments in support of their legislated responsibilities under the *Emergency Program Act*.

Convention Decision: Endorsed

Provincial Response

Ministry of Public Safety and Solicitor General

The Province is in the process of modernizing the Emergency Program Act (EPA). As part of the modernization, the Province will also consider regulation, policy and practices as they pertain to all elements of emergency preparedness, response, recovery and mitigation. It is anticipated this consideration will include the mechanisms by which the Province provides assistance to citizens following an emergency event.

The Province released a discussion paper on October 28, 2019 that outlines proposed legislative changes to the EPA. The three-month consultation was open until January 31, 2020 and local government, First Nation, interested organizations and public input was encouraged.

Whereas wildfire events are increasing in frequency, intensity, and duration, and local governments and the BC Wildfire Service are required to implement an efficient, effective, and coordinated approach to address the demand for persons, equipment, and supplies requiring entry into an evacuation order area;

And whereas the BC Wildfire Service does not have a comprehensive permitting process to facilitate the entry of support personnel, equipment, and supplies into an evacuation order area, and the *Emergency Program Act* and British Columbia Emergency Management System do not address, recognize, or provide any direction regarding the permitting of residents, farmers, or persons working in coordination with the BC Wildfire Service to enter into an evacuation order area:

Therefore be it resolved that the Province work with local governments to develop a permitting system and associated policy, procedures, and best practices that facilitate the necessary entry of persons, equipment, and supplies into an evacuation order area;

And be it further resolved that the Province consider the need for legislation that addresses the risk management issues associated with allowing entry into an evacuation order area.

Convention Decision: Endorsed

Provincial Response

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

BC Wildfire Service provides technical recommendations regarding evacuation alerts or orders to local authorities or First Nations based on life safety considerations. Evacuations are facilitated through the Emergency Program Act and fall under the mandate of Emergency Management BC (EMBC).

Drawing upon the lessons of 2017 and 2018, it was recognized that in certain circumstances, some individuals will need to enter evacuated areas on a temporary basis. EMBC worked with communities, provincial ministries and stakeholders to revise the Evacuation Operational Guidelines and to develop the Managing Access to Areas Under Evacuation Order Guideline.

First Nations and local authority communities have been recommended a standardized approach to allowing non-response-related temporary access to evacuated areas. It is not a requirement that local authorities and First Nations follow the recommendations provided, and each community will need to implement a process that works best for them.

These guidelines are posted to the EMBC website at:

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/local-emergency-programs/guidelines> under the broader heading "Evacuation Guidelines".PDF copies were distributed to community emergency management contacts.

Whereas wildfire events are increasing in frequency, intensity, and duration, and local governments and the BC Wildfire Service are increasingly required to deal with the issues created by residents who stay within an evacuation order area to defend their property and farmers who stay to look after livestock sheltering in place;

And whereas the *Emergency Program Act* and the British Columbia Emergency Management System do not address, recognize, or provide direction regarding the management of issues created by persons choosing to stay and defend their property from wildfire:

Therefore be it resolved that the Province work with local governments to develop policy and best practices regarding stay and defend issues with consideration given to formally recognizing a person's right to stay and defend their property from wildfire.

Convention Decision: **Endorsed**

Provincial Response

Ministry of Public Safety and Solicitor General

The overall issue of residents' reluctance to evacuate, and access to evacuated areas, represents a complex area of public policy that requires careful consideration. We understand that managing any evacuation is a difficult situation to manage for local governments and First Nations.

The Province is in the process of modernizing the Emergency Program Act (EPA) and released a discussion paper on October 28, 2019 that outlines proposed changes. The three-month consultation was open until January 31, 2020 and local governments, First Nation, interested organizations and public input was encouraged.

The Ministry welcomes further input and recommendations regarding how governments can protect the life-safety of residents, as well as those who provide emergency management services, while considering the importance of protecting the economic interests and livelihoods of our communities. Emergency Management BC (EMBC) staff are also available to discuss this issue with local government representatives.

One useful reference for local governments which is relevant to this issue are guidelines that were developed by EMBC entitled "Managing Access to Areas under Evacuation Order" that provide voluntary guidelines for local governments and First Nation communities to authorize the temporary re-entry into an area that is under an evacuation order. These guidelines were released in May 2019 and are available on the EMBC website.

Regional District of Bulkley-Nechako

Action List - March 2020 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Committee of the Whole C.W.2020-4-3 March 5, 2020	Capital Reserve Summary	That the 'Weed Vehicle' reserve be withdrawn and used towards the purchase of a new Environmental Services vehicle in the 2020 budget; and, That a one-time capital grant to the Village of Burns Lake be made for the balance of the Burns Lake Rural Fire Protection Equipment Capital Reserve and the Burns Lake Arena Reserve and that a one-time capital grant to the District of Houston for the balance of the Houston Rural Fire Protection Equipment Reserve be included in the 2020 budget.	John	On Going	
Committee of the Whole C.W.2020-4-4 March 5, 2020	April 2020 Committee and Board Meetings - Proposed Date Changes	Provide notification of meeting dates in April 2020 changed to Thursday, April 9th and Thursday, April 23rd.	Ger/Wendy/Cheryl	Completed	
Waste Management Committee WMC.2020-15	NCLGA Resolution RE: Industrial Commercial Institutional ICI Recycling	Submit to the North Central Local Government Association prior to NCLGA's deadline of March 13, 2020 a resolution regarding Industrial Commercial Institutional Recycling (Municipal Solid Waste - ICI EPR Program); and further, that the resolution be brought forward to the Regional Board for ratification at its March 19, 2020 meeting.	Cheryl	Completed	March 13, 2020/March 19, 2020
2020-3-17 Board Meeting March 19, 2020	Passenger Vehicle Purchase	Enter into an agreement to purchase two RAV 4 Hybrid vehicles from Glacier Toyota at the quoted price of \$35,500 (and additional taxes) each.	John	In Progress	One vehicle - purchased Second vehicle - In Progress
2020-3-19 Board Meeting March 19, 2020	Municipal Finance Authority - Request for Letter of Acknowledgement - 50th Anniversary	Provide a letter of acknowledgement and congratulations to the Municipal Finance Authority in recognition of its 50th anniversary.	Cheryl	Completed	March 24, 2020
2020-3-20 Board Meeting March 19, 2020	Grant in Aid Request - District of Fort St. James	Write a letter and contribute \$5,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) to the District of Fort St. James for costs associated with the Fort St. James Housing Project.	Nellie	On hold due to COVID-19	Will resume upon notification from the District of Fort St. James

Regional District of Bulkley-Nechako**Action List - March 2020 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2020-3-25 Board Meeting March 19, 2020	Proceed with Purchases of Capital Equipment - Two Skid Steer Loaders	Purchase of Two Skid Steer Loaders from Williams Machinery (Bobcat) for a total cost not to exceed \$150,000.	Alex	In Progress	Being built at Factory (Factory currently closed due to COVID-19)
2020-3-30 Board Meeting March 19, 2020	Request for Letter of Support Vanderhoof Men's Shed	Write a letter of support to the Vanderhoof Men's Shed for its grant application to Northern Development Initiative Trust Economic Development Grant program to purchase the building located at 29-93 Burrard Street, Vanderhoof.	Shari	Completed	