

REGIONAL DISTRICT
OF BULKLEY-NECHAKO

AGENDA

MEETING NO. 12

NOVEMBER 19, 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, November 19, 2020

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>ELECTION OF CHAIRPERSON</u>	
	<u>ELECTION OF VICE-CHAIRPERSON</u>	
	<u>AGENDA – November 19, 2020</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
8-23	Board Meeting Minutes – October 22, 2020	Adopt
24-26	Broadband Committee Meeting Minutes - November 5, 2020	Receive
27-34	Committee of the Whole Meeting Minutes - November 5, 2020	Receive
35-38	Rural/Agriculture Committee Meeting Minutes - November 5, 2020	Receive
	<u>BUSINESS ARISING OUT OF THE MINUTES</u>	
	<u>DELEGATIONS</u>	
	<u>BC HYDRO (via Zoom)</u> Lee Johnson, Stakeholder Engagement Advisor Anne Pulford, Project Manager RE: Prince George to Terrace Capacitor Project Update	
	<u>TC ENERGY (via Zoom)</u> Kiel Giddens, Public Affairs Manager Tanner Moulton, Public Affairs Coordinator RE: Coastal GasLink Update	

<u>PAGE NO.</u>	<u>ELECTORAL AREA PLANNING (All Directors)</u>	<u>ACTION</u>
	<u>Bylaws for 3rd Reading</u>	
39-73	Maria Sandberg, Planner 3rd Reading - Bylaw No. 1918, 2020 Rezoning Application F-01-20 Electoral Area "F"	Recommendation
	<u>Bylaws for Adoption</u>	
74-89	Maria Sandberg, Planner RDBN Floodplain Management Bylaw No. 1878, 2020 Proposed New Floodplain Management Bylaw	Recommendation
	<u>Development Variance Permit</u>	
90-95	Deneve Vanderwolf, Planner 1 Development Variance Permit Application A-03-20 Electoral Area "A"	Recommendation
	<u>DEVELOPMENT SERVICES (All Directors)</u>	
	<u>Municipal Referral</u>	
96-98	Jason Llewellyn, Director of Planning District of Vanderhoof Official Community Plan and Zoning Bylaw Referral	Recommendation
	<u>Crown Land Referral</u>	
99-101	Deneve Vanderwolf, Planner 1 Crown Land Referral 7410156 Electoral Area "F"	Recommendation
	<u>Changes In And About a Stream Referral</u>	
102-106	Deneve Vanderwolf, Planner 1 Changes In And About a Stream Referral 7002742 Electoral Area "F"	Recommendation
	<u>BUILDING INSPECTION (All Directors)</u>	
107-109	Steve Davis, Building Inspector Third Quarter Building Permit Summary	Receive

<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS</u>	<u>ACTION</u>
110-111	Wendy Wainwright, Executive Assistant - Committee Meeting Recommendations - November 5, 2020	Recommendation
112	Jordanna Evans, Economic Development Support Assistant – Northern Development - Business Façade Improvement Program	Recommendation
113	Nellie Davis, Manager of Regional Economic Development – Federal Gas Tax – Area “C” (Fort St. James Rural) Stuart Lake Golf Course	Recommendation
114-125	Nellie Davis, Manager of Regional Economic Development – CRTC Proceeding 2020-366	Recommendation
126	Nellie Davis, Manager of Regional Economic Development – Tourism Prince George – NDI Application – Marketing Initiatives	Recommendation
127	Nellie Davis, Manager of Regional Economic Development – Federal Gas Tax – Area “A” (Smithers Rural) Village of Telkwa – Woodland Park Rink	Recommendation
128	Nellie Davis, Manager of Regional Economic Development – C2C Forum Approval	Receive
129-133	Curtis Helgesen, Chief Administrative Officer - RDBN Committees - 2021	Recommendation
134-138	Cheryl Anderson, Manager of Administrative Services – BC Natural Resources Forum (Virtual) - January 26-28, 2021	Recommendation
139-141	Cheryl Anderson, Manager of Administrative Services – Local Government Leadership Academy (LGLA) 2021 Annual Leadership Forum (Virtual) – February 3-4, 2021	Recommendation
142-143	Cheryl Anderson, Manager of Administrative Services – Schedule of Board Meetings – 2021	Recommendation
144-150	Cheryl Anderson, Manager of Administrative Services – Freedom of Information Bylaw No. 1931, 2020 and Regional District Freedom of Information Repeal Bylaw No. 1932, 2020	Recommendation

<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
151-157	Cheryl Anderson, Manager of Administrative Services – Corporate Records Management Bylaw No. 1917, 2020 and Regional District Retention of Records Repeal Bylaw No. 1919, 2020	Recommendation
158-161	Cheryl Anderson, Manager of Administrative Services – Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 1933, 2020	Recommendation
162-164	Cheryl Anderson, Manager of Administrative Services – Southside Rural Fire Protection Local Service Establishment Amendment Bylaw No. 1923, 2020	Recommendation
165-167	Cheryl Anderson, Manager of Administrative Services – Topley Rural Fire Protection Service Establishment Amendment Bylaw No. 1924, 2020	Recommendation
168-178	Jason Blackwell, Regional Fire Chief - Southside Rural Fire Protection Agreement - January 1, 2021 to December 31, 2025	Recommendation
179-190	Jason Blackwell, Regional Fire Chief - Topley Rural Fire Protection Agreement - January 1, 2021 to December 31, 2025	Recommendation
191-192	Jason Blackwell, Regional Fire Chief - Community Emergency Preparedness Fund - Volunteer Fire Department Training Grant	Recommendation
193-200	John Illes, Chief Financial Officer – New Purchasing Bylaw	Recommendation
201-205	John Illes, Chief Financial Officer – Income Statements for Nine Months Ending September 30, 2020	Receive

VERBAL REPORTS

RECEIPT OF VERBAL REPORTS

<u>PAGE NO.</u>	<u>ADMINISTRATION CORRESPONDENCE</u>	<u>ACTION</u>
206-207	Ministry of Environment and Climate Change Strategy – UBCM Meeting Follow-up	Receive
208-209	Ministry of Municipal Affairs and Housing - UBCM Meeting Follow-up	Receive
<u>ACTION LIST</u>		
210-211	Action List - October, 2020	Receive

SUPPLEMENTARY AGENDA

NEW BUSINESS

IN-CAMERA MOTION

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

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEETING NO. 11****Thursday, October 22, 2020**

PRESENT: Chair Gerry Thiessen

Directors Shane Brienen
Mark Fisher
Dolores Funk
Judy Greenaway
Tom Greenaway
Clint Lambert
Brad Layton – Via Teleconference
Linda McGuire
Chris Newell
Mark Parker
Jerry Petersen
Michael Riis-Christianson
Sarra Storey
Casda Thomas

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Nellie Davis, Manager of Regional Economic Development
Janette Derksen, Diversion Supervisor – arrived at 3:08 p.m.
Alex Eriksen, Director of Environmental Services – arrived at 3:08 p.m.
Jordanna Evans, Economic Development Coordinator – left at 11:16 a.m.
John Illes, Chief Financial Officer
Jason Llewellyn, Director of Planning
Deborah Jones-Middleton, Director of Protective Services – left at 11:16 a.m., returned at 11:30 a.m., left at 12:10 a.m., returned at 1:27 p.m., left at 3:12 p.m.
Sashka Macievich, Controller – arrived at 1:52 p.m., left at 2:30 p.m.
Wendy Wainwright, Executive Assistant

Others Steven Dean, Chairman/CEO, Artemis Gold – Via Zoom – 11:30 a.m. to 12:16 p.m.
Val Erikson, Community Relations Advisor, Artemis Gold Inc. – Via Zoom – 11:30 a.m. to 12:16 p.m.
Andy Muma, BC Search and Rescue – left at 11:16 a.m.
Ryan Todd, VP Environment and Social Responsibility, Artemis Gold Inc. – Via Zoom – 11:30 a.m. to 12:16 p.m.

Media Priyanka Ketkar, Lakes District News – left at 3:12 p.m.

CALL TO ORDER

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

AGENDA & SUPPLEMENTARY AGENDAMoved by Director Lambert
Seconded by Director Greenaway**2020-11-1**

“That the Board Meeting Agenda of October 22, 2020 be approved; and further, that the Supplementary Agenda be received and dealt with at this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES**Board Meeting Minutes**
-September 17, 2020

Moved by Director McGuire
Seconded by Director Petersen

2020-11-2

“That the Board Meeting Minutes of September 17, 2020 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**Committee Meeting Minutes**

Moved by Director Lambert
Seconded by Director T. Greenaway

2020-11-3

“That the Board receive the following Committee Meeting Minutes:

- Committee of the Whole Meeting Minutes
 - October 8, 2020
- Regional Transit Committee Meeting Minutes
 - October 8, 2020
- Rural/Agriculture Committee Meeting Minutes
 - October 8, 2020.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**DELEGATIONS****BC SEARCH AND RESCUE – Andy Muma RE: Update**

Chair Thiessen welcomed Andy Muma, BC Search and Rescue.

Chair Thiessen expressed his appreciation for the work of the volunteers of BC Search and Rescue and local Search and Rescue groups.

Mr. Muma provided a PowerPoint Presentation.

Search and Rescue in the Bulkley Nechako Region

- Purpose of the Presentation
- 5 SAR Teams in the Bulkley Nechako
- Call Volume for the Region
- Noted Searches in the Past 2 Years
- Search and Rescue Services for the Region
- Other Volunteer Activities
- Adventure Smart
- New SAR Guidelines
- Alternate Support Model (ASM)
- Provincial Needs Assessment Initiative
- Rescue Capabilities
 - o Swift Water and Flat Ice Technical Rescue
 - o Winter Response and Avalanche
 - o High Angle Rope Rescue
- Regional Rescue Capabilities Approach.

Discussion took place regarding:

- Emergency Management BC (EMBC) recognizing SAR groups requiring rescue capabilities
 - o Concerns in regard to EMBC criteria that allows SAR groups to train and provide rescue capabilities
- Two teams in the region are recognized with rescue capabilities

DELEGATIONS (CONT'D)**BC SEARCH AND RESCUE – Andy Muma RE: Update (Cont'd)**

- Three teams are classified as Search only
 - o Search only teams not allowed to train or respond in rescue operations
- Other areas with small communities in the Province, more than 30 minutes apart experiencing similar issues in regard to additional training
- Local SAR groups are located more than 30 minutes apart
- Challenges in regard to recruitment for SAR groups in small communities
 - o Less population
 - o Workforce impacts
- Provincial Needs Assessment Initiative
 - o Stakeholder engagement may not include all communities
 - o Letter to EMBC requesting the urgency and need for all teams in the northwest to have rescue capabilities
- Northwest SAR teams may not receive a large volume of calls, but the length of time searches take in the northwest is significant
- Vast geographical territory
- Challenges and time commitment to request payment and/or lost wages for volunteers
- High Angle Rope Rescue on highways
 - o SAR, if recognized to conduct rescue capabilities, provide High Angle Rope Rescue off main corridor highways, in the backcountry and when helicopter access is required
- Number of volunteers for all 5 SAR groups in the region
- An event where a Swift Water Rescue was required and because the SAR Team was trained and had the capabilities to provide the rescue the outcome was successful
- Cost benefit of a regional approach and all local SAR groups having all 4 rescue capabilities
- Contact information for EMBC representative in northern BC
- Requesting the RDBN be included as a stakeholder in the Provincial Needs Assessment Initiative.

Chair Thiessen thanked Mr. Muma for attending the meeting.

ELECTORAL AREA PLANNING (All Directors)**Bylaw for 1st and 2nd Reading**

Chair Thiessen recused himself from the meeting at 11:16 a.m. due to a conflict of interest regarding 1st and 2nd Reading – Bylaw No. 1918, 2020 Rezoning Application F-01-20(CSFS) – Electoral Area “F”. He is the realtor selling the adjacent property.

1st and 2nd Reading – Bylaw
No. 1918, 2020 Rezoning
Application F-01-20 (CSFS)
Electoral Area “F”

Moved by Director Petersen
Seconded by Director Brien

2020-11-4

1. “That Regional District of Bulkley-Nechako Rezoning Bylaw No. 1918, 2020 be given first and second reading this 22nd day of October, 2020 and subsequently be taken to Public Hearing.

2. That the Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 1918, 2020 be delegated to the Director or Alternate Director for Electoral Area F.”

Opposed: Director T. Greenaway **CARRIED**

(All/Directors/Majority)

Chair Thiessen returned to the meeting at 11:25 a.m.

Bylaw for 1st, 2nd and 3rd Reading

1st, 2nd, and 3rd Reading
Bylaw No. 1878, 2020
Proposed New Floodplain
Management Bylaw

Moved by Director Riis-Christianson
 Seconded by Director J. Greenaway

2020-11-5

“That Regional District of Bulkley-Nechako Floodplain Management Bylaw No. 1878, 2020” be given first, second and third reading this 22nd day of October, 2020.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Temporary Use Permits

Temporary Use Permit
Application A-02-20 (Apperloo)
Electoral Area “A”

Moved by Director Fisher
 Seconded by Director Thomas

2020-11-6

“That the Board receive the comments from the Ministry of Transportation and Infrastructure on the Supplementary Agenda.

That Temporary Use Permit A-02-20 be amended to include a term that the water from the shop’s drainage basin be disposed of in accordance with Provincial Government regulations, and that a hydrocarbon spill kit be maintained at the shop.

That the Board approve the issuance of Temporary Use Permit A-02-20 to allow the operation of a construction business at 4120 Gelley Road.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATIONS (CONT'D)**ARTEMIS GOLD – Steven Dean, Chairman/CEO, Ryan Todd, VP Environment and Social Responsibility and Val Erickson, Community Relations Advisor RE: Update**

Chair Thiessen welcomed Steven Dean, Chairman/CEO, Ryan Todd, VP Environmental and Social Responsibility and Val Erickson, Community Relations Advisor, Artemis Gold.

Messrs. Dean and Todd provided a PowerPoint Presentation.

Blackwater Project Update

- Who we are?
- Blackwater Gold Production and AISC (All-in Sustaining Costs)
- Blackwater PFS (Pre-Feasibility Study) vs. EA (Environmental Assessment) – What’s changed?
- Map - Blackwater PFS vs. EA – What’s changed?
- Key Economic Statistics – Preliminary
- Project Milestone Timeline for Blackwater
- Proposed Permitting Plan
- Proposed Permitting Schedule.

DELEGATIONS (CONT'D)**ARTEMIS GOLD – Steven Dean, Chairman/CEO, Ryan Todd, VP Environment and Social Responsibility and Val Erickson, Community Relations Advisor RE: Update (CONT'D)**

The following was discussed:

- Potential recruitment challenges as activity increases at the Blackwater Project due to the amount of industrial activity in the region
- Phase 4 plans to process accumulated stockpiles
- Providing support for the project
 - o Staff will coordinate a meeting with Chair Thiessen and Mr. Dean
- Community Liaison Committee
 - o Director Petersen and Nellie Davis, Manager of Regional Economic Development currently appointed to the Committee.

Chair Thiessen thanked Messrs. Dean and Todd and Ms. Erickson for attending the meeting.

Break for lunch at 12:16 p.m.**Reconvened at 1:05 p.m.****Temporary Use Permits (Cont'd)**

Temporary Use Permit
Application A-03-20 (Steti)
Electoral Area "A"

Moved by Director Fisher
Seconded by Director Lambert

2020-11-7

"That the Board receive the comments from the Ministry of Transportation and Infrastructure and Submissions on the Supplementary Agenda.

That the Board approve the issuance of Temporary Use Permit A-03-20 to allow gravel processing on the property legally described as the NE 1/4 of Section 5 Township 4 Except Plans 8393 & PRP14394, Range 5, Coast District."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Crown Land Referral

Crown Land Referral
No. 125814931-009
(Rec Sites and Trails)
Electoral Area A

Moved by Director Fisher
Seconded by Director Thomas

2020-11-8

"That the Comment Sheet for Trails and Recreation Referral No. 125814931-009 (Silvern Trails Society) be provided to the Province."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Memo

Building Inspection Agreements with Municipalities Moved by Director McGuire
Seconded by Director Lambert

2020-11-9

“That the Board Chair and CAO be authorized to enter into agreements for the provision of building inspection services to the Village of Burns Lake, the Village of Fraser Lake, the Village of Granisle, the District of Fort St. James, the District of Houston, and the Village of Telkwa.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Parks and Trails Service Implementation Strategy Update

Discussion took place regarding:

- RDBN staff delegation at each of the eight-member municipalities in regard to the proposed strategy
 - o Staff will follow up in November 2020 to determine participation
 - o Staff will report to the Board once participation is determined
- Preliminary staff administration costs
 - o Staff person to coordinate implementation
- Municipal participation and potential cost considerations depending on participation
- Local recreation groups brought forward funding impacts from administration costs
- Providing funding directly to recreation organizations to implement parks and trails in the region
- Electoral Area “G” (Houston Rural) and District of Houston will work together to determine projects
- Town of Smithers, District of Houston, Village of Burns Lake and District of Fort St. James support
- Funding opportunities for recreation, parks and trails
- Each community is different in its parks and trail needs
- Taxation options
- Comparisons to other Regional Districts
 - o Current Parks and Trails services existed prior to the legislation and regulations that exist today.

Parks and Trails Service Implementation Strategy Update

Moved by Director Brien
Seconded by Director Newell

2020-11-10

“That the Board receive the Director of Planning’s Parks and Trails Service Implementation Strategy Update Report.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Public Hearing Notice Requirements

Moved by Director McGuire
Seconded by Director Lambert

2020-11-11

“That the Board receive the Director of Planning’s Public Hearing Notice Requirements Report.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS

Committee Meeting
Recommendations
October 8, 2020

Moved by Director J. Greenaway
 Seconded by Director Thomas

2020-11-12

“That the Board approve Recommendation 1 as written:

Committee of the Whole Meeting– October 8, 2020**Recommendation 1:**

Re: Write a Letter to Provincial Election Candidates re: Recycle BC Request to Ministry of Environment and Climate Change Strategy to hold off on Pending Changes to EPR Programs

“That the Board write a letter to Provincial Election Candidates within the RDBN to express concerns in regard to Recycle BC requesting Ministry of Environment and Climate Change Strategy to hold off on pending changes to Extended Producer Responsibility (EPR) Programs; and further, that the letter be provided to RDBN member municipalities, Chambers of Commerce within the RDBN, the North Central Local Government Association and the Union of B.C. Municipalities.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Refuse Disposal Service
Amendment Bylaw No. 1909,
2020

Moved by Director Riis-Christianson
 Seconded by Director Lambert

2020-11-13

“That Refuse Disposal Service Amendment Bylaw No. 1909, 2020 be given first, second, and third reading this 22nd day of October, 2020.”

Opposed: Director Fisher

CARRIED

(All/Directors/Majority)

Fort Fraser Fire Protection
Service Area Boundary
Amendment Bylaw
No. 1920, 2020

Moved by Director Parker
 Seconded by Director Storey

2020-11-14

“That Fort Fraser Fire Protection Service Area Boundary Amendment Bylaw No. 1920, 2020 be adopted this 22nd day of October, 2020.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Cluculz Lake Fire Department
911 Radio System

Moved by Director Petersen
 Seconded by Director T. Greenaway

2020-11-15

“That the Board authorize staff to utilize up to \$35,000 from the 911 Capital Reserves to install a radio interconnect system for the Cluculz Lake Fire Department.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Fort Fraser Rural Fire Protection Agreement -November 1, 2020 to October 31, 2025

Moved by Director Parker
Seconded by Director Storey

2020-11-16

“That the Board authorize the Board Chair and the Chief Administrative Officer to sign the Fort Fraser Rural Fire Protection Agreement with the Fort Fraser Volunteer Fire Department Society for a 5-year term.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Southside Rural Fire Protection Local Service Establishment; Topley Rural Fire Protection Service Establishment Amendment; and repeal of the Topley Rural Road Rescue and Medical First Responders Service Establishment Bylaw

Moved by Director Riis-Christianson
Seconded by Director Brienen

2020-11-17

“That Southside Rural Fire Protection Local Service Establishment Amendment Bylaw No. 1923, 2020 be given first, second, and third reading this 22nd day of October, 2020.”

“That Topley Rural Fire Protection Service Establishment Amendment Bylaw No. 1924, 2020 be given first, second, and third reading this 22nd day of October, 2020.”

“That Topley Rural Road Rescue and Medical First Responders Service Establishment Repeal Bylaw No. 1925, 2020 be given first, second, and third reading this 22nd day of October, 2020.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Federal Gas Tax Funds -Electoral Area “A” (Smithers Rural) Cycle 16 Trail

Moved by Director Fisher
Seconded by Director Thomas

2020-11-18

“That the Board authorize contributing up to \$300,000 of Electoral Area “A” Federal Gas Tax allocation monies to Phase 1 of construction for the Cycle 16 Trail, and further,

(All/Directors/Majority)

CARRIED UNANIMOUSLY

That the Board authorize the withdrawal of up to \$300,000 from the Federal Gas Tax Reserve Fund.”

(Participants/Weighted/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORT (CONT'D)

Smithers Mountain Bike Association Letter of Support Request Moved by Director Thomas
Seconded by Director Fisher

2020-11-19

1) "That the Board provide a Letter of Support to the Smithers Mountain Bike Association for their Hudson Bay Mountain Project application to the Destination Development Stream of the Community Economic Recovery Infrastructure Program for lift enhancements and trails to enable mountain bike access on Hudson Bay Mountain.
2) That the Board provide a Letter of Support to the Smithers Mountain Bike Association for their application to the Community Economic Resilience Stream of the Community Economic Recovery Infrastructure Program to expand its trail network that is not on Hudson Bay Mountain."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Lambert recused himself from the meeting at 1:58 p.m. due to a conflict of interest in regard to Grant in Aid Re-Allocation Request – Southside 4H Club Electoral Area "E" (Francois/Ootsa Lake Rural) due to he and his wife being 4H Leaders.

Grant in Aid Re-Allocation Request – Southside 4H Club Electoral Area "E" (Francois/Ootsa Lake Rural) Moved by Director Riis-Christianson
Seconded by Director Parker

2020-11-20

"That the Board receive the Manager of Regional Economic Development's Grant in Aid Re-Allocation Request – Southside 4H Club Electoral Area "E" (Francois/Ootsa Lake Rural) memo."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Lambert returned at 1:59 p.m.

Grant in Aid Update: August -October 13, 2020 Moved by Director T. Greenaway
Seconded by Director Storey

2020-11-21

"That the Board receive the Manager of Regional Economic Development's Grant in Aid Update: August – October 13, 2020 memo."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

RDBN Committees - 2021

Discussion took place regarding the following:

- Task forces
- Rural/Agriculture Committee Meeting
 - o Agriculture items appearing on Committee of the Whole
 - o Municipal and Rural Directors input regarding Agriculture items
 - o Grant funding for Agriculture initiatives
 - o Rural Directors Committee provides an opportunity for Rural Directors to discuss items pertaining to rural areas

ADMINISTRATION REPORT (CONT'D)

- Broadband Committee
 - o Very important initiative currently
 - o Requires a lead person
 - o Committee remain in place to address potential opportunities to provide connectivity to all residents in the Regional District
- Waste Management Committee Meeting
 - o Opportunity for regional priority discussions
- Transit Committee
 - o Review Terms of Reference moving forward
 - o Director Greenaway spoke of the lack of bus service in Fort St. James and the Highway 16 Transportation Action Plan Community Transportation Grant Program (Community Vehicles)
- Forestry Committee
 - o Potential value and importance
 - o Smaller Committee
 - o Significant changes in the future
 - o Potentially address forestry topics at Committee of the Whole
- Board members with topic specific expertise
- Importance of various Committees
- RDBN Board Reporting Policy and Form
- Committees that do not have meetings in 6-month time frame
- Staff will bring forward a report regarding RDBN Committees – 2021 at a future meeting.

VERBAL REPORTS

<u>Village of Granisle – Alternate to the Regional Board</u>	Director McGuire mentioned that Village of Granisle Councillor Tom Liversidge has stepped down as Deputy Mayor and Councillor Marilyn Berglund has been appointed Director McGuire's Alternate on the Regional Board.
<u>Grocery Store in Granisle</u>	Director McGuire spoke of the Grocery Store in Granisle being for sale and is hopeful the store will find a buyer and remain open.
<u>Village of Granisle Wastewater Grant</u>	Director McGuire reported that the tenders for the grant funded Wastewater Project in the community has been released with the intention of beginning works in the spring of 2021.
<u>Village of Granisle Remembrance Day Recognition</u>	Director McGuire commented that the Village of Granisle will be having a small wreath laying service at its cenotaph on November 11 th in honour of Remembrance Day.
<u>Fort St. James Mayor</u>	Director J. Greenaway announced that Mayor Bob Motion was sworn in on October 13, 2020 and an appointment to the RDBN Board of Directors will take place in January 2021.
<u>Topley Fire Department Annual General Meeting</u>	<p>Director Riis-Christianson and Director Newell, along with Protective Services Staff attended the Topley Fire Department Annual General Meeting. He spoke of the good job they are doing, and that staff is assisting them with their budget.</p> <p>Director Newell reiterated the hard work and dedication of the Topley Fire Department volunteers, along with their great facility and equipment.</p>

VERBAL REPORTS (CONT'D)

<u>Broadband Connectivity</u>	Director Riis-Christianson mentioned that he attended a Broadband Connectivity meeting with other Regional Districts across BC on October 21, 2020 to explore opportunities to collaborate in regard to the universal connectivity issues across BC. The Committee is formulating a draft Terms of Reference and Director Riis-Christianson will provide them at a future Broadband Committee meeting to review and consider continued participation.
<u>Municipal World Broadband Master Class with Internet Strategist Jesse Hirsh</u>	Director Riis-Christianson, along with Nellie Davis, Manager of Regional Economic Development participated in a Broadband webinar hosted by Municipal World with Internet Strategist and tech talk expert Jesse Hirsh. He spoke of various connectivity options for communities, the importance of fibre and the role of local governments. Director Riis-Christianson will bring forward further information at a future Broadband Committee meeting.
<u>Meetings Attended – Electoral Area “E” (Francois/Ootsa Lake Rural)</u>	Director Lambert indicated he attended two days of meetings with the Fraser Basin Council, along with Nechako Watershed Roundtable meetings and a meeting with Mike Robertson, Senior Policy Advisor, Cheslatta Carrier Nation.
<u>Connectivity on the Southside of Francois Lake</u>	Director Lambert mentioned that connectivity discussions with Telus are at a standstill and he would like to see it move forward.
<u>Agriculture Sector</u>	<p>Director Parker mentioned that he has had discussions with Agriculture stakeholders in the region regarding the potential for ag plastic recycling. The response has been incredible.</p> <p>Director Parker met with Alex Kulchar, Director Vanderhoof, BC Cattlemen’s Association in regard to the meat packing plant planned for Prince George being moved to Westwold and ensuring that the northern BC ranchers are still included in moving forward with the plant as it is a viable option for area ranchers.</p>
<u>Longtime Service Award for Fort Fraser Volunteer Fire Fighter</u>	Director Parker, along with RDBN staff, attended a BBQ for Rob Dupuis, Fort Fraser Volunteer Fire Department to celebrate his 30 years of Services as a volunteer fire fighter. He received recognition from both the Federal and Provincial Governments.
<u>National Industrial Symbiosis Program</u>	Director Fisher mentioned he has been working with the National Industrial Symbiosis Program (NISP) which connects businesses that produce waste with businesses that can utilize that waste. NISP has been working to secure funding for a Northern Coordinator Position and recently received funding. NISP has indicated they are interested in partnering with the RDBN in future initiatives. Director Fisher discussed exploring a potential partnership further.
<u>District of Houston – 9th Street Project</u>	Director Brien reported that the District of Houston 9 th Street Project is nearing completion and the Downtown core has had significant changes utilizing the Northern Capital and Planning Grant funding. Water and sewer infrastructure have been updated as well.

VERBAL REPORTS (CONT'D)Northwest BC Resource Benefits Alliance (RBA)

Director Brienen, as RDBN representative on the RBA, spoke of the conversations with the current Provincial Government and the announcement on October 4th in Kitimat, BC by Andrew Wilkinson, leader of the Liberal Party of his commitment to negotiate with the RBA if his party is elected on October 24, 2020.

Physician Recruitment and Retention in Northern BC

Director Petersen and Chair Thiessen attended a meeting on October 16th in regard to physician recruitment and retention in northern BC. In attendance was the Rural Coordination Centre of BC, University of Northern BC, Northern Health and UBC Facilitator of Medicine. The meeting was a follow up to a previous meeting to discuss a Physician Recruitment and Retention Plan. Discussion took place regarding the need to start at the high school level to acquaint students with medicine and work with youth within communities to enter the field of medicine. He also noted that once recruitment has been successful in order to retain physicians it's important, as community leaders, to be responsible for ensuring that families are integrated into the community and that relationships are built.

Rural Connectivity

Director Newell commented that the number one topic in his region is rural connectivity and he spoke of the importance of moving forward to ensure that all residents have good reliable access to connectivity in rural areas.

Unightly Premise Concerns

Director Newell noted that he is working with unsightly premise concerns in Electoral Area "G" (Houston).

Town of Smithers By-Election

Director Thomas announced that on October 17, 2020 the Town of Smithers held its By-Election and Gladys Atrill was declared Mayor and Mika Meyer was declared Councillor. She spoke of welcoming two women candidates to council.

Chair Thiessen thanked Director Thomas for her participation on the RDBN Board.

Village of Fraser Lake Halloween Fireworks

Director Storey mentioned that the Village of Fraser Lake will be hosting a Halloween Fireworks Celebration on October 31st.

Village of Fraser Lake Project Delays

Director Storey noted that the Village of Fraser Lake has had a number of projects delayed due to rain.

New Sports Store in Fraser Lake

Director Storey announced that a new sports store has opened in Fraser Lake.

North Central Local Government Association (NCLGA)

Director Storey commented that the next meeting of the NCLGA is November 6-7, 2020. UBCM President Brian Frenkel (Councillor, District of Vanderhoof) Federation of Canadian Municipalities (FCM) President Garth Frizzell (Councillor, City of Prince George, B.C.) will be in attendance as well as Mayor Lori Ackerman, City of Fort St. James to discuss the structure of the NCLGA Board.

She also thanked everyone that participated on the NCLGA Rural Health Committee.

VERBAL REPORTS (CONT'D)Seniors Dementia Care
and One Bedroom
Apartments in Vanderhoof

Chair Thiessen mentioned that the 10-bed dementia care and 18 one-bedroom apartment Senior Complex in Vanderhoof is breaking ground. It has been a lengthy process.

Broadband Internet in
Vanderhoof

Chair Thiessen spoke of the poor internet service in Vanderhoof and the community working to find a solution. Citywest is currently upgrading services in Vanderhoof. This is very good news for the community. He spoke of the initiative from the RDBN in regard to Broadband.

Impact of Workcamps on
Healthcare

Chair Thiessen brought forward concerns in regard to the impacts of the workcamps to community healthcare systems. He spoke of a meeting that took place with Jennifer Anthony, Director, Resource Development, Special Projects Assistant Deputy Minister's Office, Ministry of Energy, Mines and Petroleum Resources prior to the work camps being operational and it was indicated that workcamps would not have an impact on community healthcare. Chair Thiessen is planning to have meetings to address the concerns. He recognized the economic benefits of the workcamp on the community as well.

Director Brienen spoke of the impact to BC Ambulance due to attendants being drawn to the pipeline for work and it is impacting the availability of BC Ambulance vehicles in the community.

He also noted concerns regarding motor vehicle accidents taking place with the increased traffic and the shortage of BC Ambulance vehicles.

Chair Thiessen spoke of the attempts to be proactive and being provided information in regard to the impacts from the additional workers and workcamps in order to mitigate concerns and issues.

Northern Development
Initiative Trust

Chair Thiessen noted Northern Development Initiative Trust has rolled out six new programs.

Nechako First Nations

Chair Thiessen met with the Nechako First Nations and provided an overview of the meeting along with potential future information and engagement.

Receipt of Verbal
Reports

Moved by Director Storey
Seconded by Director Brienen

2020-11-23

"That the verbal reports of the various Board of Directors be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

Electoral Area “B” (Burns Lake Rural) Residents – CN Rail Blockage of Crossings Moved by Director Riis-Christianson
Seconded by Director Storey

2020-11-24

“That the Board receive the Administration Correspondence from Electoral Area “B” (Burns Lake Rural) Residents – CN Rail Blockage of Crossings and write a letter to the authors of the said correspondence, Dave & Verna Hopper, in regard to RDBN follow up with CN Rail.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CN Rail is scheduled to be a delegation at the November 5, 2020 RDBN Committee of the Whole. A list of discussion topics is being provided to CN Rail for the meeting.

ACTION LIST

Action List – September 2020 Moved by Director Lambert
Seconded by Director Brienen

2020-11-25

“That the September 2020 Action List be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA**REPORTS**

Community Economic Recovery Infrastructure Program (CERIP) -Destination Development Stream Moved by Director Fisher
Seconded by Director Brienen

2020-11-26

“That the Board apply, in partnership with Hudson Bay Mountain for a Year-Round, Multi-use Outdoor Recreation Area project at the Hudson Bay Mountain Resort, to the Destination Development Stream of the CERIP.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Update: Conditional Suspension of Cardboard Ban At the Knockholt Landfill Moved by Director Fisher
Seconded by Director Brienen

2020-11-27

“That the Board authorize staff to temporarily suspend the cardboard ban at the Knockholt Landfill to accommodate the final stages of the establishment of an Old Corrugated Cardboard (OCC) baling facility provided the conditions are still being met.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA (CONT'D)**REPORTS (CONT'D)**

Update: Conditional
Suspension of Cardboard Ban
at the Knockholt Landfill

Moved by Director Fisher
Seconded by Director Brienen

2020-11-28

“That the Board authorize staff to collaborate with the proponents of the Old Corrugated Cardboard (OCC) bailing facility to provide public notification once the facility is prepared to open to the public, and further, that the public notification be provided to the Smithers and District Chamber of Commerce and the Smithers Interior News.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

New Business

National Industrial
Symbiosis Program
Letter of Support

Moved by Director Fisher
Seconded by Director Thomas

2020-11-29

“That the Board write a letter of support to the National Industrial Symbiosis Program (NISP) in regard to its grant application for its Northwest BC Businesses for a Low Carbon, Circular Economy Project, that engages rural Small to Medium Enterprises (SMEs) to take meaningful circular economy action that reduces Greenhouse Gas (GHG) Emissions; and further, that the Board looks favourably towards partnerships on future endeavors.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

IN-CAMERA MOTION

Moved by Director T. Greenaway
Seconded by Director Storey

2020-11-30

“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(2)(b) –the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (NW Resource Benefits Alliance) may be closed to the public, and therefore exercise their option of excluding the public for this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director McGuire
Seconded by Director Storey

2020-11-31

“That the meeting be adjourned at 3:29 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BROADBAND COMMITTEE MEETING****Thursday, November 5, 2020**

PRESENT: Chair Michael Riis-Christianson

Directors Tom Greenaway
Clint Lambert
Chris Newell
Mark Parker
Gerry Thiessen

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Nellie Davis, Regional Economic Development Coordinator - Via Teleconference
John Illes, Chief Financial Officer
Wendy Wainwright, Executive Assistant

Others Gladys Atrill, Town of Smithers
Shane Brienen, District of Houston
Mark Fisher, Electoral Area "A" (Smithers Rural)
Dolores Funk, Village of Burns Lake
Judy Greenaway, District of Fort St. James
Linda McGuire, Village of Granisle
Jerry Petersen, Electoral Area "F" (Vanderhoof Rural)

CALL TO ORDER

Chair Riis-Christianson called the meeting to order at 3:10 p.m.

AGENDAMoved by Director Lambert
Seconded by Director Parker**BBC.2020-4-1**

"That the Broadband Committee Agenda for November 5, 2020 be approved as amended to include New Business: CRTC Proceeding 2020-366."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Broadband Committee
Meeting Minutes
–July 16, 2020**Moved by Director Newell
Seconded by Director Lambert**BBC.2020-4-2**

"That the Broadband Committee Meeting Minutes of July 16, 2020 be approved as amended."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORT

Revised Project Priority Setting Moved by Director Parker
Seconded by Director Lambert

BBC.2020-4-3 “That the Broadband Committee recommend that the Board amend the January 9, 2020 project prioritization resolution as follows:
That the Board prioritize the following projects for 2020/21: Fort St. James Rural (Sowchea, Mount Pope, Necoslie Rd); Buck Flats; Highway 35 and Southbank; Grassy Plains and Ootsa Lake; Industrial Cellular and LTE Coverage for Clearview Landfill; and further that the resolution be amended to include the east end of Francois Lake.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Space Exploration Technologies Corporation Letter Moved by Director Newell
Seconded by Director T. Greenaway

BBC.2020-4-4 “That the Broadband Committee recommend that the Board send a letter to Space Exploration Technologies Corp. (SpaceX) requesting participation in the Corporation’s planned beta testing of Starlink Satellite service with volunteer households in Canada.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

CIRA Internet Speed Test Data Update Moved by Director Parker
Seconded by Director Lambert

BBC.2020-4-5 “That the Broadband Committee receive the Manager of Regional Economic Development’s CIRA Internet Speed Test Data Update memo.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Rural Broadband and Connectivity Committee Moved by Director Lambert
Seconded by Director Newell

BBC.2020-4-6 “That the Broadband Committee receive Chair Riis-Christianson’s October 21, 2020 Rural Broadband and Connectivity Committee Meeting memo.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Municipal Broadband Master Class Moved by Director Lambert
Seconded by Director Parker

BBC.2020-4-7 “That the Broadband Committee receive Chair Riis-Christianson’s October 21, 2020 Municipal Broadband Master Class memo.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

CORRESPONDENCE

Cypress Land Services
-Expediting Construction of
Telecommunication
Infrastructure, British Columbia

Moved by Director Lambert
Seconded by Director Newell

BBC.2020-4-8

“That the Broadband Committee receive the correspondence from Cypress Land Services – Expediting Construction of Telecommunication Infrastructure, British Columbia.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

CRTC Proceeding 2020-366

Chair Riis-Christianson received information from the CRTC in regard to concerns that untimely and costly access to pole infrastructure has negative impacts on deployment of broadband networks. The CRTC’s deadline to register for intervenor status is November 30, 2020.

CRTC Proceeding 2020-366

Moved by Director Newell
Seconded by Director Lambert

BBC.2020-4-9

“That the Broadband Committee direct staff to bring forward information in regard to CRTC Proceeding 2020-366 at the November 19, 2020 Board meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

BBC.2020-4-10

“That the meeting be adjourned at 3:25 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Michael Riis-Christianson, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, November 5, 2020**

PRESENT:

Chair	Gerry Thiessen
Directors	Gladys Atrill Shane Brienen Mark Fisher Dolores Funk Judy Greenaway Tom Greenaway Clint Lambert Brad Layton – Via Teleconference Linda McGuire Chris Newell Mark Parker Jerry Petersen Michael Riis-Christianson Sarrah Storey – Via Teleconference – left at 12:00 p.m.
Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Manager of Administrative Services Jason Blackwell, Regional Fire Chief – left at 12:30 p.m. John Illes, Chief Financial Officer Haley Jeffrey, Emergency Services Manager – left at 12:30 p.m. Jason Llewellyn, Director of Planning – arrived at 11:04 a.m., left at 12:30 p.m. Sashka Macievich, Controller – arrived at 2:53 p.m., left at 3:08 p.m. Wendy Wainwright, Executive Assistant
Others	Tyler Banick, Public Affairs, CN – Via Zoom – 10:30 a.m. to 12:30 p.m. Kim Menounos, Manager, Northern and Interior Region, Fraser Basin Council – Via Zoom – 10:30 a.m. to 11:00 a.m. John Nicoletti, Dangerous Goods Officer, CN – Via Zoom – 10:30 a.m. to 12:30 p.m.
Media	Priyanka Ketkar, Lakes District News – left at 12:30 p.m.

CALL TO ORDER

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

AGENDA & SUPPLEMENTARY AGENDAMoved by Director T. Greenaway
Seconded by Director McGuire**C.W.2020-9-1**

"That the Agenda of the Committee of the Whole meeting of November 5, 2020 be approved; and further, that the Supplementary Agenda be received and dealt with at this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole
Minutes – October 8, 2020

Moved by Director T. Greenaway
Seconded by Director Parker

C.W.2020-9-2

“That the Committee of the Whole meeting minutes of October 8, 2020 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

OATH OF OFFICE

CAO Helgesen administered the Oath of Office to Gladys Atrill, Director, Town of Smithers.

DELEGATIONS**FRASER BASIN COUNCIL – Kim Menounos, Manager, Northern and Interior Region RE: Update – Via Zoom**

Chair Thiessen welcomed Kim Menounos, Manager, Northern and Interior Region, Fraser Basin Council.

Ms. Menounos provided a PowerPoint Presentation.

Fraser Basin Council

- What is the Fraser Basin Council (FBC)?
- Role of The FBC
- Some ways FBC works
- Three strategic priorities for 2016-2021
 - Regional Programs
- Northern Interior Regional Projects
 - PG (Prince George) Air Improvement Roundtable
 - AQ (Air Quality) Monitoring Working Group
 - Nechako Watershed Roundtable
- Fraser Basin Council in the Region
 - North Central Local Government Association
- Funding leveraged for the region (2020-2021)
- In Summary, the Fraser Basin Council.

The following was discussed:

- Plaza 400 site downtown Prince George is operated by the Ministry of Environment and Climate Change Strategy
- How can FBC help communities with air quality concerns?
 - E.g. PG Air model – developed over 10-15 years
 - Communication and facilitate dialogue
 - Encourage meeting to discuss moving forward
- PurpleAir Monitoring Network in Prince George
 - Privately owned air samplers
 - Citizen science contributing network
 - 10-minute rotation
- Data collected from the AQ Monitoring Working Group provided to the Provincial data base
 - BCairquality.com
 - Network is owned by AQ Monitoring Working Group
 - Contractor updates and calibrates equipment to provincial standards
 - All permitted emitters in the Prince George area have a requirement to contribute to the AQ Monitoring Working Group
 - Administrative fee is provided to FBC
- Impact of new industry to air quality.

Chair Thiessen thanked Ms. Menounos for attending the meeting.

DELEGATIONS (CONT'D)**CN- Tyler Banick, Public Affairs and John Nicoletti, Dangerous Goods Officer RE: Update – Via Zoom**

Chair Thiessen welcomed Tyler Banick, Public Affairs and John Nicoletti, Dangerous Goods Officer, CN.

Messrs Banick and Nicoletti provided a PowerPoint Presentation.

Update from CN

- Protection of CN Employees during COVID-19 Pandemic
- A leading North American transportation and logistics company
 - 2019 Highlights
- CN in British Columbia
- Global Reach
- CN Bulkley, Nechako, Stuart, Takla and Telkwa Subdivisions intersect the Regional District of Bulkley-Nechako
- Port of Prince Rupert
- Capacity Enhancement 2020
- Environmental Benefits of Shipping by Rail
- CN Puts Safety First
- Improving Safety, Efficiency and Productivity Through Technology
- Autonomous Track Inspection Program
- Automated Inspection Portals
- Engaging with Communities
- Moving Dangerous Goods Safely and Efficiently
- Dangerous Goods
- AskRail
- TransCAER and Responsible Care
- Dangerous Goods Officer Responsibilities
- Moving Dangerous Goods Safely
- Key Route Risk Assessments.

Discussion took place regarding:

- CN map identifies rail line north of Fort St. James as active
 - Is CN Interested in revitalizing rail line north of Fort St. James
 - Line hasn't been utilized for approximately 30 years
 - Removal of rail ties and rail line for environmental consideration
 - Further discussion required
- Liquid Propane Gas (LPG)
 - Is the product offloaded at locations besides Prince Rupert?
 - One small supplier in Terrace
 - Increase in LPG if a second facility is completed in Prince Rupert
 - Those living in the area may be directly impacted
 - Level of emergency response training unknown to local governments
 - Level of emergency response not addressed adequately for area residents
- CN Lands
 - Trash clean up of CN lands
 - Can't access due to strict trespassing policies
 - Access to water where CN land runs along watercourses
 - Challenges for community groups developing trails near CN lands
 - Mr. Banick suggested contacting him and he would work with CN real estate team to determine solutions
- CN funding to Not-for-Profit Organizations

DELEGATIONS (CONT'D)**CN- Tyler Banick, Public Affairs and John Nicoletti, Dangerous Goods Officer RE: Update – Via Zoom**

- Railway impacts to wildlife
 - CN indicated it does not track wildlife strikes outside of National Parks

RDBN Questions provided to CN:

1. In the event of an emergency (derailment) explain CN's response plan based on low, medium and high-risk cargo within and outside a Fire Protection Area?
 - CN doesn't utilize low, medium and high-risk categories
 - CN adjust's its response depending on product/commodity a train is carrying
 - Response is the same within/outside Fire Protection Areas
 - CN Response – bring everything and turn back equipment and manpower not required
 - Emergency response resources
 - CN Fire Trailer located in Prince George and Valemount
 - ERAC's (Emergency Response Assistance Canada) Fire Trailer located in Terrace
- a. As a further example, a high-risk derailment with a wide evacuation area right outside this office; i.e. Regional District of Bulkley-Nechako, Village of Burns Lake, Burns Lake Fire Rescue all evacuated from our buildings.
 - CN doesn't initiate evacuations
 - Evacuation by jurisdiction having authority
 - Will assist and bring resources to first responders.
2. How many derailments have there been within the RDBN and from Prince George to Prince Rupert in the last 3 years?
 - Derailments are defined by Transport Canada
 - Derailment can be minor such as splitting a train in the rail yard, a wheel comes of the tracks to a more severe event
 - Derailment identified as dollar value similar to how a derailment is defined in the United States
 - CN noted the challenges defining a derailment
 - Prince George to Prince Rupert
 - 2015-2017
 - 3 derailments – severity unknown
 - 6 reportable to the Transportation Safety Board
 - Transportation Safety Board Website Identifies all reportable rail incidents
 - RDBN requested more information regarding derailments
 - Locations
 - Severity of derailments
 - Safety measures depending on product carried
 - Local government officials require communication to understand the necessary safety measures that need to take place
 - CN to provide communication
 - In the event of an incident CN contacts Transport Canada, and Federal and Provincial Ministerial contacts depending on the commodity
 - Mr. Banick spoke of improving communication
 - Further communication required with Fire Chiefs.

DELEGATIONS (CONT'D)**CN- Tyler Banick, Public Affairs and John Nicoletti, Dangerous Goods Officer RE: Update – Via Zoom**

3. The RDBN has received a letter from concerned residents of Electoral Area “B” (Burns Lake Rural) regarding blocked driveways for up to 3-4 hours in the location of a double siding. It is the RDBN’s understanding that policy prohibits trains blocking crossings in excess of 30 minutes. Can CN clarify the policies and procedures in this regard?
 - CN is regulated by Transport Canada in regard to crossings
 - At a public crossing a standing train shouldn’t block the crossing for more than 5 minutes if there is traffic present
 - Private crossings are not included in Transport Canada regulations
 - CN requires specific information to identify why a train is across a public or private crossing for long periods of time
 - Contact CN Public Inquiry Line with date, time and mileage point
 - Splitting a train at public crossings
 - CN operator will contact the conductor by radio
 - What is/will CN do for the region to address the concerns and issues?
 - Mr. Banick recognized residents have to come and go
 - Work with residents to develop a plan
 - Review past communication to determine why the train is stopping for lengths of time
 - Determine road authority
 1. Municipal
 2. Ministry of Transportation and Infrastructure
 3. Landowner
 - The issue for residents is escalating and delays are as long as 7 hours
 - Health and safety concerns
 - Mr. Banick requested information in an e-mail.
4. What are CN’s future upgrading plans with the RDBN and is more twinning planned between Prince George and Prince Rupert?
 - Investment into the corridor rail and infrastructure.
5. The RDBN received a letter from the Friends of the Morice Bulkley outlining concerns regarding the proposed increase of hazardous petroleum cargo on the northwest rail corridor. Advise of the plans and measures being taken in this regard?
 - CN is legally obligated to move product
 - Mr. Banick noted the concern and requirement for assurance in regard to rail safety and spoke of Mr. Nicoletti’s outreach to various Fire Departments in the region.
 - Currently there are approximately 15 trains travelling through the corridor daily and the anticipation is that there may be as many as 30 trains in the future.
 - Mr. Nicoletti provided an overview of steps taken by CN recently in regard to the proposed increase in rail traffic.
 - The following are now located in Prince George
 - Established the Dangerous Goods Officer role
 - CN LPG Response trailer
 - Access to ERAC’s LPG trailer
 - Contractor response team
 - Access to four emergency response trailers

DELEGATIONS (CONT'D)**CN- Tyler Banick, Public Affairs and John Nicoletti, Dangerous Goods Officer RE: Update – Via Zoom**

- Other response locations
 - ERAC Fire Response trailer in Terrace
 - ERAC Response trailer in Prince Rupert
 - Contractors have resources located along rail corridor between Prince George and Prince Rupert
 - Access to CN Response experts from Edmonton and Vancouver
 - Increased manpower, equipment and outreach
 - CN Dangerous Goods Officer arrives on scene with a fully equipped team and necessary equipment in order to provide rapid response
 - Additional resources
 - Emergency Response Guidebook
 - Identifies hazards and provides critical information in regard to response
 - Canutec – Canadian Transportation Emergency Centre
 - 24/7 operations
 - Mr. Banick spoke of rail safety being a shared responsibility and the need to lobby government
 - Outreach in Prince Rupert, Terrace and Smithers
 - 2020 COVID Pandemic impacted outreach.

Chair Thiessen raised concerns in regard to the location of resources and length of time it will take to respond to a rail incident. He also brought forward the absence of CN resources within the RDBN. Mr. Banick mentioned that CN mechanics and technicians are located along the route and will be requested to attend on site incidents to gather facts and contact local fire departments. Chair Thiessen brought forward concerns in regard to the high risk to volunteer fire fighters within the RDBN being requested to respond to a CN incident.

Chair Thiessen identified Whistle cessation and vacant CN land as further items requiring discussion. He also spoke of the history of CN bringing families to the region and the importance for CN to be supportive of communities and local governments in its corporate role. The need for further collaboration was identified.

Chair Thiessen thanked Messrs. Banick and Nicoletti for attending the meeting.

Break for lunch, Broadband Committee and Broadband In-Camera Committee Meetings at 12:30 p.m.**Returned at 2:52 p.m.****REPORTS**Purchasing Policy

Moved by Director McGuire
Seconded by Director J. Greenaway

C.W.2020-9-3

“That staff bring forward Bylaw 1926 for three readings and adoption at the next Board Meeting and that the Purchasing Policy be brought back for approval.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT'D)Chinook Community Forest
Firewood Donation

Moved by Director Riis-Christianson
Seconded by Director Lambert

C.W.2020-9-4

“That the Committee of the Whole recommend that the Board donate its logging truck load of firewood to the Burns Lake Men’s Breakfast Club.”

(All/Directors/Majority)

CARRIED UNANIMOUSLYTaxation Options

Discussion took place regarding:

- Further conversation about land value taxation
- Agriculture Lands/Farm Status
- First Nations fee simple lands
- Each Electoral Area can choose its own taxation model
- Taxation options dependent on service
- Staff to schedule a time to discuss Taxation Options.

Taxation Options

Moved by Director T. Greenaway
Seconded by Director Brien

C.W.2020-9-5

“That the Committee of the Whole receive the Chief Financial Officer’s Taxation Options memo.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**CORRESPONDENCE**Correspondence

Moved by Director J. Greenaway
Seconded by Director McGuire

C.W.2020-9-6

“That the Committee of the Whole receive the following correspondence:
-Ministry of Mental Health and Addictions – UBCM Follow-Up
-Ministry of Public Safety and Solicitor General/Emergency Management BC – UBCM Follow-Up
-Ministry of Indigenous Relations and Reconciliation – UBCM Follow-Up.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**SUPPLEMENTARY AGENDA****REPORT**COVID-19 Safe Restart
Grants for Local Governments

Moved by Director Parker
Seconded by Director McGuire

C.W.2020-9-7

“That the Committee of the Whole receive the Manager of Administrative Services’ COVID-19 Safe Restart Grants for Local Governments memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Brien
Seconded by Director Petersen

C.W.2020-9-8

“That the meeting be adjourned at 3:09 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL/AGRICULTURE COMMITTEE MEETING****Thursday, November 5, 2020**

PRESENT:	Chair	Mark Parker
	Directors	Mark Fisher Tom Greenaway Clint Lambert Chris Newell Jerry Petersen Michael Riis-Christianson Gerry Thiessen
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Manager of Administrative Services Nellie Davis, Manager of Regional Economic Development – Via Teleconference John Illes, Chief Financial Officer Jason Llewellyn, Director of Planning Sashka Macievich, Controller – arrived at 9:49 a.m. Deneve Vanderwolf, Planner 1/Regional Transit Coordinator – arrived at 9:56 a.m., left at 10:05 a.m. Wendy Wainwright, Executive Assistant
	Others	Gladys Atrill, Town of Smithers Judy Greenaway, District of Fort St. James Linda McGuire, Village of Granisle – arrived at 10:02 a.m.
	Media	Priyanka Ketkar, Lakes District News.

CALL TO ORDER

Chair Parker called the meeting to order at 9:31 a.m.

AGENDAMoved by Director Riis-Christianson
Seconded by Director Petersen**RDC.2020-8-1**

“That the Rural/Agriculture Committee Agenda for November 5, 2020 be approved.”

(All/Directors/Majority) **CARRIED UNANIMOUSLY****MINUTES****Rural/Agriculture Committee
Meeting Minutes
-October 8, 2020**Moved by Director Lambert
Seconded by Director Petersen**RDC.2020-8-2**

“That the minutes of the Rural/Agriculture Committee meeting of October 8, 2020 be adopted.”

(All/Directors/Majority) **CARRIED UNANIMOUSLY**

RURAL REPORTS

Federal Gas Tax Review Letter Moved by Director Riis-Christianson
Seconded by Director Lambert

RDC.2020-8-3 “That the Rural/Agriculture Committee recommend that the Board provide the Federal Gas Tax Review Letter to MP Taylor Bachrach in his role as NDP Critic for Infrastructure and Communities to advocate for changes to the eligibility criteria for the Federal Gas Tax Program.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Grant in Aid Update

CFO Illes provided an overview of his Grant in Aid Update memo. Discussion took place regarding:

- Total grant in aid maximum for all Rural Directors combined
 - o 2017-2019 total grant in aid maximum was not reached
- Regional Grant in Aid
 - o Includes Electoral Areas and Municipalities
- Grant in aid requests unknown year to year
- *Local Government Act* Section 374(9) in regard to grant in aid limitations
- Based on spending limit not taxation limit
- Electoral Area Economic Development Services
- “Trade” limits on expenditures between Electoral Areas
- Electoral Area Directors discretion to adjust taxation below the \$0.10 per \$1,000 of the assessed value of Land and Improvements
- Potential impacts of the COVID Pandemic to groups requesting grant in aid in 2021.

Grant in Aid Update Moved by Director Newell
Seconded by Director Lambert

RDC.2020-8-4 “That the Rural/Agriculture Committee receive the Chief Financial Officer’s Grant in Aid Update memo.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Funding Options Impact of Electoral Areas Joining the Transit Service

Discussion took place regarding:

- Consideration of COVID and any taxation structure changes
- Electoral Area “A” (Smithers Rural) supportive of the service
 - o Would like further conversations in regard to improving the service in the west of the Regional District
 - Potential options for funding, scheduling and routes
 - Potential discussions with other passenger transportation operators eg. BC Bus North/Northern Health Bus
- Staff participated in an update with BC Transit
 - o COVID protocols/impacts to ridership
 - o Highway 16 Transit ridership increased quicker than other transit areas of the Province as COVID protocols transitioned
 - BC Transit and Ministry of Transportation and Infrastructure recognize value in the service
 - Solidifies the need for the service to continue in perpetuity
- Electoral Area “C” (Fort St. James Rural)
 - o Currently no service
 - o Interested in service provision

RURAL REPORTS (CONT'D)

- Electoral Area "D" (Fraser Lake Rural)
 - o Alternative available funding and potential future funding options a consideration
- Federal and Provincial Funding for Transit
- Electoral Area "B" (Burns Lake Rural) supportive of services
- Ensure full participation in regard to funding a fair and equitable share of the transit service
- Being prepared for the future
- Alternative Approval/Referendum
 - o Discretion of the Board
- Consideration for Electoral Areas that don't have direct access to the Highway 16 Transit system
- Taxation models
- Future meeting
 - o Rural Directors Committee meeting focusing on Regional Transit Service.

Funding Options – Impact of Electoral Areas Joining the Transit Service

Moved by Director Lambert
Seconded by Director Fisher

RDC.2020-8-5

"That the Rural/Agriculture Committee receive the Chief Financial Officer's Funding Options – Impact of Electoral Areas Joining the Transit Service memo."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**PLANNING DEPARTMENT (Rural Directors)****DEVELOPMENT SERVICES****Crown Land Referrals****Crown Land Application Referral No. 0280400 – Electoral Area F**

Moved by Director Petersen
Seconded by Director Lambert

RDC.2020-8-6

"That the Comment Sheet for Crown Land Application Referral No. 0280400 be provided to the Province."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**Crown Land Application Referral No. 6401785 -Electoral Area B**

Moved by Director Lambert
Seconded by Director Riis-Christianson

RDC.2020-8-7

"That the Comment Sheet for Crown Land Application Referral No. 6401785 be provided to the Province."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**Crown Land Application Referral No. 7410152 -Electoral Area F**

Moved by Director Petersen
Seconded by Director T. Greenaway

RDC.2020-8-8

"That the Comment Sheet for Crown Land Application Referral No. 7410152 be provided to the Province."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

AGRICULTURE REPORT

Farm Management Canada's
Ag Excellence Online
Conference Dec 8-10, 2020

Moved by Director Lambert
Seconded by Director T. Greenaway

RDC.2020-8-9

"That the Rural/Agriculture Committee receive the Agriculture Coordinator's Farm Management Canada's Ag Excellence Online Conference Dec 8-10, 2020 memo."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Update – BC Beef Plant in
Westwold

Moved by Director Lambert
Seconded by Director T. Greenaway

RDC.2020-8-10

"That the Rural/Agriculture Committee receive the Agriculture Coordinator's Update – BC Beef Plant in Westwold memo."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Update on the RDBN Food
Hub Survey

Moved by Director T. Greenaway
Seconded by Director Lambert

RDC.2020-8-11

"That the Rural/Agriculture Committee receive the Agriculture Coordinator's Update on the RDBN Food Hub Survey."

(All/Directors/Majority) CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Newell
Seconded by Director Petersen

RDC.2020-8-12

"That the meeting be adjourned at 10:14 a.m."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Executive Assistant



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Maria Sandberg, Planner
DATE: November 19, 2020
SUBJECT: Rezoning Application F-01-20
3rd Reading Report for Rezoning Bylaw 1918, 2020

RECOMMENDATIONS

1. That the Regional District Board receive the Report of the Public Hearing for “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1918, 2020”.
2. That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1918, 2020” be given third reading.
3. And that should Rezoning Bylaw 1918 be supported at third reading, adoption not be considered until the proposed use has been approved by the ALR.

VOTING

All / Directors / Majority

EXECUTIVE SUMMARY

This application is to allow a Community Care Facility, which provides mental health and addiction recovery services, to operate on the property which contains the Tachick Lake Resort. Proposed Rezoning Bylaw 1918 amends the text of the Agriculture (Ag1) Zone to allow a Community Care Facility use to occur on the subject property.

Staff recommend that Rezoning Bylaw No. 1918 be given 3rd Reading.

APPLICATION SUMMARY

Name of Owner(s): 0713069 B.C. Ltd

Electoral Area: F

Subject Property: The Fractional NW $\frac{1}{4}$ of Section 12, Township 4, Range 4, Coast District

Property Size: 9.41 ha. (23.26 ac.)

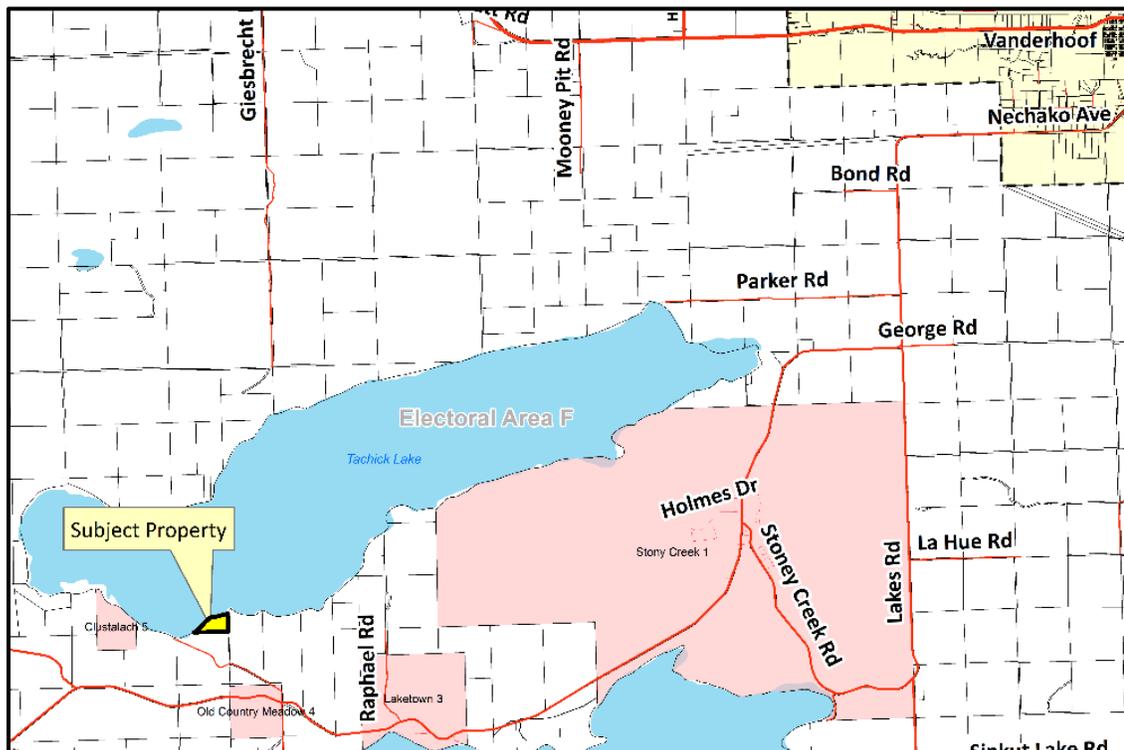
OCP Designation: Agriculture (AG) in Vanderhoof Rural Official Community Plan Bylaw No. 1517, 2009.

Zoning: Agriculture (Ag1) Zone in Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020.

ALR Status: In the ALR.

Existing Land Use: Tachick Lake Resort (a lodge, 9 cabins and 33 camp sites.) Records indicate that the resort was initially constructed in 1969.

Location: The subject property is located southwest of the District of Vanderhoof on the southern shore of Tachick Lake, as shown on the map below.



Proposed Rezoning

Carrier Sekani Family Services (CSFS) are proposing to purchase the property and convert the resort into a residential treatment centre that will provide mental health and addiction recovery services. The applicant indicates that the facility could house up to 60 clients and staff. It is anticipated that a 25,000 square foot main facility with meeting areas, counselling rooms, offices, kitchen, dining room and accommodation for residents and staff will be constructed. A site plan for the proposed new development has not been provided.



To accommodate the treatment facility the application proposes that “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020” (the Zoning Bylaw) be amended by adding “Community Care Facility” as a permitted use in the Agriculture (Ag1) Zone for the subject property.

A Community Care Facility is defined by the *Community Care and Assisted Living Act* as a premises or part of a premises in which a person provides care to 3 or more persons who are not related by blood or marriage to the person and includes any other premises or part of a premises that, in the opinion of the medical health officer, is used in conjunction with the community care facility for the purpose of providing care. The applicant has determined that their proposed use is a Community Care Facility as defined in the Zoning Bylaw.

REFERRAL COMMENTS

This application has been referred to the Electoral Area F Advisory Planning Commission, Saik'uz First Nation, Northern Health, and Ministry of Transportation and Infrastructure for comment.

The Electoral Area F Advisory Planning Commission are in support of the application. The Saik'uz First Nation provided the attached letter of support. The Ministry of Transportation and Infrastructure's referral response notes that the applicant must apply to the Ministry for a commercial access permit if granted zoning and ALC approval.

No comment has been received from Northern Health.

DISCUSSION

Agricultural Land Reserve (ALR)

The subject property is in the ALR. The applicant has submitted an ALR Non-Farm Use application for the proposed facility. This application has been processed through the RDBN Board, and has been submitted to the Agricultural Land Commission (ALC) for processing. It is recommended that Rezoning Bylaw No. 1918 proceed to Public Hearing and consideration of 3rd reading, and that adoption of the bylaw not be considered until the use has been approved by the ALC.

Official Community Plan (OCP)

The land is designated Agricultural (AG) in Vanderhoof Rural Official Community Plan Bylaw No. 1517, 2009. The OCP states in section 3.6.2(2) that:

The Regional Board will permit additional Civic Institutional uses by way of rezoning, without the requirement for an OCP amendment subject to the following criteria:

- (a) *there is a demonstrated need for the proposed service;*
- (b) *the proposed civic institutional use will not create an amount of traffic that will adversely affect the rural character of the area;*
- (c) *the proposed civic institutional development will minimize negative impacts on the environment;*
- (d) *the proposed civic institutional use will minimize negative impacts on neighbouring land uses or property owners; and,*
- (e) *the proposed civic institutional use has the support of the Agricultural Land Commission if the land is within the Agricultural Land Reserve (ALR).*

Land Use and Zoning

The subject property is in a rural area not serviced by building inspection or fire protection. The area consists of large parcels used primarily for pasture and the growing of grains and forage. The property has been used as a commercial resort for decades.

There are several Saik'uz First Nation reserves in the area. Stoney Creek Reserve No. 1 has approximately 400 residents. The Saik'uz First Nation has provided the attached letter of support.

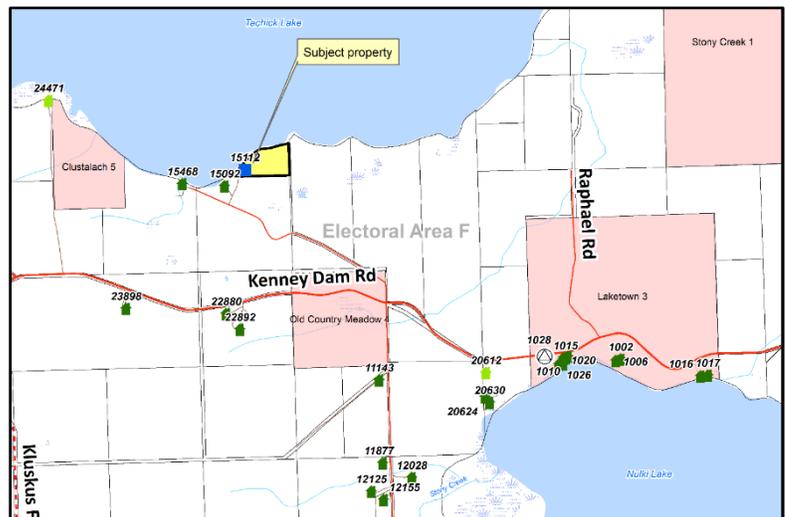
There are two dwellings located on Tachick Lake Rd, approximately 200 and 500 metres away from the current lodge building.

The property does not have direct access to Tachick Lake Road. There is an access easement in place over the neighboring property to the south (Part of Section 12, Township 4, Range 4, Coast District).

Planning Department staff do not anticipate that the proposed use will result in any significant change to the character of the area.

PUBLIC HEARING

The public hearing for Rezoning Bylaw No. 1918 was held on November 9, 2020. The report of the public hearing is attached to this report.



ATTACHMENTS

Rezoning Bylaw No. 1918, 2020

Public Hearing Report

Letter from the applicant dated July 19, 2020

CSCF Program Proposal document

Letter of support from the Saik'uz First Nation dated August 6, 2020

Electoral Area F APC Minutes



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1918

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 be added to the list of Permitted Uses for the Agricultural Zone in Section 16.0.1.1 Principal Uses:

“Community Care Facility on the Parcel legally described as The Fractional NW ¼ of Section 12, Township 4, Range 4, Coast District.”

This bylaw may be cited as the “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1918, 2020.”

READ A FIRST TIME this 22nd day of October, 2020

READ A SECOND TIME this 22nd day of October, 2020

PUBLIC HEARING HELD this 9th day of November, 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. 1918, 2020”

DATED AT BURNS LAKE this day of , 2020

Corporate Administrator

ADOPTED this day of , 2020

Chairperson

Corporate Administrator

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
REPORT OF THE PUBLIC HEARING FOR BYLAW NO. 1918
November 9, 2020**

Report of the Public Hearing held at 7:00 p.m., November 9, 2020 in the Nechako Senior Citizens Society Hall, 219 East Victoria Street, Vanderhoof BC, regarding Bylaw No. 1918.

Present:

- Jerry Petersen, Chairperson
- Jason Llewellyn, Recording Secretary
- Maria Sandberg, Planner
- David McWalter, Agent
- Marilyn Vickers
- Ken Goss
- Roy Nooski
- Rachel Malcolm
- Keri Derksen
- Tracey Michell
- Frank Dornauer
- Maren Dornauer
- Ron Crosby, left at 7:15 p.m.
- Marilyn Janzen
- Jasmine Thomas
- Art Wiens
- Sarah Whitcroft
- Lionel Cathcart
- Carly Cathcart
- Renee John
- Kyle Olin

CORRESPONDENCE No written submissions were submitted to the Public Hearing.

CALL TO ORDER: The meeting was called to order at 7:01 p.m.

BUSINESS:

Chair Petersen Welcomed everyone to the public hearing and read a statement introducing the application and outlining the public hearing process.

Chair Petersen Called for comments on Bylaw No. 1918.

David McWalter Introduced himself as the applicant for the rezoning application and explained that he was hired by Carrier Sekani Family Services (CFCS). He introduced Tracy Michell (Senior Policy Advisor with CFCS), Marilyn Janzen (Director Health and Wellness Program with CFCS), Ken Goss (Realtor), Marilyn Vickers (Saik'uz Elder), Jasmine

Thomas (Saik'uz Elected Councillor), and Roy Nooski (Nadleh Elder).

He explained that this application also requires approval from the Agricultural Land Commission. The proposed rezoning bylaw adds a community care facility as a use to the Ag1 zone. The property will remain agricultural and all the Ag1 uses will remain as permitted uses. The CSFS facility is proposed to be housed in a 2 story 25 000 square ft. building. Initially, there will be 14 staff with the potential for a maximum of 35 in the future. The development cost for the project is approximately 17 million dollars. The new use will mean reduced traffic to the property compared to the current use.

Ron Crosby

Stated that Tachick Lake Resort was there prior to ALR and the use is non-conforming. The Regional District's Official Community Plan (OCP) and zoning do not support the proposed change in use. The land should be preserved for farming. OCP policy states that severances should be avoided. He said that the area contains very successful agricultural operations. There is probably a need for the proposed facility but there is land available in the area that is not in the ALR. He apologized for having to leave the public hearing in order to attend another meeting.

Frank Dornauer

Said that he lives with his wife Maren on 15468 Tachick Lake Road, about 450 metres away from the property. They moved to the area in 1996 and they were part owners of the Tachick Lake Resort for nine years. They have invested much time and resources into their land and appreciate their peaceful and quiet lifestyle. He said that they were worried about this proposal when it was proposed. He wishes that somebody from CFCS would have approached them to have a discussion. Many communities struggle with substance abuse and commitment from government is needed. A facility in the area is overdue and needed. However, he has some concerns. His first concern is regarding people leaving the program. The site is remote and people leaving the program prematurely may make irrational decisions. The public road leads straight into his yard and this may affect their safety and wellbeing. The RCMP can take quite a while to respond, especially in winter. He suggests that the access road to the facility be relocated to the east end of the property to increase their privacy and safety. He also read in the application that hunting will be a part of the treatment program. He expressed concern that there may be weapons kept at the facility. He is worried about his

property value and he hopes that their concerns will be recognized.

Marilyn Vickers

Introduced herself as a Saik'uz Elder and member of the Tachick Clan. She said that the proposed facility is important for First Nations peoples in the area and the 11 communities served by the CSFC. She has worked with addicted persons for 14 years and knows that treatment facilities are needed. This location is close to home and would greatly benefit the community and help address childhood trauma from colonization and residential schools. She noted that she, her mother, and her sister went to residential schools and that generational trauma must be addressed. This facility will help people heal and have a healthy and stable life. Elders will be able to teach customs and traditions, the Carrier language, and culture. This is part of the healing process. A year-round facility in Saik'uz traditional territory would be a huge gift to our people. We have lost several people recently, and drugs are taking over, and it has gotten worse because of COVID 19. She said that she has been praying that this rezoning will be approved and the facility will become a reality. Her father and two brothers died and alcohol was a factor. This is a story of many grandmothers. She expressed gratitude that people listened to her speak.

Marilyn Janzen

Introduced herself as Director of Health and Wellness for CFCS and lives in Fraser Lake. She acknowledged that the meeting was occurring on Saik'uz traditional territory. She said that the CFCS has 20 years of experience. The current treatment facility at Ormond Lake operates six month of the year. It has been a dream for the last 12 years to have a year-round facility. The proposed facility would allow for a six week treatment program resulting in little traffic most days. She explained that hunting is part of the culture and the healing process. The hunting will take place within the regulations of the law and will be done responsibly and safely. No guns will be kept on the property. The program is voluntary and people can leave when they want, but the facility will ensure that transportation is provided and that everyone gets home safely. The facility operators have significant experience and will operate responsibly.

Frank Dornauer

Asked CSFC to confirm that no firearms would be kept on site.

Marilyn Janzen

Said that no firearms will be stored on site.

- Frank Dornauer Asked why the proposed facility is not located on reserve lands in the area.
- Marilyn Janzen Answered that the CSFS does not have access to any reserve lands. The process to select the site was extensive and thorough.
- Tracey Michell CSFS have commitments from the Province and the Northern Health Authority to help with a recruitment strategy and licencing for the facility.
- Rachel Malcolm Said that she is a health worker with the CSFS and that she has worked with clients who have lost their partners to addictions. CSFS has the vision and the capacity to positively impact families for generations to come.
- Jasmine Thomas Stated that she is an Elected Councillor for the Saik'uz First Nation and a member of the Frog Clan. She said that we are all blessed to live in the area, their traditional territory. She said they used to roam the land freely and use the Nechako River to navigate. Now the colonially imposed reserves are very small areas of land. She said she appreciates the support from the RDBN in moving this application forward, and she believes there is general community support as the impacts on all our communities is evident. Because of colonization values and traditions are almost lost. This facility is needed because of the impacts of colonization and residential schools. People are being lost to overdoses. It is frustrating to have to ask for permission for zoning. Suggesting we find another location or stay on the reserve is patronizing. There is a lot of support for truth and reconciliation. How can we think of reconciliation and work together? It can be as simple as actions like supporting this rezoning application.
- Art Wiens Asked if the Bednesti resort had been considered as a site.
- Marilyn Janzen Said that the process to evaluate potential locations and identify the proposed location was thorough.
- Keri Derksen Stated that she works with CFCS and that this is such a needed facility. She encouraged the organization to keep trying even if this land is not approved by the ALC, as there are other parcels that are not in the ALR.
- Frank Dornauer Said that he wants to state for the record that they are in support of the application and do not object to the rezoning. They want to build a relationship with CSFS, and work together to address their concerns.

- David McWalter Noted that Mr. Crosby suggested that the OCP does not support the severance of ALR land. This proposal does not include a severance or subdivision, the parcel will stay intact. Marilyn Janzen addressed the hunting question and confirmed there will be no firearms on the property. When people leave the program, they will be transported home safely. We have spoken to the new neighbour and they have no objections to the new facility. There are discussions about fencing as good fences make good neighbours. A fence could run from the lakeshore to the treed portion of the property. A restrictive covenant could be registered on title to make sure that fence and a gate on the right of way happens at the time of development, if necessary.
- Frank Dornauer Said that he is not sure if a fence is a good idea but that this is the kind of dialogue that he desires.
- Jason Llewellyn In response to a question regarding process it was explained that the Board will consider a report of the public hearing and 3rd reading of Bylaw 1918 at their November 19 Board meeting. It is recommended that the further consideration wait until there is an ALC decision on the proposed use.
- Chair Petersen Expressed thanks for the input and called for comments on Bylaw No. 1918 three times.
- Chair Petersen Closed the hearing at 8:03 p.m.

Jerry Petersen, Chairperson

Jason Llewellyn, Recording Secretary

McWalter Consulting Limited**Regional District of Bulkley-Nechako,**19th July, 2020

P.O. Box 820,

37, 3rd Avenue,

Burns Lake,

B.C. V0J 1E0

Attention: Mr. Jason Llewellyn, Director of Planning**Reference: Proposed Rezoning of Tachick Lake Resort**

Dear Mr. Llewellyn,

On Behalf of the **Carrier Sekani Family Services**, I am pleased to submit a **Rezoning Application** package for the **Tachick Lake Resort**. Enclosed with this application, please find the following information: -

- Rezoning Application Forms;
- CSFS Cheque in the amount of \$1,000.00 (Application Fee);
- Regional District of Bulkley-Nechako Property Report;
- Letter of Agency from the Property Owner;
- Copy of Legal Plan 10855;
- State of Title Certificate for Subject Property (CA43515);
- State of Title Certificate for Easement (PN42097);
- Copy of Access Easement Agreement (1983 vintage);
- ALC Mapping;
- Google Map Image of Property;
- Site Profile for the Subject Property;
- CSFS Vision Statement for the Community Treatment Center; and,
- 2020 BC Assessment report.

INTRODUCTION

The Carrier Sekani Family Services have determined a location for the development of a new Community Care Facility which will provide a year round residential treatment for its membership. The Tachick Lake Resort was recently listed for sale, and subsequently, the resort has been purchased by the Carrier Sekani Family Services. The purchase is “subject to” the rezoning of the property to facilitate the Community Care Facility as a Permitted Use. The purchase is also subject to the Agricultural Land Commission permitting a Non-Farm Use with the ALR lands.

Concurrently, with this rezoning application, the Carrier Sekani Family Services will make an application to the Agricultural Land Commission to retain the subject property in the Agricultural Land Reserve, with the Community Care Facility as a permitted Non-Farm Use.

The subject property is presently zoned AGRICULTURE (AG1) which permits the operation of the Tachick Lake Resort. The resort has been operating with the current owners for a period of approximately 15 years. The resort occupies 23.257 acres and includes a lodge/office, various outbuildings, 10 cabins, and 33 campsites.

Subject Property Address: 15112 Tachick Lake Road

Subject Property PID: 011-699-361

Subject Property Legal: Fractional Northwest ¼ of Section 12, Township4, Range 4. (Plan 10855)

Rather than change the current zoning of the parcel, it has been agreed with the Regional District professional planning staff to retain the existing agricultural zone (AG1) and apply for a [Site Specific Zoning Amendment](#), in order to allow a Community Care Facility as a “Permitted Use”. Thus, it is proposed that the agricultural nature of the existing property will be retained. Given that there will no change in the property zoning, an Official Community Plan amendment will not be required.

If the Rezoning Amendment and the ALC Exclusion applications are successful, the Carrier Sekani Family Services will engage Unison Architecture to design and construct the new Community Care Facility. The residential treatment and care facility will require a new building with a footprint of approximately 25,000 square feet. In addition, some additional areas will be required for parking, landscaping, and gardens. It is envisaged that the new buildings and amenities will be located on the east side, of the property, and thus will be completely obscured from view by any neighbours or from Tachick Lake Road. The noted improvements will have a construction value of approximately \$8,000,000.

Initially, the proposed Community Care Facility will host between 18 – 30 clients. The building will include a multi-purpose meeting area, ensuite bedrooms for residents, two group rooms, four counselling rooms, a manager’s office, workstations, a kitchen and dining room, and

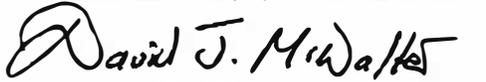
accommodation for six staff members. It is likely that the existing lodge will be retained for staff quarters. In the future, when the Community Care Facility has been established, the maximum occupant load will not exceed 60 staff and clients.

Presently, during the busy Summer season, the Tachick Lake Resort can accommodate as many as 125 campers and tourists. Special functions such as weddings and family gatherings can sometimes attract more than 125 people. In the future, because of the residential nature of the Community Care Facility, much less vehicular traffic will be generated on Tachick Lake Road.

SUMMARY

In summary, the proposed site specific Rezoning Amendment will allow Carrier Sekani Family Services to construct a much needed Community Care Facility without changing the agricultural designation of the subject property, and without excluding the status of the parcel within the Agricultural Land Reserve. A companion application will be submitted to the Agricultural Land Commission to permit a Non-Farm Use on the subject property.

Please direct any questions to the undersigned should additional information be required.



David J. McWalter, P.Eng

McWalter Consulting Limited

Cc: Carrier Sekani Family Services: - Mr. Warner Adam

Unison Architecture: - Mr. Farshid Rafiei, AIBC;

Remax: - Mr. Ken Goss; and,

Property Owner – 0713069 BC Ltd.

CARRIER SEKANI FAMILY SERVICES



CARRIER SEKANI
FAMILY SERVICES

Residential and
Community Treatment
Program

This document outlines a model proposal for Carrier Sekani Family Services' treatment center.

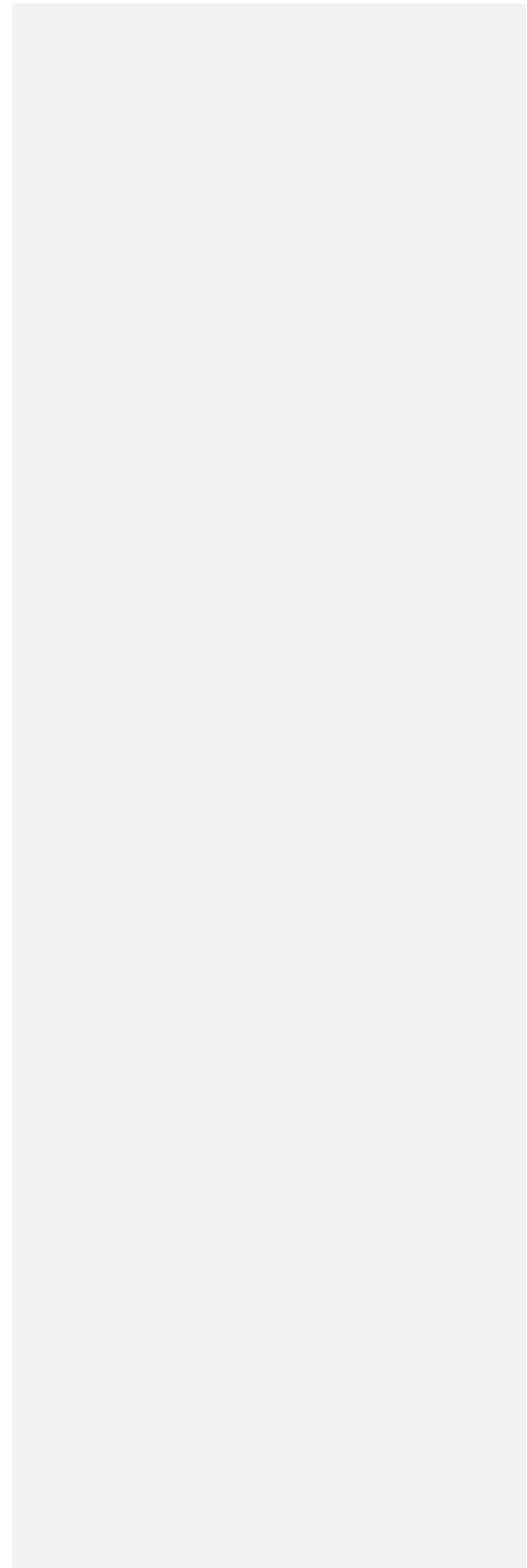
This document was prepared by:

Mabel Louie, Executive Director Health

Marilyn Janzen, Director Health and Wellness program

Christina Dobson, Clinical director Health and Wellness Program

Randall Brazzoni, Team Lead NNADAP



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Introduction

Carrier Sekani Family Services (CSFS) has been providing services in the central north since 1990. Our Health and Wellness Program (HAWP) has evolved into its present service of providing mental health and addictions services. Now in 2020, we are entering into an exciting next stage of services; a year-round residential treatment center that will uniquely join together with our member Bands to provide mental health and addiction recovery services from within a cultural framework. Services will be provided at the center, as well as in members communities in conjunction with the center.

This document provides a brief overview of CSFS, its services, and the evolution of the HAWP. It then provides a proposed vision for our future HAWP and treatment center with three phases. It is our hope to promote the plan with the intent of all three phases being a part of our comprehensive plan.

The HAWP adheres to a “continuum of care” philosophy whereby health and wellness, including addiction recovery, starts and continues within a person, family, and community. Therefore, we believe that any residential service should not be a stand alone service. It should be intertwined with the people and communities it serves alongside the helpers both in the treatment center and in the communities.

Organizational Profile

Carrier Sekani Family Services (CSFS) was incorporated in 1990 to take over direct responsibility for the delivery of health and social services in the Carrier and Sekani territory spanning over 76,000 km in North Central British Columbia. Today CSFS has 11 First Nations that are members of the society. 10 of which fall under health transfer agreement that is funded by FNHA, namely: Wet’suwet’en First Nation, Burns Lake Band, Cheslatta Carrier Nation, Stelat’en First Nation, Nadleh Whut’en, Saik’uz First Nation, Takla Lake First Nation, Nee Tahi Buhn Band, Skin Tyee First Nation and Yekooche First Nation. The Lake Babine Nation is also a member of CSFS for primary care, child welfare and research services.

The population represented by member Bands comprises over 7,000 individuals. Carrier Sekani Family Services provides services to approximately 10,000 individuals annually on and off reserve.

Health Services Provided

CSFS provides a holistic approach to healthcare with a blend of health and social services under one umbrella. Examples of Services provided by the agency include:

- Community Health Nurses
- Home nursing care

- Travelling diabetes clinic
- In-hospital support
- Early childhood Education
- Medical travel benefits for the 10 health transfer bands
- Nurse practitioner services
- Physician services
- Specialist services (visiting and telehealth)
- Family preservation workers
- maternal child health workers
- Delegated guardianship and resource social workers
- Early childhood educators
- Youth care workers
- Family Justice
- Intensive Family Preservation
- Traditional Medicines
- Clinical Therapists for Community
- Clinical therapist for Children/youth and their families
- Speech and language for children
- occupational therapist for children
- Indian Residential School support
- Health research
- Physiotherapy
- 28-day cultural Treatment Centre (May through October)
- Safe House in Burns Lake

HAWP Program Development

Addiction Recovery Program (ARP)

In 1993, CSFS began to provide a cultural healing program in the Cheslatta First Nations community. By 1995, this service was moved to the Nadleh Whut'en fishing camp on the shores of Ormond Lake. CSFS developed an agreement to lease this land from Nadleh and over the last 27 years has operated an addiction recovery program using "on the land" cultural healing philosophy. What this means is that we used cultural practice (along with modern day counselling) in the natural setting to support wellness and recovery from addiction. The site is 14 KM from the village accessible via logging road. The facility itself is equipped with cabins as accommodations, pit toilets, and a lake fed shower. Therefore, our treatment center can only run during the spring and summer months.

Mental Health Wellness

In 2002, CSFS conducted a needs assessment with the communities we provide service to. One of the primary outcomes of this assessment was that mental health related issues were one of the biggest barriers to wellness in our communities and yet, there were very few services or plans to support good mental health. As a result of this assessment, in 1993, CSFS created the Mental Health Wellness program. Through this program, qualified mental health clinicians were hired to provide generalist counselling services weekly to each member Band that wanted to be a part of the program. This program proved to be widely utilised and successful.

Child and Youth Mental Health

In 2008, the provincial government's Ministry for Children and Families Child and Youth Mental Health, came to the conclusion that non-First Nations services were not meeting the needs of Indigenous children and families. Therefore, they invited Indigenous bodies, through a request for proposals, to provide this service. CSFS was successful in its bid to manage this service for their member communities, and other communities in the catchment area. Through this program, our child and youth mental health clinicians support those children and their families who are experiencing significant mental health related problems.

Health and Wellness Program

In approximately 2012, CSFS recognised, along with the rest of modern mental health and addiction service providers, that mental health and addiction issues were intertwined and should be treated concurrently. Therefore, we made the decision to amalgamate the health and wellness program, including child and youth mental health, with the Addiction Recovery Program. Then, recognising that the word "mental" carried needless stigma when looking to support anyone with emotional, social, or psychological issues, the word "mental" was dropped from our program's title. Today our Health and Wellness Program, or HAWP, holds the belief that "every door is the right door" to health and wellness regardless of what someone's challenge or path to our program is.

Community Based on the Land Healing Support

In efforts to extend cultural healing into the communities, the Child and Family Services Program has committed to providing funding to each community for cultural camps ongoing beginning in 2019. With the support and input of Elders and knowledge holders from each of our communities, we developed a land-based healing curriculum for the communities to use to guide their work.

Figure 1 Timeline Chart

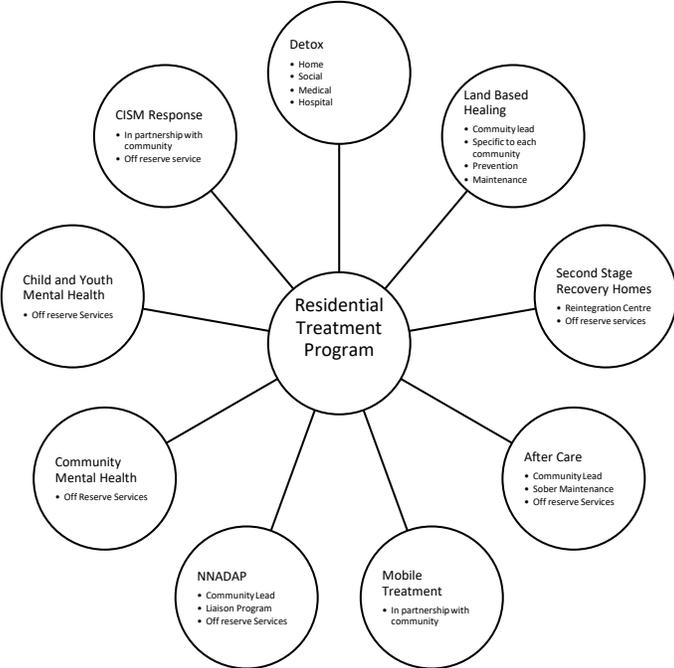
1990	1993	1995	2003	2008	2012	2019	2021
CSFS a Society	Cultural Healing Program Cheslatta First Nation	Addiction Recovery Program at Ormond Lake	Health & Wellness Program	Child and Youth Mental Health	Program Amalgamated to Health & Wellness Program	Land Based Healing funding for communities	Residential Treatment Center Projected Opening

Project Overview

As our current residential treatment can only run six months of the year due to the location and facilities at the Ormond Lake camp, we have been seeking an alternate for a year-round option for years. We have now secured funding through the First Nations Health Authority to expand to a year-round facility through a new build, with an outreach program running concurrently with the Centre.

Our vision is to serve our membership in the center through residential treatment while expanding our wellness services to support our membership in their home communities. See figure 1

Figure 2 – HAWP Treatment Center Program



Project Features

Culture

The mission of the Addictions Recovery Program (ARP) is, “To create a healing environment by utilizing a holistic approach that promotes a cultural lifestyle free from addictions and restores a sense of pride in the Carrier and Sekani Culture.”

The program works under the belief that First Nation’s culture and spiritual way of living, which honours and respects all of creation, will empower communities and strengthen First Nations. This service is a great example of the integration of Tradition and Western treatment strategies, which is reflective of our program’s vision statement: ‘Culture is healing.’

Land Based Healing

The program is built upon the concept of “land-based healing”. This refers to a way of using culture on traditional lands to promote wellness and healing. For this reason, it is important that our residential treatment center, and the healing activities our program does in communities, is based on the land. The location of our treatment center is therefore vitally important to our program’s structure.

NNADAP services

NNADAP Mentoring program is a program designed to support, offer training, and mentoring for the NNADAP workers that work in our member communities. The NNADAP workers are employees of the First Nations’ communities and work closely with our team. This mentoring program coordinator is a full time position currently funded by CSFS Health Transfer. We believe this is a necessary position as aftercare often falls upon the NNADAP workers. By supporting the NNADAP workers, they can provide better aftercare services, with the goal offering wrap around aftercare support for clients. The mentoring support also provides NNADAP workers with debriefing and self-care, which increases retention ability for communities. Our in-house mental health and addiction training is offered to the NNADAP workers without any charge back to their community budgets.

The residential treatment center will serve as a year-round training center for our community based NNADAP workers. It is hoped that the Nations will support the NNADAP workers frequent attendance at the center to participate in treatment training activities as well as important milestones for their clients who are in treatment at the center.

Continuum of Care

Our project will support a continuum of care (COC) model. A COC view means that people are working toward wellness and sobriety the minute they decide to make positive change in their lives. Recovery starts and continues in one’s home and community. Residential treatment is only on phase of the healing journey. Therefore, our facility is at the center of the communities’ program and is not seen as a stand-alone treatment option.

Prevention

This level of intervention provides services for individuals regarded to be at a risk of developing problems related to substance abuse. It provides services for situations where there is insufficient data for referral in substance abuse diagnosis.

Early intervention treatment exercise focuses on the associated risk factors in predisposing drug abuse to an individual, while educating on the potential negative impact of drug abuse on their lives.

The duration of early intervention relies on the patient's understanding of the risk factors of substance abuse, and whether they will adjust their behaviors to avoid the path to addiction.

Also, there is close monitoring for symptoms that would inform on a patient's need for higher treatment levels. Treatment center and community-based staff will be trained through the treatment center in prevention and early intervention.

Detox

Detox means processing through and recovering from the physical aspects of removing drugs or alcohol from one's body. The intensive period of detox typically ranges from overnight to 7 days. Our facility will have a detox option.

There are four options for someone to actively go through detox. The decision for how someone detoxes is dependent on the severity of the addiction and the options available:

1. Home detox (or daytox) – detoxification done at home which may include a visit from a nurse.
2. Social (non-medical) detox – detoxification provided in a residential setting but without the assistance of a nurse or physician (*)
3. Medical detox – detoxification provided in a residential setting with the assistance of a nurse and physician. May be combined with residential treatment or as a separate service.
4. Hospital detox – medical detoxification provided in an inpatient (hospital) setting

Outpatient Treatment

If an individual is assessed to be able to remain in their home community while accessing treatment, outpatient treatment may be a viable option. During outpatient treatment, an individual remains at home (or in another supported home in community) and at work or school. Outpatient services are offered daily (often after work hours to enable the patient to attend work/school) and have the same counselling/education components as a residential treatment program. Outpatient treatment lacks the intensive constant treatment and social control of a residential treatment center, so the decision to attend an outpatient program should be carefully considered. The design of this treatment level includes consultation with medical and mental health professionals, medication management, random drug screening, and 24-hour crisis services. These services link with the other treatment levels in continuum of

care, thereby providing support services, such as vocational training, childcare and transportation

Residential treatment

A residential program for addiction treatment, is a program with a set timeline spanning a 30-day period in most cases. Long-term residential treatment programs are also available, but most patients tend to go through a month-long program at the beginning of their recovery process, to essentially help them reorient themselves and navigate the difficulties of a sober world.

Much more than just a matter of choice and willpower, drug use can warp and heavily affect the brain, and leave a lasting neurological impact. Depending on the drug, prolonged drug use in addition to the challenges produced by long-term addiction can leave behind feelings of depression, anxiety, suicidal ideation, and deep self-stigma. Attempt to quit will be met with retaliation through the brain itself – drug use changes the way certain chemicals and signals are sent, causing severe withdrawal issues and powerful urges.

Residential treatment has been a first-line treatment in the fight against addiction for a very long time. Ever since addiction treatment has first become a priority when faced with a patient struggling with substance abuse, the first step has been to separate the patient from the origin of their addiction. However, this has been proven not to be enough. Residential addiction treatment covers the detoxification period, the withdrawal phase, and the deeply complex emotional and physical backlash experienced during the early stages of recovery. Many recovering addicts must confront raw emotions they have kept buried for months or years on end, and many struggle to care for themselves and must discover a form of self-acceptance to successfully stay sober.

Residential treatment programs aim to make this as easy as possible, by providing recovering addicts with a drug-free environment, daily schedules centered around self-improvement and therapy, and countless hours of working the medical professionals and addiction specialists to confront the many individual challenges that make up the process of recovery. However, many who successfully complete a residential treatment program return to their previous environment and fall back into the cycle of addiction.

Therefore, our plan includes a strategy to prevent relapse that includes extended care treatment, second stage recovery houses, and a reintegration center.

Extended care treatment (31-180 days)

At this level, patients are required to attend regularly scheduled meetings. It allows a patient to continue participating in their daily routines while receiving professional face-to-face services from addiction or mental health professionals.

Outpatient treatment programs are effective for working individuals, or those with a well-knit support system at home. The services are also less costly than the other treatment levels.

Services provided include evaluation, treatment and follow-up services to monitor the recovery process and to:

- Address the addiction level of an individual.
- Help in the implementation of behavioral changes.
- Improve patient's mental functioning.

Second stage recovery home

At this point in treatment, patients are able to reintegrate back into the community, but still carry a significant risk of relapse if they are not supported in this reintegration in a supported and somewhat protected environment. Clinically managed low-intensity residential services provide round the clock living support, and structures with a focus on inculcating recovery skills, relapse prevention and improvement to normal emotional functioning.

At this level of care, professionals provide help to facilitate relearning of essential life skills for individual and professional post-treatment growth.

Reintegration centre

Also known as long-term or extended care, this level provides a structured environment and medium-intensity clinical services. It's designed to accommodate patients with severe substance abuse symptoms of temporary or permanent cognitive deficiency. Level 3.3 programs provide:

- Strong treatment at slower and repetitive steps, which are essential in helping patients deal with mental impairments associated with drug use.
- Services such as ongoing case management, housing, transportation, vocational needs, and continuous self-help meetings.

Maintenance

The maintenance of a sober lifestyle is a lifelong commitment. Strong community and family supports are vitally important to helping an individual maintain sobriety. CSFS and community-based supports including mental health clinicians, primary care physicians/nurses, and NNADAP wellness workers all contribute to the maintenance support of individuals.

Facility Plan

Based on our existing program and our projected expansion, the following is our vision for the physical structure of our residential treatment center. We present our full vision and recognise that “phases” of this vision may be implemented.

The main center will include a detox unit, residential treatment, and extended care housing. Second stage housing will be located in our member communities. All facilities will allow for coed services.

Cultural Healing

The design of the entire center should be designed in a way that will promote Carrier culture and a “culture as healing” philosophy and include:

- the natural elements of earth, air, fire, water.
- Circular patterns for meeting rooms and/or the ability to arrange seating in a circle.
- Ventilation to allow for regular smudging.
- Windows and skylights to allow the natural environment to be experienced even during inclement weather.

The outside space is equally important to the inside space. The outside space should allow for activities to be conducted including talking circles (campfire), cleansing (lake or river) and burning (fire pit) ceremonies, sweat lodge, meditation areas, pit house, and cultural gathering activities including hunting, fishing, boating, and gathering (medicine and berries).

Detox

The detox wing will consist of a ten-bed facility equipped for medical detox. This wing would resemble a hospital ward complete with:

- 10 private ensuite bedrooms equipped with hospital grade medical hook ups.
- A centrally located nursing station for 24-hour nursing care.
- A locked medication/file room adjoining the nurse’s station.
- One common room for visiting and meals when not taken in room.
- Three consultation rooms.
- One staff room area
- Two staff bathrooms.

As each of the detox rooms are private, self contained with a shower and toilet, and are central and visible to the nursing station, these rooms should accommodate a coed operation.

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Addiction Recovery Center

This wing will house up to 37 residents. And will include:

Bedrooms:

Bedrooms should be situated in such a way that there is a physical separation by hallway/door between gender and staff wings. The single occupancy rooms should also be

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placed apart. These single rooms will be used for those residents who have considerations that will make it more appropriate to house them in a single room including; physical and mental challenges, intensive emotional/mental health issues that might be disturbing to a room mate, and members of the LGBTQ2+ community where placement in an gender specific rooms is not appropriate.

- 16 double occupancy ensuite bedrooms for residents.
- 5 single occupancy ensuite bedrooms for residents.
- 6 single occupancy ensuite bedrooms for staff located in a separate space.

Meeting space:

- A psychosocial educational room capable of a 60-person occupancy. This room should be furnished with a screen, projector, and whiteboard.
- Two group rooms capable of 25-person occupancy.
- One large gathering room for inside cultural and alternative activities including meditation, smudging, yoga. This space will also be used for “free” or “down time”, similar to a home’s family or living room.
- One activities room large enough to host cultural craft activities, a library, music therapy, and other cultural and alternative therapy indoor activities.
- Five small counselling rooms for one: one sessions

Office space:

- Manager’s office
- Mental health clinician office
- 4 private counselling rooms
- Workstations for up to 4 staff at any time
- Medical office (for primary care staff).
- Staff break room.
- Reception/administration area and waiting room.

Storage space

- Medical equipment storage including medication storage. This space requires protocol to meet double locked storage of medication.
- Office supplies

Kitchen and Dining room

- An industrial equipped kitchen.
- Food storage.
- Cook’s office
- Dining hall with a 60-person capacity. This kitchen will also provide meals to the detox wing, but those patients will take their meals in their rooms.

Operations

- Two laundry facilities. One for the operation (bedding, kitchen laundry, detox laundry) and one for clients use.
- Tuck shop for client purchases including cigarettes, candy, and coffee.
- Maintenance Shop
- Seasonal storage facility.

Resources:

<https://www.prosperityhaven.com/5-levels-addiction-treatment-continuum-care/>

<http://www.bcdetox.com/sample-page-2/>

Appendix A

Budget for Operation

Program 14 client beds

Non- clinical Staff	Number of Positions	salary		Benefits	total costs
Maintenance	1	\$25.98	\$47,284	\$9,457	\$56,740
Night Staff	4	\$20.96	\$38,147	\$7,629	\$183,107
Cook	2	\$21.52	\$39,166	\$7,833	\$93,999
Janitorial	1.5	\$20.96	\$38,147	\$7,629	\$68,665
Elders (honorarium)	1				\$36,000

Clinical

Counsellors	diplo a	2	\$28.23	\$51,379	\$10,276	\$123,309
Counsellors	BA	2	\$36.54	\$66,503	\$13,301	\$159,607
Mental Health Therapist	masters	1	\$39.93	\$72,673	\$14,535	\$87,207
Mental Health Therapist	diplo a		\$28.23	\$51,379	\$10,276	\$-
Cultural Worker		1	\$28.23	\$51,379	\$10,276	\$61,654

Administration

Team lead		1	\$45.00	\$81,900	\$16,380	\$98,280
Intake worker		1	\$25.98	\$47,284	\$9,457	\$56,740

\$1,025,308

Program with medical detox
35 client beds 10 detox beds

Non- clinical Staff	Number of Positions	salary	Benefits	total costs	
Maintenance	2	\$25.98	\$47,284	\$9,457	\$113,481
Night Staff	4	\$20.96	\$38,147	\$7,629	\$183,107
Cook	2	\$21.52	\$39,166	\$7,833	\$93,999
Cooks helper	4	\$18.00	\$32,760	\$6,552	\$157,248

Janitorial		2	\$20.96	\$38,147	\$7,629	\$91,553
Elders (honorarium)		1				\$36,000

Clinical

Counsellors	diploma		\$28.23	\$51,379	\$10,276	\$-
Counsellors	BA	6	\$36.54	\$66,503	\$13,301	\$478,820
Mental Health Therapist	masters	3	\$39.93	\$72,673	\$14,535	\$261,621
Mental Health Therapist	diploma		\$28.23	\$51,379	\$10,276	\$-
Cultural Worker		2	\$28.23	\$51,379	\$10,276	\$123,309

Detox

nurse		7	\$45.06	\$82,009	\$16,402	\$688,877
physician		1				\$217,000
nurses aid		2	\$18.00	\$32,760	\$6,552	\$78,624

Administration

Team lead program manager		1	\$45.00	\$81,900	\$16,380	\$98,280
Intake worker		3	\$25.98	\$47,284	\$9,457	\$170,221

\$2,792,140



P: 250.567.9293 | F: 250.567.2998
135 Joseph Street, Vanderhoof, BC, V0J 3A1
www.saikuz.com

August 6, 2020

To: Whom It May Concern:

Re: Tachick Lake Resort ("TLR") – Transferring to Treatment Centre

As a nation, the Sai'kuz First Nation ("SFN") supports the construction and operations of a Carrier Sekani Family Services ("CSFS") Treatment Centre, to be located at the now TLR.

Background:

The SFN is located on the east end of Nulki lake on Tachick Lake 14 km south of Vanderhoof BC. SFN is part of a larger Carrier Nation, comprising several First Nation communities in the north central part of BC. The SFN is of the Athabaskan language family, part of the Carrier Nation. SFN is distinct to our langue dialect, land, practice and traditions. Similar to other Carrier Nations, CSFS Bah'lats governing structure continues to thrive. Under the matrilineal system, we have had numerous matriarchs influence our programs and services. Matriarchs Mary John and Sophie Thomas are testaments of our historical knowledge keepers.

Current Situation

SFN supports TLR becoming a potential Healing Centre site to be administered by the CSFS. As a member nation to CSFS, their thirtieth anniversary is approaching in 2020. CSFS provides supports and services in the areas of children and families, legal, health and research development, to not only other member nations it serves, but also to non-members and non-Indigenous populations in need.

Many of our people suffer from the impacts of drug and alcohol abuse and the issue will not go away unless we all combine our efforts to design and manage a system that is rooted in clinical evidence and cultural teachings. Our area, Northern BC has been identified as a hot spot for opioids addiction, this addiction has no boundaries and taking the lives of many young people regardless of age and race.

SFN believes and supports services and programming that improves the health and wellbeing of Indigenous peoples. The need is more apparent under the current COVID-19 Pandemic, with the increased need of critical supports and services to be offered by the CSFS. We are pleased at the prospect for a healing center within our traditional territory to improve and save lives. The healing center is long overdue and has been a vision for many of our elders and community members in all of carrier and Sekani territory.

Regards,

A handwritten signature in blue ink that reads "Priscilla Mueller".

Chief Priscilla Mueller

**Advisory Planning Commission
Meeting Minutes**

Electoral Area F	Meeting Date: 25 Apr 2011	Meeting Location:
Attendance		
APC Members		
<input checked="" type="checkbox"/> Art Wiens	Electoral Area Director	
<input type="checkbox"/> Mike Kulchar	<input checked="" type="checkbox"/> Director Jerry Peterson	
<input checked="" type="checkbox"/> Henry Klassen	<input type="checkbox"/> Alternate Director Roy Spooner	
<input checked="" type="checkbox"/> Joe Meier	Other Attendees	
<input type="checkbox"/> Orenda Jarman	<input type="checkbox"/> David McWalter	
<input type="checkbox"/> Barb Ephrom	<input type="checkbox"/> Lione & Cally Cathcart	
	<input type="checkbox"/> Wayne Blackburn	
	<input type="checkbox"/> Gabe Blackburn	
Chairperson: Henry Klassen	Secretary: Jerry Peterson	
Call to Order: 7:14		
Applications (Include application number, comments, and resolution)		
ALR 1224 (CSFS)		
Agent; David McWalter explained the application. It will maintain a Agriculture zone		
Resort Owners; Commented on the condition of the resort and their desire to sell and move on.		
A discussion on public access to the lake took place, in the past the resort owners would grant uses of there dock.		
Moved to approve M/S Art Wiens, Joe Meier carried		
Meeting Adjourned 8:15 PM		



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Maria Sandberg, Planner
DATE: November 19, 2020
SUBJECT: Proposed New Floodplain Management Bylaw

RECOMMENDATION

That “Regional District of Bulkley-Nechako Floodplain Management Bylaw No. 1878, 2020” be adopted.

VOTING

All / Directors / Majority

EXECUTIVE SUMMARY

This report proposes a new floodplain management bylaw for the rural area of the Regional District. The proposed new bylaw contains updated floodplain mapping for the Ebenezer Flats Area (Electoral Area A) and has been reworded to improve interpretation and readability. The bylaw was given first, second and third reading at the October 22, 2020 Board meeting.

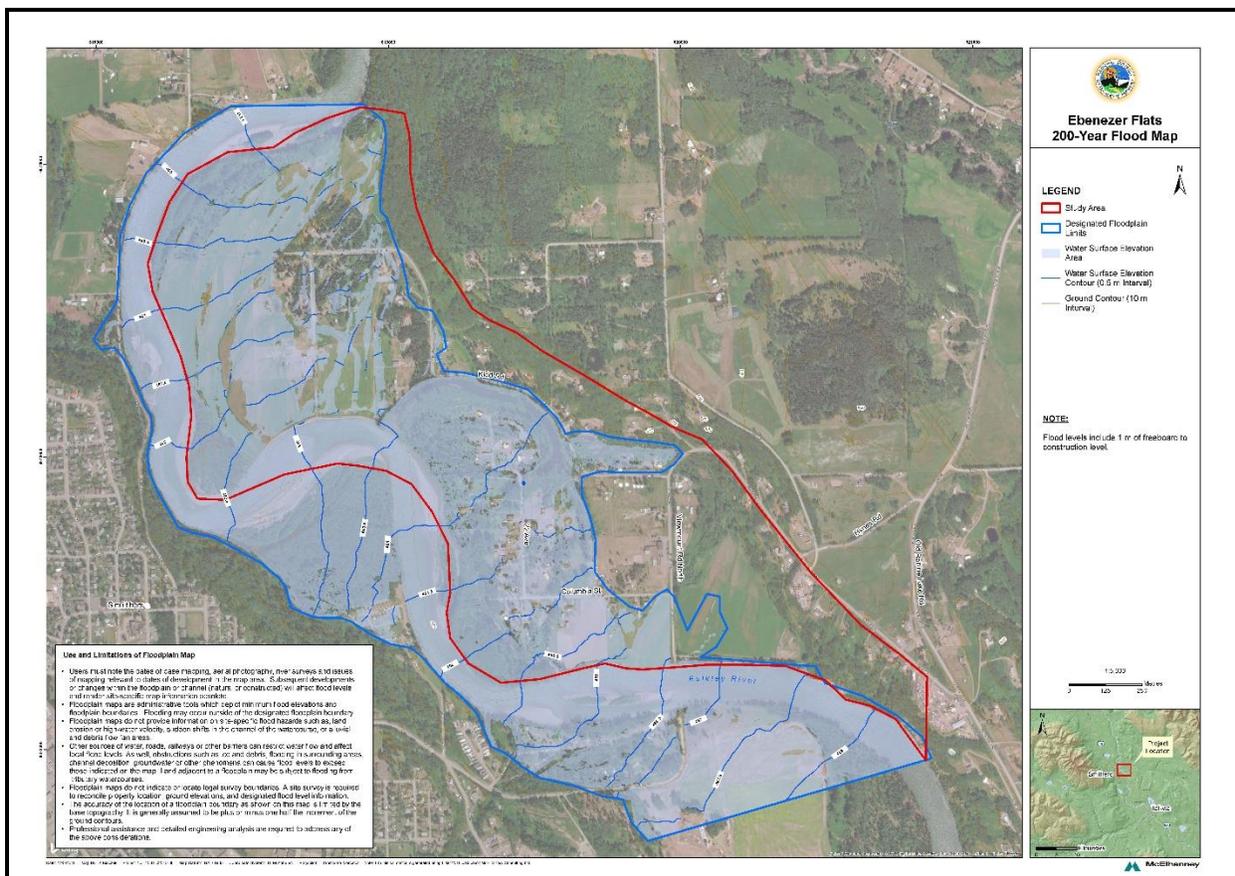
Staff recommend that “Regional District of Bulkley-Nechako Floodplain Management Bylaw No. 1878, 2020” be adopted.

DISCUSSION

In addition to general rewording to improve interpretation and clarity, the following changes of note are included in the proposed new bylaw.

Change 1 - Updated floodplain mapping

In 2018, the RDBN commissioned a flood mitigation study for Ebenezer Flats/Kidd Road area in Electoral Area A. This study included the development of updated floodplain mapping and Flood Construction Levels for the area. The new Flood Construction Levels are slightly higher than those in the current bylaw. The new Flood Construction Levels should be incorporated into Schedule A of the proposed new bylaw.



Change 2 - Flood Construction Levels and Floodplain Setbacks Table

The list of Flood Construction Levels and Floodplain Setbacks have been organizing into a single table in Schedule D for ease of interpretation.

Change 3 – Non-Standard Flood Area Regulations

In the non-standard flood areas (Schedules B and C), the existing Floodplain Management Bylaw requires a Flood Construction Level of 1 metre above the Natural Boundary elevation of the watercourse, and a 30 metre setback from the watercourse, in addition to a qualified professional's report pursuant to section 56 of the *Community Charter*. In the proposed new bylaw, the Flood Construction Level and Floodplain Setback are not predetermined and are established in the required qualified professional's report.

Change 4 – Non-Standard Flood Area Boundary

The boundary of the Simpson, Biggs, and McKinnon Creeks Non-Standard Flood Area (Schedule B) located in Electoral Area A has been amended to follow property boundaries for mid to high risk hazard areas as defined by the Klohn Leonoff Alluvial Fan Study (1991).

ATTACHMENTS

Floodplain Management Bylaw No. 1878, 2020

[Schedule A](#) - link

Schedule B

Schedule C

Schedule D



REGIONAL DISTRICT OF BULKLEY-NECHAKO

Floodplain Management Bylaw No. 1878, 2020

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
FLOODPLAIN MANAGEMENT BYLAW NO. 1878, 2020**

**A Bylaw to establish floodplain management procedures and regulations
for structures in flood prone areas**

WHEREAS the *Local Government Act* allows a local government to designate land as a floodplain; specify the flood level for that floodplain; and specify setbacks for landfill or structural support required to elevate a floor system or pad above the flood level.

AND WHEREAS the Regional District of Bulkley-Nechako has considered the “Provincial Flood Hazard Area Land Use Management Guidelines, 2004”, as amended in 2018 and as amended from time to time.

NOW THEREFORE THE BOARD OF THE REGIONAL DISTRICT OF BULKLEY-NECHAKO, in open meeting assembled, enacts as follows:

Title

1. This bylaw may be cited as the “Regional District of Bulkley-Nechako Floodplain Management Bylaw No. 1878, 2020.”

Application

2. This bylaw shall be applicable within the geographic boundaries of the Regional District of Bulkley-Nechako.

Severability

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

Administration and Enforcement

4. The Regional District of Bulkley-Nechako's Building Inspector, Planner, Director of Planning, Bylaw Enforcement Officer or such other person whose job description involves administration and enforcement of this bylaw are authorized to ascertain whether this bylaw is being observed.
5. Persons appointed under Section 4 of this bylaw may enter any land, or structures that are not dwellings at any reasonable time for the purpose of ascertaining whether this bylaw is being observed. If entry into a private dwelling is required, that shall be arranged in accordance with Section 16 of the *Community Charter* (as amended from time to time) or by other lawful means.
6. No structure may be developed, constructed, erected, replaced, located, or enlarged within the designated floodplain except in strict conformity with this bylaw.
7. No person shall cause, suffer, or permit any structure to be developed, constructed, erected, replaced, located, or enlarged in contravention of this bylaw or otherwise to contravene or fail to comply with this bylaw.
8. No person shall interfere with or obstruct the entry of the persons appointed under Section 4 of this bylaw or any authorized representative onto any land or into any structures that are not dwellings to which entry is made or attempted.
9. Every person who:
 - a. violates any provision of this bylaw;
 - b. permits, suffers, or allows any act to be done in violation of any provision of this bylaw; or
 - c. neglects to do anything required to be done by any provision of this bylaw;commits an offence punishable upon summary conviction and is subject to a fine not less than \$2,000.00 and not more than \$10,000.00.
10. Each day during which any violation, contravention or breach of this bylaw continues shall be deemed a separate offence.

Interpretation

11. For the purposes of this bylaw, the following definitions apply:

ACCESSORY STRUCTURE means a structure which is used for a use that is customarily incidental, subordinate, and exclusively devoted to a permitted principal use in accordance with an applicable zoning bylaw.

FARM BUILDING means a structure or part thereof which does not contain a residential occupancy and which is associated with and located on land devoted to the practice of farming, and used essentially for the housing of equipment or livestock, or the production, storage, or processing of agricultural and horticultural produce or feed.

FLOOD CONSTRUCTION LEVEL means the flood elevation level, measured in metres Geodetic Survey of Canada datum (GSC), defined in Section 13 and generally as shown on Schedule A.

FLOODPLAIN SETBACK means the required minimum distance, measured horizontally, that a structural support or landfill, required to elevate a floor system or Pad above the designated flood level, must be separated from the Natural Boundary to maintain a floodway and to allow for potential erosion.

FLOODPLAIN means the area defined in Section 12 and generally as shown on Schedule A.

FREEBOARD means a vertical distance added to the simulated water level to accommodate uncertainties and provide a margin of safety to the established Flood Construction Level.

FLOOR AREA means the area covered by all parts of a structure measured from the outside wall of the structure at ground level.

HABITABLE AREA means any room or space within a structure that is or can be used for human occupancy, business, commercial sales, or the storage of goods, possessions, or equipment (including furnaces) that would be subject to damage if flooded.

MANUFACTURED HOME means a structure manufactured as a unit, intended to be occupied in a place other than at its manufacture, and designed as a dwelling unit, and includes mobile homes, and specifically excludes recreation vehicles.

NATURAL BOUNDARY means the visible high watermark of any lake, river, stream or other body of water where the presence and action of the water are so common and usual and so long continued in all ordinary years as to mark upon the soil of the bed of

the lake, river, stream or other body of water a character distinct from that of the banks thereof, in respect to vegetation, as well as in respect to the nature of the soil itself. In addition, the Natural Boundary includes the best estimate of the edge of dormant or old side channels and marsh areas.

PAD means a surface on which blocks, posts, runners or strip footings are placed for the purpose of supporting a Manufactured Home.

WATERCOURSE means any natural or man made depression with well defined banks and a bed 0.6 metres or more below the surrounding land serving to give direction to a current of water at least six (6) months of the year or having a drainage area of 2 square kilometres or more upstream of the point of consideration.

Floodplain Designation

12. The following lands are designated as Floodplain:
 - a. All lands covered by the 200 year flood elevation plus Freeboard, as identified on the following Floodplain Maps attached to this bylaw as Schedule A.
 - i. Bulkley & Telkwa Rivers – Smithers to Telkwa, Drawing No. 84-68-1 to 84-68-8.
 - ii. Bulkley River – Quick to Houston, Drawing No. 96-10-1 to 6.
 - iii. Bulkley River – Quick Area, Drawing No. 86-23-1 to 4.
 - iv. Stuart River and Lake – Fort St. James, Drawing No. 89-42-1 to 7.
 - v. Ebenezer Flats near Smithers 200 Year Flood Map.
 - b. All lands identified on the Non-Standard Flood Area Map for Simpson, Biggs and McKinnon Creeks, Smithers attached to this bylaw as Schedule B.
 - c. All lands identified on the Non-Standard Flood Area Map for the unnamed creek at Takla Narrows, Takla Lake attached to this bylaw as Schedule C.
 - d. All other lands which are below the Flood Construction Levels specified in Section 13 of this bylaw or which are within the Floodplain Setbacks specified in Section 15 of this bylaw.

Flood Construction Levels

13. The following elevations are specified as Flood Construction Levels:
 - a. The 200 year flood elevation, plus Freeboard, as identified on Schedule A interpolating between elevation isolines where necessary.
 - b. Where Floodplain mapping is not available, the specified Flood Construction Level is that identified in Schedule D.

The Flood Construction Levels identified on the Ebenezer Flats near Smithers 200 Year Flood Map in Schedule A supersedes the Flood Construction Levels identified on the Bulkley & Telkwa Rivers Floodplain Mapping Drawing 84-68-2.

14. Without limiting Section 524.5 of the *Local Government Act*:
 - a. No Habitable Area shall be created, constructed, reconstructed, located, placed, moved, or extended lower than the Flood Construction Level.
 - b. The underside of any floor system, or the top of any Pad supporting a Habitable Area, including a Manufactured Home, shall be above the Flood Construction Level.
 - c. A furnace, hot water tank, main electrical switchgear or panel, or other fixed equipment susceptible to damage by floodwater shall not be located below the Flood Construction Level.

Floodplain Setback Requirements

15. The distances specified in Schedule D of this bylaw are Floodplain Setbacks established in accordance with section 524.(3) (b) of the *Local Government Act*. No portion of any landfill including the landfill slope, or portion of any structural support, required to support a floor system or Pad above the Flood Construction Level, shall be created, constructed, reconstructed, located, placed, moved, or extended within the Floodplain Setbacks. Where more than one Floodplain Setback is identified for an area, the greater distance shall be the applicable Floodplain Setback.
16. The face of any landfill slope required to support a floor system or Pad above the Flood Construction Level shall be adequately protected against erosion from flood flows, wave action, ice or other debris.

Non-Standard Flood Areas

Explanatory Note: Non-Standard Flood Areas are areas where standard Flood Plain setbacks and elevations contained elsewhere in this bylaw may not be adequate to provide the necessary protection against flooding, erosion and/or debris flow.

17. Non-Standard Flood Areas are identified on Schedules B and C which are attached to and form part of this bylaw.
18. No structure shall be constructed, structurally altered or placed on a property within a Non-Standard Flood Area identified on Schedules B or C unless and until the Building Inspector has received a report certified by a qualified professional pursuant to Section 56 of the *Community Charter* which identifies the appropriate Flood Construction Level and Floodplain Setback.

General Exemptions

19. Section 14 – 18 of this bylaw shall not apply to the following:
 - a. The renovation of an existing structure that does not involve an addition to the structure.
 - b. An addition to a structure that would increase the Floor Area of the structure by less than twenty-five (25%) percent of the Floor Area of a structure that was existing on March 9th, 1978 provided that the addition:
 - i. is constructed at an elevation not lower than the existing structure,
 - ii. does not include the creation of a new dwelling unit,
 - iii. does not include a furnace, hot water tank, main electrical switchgear or panel, or other fixed equipment susceptible to damage by floodwater located below the Flood Construction Level, and
 - iv. does not include the expansion to or addition of a basement.
 - c. Carports, garages, and entryways.
 - d. Farm Buildings.
 - e. Open sided recreation shelters and stands which do not have fixtures that are susceptible to damage by flood waters.

- f. Accessory Structures that have a Floor Area that is 25 m² (269 sq. ft) or less in area provided that the structure does not include a furnace, hot water tank, main electrical switchgear or panel, or other fixed equipment damageable by flood waters.

No Representation

- 20. By the enactment, administration, or enforcement of this bylaw, the Regional District of Bulkley-Nechako does not represent to any person that any structure located, constructed and used in accordance with this bylaw, or in accordance with conditions, terms, information, advice, direction, or guidance provided by the Regional District of Bulkley-Nechako in the course of administering this bylaw, will not be damaged by flooding or flood water.

Readings and Adoption

READ A FIRST TIME this 22nd day of October, 2020

READ A SECOND TIME this 22nd day of October, 2020

READ A THIRD TIME this 22nd day of October, 2020

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Zoning Bylaw No. 1878, 2020".

DATED AT BURNS LAKE this day of

Corporate Administrator

ADOPTED this day of

Chairperson

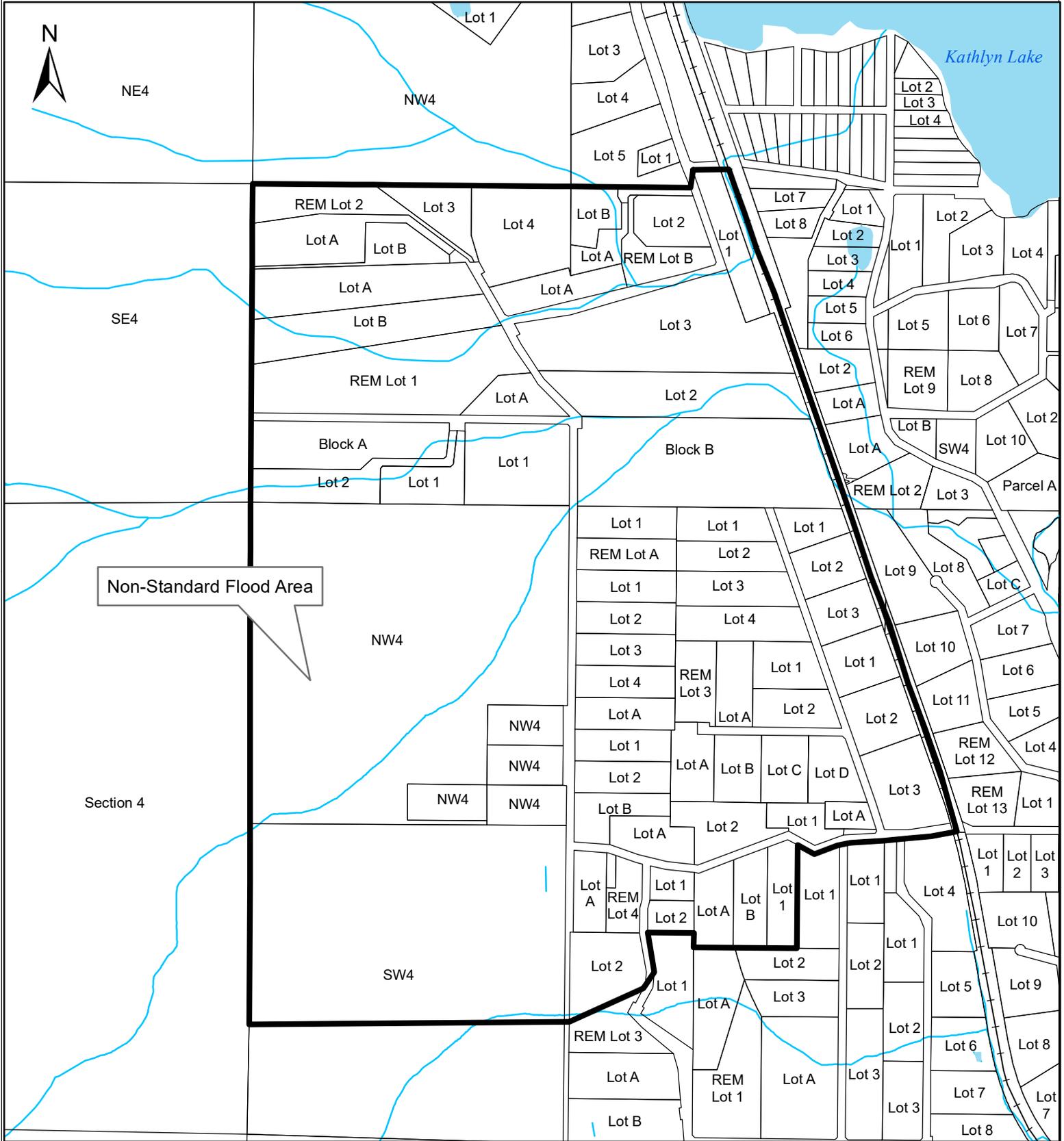
Corporate Administrator



Schedule "B" to Bylaw No. 1878, 2020

Simpson, Biggs and McKinnon Creeks, Smithers

Non-Standard Flood Area



1:13,000

- Cadastre
- Operational Rail Line

I hereby certify that this is Schedule "B" of Bylaw No. 1878, 2020

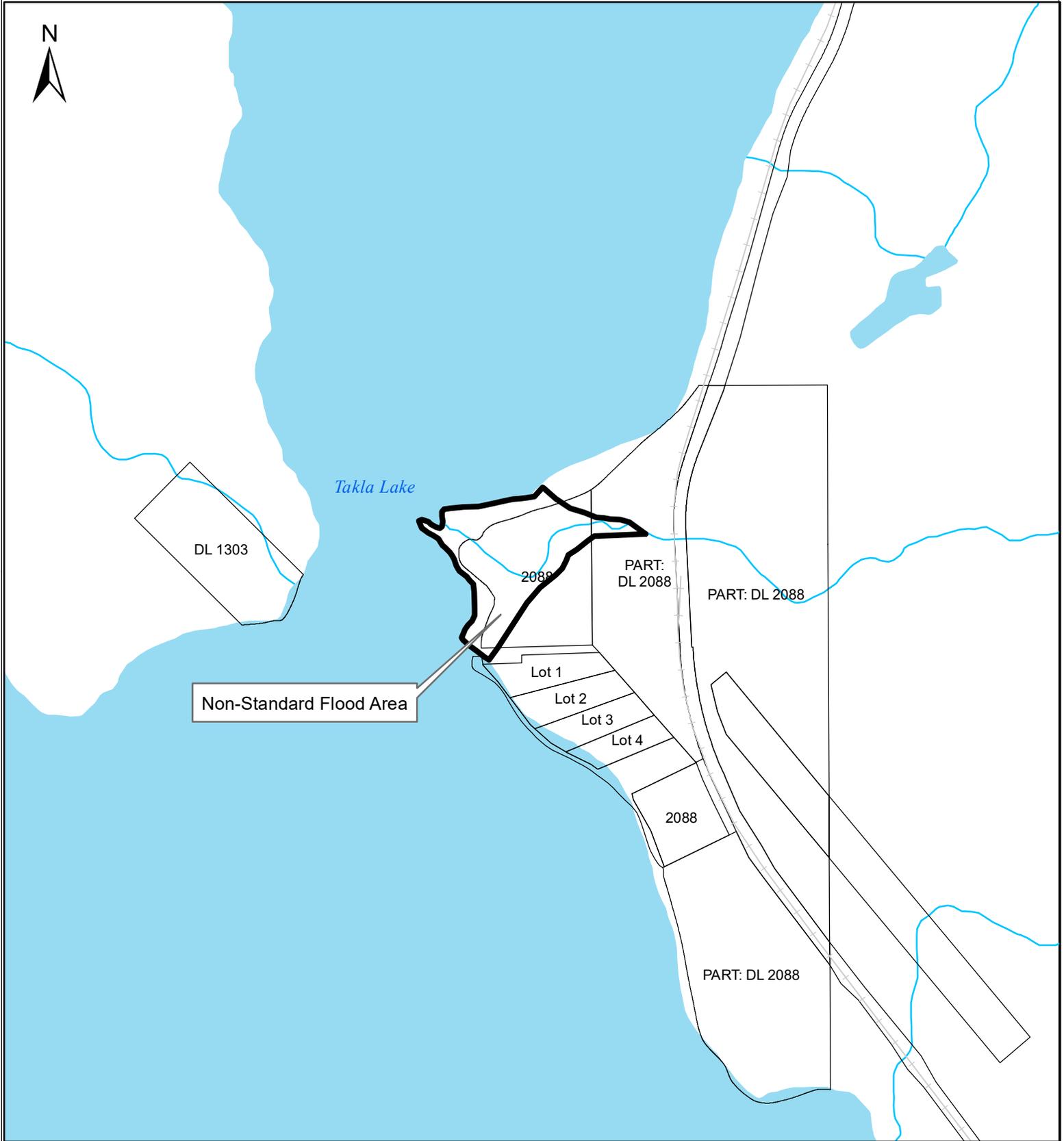
Corporate Administrator Date



86

Schedule "C" to Bylaw No. 1878, 2020

Takla Narrows, Takla Lake Non-Standard Flood Area



1:13,000

- Cadastre
- Abandoned Rail Line

I hereby certify that this is Schedule "C" of Bylaw No. 1878, 2020

Corporate Administrator

Date

Schedule D: Flood Construction Level and Floodplain Setback Table

- *G.S.C means Geodetic Survey of Canada Datum.*
- *Flood Construction Levels identified in metres are measured from the Natural Boundary of the waterbody at its location closest to the area of construction.*
- *Flood Construction Levels are only applicable to Lands within the distance specified from the waterbody in the below table.*

Waterbody	Above/below	Flood Construction Level	Floodplain Setback	Distance
Any other lake, marsh or pond		1.5 metres	7.5 m	100 m
Any Watercourse		1.5 metres	15.0 m	100 m
Any dike right of way, or structure for flood protection or seepage control			7.5 m	
Babine Lake		713.63 G.S.C	7.5 m	100 m
Babine River		3.0 m	30.0 m	200 m
Buck Creek		3.0 m	30.0 m	200 m
Bulkley River		Schedule A		
Bulkley River (where not covered by Schedule A)		3.0 m	30.0 m	200 m
Cheslatta River		3.0 m	30.0 m	200 m
Cheslatta/Murray Lakes		3.0 m	7.5 m	200 m
Chilako River		3.0 m	30.0 m	200 m
Chuchi Lake		3.0 m	7.5 m	200 m
Cluculz Creek	below Cluculz Lake	3.0 m	30.0 m	200 m
Cluculz Lake		765.70 G.S.C	7.5 m	100 m
Cunningham Lake		3.0 m	7.5 m	200 m
Driftwood River		3.0 m	30.0 m	200 m
Endako River		3.0 m	30.0 m	200 m
Eutsuk Lake		3.0 m	7.5 m	200 m
Fleming Creek	below Tidesley Creek	3.0 m	30.0 m	200 m
Francois Lake		3.96 on Water Survey of Canada gauge #08JB011	7.5 m	100 m

Fraser Lake		671.80 G.S.C	7.5 m	100 m
Fulton River		3.0 m	30.0 m	200 m
Gaffney Creek		3.0 m	30.0 m	200 m
Germansen Lake		3.0 m	7.5 m	200 m
Hutudatehl Creek		3.0 m	30.0 m	200 m
Inzana Creek	below Inzana Lake	3.0 m	30.0 m	200 m
Inzana Lake		3.0 m	7.5 m	200 m
Kazchek Creek		3.0 m	30.0 m	200 m
Klawli River		3.0 m	30.0 m	200 m
Kotsine River		3.0 m	30.0 m	200 m
Kuzkwa Creek		3.0 m	30.0 m	200 m
Kwanika Creek		3.0 m	30.0 m	200 m
Manson River	below Tsayta Lake	3.0 m	30.0 m	200 m
Middle River		3.0 m	30.0 m	200 m
Morice Lake		3.0 m	7.5 m	200 m
Morice River		3.0 m	30.0 m	200 m
Murray Lake		3.0 m	7.5 m	200 m
Nanika Lake		3.0 m	7.5 m	200 m
Nation River	below Tsayta Lake	3.0 m	30.0 m	200 m
Nautley River		3.0 m	30.0 m	200 m
Nechako Reservoir (includes Knewstubb, Nataalkuz, Ootsa, Tahtsa, Tetachuk and Whitesail Lakes)		859.50 G.S.C	7.5 metres from the 859.5 metres Geodetic survey of Canada datum contour interval	100 m
Nechako River	above Nautley River	3.0 m	30.0 m	200 m
	below the Nautley River	4.0 m	45.0 m	200 m
Necoslie River (within Coast Land District)		3.0 m	30.0 m	200 m
Nilkitkwa River		3.0 m	30.0 m	200 m
Omineca River		3.0 m	30.0 m	200 m
Parrott Creek		3.0 m	30.0 m	200 m

Philip Creek		3.0 m	30.0 m	200 m
Pinchi Lake		3.0 m	7.5 m	200 m
Rainbow Creek		3.0 m	30.0 m	200 m
Sakeniche River		3.0 m	30.0 m	200 m
Silver Creek	below Kenny Creek	3.0 m	30.0 m	200 m
Sinkut River	below Sinkut Lake	3.0 m	30.0 m	200 m
Skeena River		3.0 m	30.0 m	200 m
Sowchea Creek	below Marie Creek	3.0 m	30.0 m	200 m
Stellako River		3.0 m	30.0 m	200 m
Stoney Creek	below Tachick Lake	3.0 m	30.0 m	200 m
Stuart Lake		Schedule A		
Stuart Lake (where not covered by Schedule A)		683.50 G.S.C	7.5 m	100 m
Stuart River		3.0 m	30.0 m	200 m
Sutherland River	below Gravel Creek	3.0 m	30.0 m	200 m
Sylvester Creek		3.0 m	30.0 m	200 m
Tachie River		3.0 m	30.0 m	200 m
Takla Lake		3.0 m	7.5 m	200 m
Taltapin Lake		3.0 m	7.5 m	200 m
Tchentlo Lake		3.0 m	7.5 m	200 m
Tchesinkut Creek		3.0 m	30.0 m	200 m
Tchesinkut Lake		3.0 m	7.5 m	200 m
Telkwa River		3.0 m	30.0 m	200 m
Tezzeron Creek		3.0 m	30.0 m	200 m
Tezzeron Lake		3.0 m	7.5 m	200 m
Tochcha Lake		3.0 m	7.5 m	200 m
Trembleur Lake		3.0 m	7.5 m	200 m
Troitsa Lake		3.0 m	7.5 m	200 m
Tsayta Lake		3.0 m	7.5 m	200 m
Tsilcoh River		3.0 m	30.0 m	200 m
Valleau Creek		3.0 m	30.0 m	200 m

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

TO: Chair Thiessen and Board of Directors
FROM: Deneve Vanderwolf, Planner 1
DATE: November 19, 2020
SUBJECT: Development Variance Permit Application A-03-20

RECOMMENDATION

That the Board approve Development Variance Permit A-03-20 for the property located at 6150 Donaldson Road to vary Section 23.0.5 (1) (a) of “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020” to decrease the front parcel line setback from 7.5 metres (24.61 ft.) to 4.5 metres (14.76 ft) for the existing building and proposed addition built in general compliance with Schedule A of the permit.

VOTING

All Directors / Majority

EXECUTIVE SUMMARY

This application is for a Development Variance Permit to vary the side parcel line setbacks in order for the applicant to build an addition to the existing storage building for the Smithers/Telkwa Transfer Station.

Staff have no objection to the proposed variance.

APPLICATION SUMMARY

Name of Agent: Regional District of Bulkley-Nechako

Electoral Area: A

Subject Property: 6150 Donaldson Road

Property Size: 4 ha

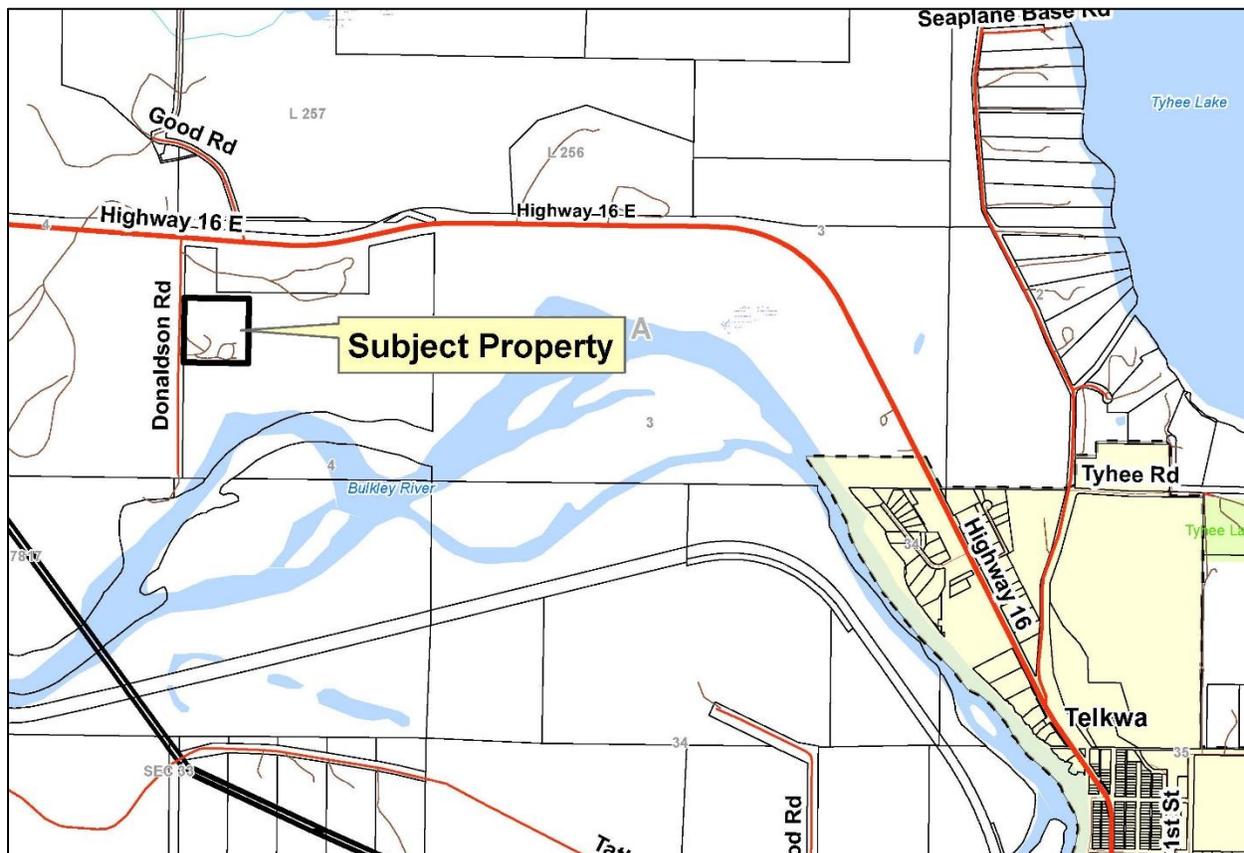
OCP Designation: Agricultural (AG1)

Zoning: Heavy Industrial Zone (M2)

ALR Status: In the ALR

Existing Land Use: Smithers/Telkwa Transfer Station and Recycle Depot

Location: 6150 Donaldson Road, approximately 3 km north west of the Village of Telkwa

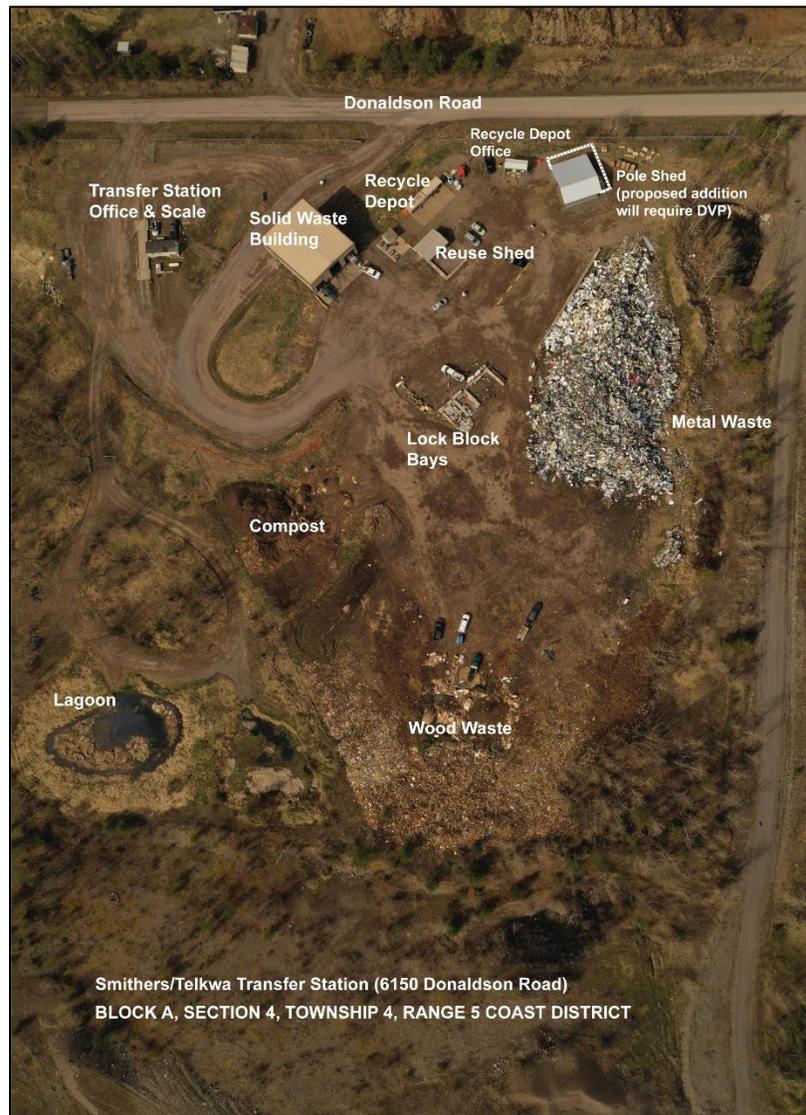


PROPOSAL

This application is to construct an addition on the existing pole shed used for storage. The applicant, the Environmental Services Department of the RDBN, is proposing to locate the addition within 4.5 metres of the front parcel line. The required setback is 7.5 metres. Therefore, this application has been made to vary the required setback from 7.5 metres to 4.5 metres

THE APPROVAL PROCESS

Notice of this application has been sent to all property owners within 100 m of the subject property. All written submissions received will be available at the RDBN Board meeting on November 19, 2020 on the supplemental agenda.

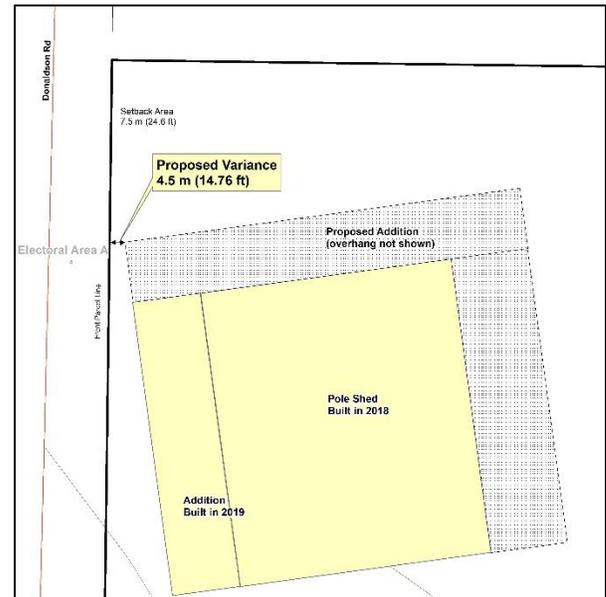


DISCUSSION

The original building was built in 2018 with a building permit. An addition to the building was constructed in 2019 without a building permit. This addition encroached into the setback area. The proposed development variance permit and building permit for the new construction, if issued, will legalize the existing structure.

The Ministry of Transportation and Infrastructure has confirmed that a Structure Setback Permit is not required as the wall of the structure is more than 4.5 m from the road right of way.

Planning Department staff have no concerns regarding the approval of the proposed setback variance.



Site Contamination

The use of the property has triggered the requirement for a Contaminated Sites Questionnaire to be submitted to the Province. Staff are working with the Ministry of Environment & Climate Change Strategy to obtain the required authorization to allow the development variance permit to be issued.

ATTACHEMENTS

DVP A-03-20 Permit



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
DEVELOPMENT VARIANCE PERMIT NO. A-03-20**

ISSUED TO: Regional District of Bulkley-Nechako
Smithers/Telkwa Transfer Station
6150 Donaldson Road
Telkwa, BC

WITH RESPECT TO THE FOLLOWING LANDS:

6150 Donaldson Road – Block A, Section 4, Township 4, Range 5 Coast District

1. This Development Variance Permit varies Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 as follows:
 - Section 23.0.5 (1) (a) is varied by reducing the front parcel setback from 7.5 metres (24.61 ft.) to 4.5 metres (14.76 ft).
2. This variance applies only to the structure 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.
5. If a building permit for the development that is the subject of this permit, has not been issued, and the construction substantially commenced within 2 years after the date of this permit's issuance, this permit shall lapse.

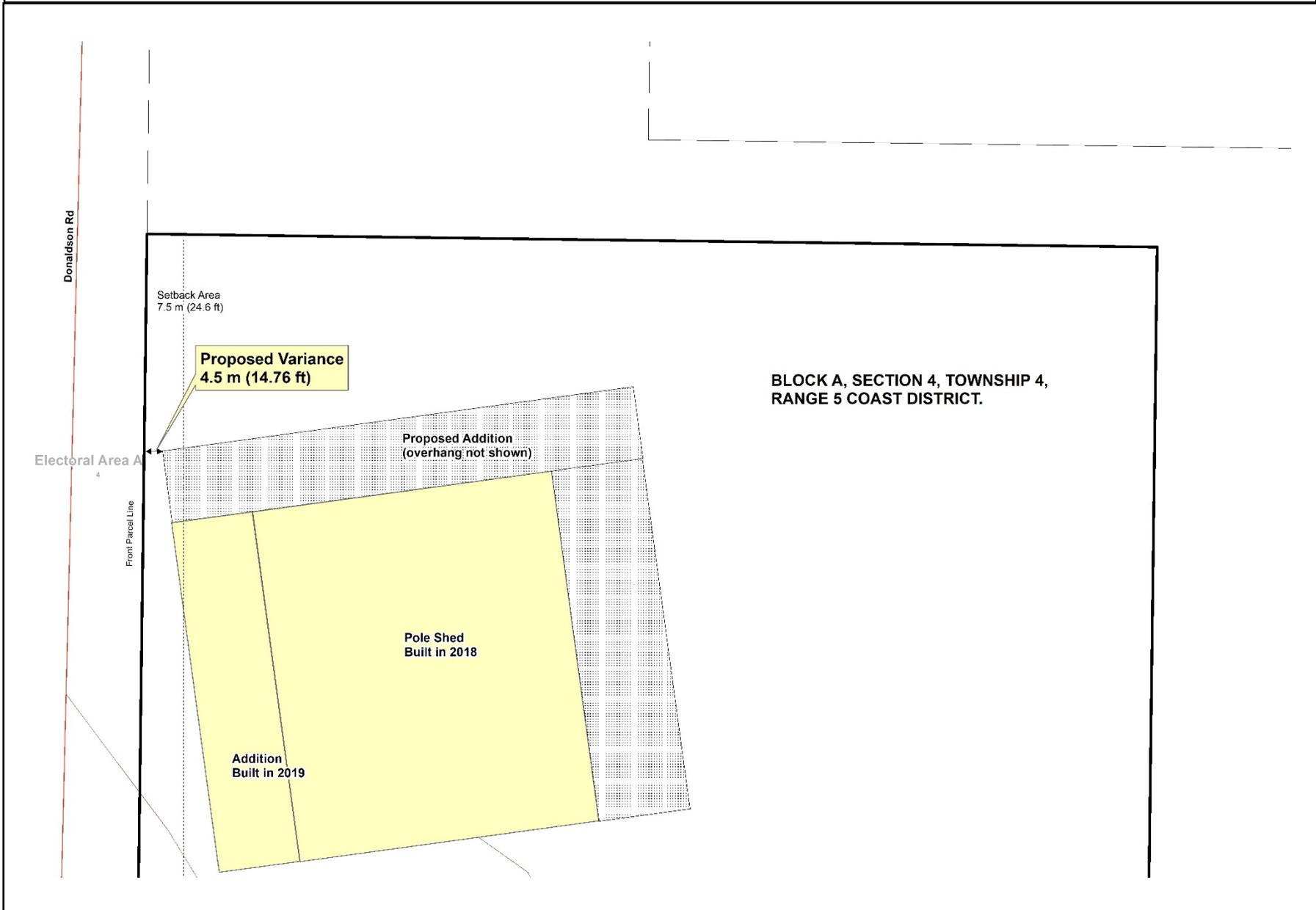
AUTHORIZING RESOLUTION passed by the Regional District Board
this 19th day of November, 2020

PERMIT ISSUED on the ___ day of _____, _____.

Corporate Administrator



SCHEDULE A: Development Variance Permit A-03-20



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

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: November 19, 2020
SUBJECT: District of Vanderhoof Official Community Plan and Zoning Bylaw Referral

RECOMMENDATION

That staff inform the District of Vanderhoof that the Regional District of Bulkley-Nechako has no concerns with the proposed new Official Community Plan (OCP) and Zoning Bylaw and that it is recommended that the reference to a Regional Growth Strategy be removed from page 65 of the draft OCP.

VOTING

All Directors / Majority

DISCUSSION

The District of Vanderhoof provided the RDBN with drafts of their proposed new Official Community Plan (OCP) and Zoning Bylaw on October 21, 2020. The RDBN was asked to provide comment on the draft bylaws by November 6th, 2020. An extension was granted until November 20, 2020. The draft OCP and Zoning Bylaw are available in the below links.

There are no apparent outstanding land use planning interface issues or other concerns relating to the RDBN identified in the OCP. The Implementation section of the OCP (page 65) refers to the District's support for the development of a Regional Growth Strategy (RGS) by the RDBN. It has been confirmed with the consultant that the draft OCP is not recommending that a RGS be developed for the area. As the RDBN has no plans to develop a RGS, staff recommend that reference to a RGS be removed from the draft OCP.

ATTACHMENTS

Letter from L & M Engineering Limited
[District of Vanderhoof Proposed Official Community Plan](#)
[District of Vanderhoof Proposed Zoning Bylaw](#)



1210 Fourth Avenue
 Prince George, B.C. V2L 3J4
 Tel: (250) 562-1977
 Fax: (250) 562-1967

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

Date: October 21st, 2020
 L&M Project: 1666-06

Via Email

ATTN: Jason Llewellyn, Director of Planning

RE: District of Vanderhoof New Official Community Plan & Zoning Bylaw Update

Request for Comment by November 6th, 2020

Dear Mr. Llewellyn,

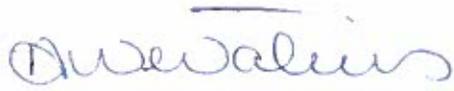
On behalf of the District of Vanderhoof, L&M Engineering Limited has undertaken the creation of a new Official Community Plan and Zoning Bylaw Update. The process began in late 2019, which resulted in a completed 1st Draft of the Official Community Plan as of October 7th, 2020. This new OCP reflects the updated vision for the District of Vanderhoof through to 2040 and is the product of a significant investment of time by Administration, Council, stakeholders and the public at large. In broad terms, the District seeks to diversify economically, to make the community more accessible, to provide new housing forms that are both affordable and accessible as well as to increase the general housing stock on serviceable land and to create new opportunities for recreational, cultural and educational activities.

The draft Zoning Bylaw update was completed in the summer of 2020. The majority of the original Bylaw remained intact with minor changes to reflect current legislative requirements, municipal trends, updated Agricultural Land Reserve regulations and the addition of new planning tools such as development permits and temporary use permit guidelines.

Both the Official Community Plan and the Zoning Bylaw are provided via the following dropbox link: https://www.dropbox.com/sh/r95do6fvwvsr7y5/AADn_pZ6Y5qQly_WgqoprNaHa?dl=0 for your review. The District of Vanderhoof requests your review and comments to be completed and provided respectively to L&M Engineering Limited by **November 6th** so that we can finalize the Bylaws and proceed to Council for consideration of 1st and 2nd Reading. We acknowledge that a 2 week review period may be challenging due to current workloads and changed working conditions due to the evolving COVID-19 situation and appreciate any attention you can devote to the review of these documents.

We would like to thank you in advance for your assistance and timely review of these documents. If you have any questions or concerns, please do not hesitate to contact L&M Engineering Limited at your convenience.

Yours Truly,

A handwritten signature in blue ink, appearing to read "Ashley Elliott".

Ashley Elliott, MCIP, RPP

Planner

L&M Engineering Limited

1210 4th Avenue

Prince George, BC V2L3J4

Work: 250-562-1977 (ext. 123)

Fax: 250-562-1967

Cell: 250-981-2558

Email: aelliott@lmengineering.bc.ca



REGIONAL DISTRICT OF BULKLEY-NECHAKO

STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Deneve Vanderwolf, Planner 1
DATE: November 19, 2020
SUBJECT: Crown Land Referral No. 7410156

RECOMMENDATION

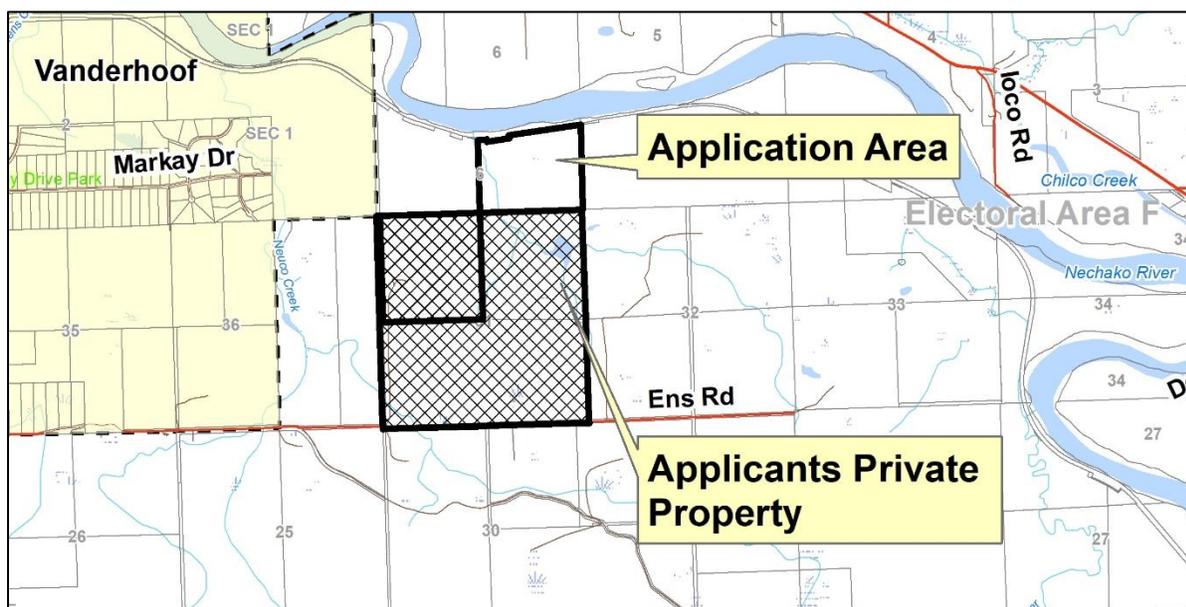
That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Referral Application 7410156.

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 the Nechako River, east of the District of Vanderhoof on Crown land legally described as Part of Primary: Section 6, Township 10, Range 5 Coast District. The application area is approximately 45 ha. in size.

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

The application area is zoned Rural Resource (RR1) under the RDBN Zoning Bylaw and is not 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.

ATTACHMENT

Comment Sheet



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
COMMENT SHEET ON CROWN LAND REFERRAL 7410156**

Electoral Area:	F
Applicant:	David & Patricia Griffith
Existing Land Use:	Forested
Zoning:	Rural Resource (RR!)
Plan Designation	Resource (RE)
Proposed Use Comply with Zoning:	Yes
If not, why?	
Agricultural Land Reserve:	No
Access:	Ens Road
Building Inspection:	Yes
Fire Protection:	No
Other comments:	None

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

TO: Chair Thiessen and Board of Directors
FROM: Deneve Vanderwolf, Planner 1
DATE: November 19, 2020
SUBJECT: Changes In and About a Stream Referral No. 7002742

RECOMMENDATION

That the attached comment sheet be provided to the Province as the Regional District's comments on Changes In and About a Stream Application 7002742.

VOTING

All Directors / Majority

DISCUSSION

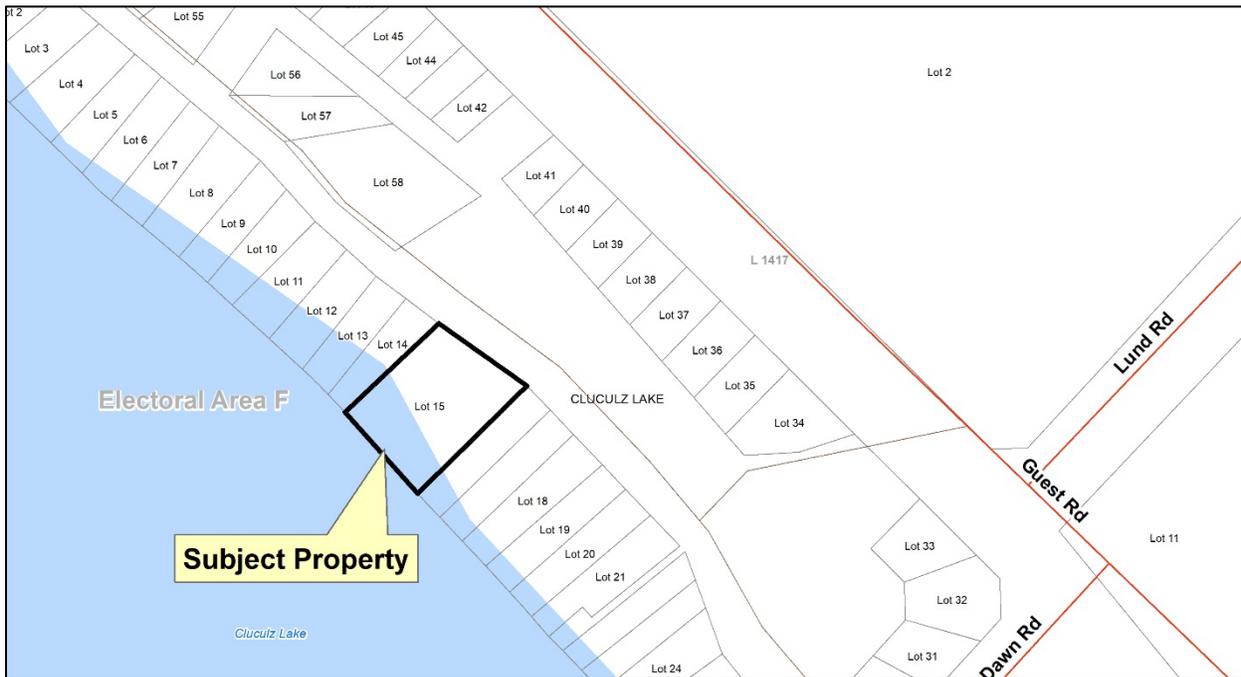
This application is to allow the rebuilding of a retaining wall on the shore of Cluculz Lake. The retaining wall is approximately 25 m long and 288 m² in area. It's construction prevents bank erosion (see attached plans).

The subject property is located at 15-54115 Guest Road on the shore of Cluculz Lake approximately 31 km from the District of Vanderhoof.

The property is zoned Strata Resort Commercial (C4) and is not in the ALR.

ATTACHMENT(S)

Comment Sheet
Plans





**REGIONAL DISTRICT OF BULKLEY-NECHAKO
COMMENT SHEET ON CHANGES IN AND ABOUT A STREAM REFERRAL 7002742**

Electoral Area:	F
Applicant:	Sandra and Brett Johnson
Existing Land Use:	Residential
Zoning:	Strata Resort Commercial Zone (C4)
Plan Designation	Commercial
Proposed Use Comply with Zoning:	Yes
If not, why?	
Agricultural Land Reserve:	No
Access:	Guest Road
Building Inspection:	Yes
Fire Protection:	Yes
Other comments:	None



LAZZARIN SVS/SDAHL LANDSCAPE ARCHITECTS
1000 WEST 10TH AVENUE SUITE 100
VANCOUVER, BC V6H 1T6
TEL: 604.273.1111 FAX: 604.273.1112



Date	Revisions	By
18.10.2020	Issue for Construction	A



Project: JOHNSON RESIDENCE
GUEST ROAD,
CLUCULZ LAKE, BC

105

Sheet Title: OVERALL PLAN

Date: October 2, 2020
Scale: 1:50 METERS
Drawn By: SS
Project No.:

Copyright Reserved. This drawing and the design are the property of Lazzarin SvS/SDahl Landscape Architects and shall remain the confidential property of the firm. No part of this drawing may be reproduced without the written consent of the firm.

Drawing No: L1



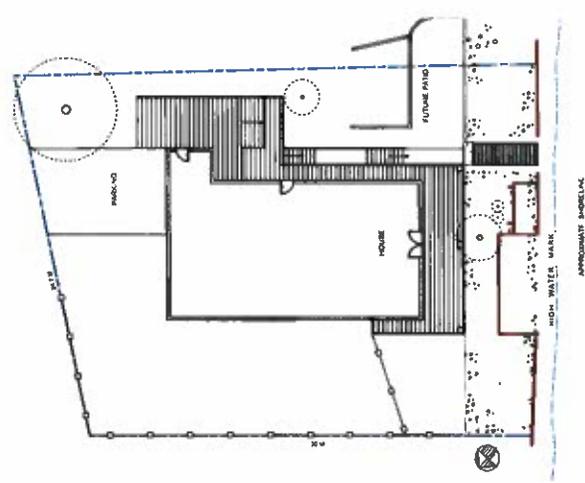
PHOTO C - EXISTING LOG RETAINING WALL



PHOTO B



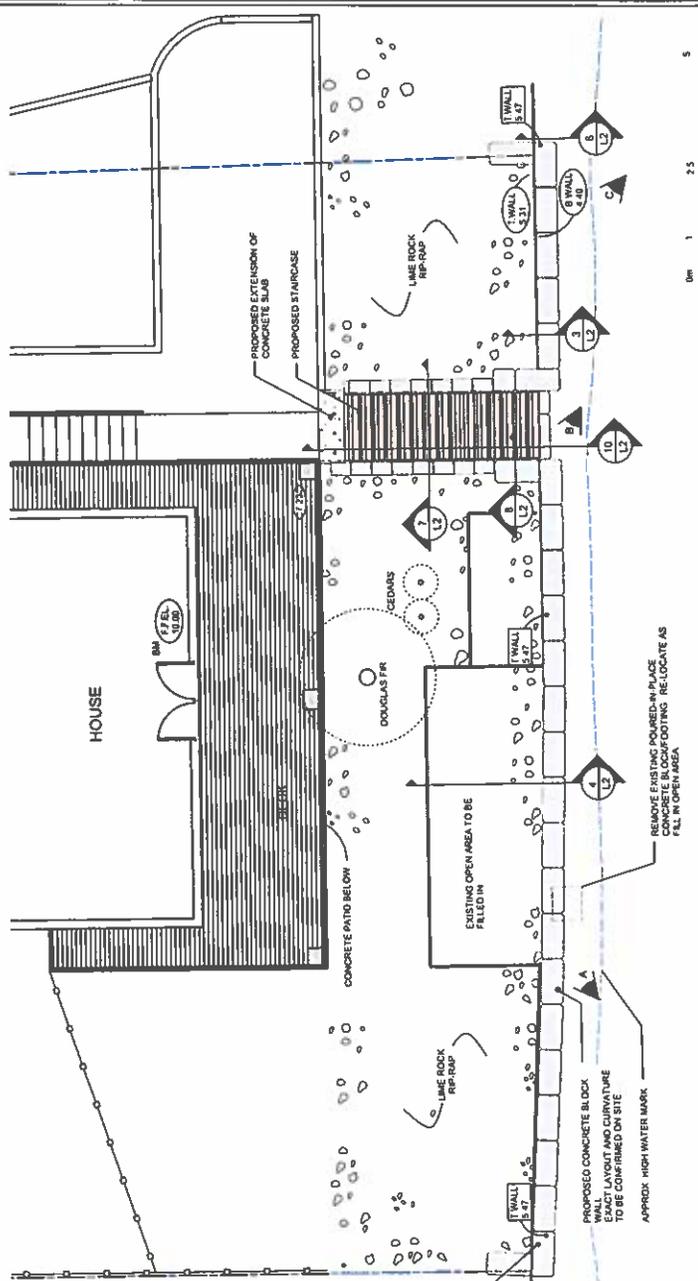
PHOTO A - EXISTING OPEN AREA TO BE FILLED IN



1 OVERALL SITE PLAN
SCALE 1:150

LEGEND

- 300 MM MINUS LIMEROCK RP-RAP GROUND COVER
- EXISTING 4'-0" HT WHITE PICKET FENCE
- PROPERTY LINE
- EXISTING WOOD POST WALL
- 20' X 20' X 40' MINI-LOCK BLOCK STANDARD FINISH GREY IN COLOR (TOTAL OF 80 REQUIRED)
- 20' X 20' X 20' HALF MINI-LOCK BLOCK (TOTAL OF 5 REQUIRED)
- EXISTING SPOT ELEVATION
- PROPOSED SPOT ELEVATION
- BENCH MARK



2 ENLARGEMENT
SCALE 1:50





REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Steve Davis, Building Inspector
DATE: November 19, 2020
SUBJECT: Third Quarter Building Permit Summary

RECOMMENDATION

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

VOTING

All Directors/Majority

EXECUTIVE SUMMARY

A total of 63 building permit applications have been received in the third quarter of 2020, with a total construction value of \$8,286,862.00. This is a decrease from the 64 permits received in the third quarter of 2019. Approximately 62% of the construction, by value, is in the rural area. There are 10 new dwellings being built in the rural area and 6 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.

A total of 203 building permit applications have been received in the first three quarters of this year, with a total construction value of \$23,911,189.36. This is an increase from the 188 permits received in the first three quarters of 2019.

THIRD QUARTER BUILDING PERMIT DATA FOR 2020

2020 Building Permit Data: July 1 – September 30, 2020		
Area	Total Permits	Total Construction Value (\$)
A	9	1,710,900.00
B	6	908,000.00
C	6	1,086,823.00
D	1	9,000.00
E	0	-
F	7	1,100,000.00
G	5	290,000.00
Burns Lake	5	1,028,500.00
Fort St. James	5	469,500.00
Fraser Lake	3	228,350.00
Granisle	5	79,900.00-
Houston	9	1,370,500.00
Telkwa	2	5,389.00
Third Quarter Totals	63	8,286,862.00
Yearly Total	203	23,911,189.36

Building Permits Third Quarter Supporting Data			
Area	Permit #	Building Type	Construction Value
A	89	Storage Building (Institutional)	\$ 105,000.00
A	90	Residential Addition	\$ 113,900.00
A	93	New Residence	\$ 300,000.00
A	98	Mobile Home (New)	\$ 200,000.00
A	99	New Residence	\$ 200,000.00
A	100	Residential Renovation	\$ 15,000.00
A	109	New Residence	\$ 750,000.00
A	110	Storage Building	\$ 12,000.00
A	118	Cabin addition	\$ 15,000.00
B	102	Gazebo (Institutional)	\$ 32,000.00
B	103	Storage Shed	\$ 20,000.00
B	112	New Residence	\$ 400,000.00
B	116	Storage Building (Industrial)	\$ 35,000.00
B	117	Wood Stove	\$ 3,000.00
B	119	Double-Wide Mobile Home (New)	\$ 418,000.00
C	92	Accessory Building	\$ 130,000.00
C	95	Garage	\$ 54,823.00
C	97	Dining Hall/Chapel (Institutional)	\$ 800,000.00
C	105	Deck	\$ 10,000.00
C	106	Storage Building	\$ 12,000.00
C	115	Shop	\$ 80,000.00

D	113	Carport	\$	9,000.00
F	87	New Residence	\$	335,000.00
F	88	Residential Addition and Garage	\$	50,000.00
F	96	Demolition of Mobile Home	\$	5,000.00
F	104	New Residence	\$	500,000.00
F	107	Double-Wide Mobile Home (New)	\$	200,000.00
F	108	Single-Wide Mobile home (New)	\$	200,000.00
F	114	Shop	\$	10,000.00
Burns Lake	12	Fourplex	\$	500,000.00
Burns Lake	13	Residential Renovation	\$	3,500.00
Burns Lake	14	Addition to Shop (Industrial)	\$	250,000.00
Burns Lake	15	New Roof (Commercial)	\$	150,000.00
Burns Lake	16	Garage	\$	45,000.00
Burns Lake	17	Renovation (Commercial)	\$	80,000.00
Fort St James	6	Renovation to Civic Building (Institutional)	\$	40,000.00
Fort St James	7	Storage Building	\$	2,900.00
Fort St James	8	Sand Storage Shelter (Institutional)	\$	32,000.00
Fort St James	9	Carport	\$	3,000.00
Fort St James	10	Storage Building	\$	7,500.00
Fraser Lake	8	Fire Separations (Institutional)	\$	189,000.00
Fraser Lake	9	Carports (Institutional)	\$	34,350.00
Fraser lake	10	Carport conversion to garage	\$	5,000.00
Granisle	5	Carport conversion to garage	\$	2,000.00
Granisle	6	Deck Roof	\$	40,000.00
Granisle	7	Renovation to Civic Building (Institutional)	\$	2,900.00
Granisle	8	Storage Building	\$	32,000.00
Granisle	9	Sand Storage Shelter (Institutional)	\$	3,000.00
Houston	17	Storage Building	\$	7,500.00
Houston	18	Residential Renovation	\$	5,000.00
Houston	19	Mobile Home (New)	\$	165,000.00
Houston	20	Storage Building	\$	25,000.00
Houston	21	Storage Building	\$	5,000.00
Houston	22	Commercial Building	\$	1,000,000.00
Houston	23	Shop	\$	45,000.00
Houston	24	Garage	\$	50,000.00
Houston	25	Residential Addition	\$	45,000.00
Houston	26	Residential Addition	\$	18,000.00
Telkwa	014-20	Shed	\$	3,389.00
Telkwa	015-20	Deck	\$	2,000.00



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chairperson Thiessen and Board of Directors

FROM: Wendy Wainwright, Executive Assistant

DATE: November 19, 2020

**SUBJECT: Committee Meeting Recommendations
– November 5, 2020**

RECOMMENDATION: (ALL/DIRECTORS/MAJORITY)

Recommendations 1 to 5 as written.

The following are the recommendations from the November 5, 2020 Committee Meetings for the Regional Board's consideration and approval.

Committee of the Whole Meeting – November 5, 2020

Recommendation 1:

Re: Purchasing Policy

"That staff bring forward Bylaw 1926 for three readings and adoption at the next Board Meeting and that the Purchasing Policy be brought back for approval."

Recommendation 2:

Re: Chinook Community Forest Firewood Donation

"That the Board donate its logging truck load of firewood to the Burns Lake Men's Breakfast Club."

Broadband Committee Meeting – November 5, 2020

Recommendation 3:

Re: Revised Project Priority Setting

"That the Board amend the January 9, 2020 project prioritization resolution as follows:
That the Board prioritize the following projects for 2020/21: Fort St. James Rural (Sowchea, Mount Pope, Necoslie Rd); Buck Flats; Highway 35 and Southbank; Grassy Plains and Ootsa Lake; Industrial Cellular and LTE Coverage for Clearview Landfill; and the east end of Francois Lake."

Recommendation 4:

Re: Space Exploration Technologies Corporation Letter

"That the Board send a letter to Space Exploration Technologies Corp. (SpaceX) requesting participation in the Corporation's planned beta testing of Starlink Satellite service with volunteer households in Canada."

Rural/Agriculture Committee Meeting – November 5, 2020

Recommendation 5:

Re: Federal Gas Tax Review Letter

“That the Board provide the Federal Gas Tax Review Letter to MP Taylor Bachrach in his role as NDP Critic for Infrastructure and Communities to advocate for changes to the eligibility criteria for the Federal Gas Tax Program.”



Regional District of Bulkley-Nechako Memorandum

To: Chair Thiessen and Board of Directors
From: Jordanna Evans, Economic Development Support Assistant
Date: November 19, 2020
Regarding: **Northern Development – Business Façade Improvement Program**

Recommendation:

That the Board supports the application to Northern Development for a grant of up to \$20,000 for the 2021 Business Façade Improvement Program from the Prince George and Northwest Regional Accounts.

And, that the Board agrees to enter into a contract with NDIT, should the funding be approved, and provide overall grant management for the project.

(All/Directors/Majority)

Background:

RDBN staff are working on a grant application to Northern Development's Business Façade Improvement Program for funding to provide grants to businesses in RDBN Electoral Areas. A resolution from the RDBN Board of Directors is necessary to make the application.

The Business Façade Improvement Program has been offered in the RDBN for three years and provides annual grant funding for local governments to enhance economic development by encouraging private sector investment in businesses façade improvements (50% to a maximum of \$5,000 per façade improvement project). Staff are recommending an application for up to \$20,000 for 2021.

The 2020 Business Façade Improvement Program was amended to include projects that supported safe re-opening and operations in response to COVID-19. For 2021 the Program Guidelines will return to the original eligibility parameters.

Staff have updated Business Façade Improvement Guidelines, which will give direction to local business owners on the eligibility criteria to obtain the Business Façade Improvement grant.



Regional District of Bulkley-Nechako Memorandum

To: Chair and Board of Directors
 From: Nellie Davis, Manager of Regional Economic Development
 Date: November 19, 2020
 Regarding: **Federal Gas Tax – Area “C” (Fort St James Rural)
 Stuart Lake Golf Course**

Recommendation:

- 1) That the RDBN Board of Directors authorize contributing up to \$145,000 of Electoral Area ‘C’ (Fort St. James Rural) Federal Gas Tax allocation monies to a Recreation Infrastructure Project at the Stuart Lake Golf Course, and further,
(All/Directors/Majority)
- 2) That the RDBN Board of Directors authorize the withdrawal of up to \$145,000 from the Federal Gas Tax Reserve Fund.
(Participants/Weighted/Majority)

Background:

The Stuart Lake Golf Club is planning the construction of a 30’ x 50’ shop on the grounds. The shop will be used to store club equipment and includes a 10’ x 12’ lunchroom with a workbench for maintenance tasks on one end.

The shop will also create space for cart storage by opening up room in existing storage space currently used for shop work. The project will help ensure the club’s ability to store and protect equipment, contributing to its longevity and life expectancy.

Total uncommitted Gas Tax Funds remaining in Electoral Area ‘C’ allocation is \$610,277.39.

Director Tom Greenaway is supportive of this project and of accessing Federal Gas Tax Funds in the amount of up to \$145,000 from Area ‘C’ for this Recreation Infrastructure project. A Board resolution is required to contribute Federal Gas Tax Funds to this project



Regional District of Bulkley-Nechako Memorandum

To: Chair Thiessen and Board of Directors
From: Nellie Davis, Manager of Regional Economic Development
Date: November 19, 2020
Regarding: **CRTC Proceeding 2020-366**

Recommendation:

That the Board direct staff to register as a party to CRTC Proceeding 2020-366 and complete the proceeding submission with input from Broadband Committee Members as required.

Background:

A short window of opportunity exists to shape federal regulation regarding access to poles, a key barrier to expanding connectivity infrastructure throughout rural BC. November 30, 2020 is the deadline for parties to register as a participant (intervener) in the proceeding.

It is important for the CRTC to hear many perspectives, including directly from those in rural and remote areas who are positioned to speak to the specific impacts experienced and the changes that will resolve the issue.

Please see attached documents for more information.

Attachments:

1. CRTC Proceeding 2020-366 Summary Sheet
2. Telecom Notice of Consultation CRTC 2020-366

CRTC Proceeding 2020-366 Untimely and Costly Access to Pole Infrastructure

The CRTC is concerned that untimely and costly access to poles owned by Canadian carriers has negative impacts on deployment of broadband networks, particularly in areas with limited or no broadband access. This proceeding is to identify and implement regulatory measures that will make access to pole infrastructure more efficient.

Key Deadlines:

November 30, 2020	Deadline for interventions to be filed by incumbents, utilities and those who wish to become parties to the proceeding
December 21, 2020	Deadline for parties to file replies to other submissions
January 15, 2021	Deadline for parties to submit proposals recommending further information the CRTC should consider soliciting.

Procedures for registering as a party to the proceeding can be found at:

<https://services.crtc.gc.ca/pub/instances-proceedings/Default-Default.aspx?lang=eng&YA=2020&S=O&PA=t&PT=nc&PST=a#2020-366>

Context:

- CRTC regulatory consultations are designed to solicit input from those who have a vested interest and self-identify as participants. The volume of submissions informs CRTC understanding of issues and solutions.
- In 2016 the CRTC began to shift the focus of its regulatory frameworks from wireline voice services to broadband Internet access services and introduced the universal service objective. Access to poles was identified as a barrier to network expansion and inconsistent with universal service objective.
- In 2019 the CRTC heard concerns that CRTC regulated terms and conditions for access to poles were being applied inconsistently and not in the interests of parties seeking access to the poles (high fees, access delays).
- Proceeding 2020-266 invites parties to propose how regulations could be modified to improve and facilitate access to telecommunications poles, specifically how to:
 - Prevent access authorization processes and make-ready work requirements from becoming an impediment to timely and affordable access to poles,
 - Address the issue of access to telecommunications poles being denied or delays due to spare capacity issues,
 - Ensure access to poles that are subject to joint use-agreements are not denied or delayed in unreasonable or discretionary ways.
 - Improve the CRTC dispute resolution process regarding access to telecommunicators poles,
 - Other regulatory measures the CRTC should implement to make access to telecommunications poles more efficient.
- All information submitted informs the CRTC's decisions and becomes part of the record for this proceeding, remaining publicly accessible on the CRTC's website after the proceeding concludes.

Details are available at: <https://crtc.gc.ca/eng/archive/2020/2020-366.htm>

Telecom Notice of Consultation CRTC 2020-366

PDF version

Ottawa, 30 October 2020

Public record: 1011-NOC2020-0366

Call for comments regarding potential regulatory measures to make access to poles owned by Canadian carriers more efficient

Deadline for submission of interventions: 30 November 2020

[\[Submit an intervention or view related documents\]](#)

The Commission is concerned, based on submissions received in the proceeding initiated by Telecom Notice of Consultation 2019-406, that untimely and costly access to poles owned by Canadian carriers has negative impacts on the deployment of efficient broadband-capable networks, particularly in areas of Canada with limited or no access to such networks. Therefore, the Commission is initiating a proceeding to identify and implement regulatory measures that will make access to such poles more efficient.

Background

1. In Telecom Regulatory Policy 2016-496, the Commission stated that it would begin to shift the focus of its regulatory frameworks from wireline voice services to broadband Internet access services. The Commission established the universal service objective that Canadians in urban, rural, and remote areas have access to voice and broadband Internet access services on both fixed and mobile wireless networks.¹
2. While progress has been made in the improvement of access to broadband networks, there remain challenges, particularly in rural and remote regions of the country. Accordingly, in Telecom Notice of Consultation 2019-406, dated 10 December 2019, the Commission invited parties to identify barriers to building new facilities or to accessing or interconnecting with existing facilities in order to extend broadband-capable networks more efficiently into underserved areas, including areas where, due to a lack of such networks, services do not meet the criteria of the universal service objective.
3. In that proceeding, many interveners raised the fact that untimely and costly access to poles is one of the most significant barriers to the deployment of broadband-capable networks in rural and remote regions of Canada.

¹ Criteria to measure achievement of the universal service objective include the ability of fixed and broadband Internet access service subscribers to access speeds of at least 50 megabits per second (Mbps) download and 10 Mbps upload.

4. Pursuant to the *Telecommunications Act* (the Act), the Commission has the authority to regulate access to poles that are owned by Canadian telecommunications carriers and, as established in Telecom Decision 2008-62, to poles not owned by a Canadian carrier but to which a Canadian carrier has the right to grant access.

Proceeding

5. In light of the above, the Commission is hereby initiating a proceeding to seek proposals on potential regulatory measures that could facilitate access to poles owned by Canadian carriers (telecommunications poles) or poles to which Canadian carriers control access, which in turn would help accelerate the deployment of broadband-capable networks in regions of Canada with limited or no access to such networks. Some or all of these measures may be implemented by the Commission at the conclusion of this proceeding.

Issues to be examined

Support structure services tariffs

6. In Telecom Decision [95-13](#), the Commission set out a framework for access to the support structures of regulated telephone companies. In that decision, the Commission directed those companies to make their support structures available to telecommunications carriers and cable television undertakings; established uniform rates for the use of poles, strands, and conduits; and directed the companies to issue tariff pages implementing the Commission's determinations. In Order 2000-13, the Commission approved the rates, terms, and conditions of a support structure tariff, as well as a template for support structure licence agreements.
7. In Telecom Decision 2010-900, the most recent review of support structure services, the Commission approved revised rates for the support structure services of some incumbent local exchange carriers (ILECs), including rates associated with poles.
8. Canadian carriers that own poles are currently required, on request and where spare capacity² is available, to offer competitive access to those poles pursuant to their tariff. The Commission has approved, for every large ILEC as well as certain of the small ILECs (SILECs), support structure service tariffs that include rates, terms, and conditions for access to poles.³
9. In the proceeding initiated by Telecom Notice of Consultation 2019-406, some of those requesting third-party access raised concerns that certain sections of the support structure services tariffs may require modifications. For instance, uncertainties regarding response time to certain third-party requests during the process for

² Spare capacity is the difference between the unused capacity of the support structure and the capacity required by the company to meet its anticipated future service requirements. Unused capacity is the difference between the capacity of the support structure based upon its design limitations and the capacity used by the company to meet its current service requirements plus any capacity previously allocated to a licensee.

³ Commission-approved rates, terms, and conditions can be viewed on the Commission's [Tariff Applications](#) web page.

authorizing access to telecommunications poles have in some instances resulted in significant delays, which have in turn impacted the timely deployment of broadband networks by third parties.

10. Also, the Commission notes that some of those requesting third-party access are concerned that owners of telecommunications poles may not always provide sufficient justification when refusing an attachment permit or may unevenly require make-ready work. For instance, some pole owners may impose timelines on third parties for the completion of make-ready work, but not impose such timelines on themselves. In other cases, pole owners may grant themselves exemptions to requirements for make-ready work by allowing their equipment to be added to poles that require such work but deny similar exemptions to third parties, or they may impose all make-ready costs on third parties. Furthermore, since owners benefit from improvements resulting from make-ready work, there is a question of whether they should incur some of the costs.
11. In addition, there may be a lack of incentive for some owners of telecommunications poles to carry out adequate maintenance, increasing the likelihood that make-ready work will be necessary when a third party requires access.
12. The Commission therefore invites parties to provide specific proposals on how the ILECs' and SILECs' support structure services tariffs, or any other relevant regulations, could be modified in order to improve and facilitate access to telecommunications poles. This should include, but not be limited to, specific regulatory approaches that would prevent access authorization processes and make-ready work requirements from becoming an impediment to timely and affordable access to poles.
13. In light of submissions received as part of this proceeding, the Commission will evaluate whether, or how, the ILECs' and SILECs' support structure tariffs are to be modified to promote timely and affordable access to telecommunications poles, and whether other regulatory changes may be warranted. The Commission will also evaluate whether other carriers that own telecommunications poles should be required to file support structure tariffs. The Commission may implement such changes at the conclusion of the proceeding.

Spare capacity

14. The Commission's direction, in Telecom Decision 95-13, that regulated telephone companies make their support structures available to telecommunications carriers and cable television undertakings is conditional on the availability of spare capacity.
15. In Order 2000-13, the Commission noted that there have been disputes regarding the legitimacy of claims that no spare capacity is available, and indicated that it might place the onus on the pole owner to justify current and anticipated requirements when such disputes arise.
16. In the proceeding initiated by Telecom Notice of Consultation 2019-406, it was noted that there are currently no benchmarks for how long a pole owner can reserve spare capacity, no limitations on the amount of spare capacity an owner can reserve, and no consequences if the capacity is not utilized. Furthermore, mechanisms for third parties

to obtain supporting evidence of an owner's claim that no spare capacity is available can be time-consuming. Consequently, an owner's claim that capacity is restricted because of its own plans to use that capacity may result in third parties not being granted access to telecommunications poles in a timely fashion, if at all.

17. The Commission invites parties to this proceeding to provide specific potential regulatory solutions that would address the issue of access to telecommunications poles being denied or delayed due to spare capacity issues. This may result in changes to the current regulatory framework regarding capacity reservation, including, for example, changes to support structure service tariffs, or the establishment of new policies.

Joint-use agreements

18. It was established in *Barrie Public Utilities v. Canadian Cable Association*⁴ that the Commission does not have jurisdiction over the terms of access to poles owned by electric utility companies.
19. However, some ILECs have the authority to grant access to poles they do not own by way of joint-use agreements⁵ with pole owners, such as electric utility companies. Such agreements allow two parties to share poles, for example when one party owns the majority of the poles in a certain region, or when two parties have collaborated on the construction of a pole.
20. In Telecom Decision 2008-62, the Commission found that when Canadian carriers provide access to support structures, including support structures they do not own but for which they have the right to grant permits for access, they are providing a telecommunications service within the meaning of the Act and are therefore subject to the Commission's jurisdiction.
21. In the proceeding initiated by Telecom Notice of Consultation 2019-406, it was brought to the Commission's attention that some carriers that are parties to joint-use agreements may use their position to act as gatekeepers of the access to electric utility poles, which may impede the deployment of competing broadband-capable networks.
22. In light of the foregoing, the Commission invites parties to propose specific measures by which the Commission could ensure that access to poles that are subject to joint-use agreements is not denied or delayed in an unreasonable or discriminatory way. Based on those submissions, the Commission will evaluate in this proceeding whether, or which, regulatory changes may be warranted.

⁴ [2003] 1 S.C.R. 476

⁵ A joint-use agreement is an agreement between two parties, typically a telecommunications carrier and an electric utility company, that provides for the reciprocal right to use the structure of the other party. A joint-use agreement may also give the party who does not own the poles the authority to grant third-party access to poles that are owned by the other party to the agreement.

Dispute resolutions

23. The Commission considers that it is important to have well-designed and timely dispute settlement mechanisms in place for the resolution of disputes arising under the Act. The Commission has the power to resolve issues between parties by way of Part 1 applications and alternative dispute resolution processes, as described in Broadcasting and Telecom Information Bulletin 2019-184.
24. The Commission invites parties to submit specific proposals on how the Commission's current dispute resolution processes can be improved in order to expedite and streamline the resolution of disputes regarding access to telecommunications poles. This could result in changes to the Commission's current practices and procedures for dispute resolution.

Call for comments

25. The Commission hereby invites parties to comment on the issues raised above, as well as the specific questions outlined below.
26. When responding, parties should include all necessary rationale and supporting evidence. The Commission will review the matters raised in this proceeding in light of the policy objectives set out in section 7 of the Act and will take into consideration the 2006 Policy Direction⁶ and the 2019 Policy Direction.⁷ Parties should also take the policy objectives and policy directions into account and address their relevant aspects, as applicable.
27. Additionally, parties to this proceeding are invited to provide submissions on any other specific regulatory measures they believe the Commission should implement in order to make access to telecommunications poles more efficient.

Support structure tariffs

- Q1. Identify aspect(s) of the support structure service tariffs of ILECs or SILECs that, if modified, would have the greatest impact on timely and competitive access to telecommunications poles. More specifically:
- (i) Identify the specific section(s) of the tariffs.
 - (ii) Demonstrate, with examples, how the section(s) identified contributes to untimely and/or costly access to telecommunications poles.
 - (iii) Propose modifications to the sections identified in the answer to Q1 (i) above.
 - (iv) Explain how the proposed modifications would contribute to more efficient access to telecommunications poles.

⁶ *Order Issuing a Direction to the CRTC on Implementing the Canadian Telecommunications Policy Objectives*, SOR/2006-355, 14 December 2006

⁷ *Order Issuing a Direction to the CRTC on Implementing the Canadian Telecommunications Policy Objectives to Promote Competition, Affordability, Consumer Interests and Innovation*, SOR/2019-227, 17 June 2019

Make-ready work

Q2. Should there be a maximum amount of time within which owners of telecommunications poles must complete make-ready work? If so, suggest what the maximum amount of time should be and when that time period should start. If not, provide rationale.

Q3. Should parties requesting access to telecommunications poles be permitted to commence preparatory work on the poles if the owner does not meet a relevant timeline established in the support structure service tariff (assuming that all permit applications include capacity plans prepared by a duly authorized engineer which validate the safety of the proposed installations)? Provide rationale.

Q4. Should all occupants of a telecommunications pole be responsible for the costs associated with the maintenance required to keep the pole at its optimum capacity? Provide rationale.

Q5. When a telecommunications pole requires repair or replacement, should all current occupants, as well as any party requesting access that necessitates an upgrade, be required to share the costs? Provide rationale.

Spare capacity

Q6. When access to telecommunications poles is denied due to a lack of spare capacity, should the pole owner be required to provide the party requesting access with supporting documentation, stating the current load on the poles, the amount of capacity reserved by the owner for its own future use, and giving the date by which the owner intends to use that capacity? Provide rationale.

Q7. Should there be a limit on the amount of time for which a pole owner can reserve spare capacity? If so, provide, with rationale, suggestions on the maximum amount. If not, provide rationale.

Q8. Should there be a limit on the amount of capacity a pole owner can reserve for future use? If so, provide, with rationale, suggestions on the maximum amount of capacity to be reserved. If not, provide rationale.

Joint-use agreements

Q9. How can the Commission, within the limit of its jurisdiction, best minimize the challenges that parties face when trying to access poles that are subject to a joint-use agreement?

Q10. When a Canadian carrier is authorized by way of a joint-use agreement to approve third-party attachments to poles owned by a utility company, should this authority be limited to the pole space that is assigned exclusively for the attachment of communication facilities? Provide rationale.

Q11. When a Canadian carrier is authorized by way of a joint-use agreement to approve third-party attachments to poles owned by a utility company, should all obligations relating to the review, approval, or denial of the requests be the same as those in the support structure tariffs for poles owned by the carrier? Provide rationale.

Procedure

28. The *Canadian Radio-television and Telecommunications Commission Rules of Practice and Procedure* (the Rules of Procedure) apply to this proceeding. The Rules of Procedure set out, among other things, the rules for the content, format, filing, and service of interventions, answers, replies, and requests for information; the procedure for filing confidential information and requesting its disclosure; and the conduct of public hearings. Accordingly, the procedure set out below must be read in conjunction with the Rules of Procedure and related documents, which can be found on the Commission's website at www.crtc.gc.ca, under "[Statutes and regulations](#)." The guidelines set out in Broadcasting and Telecom Information Bulletin 2010-959 provide information to help interested persons and parties understand the Rules of Procedure so that they can more effectively participate in Commission proceedings.
29. All ILECS and SILECs that have a support structure services tariff are made parties to this proceeding and may file interventions with the Commission by **30 November 2020**.
30. All electric utility companies are strongly encouraged to participate in this proceeding as they play an important role in accessing poles that can be used for the deployment of telecommunications services.
31. Interested persons who wish to become parties to this proceeding must file an intervention with the Commission regarding the above-noted issues by **30 November 2020**. The intervention must be filed in accordance with section 26 of the Rules of Procedure.
32. Parties are permitted to coordinate, organize, and file, in a single submission, interventions by other interested persons who share their position. Information on how to file this type of submission, known as a joint supporting intervention, as well as a [template](#) for the accompanying cover letter to be filed by parties, can be found in Telecom Information Bulletin 2011-693.
33. All documents required to be served on parties to the proceeding must be served using the contact information contained in the interventions.
34. All parties may file replies to interventions with the Commission by **21 December 2020**.
35. Parties to this proceeding will have the opportunity to propose requests for information to further the Commission's understanding of the relevant issues. These proposals, the requests for information, and the responses that are ultimately filed will form part of the record of this proceeding. Therefore, parties that wish to request information from other parties may file their proposed questions with the Commission by **15 January 2021**. These proposed questions will be taken into account in the formulation of requests for information.

36. Further processes will be announced via procedural letters and/or updates to this notice at future dates. Those processes will include the dates by which parties are to file final submissions and final replies, if needed.
37. The Commission encourages interested persons and parties to monitor the record of this proceeding, available on the Commission's website at www.crtc.gc.ca, for additional information that they may find useful when preparing their submissions.
38. Submissions longer than five pages should include a summary. Each paragraph of all submissions should be numbered, and the line *****End of document***** should follow the last paragraph. This will help the Commission verify that the document has not been damaged during electronic transmission.
39. Pursuant to Broadcasting and Telecom Information Bulletin 2015-242, the Commission expects incorporated entities and associations, and encourages all Canadians, to file submissions for Commission proceedings in accessible formats (for example, text-based file formats that enable text to be enlarged or modified, or read by screen readers). To provide assistance in this regard, the Commission has posted on its website [guidelines](#) for preparing documents in accessible formats.
40. Submissions must be filed by sending them to the Secretary General of the Commission using **only one** of the following means:

by completing the
[\[Intervention form\]](#)

or

by mail to
CRTC, Ottawa, Ontario K1A 0N2

or

by fax to
819-994-0218

41. Parties who send documents electronically must ensure that they will be able to prove, upon Commission request, that filing, or, where required, service of a particular document was completed. Accordingly, parties must keep proof of the sending and receipt of each document for 180 days after the date on which the document is filed or served. The Commission advises parties who file or serve documents by electronic means to exercise caution when using email for the service of documents, as it may be difficult to establish that service has occurred.
42. In accordance with the Rules of Procedure, a document must be received by the Commission and all relevant parties by 5 p.m. Vancouver time (8 p.m. Ottawa time) on the date it is due. Parties are responsible for ensuring the timely delivery of their submissions and will not be notified if their submissions are received after the

deadline. Late submissions, including those due to postal delays, will not be considered by the Commission and will not be made part of the public record.

43. The Commission will not formally acknowledge submissions. It will, however, fully consider all submissions, which will form part of the public record of the proceeding, provided that the procedure for filing set out above has been followed.

Important notice

44. All information that parties provide as part of this public process, except information designated confidential, whether sent by postal mail, fax, email, or through the Commission's website at www.crtc.gc.ca, becomes part of a publicly accessible file and will be posted on the Commission's website. This includes all personal information, such as full names, email addresses, postal/street addresses, and telephone and fax numbers.
45. The personal information that parties provide will be used and may be disclosed for the purpose for which the information was obtained or compiled by the Commission, or for a use consistent with that purpose.
46. Documents received electronically or otherwise will be posted on the Commission's website in their entirety exactly as received, including any personal information contained therein, in the official language and format in which they are received. Documents not received electronically will be available in PDF format.
47. The information that parties provide to the Commission as part of this public process is entered into an unsearchable database dedicated to this specific public process. This database is accessible only from the web page of this particular public process. As a result, a general search of the Commission's website with the help of either its search engine or a third-party search engine will not provide access to the information that was provided as part of this public process.

Availability of documents

48. Electronic versions of the interventions and other documents referred to in this notice are available on the Commission's website at www.crtc.gc.ca by using the public record number provided at the beginning of this notice or by visiting the "Consultations and hearings – Have your say!" section, then selecting "our applications and processes that are open for comment." Documents can then be accessed by clicking on the links in the "Subject" and "Related Documents" columns associated with this particular notice.
49. Documents are also available at the following address, upon request, during normal business hours.

Les Terrasses de la Chaudière
Central Building
1 Promenade du Portage

Gatineau, Quebec
J8X 4B1
Tel.: 819-997-2429
Fax: 819-994-0218

Toll-free telephone: 1-877-249-2782
Toll-free TTY: 1-877-909-2782

Secretary General

Related documents

- *Call for comments regarding potential barriers to the deployment of broadband-capable networks in underserved areas in Canada*, Telecom Notice of Consultation CRTC 2019-406, 10 December 2019; as amended by Telecom Notice of Consultation CRTC 2019-406-1, 20 December 2019; and Telecom Notice of Consultation CRTC 2019-406-2, 21 April 2020
- *Practices and procedures for dispute resolution*, Broadcasting and Telecom Information Bulletin CRTC 2019-184, 29 May 2019
- *Modern telecommunications services – The path forward for Canada’s digital economy*, Telecom Regulatory Policy CRTC 2016-496, 21 December 2016
- *Filing submissions for Commission proceedings in accessible formats*, Broadcasting and Telecom Information Bulletin CRTC 2015-242, 8 June 2015
- *Filing of joint supporting interventions*, Telecom Information Bulletin CRTC 2011-693, 8 November 2011
- *Guidelines on the CRTC Rules of Practice and Procedure*, Broadcasting and Telecom Information Bulletin CRTC 2010-959, 23 December 2010
- *Review of the large incumbent local exchange carriers’ support structure service rates*, Telecom Decision CRTC 2010-900, 2 December 2010; as amended by Telecom Decision CRTC 2010-900-1, 9 December 2010
- *Rogers Cable Communications Inc. - Application to review and vary part of Telecom Decision 2007-75*, Telecom Decision CRTC 2008-62, 16 July 2008
- *Order Issuing a Direction to the CRTC on Implementing the Canadian Telecommunications Policy Objectives*, SOR/2006-355, 14 December 2006
- *Rates set for access to telephone companies’ support structures*, Order CRTC 2000-13, 18 January 2000
- *Access to telephone company support structures*, Telecom Decision CRTC 95-13, 22 June 1995



Regional District of Bulkley-Nechako Memorandum

To: Chair Thiessen and Board of Directors
From: Nellie Davis, Manager of Regional Economic Development
Date: November 19, 2020
Regarding: **Tourism Prince George – NDI Application – Marketing Initiatives**

Recommendation:

That the Regional District of Bulkley-Nechako support the application to Northern Development Initiative Trust from Tourism Prince George for a grant of up to \$20,000 for the GO North RV Initiative from the Prince George and Northwest Regional Accounts.

Background:

RDBN Staff are participating on the Go North RV Marketing Committee, a group of communities and DMO's in Northern BC working together to promote the region to the camping and rv'ing touring market. With international travel closed in 2020 and most people sticking to regional travel, we know the 2020 summer season had campgrounds in the Okanagan and Interior at full capacity. This is an opportunity to drive some of this British Columbia camping traffic north. The committee was formed to execute a marketing campaign aimed at building awareness about camping and RV'ing in the entire Northern region of BC

The Digital Marketing Campaign will take place in February or March of 2021 and will include a paid social media campaign to a regional and provincial market, edits and social media cuts to existing photography and video assets, ongoing newsletter development and distribution to the leads collected from the digital campaign and potentially a contest / prize package component for a Northern BC adventure.

Tourism Prince George, on behalf of the Go North RV Marketing Committee, is requesting \$20,000 towards this \$40,000 project.

The GO North RV Marketing Committee also includes Tourism Smithers, Kermoder Tourism, Camping and RVing Coalition of BC, Tourism Prince Rupert, the Northern Rockies Regional Municipality, Regional District of Kitimat Stikine, and BC Parks.

A copy of the application is available should Directors wish to review the information in greater detail.



Regional District of Bulkley-Nechako Memorandum

To: Chair and Board of Directors
 From: Nellie Davis, Manager of Regional Economic Development
 Date: November 19, 2020
 Regarding: **Federal Gas Tax – Area “A” (Smithers Rural)
 Village of Telkwa – Woodland Park Rink**

Recommendation:

- 1) That the RDBN Board of Directors authorize contributing up to \$13,252 of Electoral Area ‘A’ (Smithers Rural) Federal Gas Tax allocation monies to a Recreation Infrastructure Project at the Woodland Park Rink, and further,
(All/Directors/Majority)
- 2) That the RDBN Board of Directors authorize the withdrawal of up to \$13,252 from the Federal Gas Tax Reserve Fund.
(Participants/Weighted/Majority)

Background:

The Village of Telkwa is planning upgrades to the Woodland Park Rink which has become dilapidated in recent years. The project proposes to:

- 1) Demolish the current rink
- 2) Rebuild a new rink
- 3) Upgrade the rink to treated plywood to support and hold ice better
- 4) Ensure all the lights around the rink function, and;
- 5) Paint the rink.

Total uncommitted Gas Tax Funds remaining in Electoral Area ‘A’ allocation is \$842,326.47.

Director Mark Fisher is supportive of this project and of accessing additional Federal Gas Tax Funds in the amount of up to \$13,252 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 Memorandum

To: Chair Thiessen and Board of Directors
From: Nellie Davis, Manager of Regional Economic Development
Date: November 19, 2020
Regarding: **C2C Forum Approval**

Recommendation:

Receive.

Background:

The RDBN was a successful applicant to UBCM's Community to Community Program for 2020/21.

The application was approved for \$1,750 to support the costs of hosting a Staff meeting with a representative from each member municipality and First Nations government in the Region (i.e. CAO, Executive Director)

This semi-informal event will be an opportunity for meaningful relationship development between municipal, regional and First Nations government Senior Staff in the RDBN.

The event, planned for late March 2021, will include discussion about organization functions and responsibilities from a staff perspective. This will facilitate opportunities to identify and explore future collaboration and partnerships between local and First Nations governments.

With 14 First Nation communities and eight member municipalities, staff will monitor COVID-19 restrictions for changes and may choose to alter event delivery to better facilitate physical distancing while maintaining opportunity for meaningful conversation.



Regional District of Bulkley-Nechako Memo

TO: Chair and Board of Directors

FROM: Curtis Helgesen, CAO

DATE: November 19, 2020

SUBJECT: RDBN Committees – 2021

RECOMMENDATION

That the Board dissolve the Forestry Committee and the Waste Management Committee.

And Further that the Board recommend to the Regional Transit Committee that the Terms of Reference be amended to include that the Chair and Vice Chair of the RDBN be the Chair and Vice Chair of the Regional Transit Committee.

BACKGROUND

At the October 22, 2020 Board meeting, the Board discussed the various committees. Under Section 218(2) of the *Local Government Act*, the Chair may establish committees for matters the Chair considers would be dealt with by committee and may appoint persons to those committees. These appointments are made annually by the Chair.

Generally speaking, many local governments operate with Board/Council Meetings and Committee of the Whole (CoW) Meetings. Board/Council meetings are where strategic decisions and direction are provided in a formal setting and the process is based on legislation, bylaws and policies. CoW meetings are where ideas, issues and advocacy can be explored in a more informal setting, which provides staff with general direction on how best to proceed, and then the item or topic can be brought back to the Board/Council meeting for a formal decision or direction.

Topic related committees are generally defined by a Terms of Reference, to undertake a specific purpose for a defined period of time, and generally do not include all members of the Board appointed to the committee. These committees still work on strategic and policy direction related items and make recommendations to the Board for consideration.

Each Committee of the Board that has a Chair appointed, also provides remuneration to the Chair in the amount of \$4,752 per year. Each Board member will also receive a meeting stipend for any meetings that fall outside regular meeting dates in the amount of \$240 per meeting.

The following feedback and further discussion on each current Committee is as follows:

Forestry Committee

The Forestry Committee held zero (0) meetings in 2020, and several Forestry related topics were conducted during regular CoW meetings. The Board indicated its desire to eliminate the Forestry Committee, but to maintain advocacy on Forestry related topics via the CoW. Forestry remains a vital sector within the RDBN and involvement in projects and advocacy on regional and provincial initiatives will remain a key role for the entire Board.

Waste Management Committee

The Waste Management Committee has held three (3) meetings to-date in 2020 and is also deemed a Committee of the Whole and all Directors participate. The Board indicated its desire to eliminate the Waste Management Committee and address items either at the CoW or Board Meetings. Staff are proceeding with resurrecting a first attempt to establish the Solid Waste Management Plan (SWMP) Monitoring Committee. Advertising in late 2019 and early 2020 for participation in this committee was unsuccessful, but also understandable considering the staff transition in the department. The draft Terms of Reference for this committee will be presented to the Board in the near future, which will shape composition of the Committee, and then once this Committee is established, the Committee will finalize the Terms, and the Board can consider adoption. This Committee will monitor the implementation of the SWMP and will have the opportunity to make recommendations to the Board.

Transit Committee

The Transit Committee has a Terms of Reference and involves other stakeholders (funding partners) as part of that Committee but has only met once so far in 2020. An amended Terms of Reference is attached that eliminates the requirement for an election of a Chair and Vice Chair.

Broadband Committee

The Broadband Committee has held three (3) meetings to-date in 2020. There are 5 rural Directors on the Committee including the appointed Chair. The Board indicated its desire to keep the Broadband Committee status quo. A Terms of Reference was established for this Committee.

Rural/Agriculture Committee Meeting

This Committee has met eight (8) times in 2020 to-date and all Rural Directors are members. Both Rural and Municipal Directors have good input into Agricultural discussions, and therefore discussion should be had on whether this amalgamation

should continue into 2021, or whether Agricultural items should appear on the Board's Committee of the Whole Agendas or as a stand-alone committee. The pilot project for the Agricultural Coordinator position has been completed, and earlier in 2020, the Board provided direction to continue with this position. As we commence on the 2021 budget process, discussions on the agricultural sector, how the RDBN supports this sector, and how the Board wishes to fund the position, are all topics that should be revisited. At this time, it is recommended that this Committee remain status quo.

ATTACHMENT

1. Transit Committee – Draft Terms of Reference

Terms of Reference for the Bulkley-Nechako Regional Transit Service Committee

Purpose:

To serve as an advisory body to the local government and first nations funding partners of the Highway 16 Regional Transit Service (Burns Lake to Smithers pod and Burns Lake to Prince George pod) regarding the transit service.

Specifically:

1. To advise on extensions or changes to the existing service
2. To advise on fares and fare changes
3. To receive and review the service budget in a Closed meeting
4. To advise on infrastructure needs
5. To serve as a communications vehicle with the service provider

Authority:

Legislation

- *Local Government Act* Sections 218 and 263

Mandate:

The Bulkley-Nechako Regional Transit Service Committee is established under the *Local Government Act* Sections 218 and 263 to provide advice and assist BC Transit and the local government and first nation funding partners regarding transit service changes, fares, improvements, marketing, ridership, efficiencies, long term funding and governance.

Membership:

The Committee shall consist of:

- a) One (1) voting member from each of the local government funding partners Councils, excluding RDBN
- b) One (1) voting members from each electoral area of the RDBN Board of Directors,
- c) One (1) voting member from each of the First Nations funding partners
- d) Staff from the local governments, Ministry of Transportation and Infrastructure (MOTI), BC Transit and the Transit Service Provider, who will attend meetings as required as non-voting members.

Procedure:

1. All appointments to the Bulkley-Nechako Regional Transit Service Committee must be made annually by the local governments and First Nations identified above.
2. The RDBN Board Chair shall be the Regional Transit Committee Chair.
3. The RDBN Vice Chair shall be the Regional Transit Committee Vice Chair.
4. The RDBN Procedure Bylaw, as amended from time to time, applies to all meetings of the Bulkley-Nechako Regional Transit Service Committee.
5. A quorum shall be a majority of the total voting membership.
6. The Committee will meet as required, but not less than once per year, with meetings to be held at a location determined by the Bulkley-Nechako Regional Transit Service Committee.
7. Minutes of each Committee meeting shall be kept by RDBN and forwarded to the local governments and First Nations identified above, and to MOTI and BC Transit staff for information.
8. The Bulkley-Nechako Regional Transit Service Committee is not a budgetary decision making body. It forwards recommendations for consideration to the local government which is signatory to the agreement.
9. No direct budget is given to this committee. All recommendations from the committee that involve budgetary expenditures will be approved by the local government which is signatory to the agreement.
10. The Committee will endeavour to seek public input when appropriate.
11. The responsibility for coordinating the meetings, taking the minutes and providing a teleconference line if required will be assumed by RDBN.
12. The mandate of the Committee shall be reviewed upon each agreement renewal or change.
13. Any funding partner may opt out of participation in the Bulkley-Nechako Regional Transit Service Committee by giving one year notice in writing to the Committee.



Regional District of Bulkley-Nechako Memo

TO: Chair and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: November 19, 2020

SUBJECT: BC Natural Resources Forum (Virtual) – January 26-28, 2021

RECOMMENDATION

“That the Chair and Rural Directors be authorized to attend the BC Natural Resources Forum (Virtual) January 26-28, 2021.”

BACKGROUND

Attached is the draft program outline for the BC Natural Resources Forum (virtual) taking place January 26-28, 2021.

Of note, the proposed RDBN Meeting Schedule for 2021 includes a Board meeting on January 28, 2021.

1:30-3:30pm Keynote Address and Panel Discussions

Thursday, January 28, 2021

9:30-11:30am Minister’s Roundtable, Keynote Address and Panel Discussions

11:30-1:30pm Networking Break – *breakout rooms and virtual meet-ups*

1:30-3:00pm Keynote Address and Panel Discussions

Note, program subject to change.

Past Programs

[Download the 2020 program \(PDF: 8pgs | 3.6MB\)](#)

[Download the 2019 program \(PDF: 20pg | 4.5MB\)](#)

[Download the 2018 program \(PDF: 20pg | 14.2MB\)](#)

[Download the 2017 program \(PDF: 23pg | 13.8MB\)](#)

[Download the 2016 program \(PDF: 24pgs | 9MB\)](#)

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☰ Menu

Registration

Be part of the discussion on cross-sector solutions and help shape the future of the province's resource economy at the 18th Annual BC Natural Resources Forum!

Registration for the 2021 BC Natural Resources Forum is now open!

A banner with a dark background and a light-colored globe icon on the left. The text "Register Now" is prominently displayed in a large, bold, white font. Below it, "Click Here to Sign Up" is written in a smaller, bold, white font. The background features a subtle network of white lines and dots.

Pricing

Registration Options	Super Early Bird (Now – Dec. 1)	Early Bird (Dec. 2- Jan. 15)	Regular (Jan. 16-28)
Delegate Registration	\$129	\$149	\$169

Exhibitor Options	Pricing
Exhibitor Booth (incl. 2 registrations)	\$499

Who should attend in 2021?

Everyone interested in learning more about natural resource sector projects and developments in British Columbia:

- Indigenous leaders, Band staff and economic development and resource personnel
- Business and resource planning, management
- Engineering, environmental consultants
- Economic development personnel
- Government personnel involved in resource development, planning, permitting
- Executives, project managers and staff involved in natural resource development (LNG, Oil & Gas, Renewable Energy, Mineral Exploration and Mining, Transportation, Service, Supply and Procurement opportunities)

Why Attend?

- one-stop update of the resource sector;
- unparalleled networking opportunities;
- an impressive line-up of talented, high-profile speakers;
- an extensive tradeshow; and
- much more!

Contact us if you have questions regarding registration for the BC Natural Resources Forum.



Regional District of Bulkley-Nechako Memo

TO: Chair and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: November 19, 2020

SUBJECT: Local Government Leadership Academy (LGLA) 2021 Annual Leadership Forum (Virtual) – February 3-4, 2021

RECOMMENDATION

“That Chair Thiessen and Rural Directors be authorized to attend the LGLA 2021 Annual Leadership Forum (Virtual) February 3-4, 2021.”

BACKGROUND

Attached is the invitation to the LGLA 2021 Annual Leadership Forum (Virtual) taking place February 3-4, 2021.

LGLA Virtual Leadership Forum February 3-4, 2021

LGLA
LOCAL GOVERNMENT LEADERSHIP ACADEMY

2021 FORUM

**“Leading In Unprecedented Times:
Drafting a Blueprint for the New Normal”**

lgla.ca

February 3-4, 2021
Via Virtual Platform
\$200+GST

(<https://www.civicinf>)

Local Government Leadership Academy is pleased to bring you the 2021 Annual Leadership Forum in a virtual format, February 3-4, 2021.

The Leadership Forum entitled **“Leading in Unprecedented Times: Drafting a Blueprint for the New Normal”**, will take place Wednesday February 3rd, 1pm to 4pm, and continue with full day of programming on Thursday February 4th, from 9am to 4pm.

In keeping with the theme, the Forum will be exploring how the events of 2020 have shaped local government, what changes are here to stay, and what skills, technology, and resources will be crucial to navigate uncharted waters.

Our presenters will include futurists, planners, economists, who will all be helping us draft a blueprint through the BC local government lens. There will be real life examples, your experiences, your technical advances, your achievements, your fantastic response and capacity for change, flexibility and innovation.

We hope that we will reach a record number of local government and First Nations elected officials and senior staff, and that technology will bring more of us together at the same time than ever before.

Please sign up early to help us correctly identify our broadband capacity requirements!

Participation cost is \$200 per delegate. Register here (<https://www.civicinfo.bc.ca/event/2021/LGLA-Leadership-Forum>)

Please check back here as we update the program.

About

The Local Government Leadership Academy is a leadership development initiative that serves local government and First Nations elected officials and senior administrators throughout the Province of British Columbia by improving the competencies needed to effectively manage and lead BC's communities.

 (https://twitter.com/LGLA_Leads)

Contact

☎ 250-514-9237 (tel:778-800-9952)

✉ info@lgla.ca (mailto:info@lgla.ca)

📄 Local Government Leadership Academy (<https://lgla.ca/contact-us/>)

📄 c/o Union of BC Municipalities

📄 Suite 60-10551 Shellbridge Way Richmond

📄 BC V6X 2W9

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Name

First

Last

Job Title

Location

Email *

I'm not a robot



SUBSCRIBE



Regional District of Bulkley-Nechako Memo

TO: Chair and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: November 19, 2020

SUBJECT: Schedule of Board Meetings - 2021

RECOMMENDATION

"That the Board ratify the 2021 RDBN Meeting Schedule as presented."

BACKGROUND

A 2021 RDBN Board/Committee Meeting schedule is attached for the Board's consideration. Although there is not any certainty in regard to upcoming conferences/conventions, we have included tentative dates that have been provided.

RDBN Calendar 2021

Calendar for Year 2021 (Canada)



January

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					1	2
3	4	5	6	7	8	9
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31						

February

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28						

March

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June

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November

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26	27	28	29	30	31	

- Jan 1 ● New Year's Day
- Jan 14 ● Committee Meetings
- Jan 18 ● Minerals Roundup - Virtual
- Jan 19 ● Minerals Roundup - Virtual
- Jan 20 ● Minerals Roundup - Virtual
- Jan 21 ● Minerals Roundup - Virtual
- Jan 22 ● Minerals Roundup - Virtual
- Jan 26 ● BC Natural Resources Forum
- Jan 27 ● BC Natural Resources Forum
- Jan 28 ● Board Meeting
- Feb 11 ● Committee Meetings
- Feb 15 ● Family Day
- Feb 25 ● Board Meeting
- Mar 11 ● Committee Meetings
- Mar 25 ● Board Meeting
- Apr 2 ● Good Friday
- Apr 5 ● Easter Monday
- Apr 7 ● COFI
- Apr 8 ● COFI
- Apr 8 ● Committee Meetings
- Apr 9 ● COFI
- Apr 22 ● Board Meeting

- Apr 29 ● CEO/CAO Forum
- Apr 30 ● CEO/CAO Forum
- May 13 ● Committee Meetings
- May 24 ● Victoria Day
- May 27 ● Board Meeting
- Jun 3 ● FCM?
- Jun 4 ● FCM?
- Jun 5 ● FCM?
- Jun 6 ● FCM?
- Jun 10 ● Committee Meetings
- Jun 10 ● FCM?
- Jun 11 ● FCM?
- Jun 12 ● FCM?
- Jun 13 ● FCM?
- Jun 24 ● Board Meeting
- Jul 1 ● Canada Day
- Jul 15 ● Board Meeting
- Aug 2 ● BC Day
- Aug 12 ● Board Meeting
- Sep 6 ● Labour Day
- Sep 9 ● Committee Meetings
- Sep 13 ● UBCM

- Sep 14 ● UBCM
- Sep 15 ● UBCM
- Sep 16 ● UBCM
- Sep 17 ● UBCM
- Sep 23 ● Board Meeting
- Oct 7 ● Committee Meetings
- Oct 11 ● Thanksgiving Day
- Oct 21 ● Board Meeting
- Nov 4 ● Committee Meetings
- Nov 11 ● Remembrance Day
- Nov 18 ● Board Meeting
- Dec 16 ● Board Meeting
- Dec 24 ● Office Closed
- Dec 25 ● Christmas Day
- Dec 26 ● Boxing Day
- Dec 27 ● Office Closed
- Dec 28 ● Office Closed
- Dec 29 ● Office Closed
- Dec 30 ● Office Closed
- Dec 31 ● Office Closed



Regional District of Bulkley-Nechako Memo

TO: Chair and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: November 19, 2020

SUBJECT: Freedom of Information Bylaw No. 1931, 2020 and Regional District Freedom of Information Repeal Bylaw No. 1932, 2020

RECOMMENDATION

1. That "Freedom of Information Bylaw No. 1931, 2020" be given first, second, third reading and adoption this 19th day of November, 2020, and further
2. That "Regional District Freedom of Information Repeal Bylaw No. 1932, 2020" be given first, second, third reading and adoption this 19th day of November, 2020."

VOTING

(all/directors/majority)

BACKGROUND

Attached are "Freedom of Information Bylaw No. 1931, 2020" and "Regional District Freedom of Information Repeal Bylaw No. 1932, 2020." Further in the agenda, there are bylaws for the Board's consideration for Corporate Records Management. These bylaws tie together, and as a result, some housekeeping changes are required.

Currently, Bylaw No. 816 identifies the Head for the purpose of the *Freedom of Information and Protection of Privacy Act (FOIPPA)* as the Regional District Administrator and the Coordinator as the Deputy Secretary.

The most significant change in the proposed bylaw is the appointment of the Corporate Officer as the Head and the Executive Assistant as the Coordinator.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1931****Being a bylaw for the administration of the *Freedom of Information and Protection of Privacy Act***

WHEREAS, the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165 as amended, requires that a regional district designate the Head and set any fees for services.

NOW, THEREFORE, the Board of the Regional District of Bulkley-Nechako, in open meeting assembled, ENACTS AS FOLLOWS:

Title

1. This Bylaw may be cited for all purposes as the “Freedom of Information Bylaw, No.1931, 2020.”

Definitions and Interpretation

2. (1) The definitions contained in Part I of the *Act* shall apply to this Bylaw.
(2) In this Bylaw:

“*Act*” means the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165, as amended.

“Commercial Applicant” means a person who makes a request for access to a record to obtain information for use in connection with a trade, business profession or other venture for profit;

“Coordinator” means the person designated in section 3(2) of this Bylaw as the Information and Privacy Coordinator;

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

“Head” means the person designated under section 3(1) of this Bylaw as the Head;

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

“Request” means a request under section 5 of the *Act*.

ADOPTED this day of , 2020

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true copy of Bylaw No. 1931 as adopted.

Corporate Administrator

SCHEDULE "A" TO BYLAW NO. 1931**FEES - APPLICANTS OTHER THAN COMMERCIAL APPLICANTS:**

a)	for locating and retrieving a record	\$7.50 per ¼ hour after the first 3 hours
b)	for producing a record manually	\$7.50 per ¼ hour
c)	for preparing a record for disclosure	\$7.50 per ¼ hour
d)	for shipping copies	actual costs of shipping method chosen by applicant
e)	for copying records:	
(i)	photocopies and computer printouts	\$0.25 per page (8.5" x 11") and \$0.30 per page (11" x 17")
(ii)	photographs (colour or black and white)	\$5.00 to produce a negative \$12.00 each for 16"x20" \$9.00 each for 11"x14" \$4.00 each for 8"x10" \$3.00 each for 5"x7"
iii)	plans	\$1.00 per square metre

FEES - COMMERCIAL APPLICANTS

For each service listed above, the cost will be the actual cost of providing that service.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1932

Being a bylaw to repeal “Regional District of Bulkley-Nechako Freedom of Information Bylaw No. 816, 1994”

WHEREAS “Regional District of Bulkley-Nechako Freedom of Information Bylaw No. 816, 1994” which established administration of the *Freedom of Information and Protection of Privacy Act*;

AND WHEREAS the Regional District of Bulkley-Nechako has established “Freedom of Information Bylaw No. 1931, 2020”;

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

1. This Bylaw may be cited as “Regional District Freedom of Information Repeal Bylaw No. 1932, 2020.”
2. Bylaw No. 816 cited as “Regional District of Bulkley-Nechako Freedom of Information Bylaw No. 816, 1994” and all bylaws enacted in amendment thereto are hereby repealed.

Certified a true and correct copy of “Regional District Freedom of Information Repeal Bylaw No. 1932, 2020.”

Corporate Administrator

READ A FIRST TIME this day of , 2020

READ A SECOND TIME this day of , 2020

READ A THIRD TIME this day of , 2020

ADOPTED this day of , 2020

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true copy of Bylaw No. 1932 as adopted.

Corporate Administrator



Regional District of Bulkley-Nechako Memo

TO: Chair and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: November 19, 2020

SUBJECT: Corporate Records Management Bylaw No. 1917, 2020 and Regional District Retention of Records Repeal Bylaw No. 1919, 2020

RECOMMENDATION

1. That "Corporate Records Management Bylaw No. 1917, 2020" be given first, second, third reading and adoption this 19th day of November, 2020, and further
2. That "Regional District Retention of Records Repeal Bylaw No. 1919, 2020" be given first, second, third reading and adoption this 19th day of November, 2020."

VOTING

(all/directors/majority)

BACKGROUND

Attached are "Corporate Records Management Bylaw No. 1917, 2020" and "Regional District Retention of Records Repeal Bylaw No. 1919, 2020." Staff are in the process of implementing the Local Government Management Association Records Management Filing System which is a common system used by local governments throughout B.C. The new filing system will ensure consistent filing throughout the organization while creating efficiencies with access of information, privacy protection, and records management.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1917****Being a bylaw to establish a Corporate Records Management Program**

WHEREAS under the provisions of the *Local Government Act* the Corporate Officer is responsible for ensuring that:

- a. accurate minutes of the meetings of the Regional District Board and its committees are prepared and that the minutes, bylaws and all other records of the business of the Regional District Board and its committees are maintained and kept safe; and
- b. access is provided to all records of the Regional District Board and its committees, as required by law or authorized by the Regional District Board.

AND WHEREAS the Regional District Board has designated the Corporate Officer as the Head for the purposes of meeting the requirements of the *Freedom of Information and Protection of Privacy Act*;

AND WHEREAS in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act*, the Head must:

- a. make every reasonable effort to assist applicants and to respond without delay to each application openly, accurately, and completely; and
- b. protect personal information, as defined in the *Freedom of Information and Protection of Privacy Act*, by making reasonable security arrangements against such risks as unauthorized access, collection, disclosure and disposal.

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

Definitions

1.0 In this bylaw:

- 1.1 “Corporate Officer” means the Officer assigned responsibility for corporate administration under Section 198 of the *Local Government Act*.
- 1.2 “Corporate Records Management Program” means the systematic control over records throughout their life cycle.
- 1.3 “Manual” means the Corporate Records Management Program Manual.

- 1.4 “Record” has the same definition as defined in the *Freedom of Information and Protection of Privacy Act*.
- 1.5 “Regional District” means the Regional District of Bulkley-Nechako.
- 1.6 “Regional District Board” means the Board of Directors of the Regional District of Bulkley-Nechako and for the purposes of this bylaw, includes the Regional Hospital District Board of Directors.

Establishment

- 2.0 A Corporate Records Management Program, as specified under sections 4 thru 7 of this Bylaw, is established under the direction of the Corporate Officer.

Authority

- 3.0 The Corporate Officer is authorized to act on behalf of the Regional District to manage and maintain the Corporate Records Management Program.

Corporate Records Management Program Components

- 4.0 Custody and Control
 - 4.1 All records in the custody and control of Regional District employees are the property of the Regional District.
 - 4.2 Any contract between an outside agency or contractor and the Regional District for the provision of goods or services, must identify custody and control provisions for records resulting from the contract.
- 5.0 Corporate Records Management Program Manual
 - 5.1 The Corporate Officer is authorized to create and maintain a Corporate Records Management Program Manual (the “Manual”) for the purposes of the Corporate Records Management Program.
 - 5.2 Records of the Regional District shall be created, accessed, maintained and disposed of only as provided by the Manual.
 - 5.3 The Manual shall provide for the management of the records of the Regional District and include, but not be limited to, provisions for the following:
 - 5.3.1 the creation and organization of records, including records not authorized for creation;
 - 5.3.2 the collection of records, including records not authorized for collection;
 - 5.3.3 access to records;
 - 5.3.4 disclosure of records;

- 5.3.5 maintenance of records;
- 5.3.6 retention of records;
- 5.3.7 security of records;
- 5.3.8 storage of records;
- 5.3.9 preservation of records;
- 5.3.10 disposal of records;
- 5.3.11 any other matters the Corporate Officer authorizes to be included in the Manual.

5.4 The Corporate Officer is authorized to amend the Manual as required.

6.0 Integrity and Authenticity

6.1 The Corporate Records Management Program must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.

7.0 Compliance

7.1 The Corporate Records Management Program must comply with the Manual, applicable laws and any provincial, national or international standards adopted for use and contained in the Manual.

8.0 Repeal of Superseded Bylaw

8.1 “Regional District Retention of Records Bylaw No. 815, 1994” and all amendments thereto are hereby repealed.

9.0 Title

This bylaw may be cited for all purposes as “Corporate Records Management Program Bylaw No. 1917, 2020.”

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1919

Being a bylaw to repeal “Regional District Retention of Records Bylaw No. 815, 1994”

WHEREAS “Regional District Retention of Records Bylaw No. 815, 1994” established schedules of retention and destruction of records;

AND WHEREAS the Regional District of Bulkley-Nechako has established “Corporate Records Management Program Bylaw No. 1917, 2020”;

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

1. This Bylaw may be cited as “Regional District Retention of Records Repeal Bylaw No. 1919, 2020.”
2. Bylaw No. 815 cited as “Regional District Retention of Records Bylaw No. 815, 1994” and all bylaws enacted in amendment thereto are hereby repealed.

Certified a true and correct copy of “Regional District Retention of Records Repeal Bylaw No. 1919, 2020.”

Corporate Administrator

READ A FIRST TIME this day of , 2020

READ A SECOND TIME this day of , 2020

READ A THIRD TIME this day of , 2020

ADOPTED this day of , 2020

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true copy of Bylaw No. 1919 as adopted.

Corporate Administrator



Regional District of Bulkley-Nechako Memo

TO: Chair and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: November 19, 2020

SUBJECT: Telkwa Rural Fire Protection Service Area Boundary Amendment
Bylaw No. 1933, 2020

RECOMMENDATION

(all/directors/majority)

"That "Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 1933, 2020" be given first, second, and third reading this 19th day of November, 2020."

BACKGROUND

Attached is Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 1933, 2020. The property owners have requested that the property be included in the fire protection service area. The Telkwa Fire Chief, Village of Telkwa Council, and Electoral Area "A" Director are supportive of the request.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1933**

A bylaw to amend the boundaries of the Telkwa Rural Fire Protection Service Area within a portion of Electoral Area "A"

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 668 a service of fire protection to a portion of Electoral Area "A" known as the "Telkwa Rural Fire Protection Local Service Area";

AND WHEREAS the Regional District may amend a Local Service Establishment Bylaw;

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

AND WHEREAS the Director of Electoral Area "A" has consented in writing to the adoption of a bylaw which would amend the boundaries of the service area which amendments are described herein;

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 Telkwa Rural Fire Protection Service Area by including the following property:

Lot 1 Sections 15 and 22 Township 4 Range 5 Coast District Plan PRP47996
Except Plan EPP24178 EPP37021 and EPP97647

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

- 2) This bylaw may be cited as "Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 1933, 2020."

READ A FIRST TIME this day of , 2020

READ A SECOND TIME this day of , 2020

READ A THIRD TIME this day of , 2020

CONSENT OF ELECTORAL AREA "A" DIRECTOR RECEIVED this
day of , 2020

ADOPTED this day of , 2020

Chairperson

Corporate Administrator

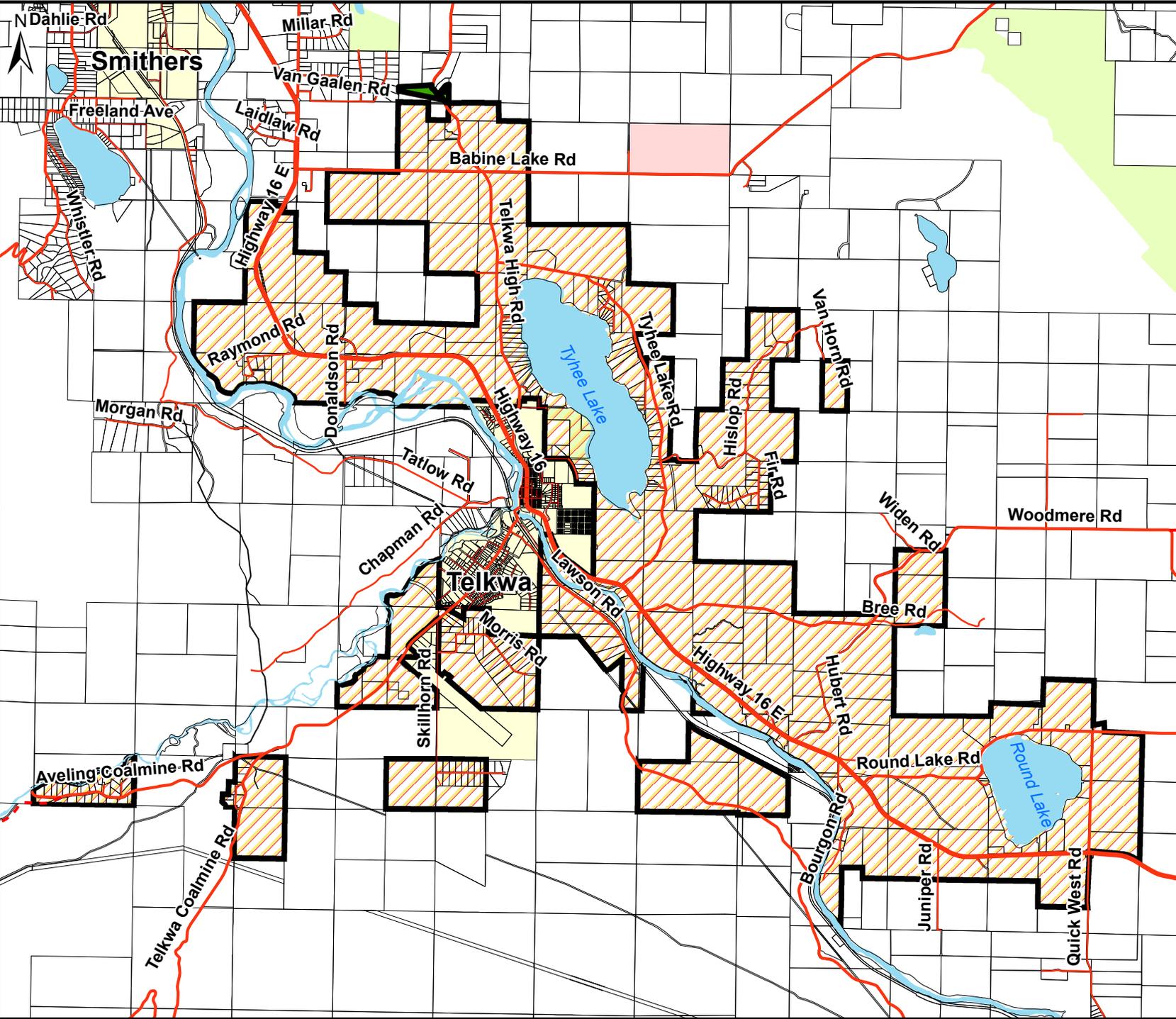
I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1933,
as adopted.

Corporate Administrator

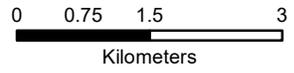


161 Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 1933, 2020

Legend



- Expansion Property
- Telkwa Rural Fire Protection Area
- Forest Service Road
- Ferry
- Highway
- Major Secondary Road
- Secondary Road
- City Street
- Trail
- Cadastre



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. 1933**

Corporate Administrator



Regional District of Bulkley-Nechako Memo

TO: Chair and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: November 19, 2020

SUBJECT: Southside Rural Fire Protection Local Service Establishment
Amendment Bylaw No. 1923, 2020

RECOMMENDATION

“That “Southside Rural Fire Protection Local Service Establishment Amendment Bylaw No. 1923, 2020” be adopted this 19th day of November, 2020.”

VOTING (all/directors/majority)

BACKGROUND

Attached is “Southside Rural Fire Protection Local Service Establishment Amendment Bylaw No. 1923, 2020” which was given three readings by the Board on October 22, 2020. The bylaw may now be adopted by the Board.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1923

A bylaw to amend the tax limit of the Southside Rural Fire Protection Local Service

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 761, the "Southside Rural Fire Protection Local Service" for the provision of fire prevention and suppression and assistance in the case of emergencies;

AND WHEREAS the Regional Board wishes to increase the tax limit for the service from the greater of THIRTY EIGHT THOUSAND TWO HUNDRED NINETY-EIGHT (\$38,298) or ONE DOLLAR FORTY-FOUR CENTS (\$1.44) PER ONE THOUSAND (\$1,000) DOLLARS of net taxable value of land and improvements to the greater of FORTY THOUSAND SEVEN HUNDRED TEN DOLLAR AND SEVENTY SEVEN CENTS (\$40,710.77) or ONE DOLLAR FIFTY-THREE CENTS (\$1.53) PER ONE THOUSAND (\$1,000) DOLLARS of net taxable value of land and improvements;

AND WHEREAS under Section 349 of the *Local Government Act*, the sole participant has consented to the adoption of this bylaw.

AND WHEREAS under Regulation 113/2007, the approval of the Inspector is not required because the increase in the tax limit is not greater than 25% of the baseline amount five years previous;

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

1. Section 3 of Bylaw No. 761 is hereby repealed and replaced with the following:
 The maximum amount of taxation that may be requisitioned annually for this service under Section 806.1(1)(a) of the *Local Government Act* is the greater of FORTY THOUSAND SEVEN HUNDRED TEN DOLLAR AND SEVENTY SEVEN CENTS (\$40,710.77) or ONE DOLLAR FIFTY-THREE CENTS (\$1.53) PER ONE THOUSAND (\$1,000) DOLLARS of net taxable value of land and improvements.
2. This bylaw may be cited as "Southside Rural Fire Protection Local Service Establishment Amendment Bylaw No. 1923, 2020."

READ A FIRST TIME this 22nd day of October, 2020

READ A SECOND TIME this 22nd day of October, 2020

READ A THIRD TIME this 22nd day of October, 2020

CONSENT OF ELECTORAL AREA "E" DIRECTOR RECEIVED this 22nd day of October, 2020.

ADOPTED this 19th day of November, 2020

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true and correct copy of Bylaw No.1923 as adopted.

Corporate Administrator



Regional District of Bulkley-Nechako Memo

TO: Chair and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: November 19, 2020

SUBJECT: Topley Rural Fire Protection Service Establishment Amendment
Bylaw No. 1924, 2020

RECOMMENDATION

“That “Topley Rural Fire Protection Service Establishment Amendment Bylaw No. 1924, 2020” be adopted this 19th day of November, 2020.”

VOTING (all/directors/majority)

BACKGROUND

Attached is “Topley Rural Fire Protection Service Establishment Amendment Bylaw No. 1924, 2020” which was given three readings by the Board on October 22, 2020. The bylaw may now be adopted by the Board.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1924****A bylaw to amend the tax limit of the Topley Rural Fire Protection Service**

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 1743, the "Topley Rural Fire Protection Service" for the provision of fire protection and suppression in the service area.

AND WHEREAS the Regional Board wishes to increase the tax limit for the service from SEVENTY-TWO THOUSAND DOLLARS (\$72,000) per annum to NINETY THOUSAND DOLLARS (\$90,000) per annum.

AND WHEREAS under Section 349 of the *Local Government Act*, the participants have consented to the adoption of this bylaw.

AND WHEREAS under Regulation 113/2007, the approval of the Inspector is not required because the increase in the tax limit is not greater than 25% of the baseline amount five years previous;

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

1. Section 5 of Bylaw No. 1743 is hereby repealed and replaced with the following:
The maximum amount of taxation that may be requisitioned annually for this service under Section 806.1(1)(a) of the *Local Government Act* is NINETY THOUSAND DOLLARS (\$90,000) per annum.
2. This bylaw may be cited as "Topley Rural Fire Protection Service Establishment Amendment Bylaw No. 1924, 2020."

READ A FIRST TIME this 22nd day of October, 2020

READ A SECOND TIME this 22nd day of October, 2020

READ A THIRD TIME this 22nd day of October, 2020

CONSENT OF ELECTORAL AREA "B" DIRECTOR RECEIVED this 22nd day of October, 2020.

CONSENT OF ELECTORAL AREA "G" DIRECTOR RECEIVED this 22nd day of October, 2020.

ADOPTED this day of

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1924 as adopted.

Corporate Administrator

TO: Chair Thiessen and the Board of Directors
FROM: Jason Blackwell, Regional Fire Chief
DATE: November 19, 2020
SUBJECT: Southside Rural Fire Protection Agreement – January 1, 2021 to December 31, 2025

RECOMMENDATION:

1. That the Board authorize staff to renew the Southside Rural Fire Protection Agreement for the five-year term from January 1, 2021 to December 31, 2025 with the Southside Volunteer Fire Department Society.
2. That the Board of Directors authorize the Board Chair and the Chief Administrative Officer to sign the Southside Rural Fire Protection Agreement.

VOTING: All/Directors/Majority

EXECUTIVE SUMMARY

The agreement between the Regional District and the Southside Volunteer Fire Department Society to provide fire services to the Southside Rural Fire Protection Area expires on December 31, 2020.

Staff has drafted a new 5-year agreement from January 1, 2021 to December 31, 2025, that is the same as the previous agreement. The Southside Rural Fire Protection Local Service Establishment Amendment Bylaw No, 1923, 2020 has been included into the revised agreement. There are no other changes to the terms of the agreement.

Written by,



Jason Blackwell
Regional Fire Chief



Deborah Jones-Middleton
Director of Protective Services

Attachment: Southside Rural Fire Protection Agreement – January 1, 2021 to December 31, 2025

THIS AGREEMENT is made the 1st day of January, 2021.

BETWEEN:

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Box 820

Burns Lake, BC VOJ 1EO ("Regional District")

AND:

OF THE FIRST PART

SOUTHSIDE VOLUNTEER FIRE DEPARTMENT SOCIETY

(Incorporation No. S-0018372) PO Box 99

1122 Witney Way

Southbank, BC VOJ 2PO ("Society")

OF THE SECOND PART

WHEREAS

- A. The Regional District adopted the Southside Rural Fire Protection Local Service establishment Bylaw No. 761, 1993, which authorized the Regional District to undertake and carry out or cause to be carried out and provide fire prevention, fire suppression and emergency assistance services (the "Fire Protection Service") within certain parts of Electoral Area "E";
- B. Under the terms of the Southside Rural Fire Protection Local Service Area Boundary Amendment By-law No. 1175, 2000, the Regional District has expanded the boundaries of the area served by the Fire Protection Service;
- C. Under the terms of Southside Rural Fire Protection Local Service Establishment Bylaw No. 761, 1993, the annual cost of providing the Fire Protection Service is recovered by a requisition of money to be collected by a property value tax on land and improvements, and under Southside Rural Fire Protection Local Service Establishment Amendment Bylaw No. 1923, 2020, the maximum amount that may be requisitioned annually for the Fire Protection Service was increased to the greater of \$40,710.77 or the amount yielded by applying \$1.53 per \$1,000.00 to the net taxable value of the land and improvements in the Service Area;
- D. Under Section 176(1)(a) of the Local Government Act the Regional District may make agreements for the undertaking, provision and operation of its services; and
- E. The Society has agreed to provide the services described herein, within and for the Fire Protection Service Area;

NOW THEREFORE, this agreement witnesses that in consideration of premises, the terms and conditions hereinafter contained, and other good and valuable consideration (the receipt and sufficiency of which are acknowledged by the parties), the Regional District and the Society covenant and agree as follows:

1.0 DEFINITIONS

In this Agreement, the following words and phrases have the following meaning:

- (a) **"Equipment"** means all vehicles, apparatus, goods and chattels acquired by the Society using Regional District Funds or the Regional District Grant;
- (b) **"Facilities"** means the lands legally described as: PID: 004-945-701

(the “Fire Hall Site”) and the Fire Hall and other buildings and structures located on the Fire Hall Site;

- (c) **“Fire Protection Service Area”** or “Service Area” means the local service area established by the Southside Rural Fire Protection Local Service Establishment Bylaw No. 761, 1993, amended as described in Recital B of this Agreement, and as may be further amended from time to time;
- (d) **“Regional District Funds”** means money requisitioned by the Regional District for the Fire Protection Service Area and paid to the Society prior to the date of this Agreement;
- (e) **“Service”** means fire prevention, fire suppression, rescue operations and response to hazardous materials incidents, and all other activities, within the departments training parameters, as agreed to by the Regional District and Southside Volunteer Fire Department Society from time to time as part of the Fire Protection Service;
- (f) **“Regional District Grant”** means the grant paid to the Society by the Regional District as referred to in section 4.1 of this Agreement.

2.0 SERVICE

2.1 The Society shall provide the Service in and for the Fire Protection Service Area on the terms and conditions set out in this Agreement.

2.2 In providing the Service, the Society shall abide by:

- (a) all enactments that apply to the provision of the Fire Protection Service, including all applicable bylaws of the Regional District, as amended or replaced from time to time including but not limited to Bylaw No. 1729 A Bylaw to Establish Rules for the Administration and Regulation for the Provision of Fire Protection in the Regional District of Bulkley-Nechako Established Rural Fire Protection Areas, attached hereto as Schedule 1;
- (b) all policies of the Regional District that govern the manner in which the Fire Protection Service is to be provided, or that specify the level of the Service, as such policies may be amended or replaced from time to time;
- (c) any Standard Operational Guidelines for the Service that are developed by or for the Society and that are approved from time to time by the Regional District;
- (d) the standard of firefighting and emergency services for volunteer fire departments generally accepted in the Province of British Columbia, including the standards that apply to the training and equipment of fire fighters;
- (e) the requirements of the *Workers Compensation Act* and the Occupational Health and Safety Regulation under that *Act*; and
- (f) the directions of the Fire Chief as appointed by the Regional District Board and the Chief Administrative Officer or his/her designate, appointed by the Regional District Board to supervise and direct the provision of the Fire Protection Service.

3.0 TERM

- 3.1 The Term of this Agreement is five (5) years, commencing on January 1, 2021 and terminating on the 31st day of December, 2025.

4.0 MONTHLY GRANT

- 4.1 Subject to the Society's continued performance of its obligations under this Agreement, and subject to the Regional District's annual budgeting process, the Regional District may grant to the Society the amount requested for that year in the financial plan for the Southside Rural Fire Protection Service as approved by the Regional District under section 6.3 of this Agreement for that calendar year.
- 4.2 The Regional District shall pay the Regional District Grant in equal monthly instalments.

5.0 COST

- 5.1 It is acknowledged, understood and agreed that the entire cost to the Regional District of providing the Fire Protection Service under this Agreement shall be recovered by the Regional District in the form of a property value tax payable by the owners of property within the Southside Rural Fire Protection Service Area.
- 5.2 It is further acknowledged, understood and agreed that under no circumstances shall the Regional District Grant exceed the maximum requisition for the Fire Protection Service authorized under the Regional District's bylaws, as amended from time to time, less any expenditures for the Fire Protection Service paid directly by the Regional District.

6.0 BUDGET

- 6.1 For each year of this Agreement the Society shall prepare in a form first approved by the Electoral Area Director and the Chief Financial Officer of the Regional District a five year financial plan that includes the Society's proposed capital and operating expenditures and revenues for each year of the plan.
- 6.2 The Society shall forward the financial plan to the Chief Financial Officer on or before the 31st day of October of each year of the Term for the following calendar year of the Term.
- 6.3 The Regional District shall review the financial plan as prepared under section 6.1 and shall either approve the financial plan or return it for amendment by the Society. As required, the Society shall return the final financial plan as amended to the Regional District for its final approval on or before the 15th day of December of each year of the Term immediately preceding the year in which the budget is to take effect. If the Regional District and the Society cannot reach agreement on the Society's financial plan by January 31st of the year of the Term during which the budget is to take effect, the Regional District shall determine the financial plan.
- 6.4 If a monthly payment or other payment is made to the Society before the Regional District's approval of the financial plan for the year in relation to which that payment was made, any necessary adjustment shall be made by the Regional District at the time of the first payment made after approval of the budget.

- 6.5 The Society shall not expend money or otherwise incur a financial obligation in any calendar year of the Term except one that is provided for in a financial plan that has been approved in accordance with this Agreement, or except for an expenditure made entirely with money of the Society that is not transferred to the Society as part of the Regional District Grant, or that was received by the Society as Regional District Funds.

7.0 COVENANTS OF THE SOCIETY

The Society covenants agrees that it will, during the term of this Agreement:

- 7.1 maintain its corporate existence, carry on and conduct its affairs in a proper and businesslike manner and keep or cause to be kept properly books of account in accordance with generally accepted accounting principles applied consistently;
- 7.2 perform all its obligations under this Agreement at its own cost;
- 7.3 provide to the Regional District within 120 days after the close of each fiscal year of the Society a financial statement for the operation of the Society and a copy of the minutes of the Annual General Meeting;
- 7.4 keep the Service Fee and all Regional District Funds separate in the Society's books of accounts;
- 7.5 permit the Regional District and its auditors at any time and from time to time to have access to and inspect the Society's books of accounts, documents, cheques, vouchers and other records that relate to the provision of the Service;
- 7.6 permit the Regional District at any time and from time to time to have access to and inspect all facilities, equipment, goods and chattels that are used in connection with the provision of the Service;
- 7.7 under the direction of the Fire Chief, organize and coordinate the services of such volunteer firefighters and other personnel as are necessary to properly and efficiently provide the Service and to perform the Society's other obligations under this Agreement;
- 7.8 under the direction of the Fire Chief, provide for the training of the volunteer fire fighters and other personnel who provide the Service, on an ongoing basis, and as necessary to provide the Service in accordance with the requirements of this Agreement;
- 7.9 assist the Regional District on an ongoing basis in the development of Standard Operational Guidelines for the operations of the Society and for the provision of the Fire Protection Service;
- 7.10 abide by its constitution, bylaws and other requirements of the *Society Act* and hold annual meetings and file annual reports and other documents to be filed with the Registrar of Companies;
- 7.11 not make any expenditures in any year which are not provided for in the budget approved by the Regional District under section 6.3, except for expenditures made entirely with money of the Society that is not transferred to the Society as part of the Regional District Grant or received by the Society as Regional District Funds and not borrow any funds without the approval of the Regional District of Bulkley-Nechako;

- 7.12 maintain proper records relating to the provision of the Fire Protection Service, in accordance with all applicable policies of the Regional District from time to time; and the Society acknowledges that in the course of providing the Fire Protection Service it may be required to receive and record “personal information” (as defined in the *Freedom of Information and Protection of Privacy Act*) of individuals who receive the benefit of the Service, and the Society agrees that it shall maintain all records relating to the provision of the Fire Protection Service to the Regional District, including but not limited to personal information, in accordance with the requirements of the *Freedom of Information and Protection of Privacy Act*, and that the Society shall not disclose any information relating to the provision of the Fire Protection Service under this Agreement to any person except with the authorization of the Regional District;
- 7.13 maintain the Facilities, including the grounds around the Fire Hall and all Equipment in a good working condition so that the Equipment and Facilities are available at all times for the purpose of providing the Service;
- 7.14 not adopt a resolution to dissolve the Society unless it has first given written notice to the Regional District 30 days prior to the meeting at which such resolution is to be considered, except as outlined by Sections 16 or 17 of this Agreement.

8.0 REGIONAL DISTRICT INTEREST

- 8.1 Despite anything in this Agreement, any land, buildings, structures, improvements, facilities or equipment acquired by the Society using money received as a Regional District Grant or Regional District Funds shall be held by the Society for the benefit of the Service Area, as represented by the Regional District, and shall not be sold, transferred, traded, or used as security except with the written approval of the Regional District.

9.0 EQUIPMENT

- 9.1 At the expiry or earlier termination of this Agreement, unless renewed or replaced with a similar agreement, the Society shall transfer ownership of any Equipment held in the name of the Society to the Regional District at no cost to the Regional District.

10.0 TITLE TO LAND ACQUIRED WITH SERVICE FEE

- 10.1 The Society shall not take legal title to any land using any funds paid as the Service Fee, or received by the Society as Regional District Funds, but shall arrange for such lands to be acquired in the name of the Regional District.

11.0 CONDITION OF FACILITIES

- 11.1 At the expiry or earlier termination of this Agreement, the Society shall ensure that the Facilities and Equipment are clean, uncontaminated, and in good condition, reasonable wear and tear accepted.

12.0 INSURANCE

- 12.1 The Regional District agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC), naming the Society as service provider, as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 on an occurrence basis with respect

to third party liability claims for bodily injury, property damage, and personal injury while providing the agreed service. The premiums shall be paid for with funds from the Southside Rural Fire Protection Service.

- 12.2 The Society shall insure and keep insured against all risks of loss or damage the Equipment other than motor vehicles, the Facilities, and any and all other chattels and equipment owned by the Regional District or the Society and maintained and utilized by the Society to provide the Services under this Agreement, to the full replacement value thereof, such policy or policies to be on terms and with such deductible as is acceptable to the Regional District.
- 12.3 Every policy of insurance, except the one with Municipal Insurance Association, must name the Regional District as an additional insured and contain a clause stating that the policy is not to be cancelled or materially altered without at least 30 days written notice to the Regional District.
- 12.4 The Society shall provide the Regional District for each year of the Term with a certificate signed by an authorized signatory of each insurer confirming that the coverage required under this section 12 has been provided, and upon request shall provide a copy of the said policy or policies to the Regional District.
- 12.5 The Regional District shall, throughout the Term of this Agreement, obtain and maintain in force for all motor vehicles used in the provision of the Service, whether owned or leased by the Society or the Regional District, automotive liability insurance in accordance with the Insurance (Motor Vehicle) Act of British Columbia, and in the amount of not less than (\$5,000,000.00) FIVE MILLION DOLLARS per accident. The premiums shall be paid for with funds from the Southside Rural Fire Protection Service.
- 12.6 The Regional District shall, throughout the Term of this Agreement, obtain and maintain in force for Workers Compensation Insurance through WorkSafe BC. The premiums shall be paid for with funds from the Southside Rural Fire Protection Service.
- 12.7 The Regional District agrees to be responsible for any and all deductible amount including any claim expenses incurred.

13.0 INDEMNITY

- 13.1 The Society agrees to save harmless, release and indemnify the Regional District and its elected and appointed officers, employees and agents from and against all fines, suits, claims, liabilities, damages, costs, expenses, demands and actions of any kind or nature whatsoever (collectively "liability") for which the Regional District or its officers, employees and agents may become liable, suffer or incur by reason of or in any manner caused by, based upon, occasioned by or attributable to, any willful or negligent act or omission, or other actionable wrong, on the part of the Society, its employees, consultants, agents or volunteers, connected with the performance or breach of the Agreement by the Society. The Society's obligations under this section shall survive the expiry or earlier termination of this Agreement.
- 13.2 The Regional District agrees to save harmless, release and indemnify the Society and its elected and appointed officers, employees and agents from and against all fines, suits, claims, liabilities, damages, costs, expenses, demands

and actions of any kind or nature whatsoever (collectively “liability”) for which the Society or its officers and employees may become liable, suffer or incur by reason of or in any manner caused by, based upon, occasioned by or attributable to, any willful or negligent act or omission, or other actionable wrong, on the part of the Regional District, its employees, consultants, agents or volunteers, connected with the performance or breach of the Agreement by the Regional District. The Regional District’s obligations under this section shall survive the expiry or earlier termination of this Agreement.

14.0 APPOINTMENT OF FIRE CHIEF

14.1 The Society shall, at its Annual General Meeting each year, elect or re-elect a Fire Chief of the Southside Volunteer Fire Department.

14.2 The Fire Chief elected or re-elected under section 14.1 shall serve as the Regional District’s Fire Chief for the purpose of the Fire Protection Service, subject to that person:

- (a) meeting the qualifications for the position of Fire Chief as approved from time to time by the Regional District;
- (b) having their election as Fire Chief ratified by the Regional District Board.

15.0 AUDIT

15.1 At any time the Regional District may give the Society written notice that it desires its appointed representative to examine and audit the books of account of the Society.

16.0 TERMINATION

16.1 Either party may terminate this Agreement at any time by giving written notice of termination to the other party, and the Agreement shall terminate on the 31st day of December of the year following receipt of such notice by the other party, provided however that, in any event, the Agreement shall terminate not later than the 31st day of December, 2025.

17.0 EARLY TERMINATION

17.1 Notwithstanding any other provision of this Agreement, the Regional District may terminate this Agreement upon giving 30 days’ notice of its intention to so terminate:

- (a) should the Society fail to file its Annual Report or otherwise no longer be in good standing with the Registrar of Companies under the *Societies Act*;
- (b) should the Society default in any term or condition of this Agreement or fail to perform any covenant required to be performed by the Society under this Agreement;
- (c) should the Regional District or any successor to the Regional District provide alternate fire protection and emergency response service within the Service Area; or
- (d) should the Society, in the opinion of the Regional District, fail to provide the Service in accordance with the requirements of this Agreement.

18.0 GENERAL PROVISIONS

18.1 Notice

- (a) All notices required or permitted to be given under this Agreement shall be in writing and may be delivered by hand, sent by facsimile transmission or forwarded by first-class prepaid registered mail to the addresses set forth on the first page or such other address as may from time to time be notified in writing by the parties.
- (b) If the Society gives notice to the Regional District, that notice must be marked to the attention of the Corporate Administrator of the Regional District.
- (c) Any notice delivered or sent by hand or by facsimile transmission shall be deemed to be given and received at the time of sending. Any notice mailed shall be deemed to have been given and received on the expiration of 3 days after it is posted, provided that if there shall be between the time of mailing and the actual receipt of the notice a mail strike, slow down or other labour dispute which might affect the delivery of such notice by mail, then such notice shall only be effective once delivered.

18.2 Authority

The Society represents and warrants to the Regional District that it has the authority to enter into this Agreement and carry out its transactions and all necessary resolutions and procedural formalities have been completed and the persons executing this Agreement on its behalf are duly authorized to do so.

18.3 Assignment

This Agreement shall not be assignable by the Society.

18.4 Enurement

This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors.

18.5 Time

Time is to be of the essence of this Agreement.

18.6 Further Assurances

The parties hereto shall execute and do all such further deeds, acts, things and assurances that may be reasonably required to carry out the intent of this Agreement.

18.7 Entire Agreement

This Agreement is the entire agreement among the parties as at the date hereof and neither the Regional District nor the Society has given or made representations, warranties, guarantees, promises, covenants or agreements to the other except those expressed in writing in this Agreement, and no amendment of this Agreement is valid or binding unless in writing and executed by the parties.

18.8 Waiver

The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

18.9 **Cumulative Remedies**

No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

18.10 **Amendment**

No amendment, waiver, termination or variation of the terms, conditions, warranties, covenants, agreements and undertakings set out herein will be of any force or effect unless they are in writing and duly executed by all parties to this Agreement.

18.11 **Law Applicable**

This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

19.0 **INTERPRETATION**

19.1 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise.
- (b) articles and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) reference to a particular numbered section or article, or to a particular lettered Schedule, is a reference to the correspondingly numbered or lettered article, section or Schedule of this Agreement;
- (d) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (e) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (f) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
- (g) reference to time or date is to the local time or date in Victoria, British Columbia;
- (h) all provisions are to be interpreted as always speaking;
- (i) reference to a "party" is a reference to a party to this Agreement and to their respective successors, assigns, trustees, administrators and receivers;
- (j) reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided;

- (k) where the word “including” is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word “including”;
- (l) word importing the masculine gender includes the feminine or neuter, and a word importing the singular includes the plural and vice versa; and
- (m) a reference to approval, authorization, consent, designation, waiver or notice means written approval, authorization, consent, designation, waiver or notice.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

REGIONAL DISTRICT OF BULKLEY-NECHAKO by its authorized signatories:)
)

Chair)
)

Corporate Administrator)
)

SOUTHSIDE VOLUNTEER FIRE DEPARTMENT SOCIETY by its authorized signatories:)
)
)
)

Axel Orr, President)
)
)

Shawn Trottier, Secretary/Treasurer



**REGIONAL DISTRICT OF BULKLEY NECHAKO
STAFF REPORT**

TO: Chair Thiessen and the Board of Directors
FROM: Jason Blackwell, Regional Fire Chief
DATE: November 19, 2020
SUBJECT: Topley Rural Fire Protection Agreement – January 1, 2021 to December 31, 2025

RECOMMENDATION:

1. That the Board authorize staff to renew the Topley Rural Fire Protection Agreement for the five-year term from January 1, 2021 to December 31, 2025 with the Topley Fire Protection Society.
2. That the Board of Directors authorize the Board Chair and the Chief Administrative Officer to sign the Topley Rural Fire Protection Agreement.

VOTING: All/Directors/Majority

EXECUTIVE SUMMARY

The agreement between the Regional District and the Topley Volunteer Fire Department Society to provide fire services to the Topley Rural Fire Protection Area expires on December 31, 2020.

Staff have drafted a new 5-year agreement from January 1, 2021 to December 31, 2025. The reference to the Topley Rural Road Rescue and Medical First Responders Service Establishment Bylaw No. 1745, 2015, has been removed as it is being rescinded. There have been no other changes to the terms of the agreement.

Written by,

 Jason Blackwell
 Regional Fire Chief

 Deborah Jones-Middleton
 Director of Protective Services

Attachment: Topley Rural Fire Protection Agreement – January 1, 2021 to December 31, 2025

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TOPLEY RURAL FIRE PROTECTION AGREEMENT

THIS AGREEMENT is made the 1st day of January, 2021.

BETWEEN:

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Box 820
Burns Lake, BC V0J 1E0 ("Regional District")

AND:

OF THE FIRST PART

TOPLEY FIRE PROTECTION SOCIETY

(Incorporation No. S – 33557)
Box 192
Topley, BC
V0J 2Y0 ("Society")

OF THE SECOND PART

WHEREAS

- A. The Regional District adopted the Topley Rural Fire Protection Service Establishment Bylaw No. 1743, 2015, which authorized the Regional District to undertake and carry out or cause to be carried out fire protection and suppression services within a certain part of Electoral Area "G" (Houston Rural) and a certain part of Electoral Area "B" (Burns Lake Rural);
- B. Under the terms of Topley Rural Fire Protection Service Establishment Bylaw No. 1743, 2015, the annual cost of providing the Fire Protection and Suppression Service is recovered by a requisition of money to be collected by a property value tax on land and improvements, and under Topley Rural Fire Protection Service Establishment Amendment Bylaw No. 1924, 2020, the maximum amount that may be requisitioned annually for the fire protection service was increased to NINETY THOUSAND (\$90,000) per annum;
- C. Under Section 176(1)(a) of the Local Government Act the Regional District may make agreements for the undertaking, provision and operation of its services; and
- D. The Society has agreed to provide the services described herein, within and for the Fire Protection Service Area;

NOW THEREFORE, this agreement witnesses that in consideration of premises, the terms and conditions hereinafter contained, and other good and valuable consideration (the receipt and sufficiency of which are acknowledged by the parties), the Regional District and the Society covenant and agree as follows:

1.0 DEFINITIONS

In this Agreement, the following words and phrases have the following meaning:

- (a) **"Equipment"** means all vehicles, apparatus, goods and chattels acquired by the Society;
- (b) **"Facilities"** means the lands legally described as: L 2DL 2623 R5C PL 10310 (the "Fire Hall Site") and the Fire Hall and other buildings and

structures located on the Fire Hall Site;

- (c) **“Fire Protection Service Area** or “Service Area” means the local service area established by the Topley Rural Fire Protection Service Establishment Bylaw No. 1743, 2015, as described in Schedule 1 of this Agreement, and as may be further amended from time to time;
- (d) **“Regional District Funds”** means money requisitioned by the Regional District for the Fire Protection Service Area paid to the Society;
- (e) **“Service”** means fire prevention, fire suppression, rescue operations and response to hazardous materials incidents, and all other activities, within the departments training parameters, as agreed to by the Regional District and the Topley Fire Protection Society from time to time as part of the Fire Protection Service, and the Road Rescue and Medical First Responder Service;
- (f) **“Regional District Grant”** means the grant paid to the Society by the Regional District as referred to in section 4.1 of this Agreement.

2.0 SERVICE

2.1 The Society shall provide the Service in and for the Fire Protection Service Area on the terms and conditions set out in this Agreement.

2.2 In providing the Service, the Society shall abide by:

- (a) all enactments that apply to the provision of the Fire Protection Service, including all applicable bylaws of the Regional District, as amended or replaced from time to time including but not limited to Bylaw No. 1729 A Bylaw to Establish Rules for the Administration and Regulation for the Provision of Fire Protection in the Regional District of Bulkley-Nechako Established Rural Fire Protection Areas, attached hereto as Schedule 2
- (b) all policies of the Regional District that govern the manner in which the Fire Protection Service is to be provided, or that specify the level of the Service, as such policies may be amended or replaced from time to time;
- (c) any Standard Operational Guidelines for the Service that are developed by or for the Society and that are approved from time to time by the Regional District;
- (d) the standard of firefighting and emergency services for volunteer fire departments generally accepted in the Province of British Columbia, including the standards that apply to the level of training and equipment of fire fighters;
- (e) the requirements of the *Workers Compensation Act* and the Occupational Health and Safety Regulation under that *Act*; and
- (f) the directions of the Fire Chief as ratified by the Regional District Board and the Chief Administrative Officer or his/her designate, to supervise and direct the provision of the Fire Protection Service.

3.0 TERM

3.1 The Term of this Agreement is five (5) years, commencing on the 1st day of January, 2021 and terminating on the 31st day of December, 2025.

4.0 MONTHLY GRANT

4.1 Subject to the Society's continued performance of its obligations under this Agreement, and subject to the Regional District's annual budgeting process, the Regional District may grant to the Society the amount requested for that year in the financial plan for the Topley Rural Fire Protection Service, as approved by the Regional District under section 6.3 of this Agreement for that calendar year.

4.2 The Regional District shall pay the Regional District Grant in equal monthly instalments.

5.0 COST

5.1 It is acknowledged, understood and agreed that the entire cost to the Regional District of providing the Fire Protection Service under this Agreement shall be recovered by the Regional District in the form of a property value tax payable by the owners of property within the Fire Protection Service Area respectively, and may be supplemented by other grants, donations, or other sources of revenue.

5.2 It is further acknowledged, understood, and agreed that under no circumstances shall the Regional District Grant exceed the maximum requisition for the Fire Protection Service authorized under the Regional District's bylaws, as amended from time to time, less any expenditures for the Fire Protection Service paid directly by the Regional District.

6.0 BUDGET

6.1 For each year of this Agreement the Society will prepare in a form first approved by the Electoral Area Directors and the Chief Financial Officer of the Regional District a five year financial plan that includes the Society's proposed capital and operating expenditures and revenues for each year of the plan.

6.2 The Society will forward the financial plan to the Chief Financial Officer on or before the 31st day of October of each year of the Term for the following calendar year of the Term.

6.3 The Regional District shall review the financial plan as prepared under Section 6.1 and shall either approve the financial plan or return it for amendment by the Society. As required, the Society will return the final financial plan as amended to the Regional District for its final approval on or before the 31st day of December of each year of the Term immediately preceding the year in which the budget is to take effect. If the Regional District and the Society cannot reach agreement on the Society's financial plan by January 31st of the year of the Term during which the budget is to take effect, the Regional District shall determine the financial plan.

6.4 If a monthly payment or other payment is made to the Society before the Regional District's approval of the financial plan for the year in relation to which that payment was made, any necessary adjustment shall be made by the

Regional District at the time of the first payment made after approval of the budget.

- 6.5 The Society shall not expend money or otherwise incur a financial obligation in any calendar year of the Term except one that is provided for in a financial plan that has been approved in accordance with this Agreement, or except for an expenditure made entirely with money of the Society that is not transferred to the Society as part of the Regional District Grant, or that was received by the Society as Regional District Funds.

7.0 COVENANTS OF THE SOCIETY

The Society covenants and agrees that it will, during the term of this Agreement:

- 7.1 maintain its corporate existence, carry on and conduct its affairs in a proper and businesslike manner and keep or cause to be kept properly books of account in accordance with generally accepted accounting principles applied consistently;
- 7.2 perform all its obligations under this Agreement at its own cost;
- 7.3 provide to the Regional District within 120 days after the close of each fiscal year of the Society a financial statement for the operation of the Society and a copy of the minutes of the Annual General Meeting;
- 7.4 keep the Regional District Grant separate in the Society's books of accounts;
- 7.5 permit the Regional District and its auditors at any time and from time to time to have access to and inspect the Society's books of accounts, documents, cheques, vouchers and other records that relate to the provision of the Service;
- 7.6 permit the Regional District at any time and from time to time to have access to and inspect all facilities, equipment, goods and chattels that are used in connection with the provision of the Service;
- 7.7 under the direction of the Fire Chief, organize and coordinate the services of such volunteer firefighters and other personnel as are necessary to properly and efficiently provide the Service and to perform the Society's other obligations under this Agreement;
- 7.8 adhere to the Regional District of Bulkley-Nechako Fire Department Training Program as administered under the direction of the Chief Administrative Officer of the Regional District of Bulkley-Nechako, or his/her designate.
- 7.9 assist the Regional District on an ongoing basis in the development of Standard Operational Guidelines for the operations of the Society and for the provision of the Fire Protection Service and the Road Rescue, and Medical First Response Service;
- 7.10 abide by its constitution, bylaws and other requirements of the *Society Act* and hold annual meetings and file annual reports and other documents to be filed with the Registrar of Companies;
- 7.11 maintain proper records relating to the provision of the Fire Protection Service, in accordance with all applicable policies of the Regional District from time to time; and the Society acknowledges that in the course of providing the Fire Protection Service it may be required to receive and record "personal information" (as

defined in the *Freedom of Information and Protection of Privacy Act*) of individuals who receive the benefit of the Service, and the Society agrees that it shall maintain all records relating to the provision of the Fire Protection Service to the Regional District, including but not limited to personal information, in accordance with the requirements of the *Freedom of Information and Protection of Privacy Act*, and that the Society shall not disclose any information relating to the provision of the Fire Protection Service under this Agreement to any person except with the authorization of the Regional District;

7.12 maintain the Facilities, including the grounds around the Fire Hall and all Equipment in a good working condition so that the Equipment and Facilities are available at all times for the purpose of providing the Service;

7.13 not adopt a resolution to dissolve the Society unless it has first given written notice to the Regional District 30 days prior to the meeting at which such resolution is to be considered, except as outlined by Sections 16 or 17 of this Agreement.

8.0 REGIONAL DISTRICT INTEREST

8.1 Despite anything in this Agreement, any land, buildings, structures, improvements, facilities or equipment acquired by the Society using money received as a Regional District Grant or Regional District Funds shall be held by the Society for the benefit of the Service Area, as represented by the Regional District, and shall not be sold, transferred, traded, or used as security except with the prior written approval of the Regional District.

9.0 EQUIPMENT

9.1 At the expiry or earlier termination of this Agreement, unless renewed or replaced with a similar agreement, the Society shall transfer ownership of any Equipment held in the name of the Society to the Regional District at no cost to the Regional District.

10.0 TITLE TO LAND ACQUIRED WITH REGIONAL DISTRICT GRANT

10.1 The Society shall not take legal title to any land using any funds paid as the Regional District Grant, or received by the Society as Regional District Funds, but shall arrange for such lands to be acquired in the name of the Regional District.

11.0 CONDITION OF FACILITIES

11.1 At the expiry or earlier termination of this Agreement, the Society shall ensure that the Facilities and Equipment are clean, uncontaminated, and in good condition, reasonable wear and tear accepted.

12.0 INSURANCE

12.1 Within THIRTY (30) days of signing this agreement the Regional District agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC), naming the Society in an service provider, as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 on an occurrence basis with respect to third party liability claims for bodily injury, property damage, and personal injury while providing the agreed service. The premiums shall be paid for with funds from the Topley Rural

Fire Protection Service. The Regional District agrees to be responsible for any and all deductible amount including any claim expenses incurred under the commercial general liability insurance coverage from the Municipal Insurance Association of BC (MIABC).

- 12.2 Within THIRTY (30) days of signing this agreement the Regional District agrees to obtain property and motor vehicle insurance for the Facilities, motor vehicles and any other chattels and equipment owned by the Regional District. The premiums shall be paid for with funds from the Topley Rural Fire Protection Service
- 12.3 The Society shall insure and keep insured against all risks of loss or damage the Equipment or other property, not provided for in section 12.2 under this Agreement, , such policy or policies to be included in the term(s) and with such deductible as is acceptable to the Regional District.
- 12.4 Every policy of insurance, except the policies purchased by the Regional District must name the Regional District as an additional insured and contain a clause stating that the policy is not to be cancelled or materially altered without at least 30 days written notice to the Regional District.
- 12.5 The Society shall provide the Regional District for each year of the Term with a certificate signed by an authorized signatory of each insurer confirming that the coverage required under Section 12 has been provided, and upon request shall provide a copy of the said policy or policies to the Regional District.
- 12.6 The Regional District shall, throughout the term of this Agreement, obtain and maintain in force for all motor vehicles used in the provision of the Service, whether owned or leased by the Society or the Regional District, automotive liability insurance in accordance with the Insurance (Motor Vehicle) Act of British Columbia, and in an amount of not less than (\$5,000,000.00) FIVE MILLION DOLLARS per accident. The premiums shall be paid for with funds from the Topley Rural Fire Protection Service.
- 12.7 The Regional District shall, throughout the Term of this Agreement, obtain and maintain in force Workers Compensation Insurance through WorkSafe BC. The premiums shall be paid for with funds from the Topley Rural Fire Protection Service.

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14.2 The Fire Chief elected or re-elected under section 14.1 shall serve as the Regional District's Fire Chief for the purpose of the Fire Protection Service and Road Rescue and Medical First Responder Service, subject to that person:

- (a) meeting the qualifications for the position of Fire Chief as approved from time to time by the Regional District;
- (b) having their election as Fire Chief ratified by the Regional District Board.

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15.1 The Agreement shall terminate not later than the 31st day of December, 2025.

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- (a) should the Society fail to file its Annual Report or otherwise no longer be in good standing with the Registrar of Companies under the *Societies Act*;
- (b) should the Society default in any term or condition of this Agreement or fail to perform any covenant required to be performed by the Society under this Agreement;
- (c) should the Regional District or any successor to the Regional District provide alternate fire protection and emergency response service within the Service Area; or
- (d) should the Society, in the opinion of the Regional District, fail to provide the Service in accordance with the requirements of this Agreement.

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- (b) If the Society gives notice to the Regional District, that notice must be marked to the attention of the Corporate Administrator of the Regional District.
- (c) Any notice delivered or sent by hand or by facsimile transmission shall be deemed to be given and received at the time of sending. Any notice mailed shall be deemed to have been given and received on the expiration of 3 days after it is posted, provided that if there shall be between the time of mailing and the actual receipt of the notice a mail strike, slow down or other labour dispute which might affect the delivery of such notice by mail, then such notice shall only be effective once delivered.

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The parties hereto shall execute and do all such further deeds, acts, things and assurances that may be reasonably required to carry out the intent of this Agreement.

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This Agreement is the entire agreement among the parties as at the date hereof and neither the Regional District nor the Society has given or made representations, warranties, guarantees, promises, covenants or agreements to the other except those expressed in writing in this Agreement, and no amendment of this Agreement is valid or binding unless in writing and executed by the parties.

17.8 **Waiver**

The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

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No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

17.10 Amendment

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17.11 Law Applicable

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- (c) reference to a particular numbered section or article, or to a particular lettered Schedule, is a reference to the correspondingly numbered or lettered article, section or Schedule of this Agreement;
- (d) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (e) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (f) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
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- (h) all provisions are to be interpreted as always speaking;
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- (j) reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided;
- (k) where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including";
- (l) word importing the masculine gender includes the feminine or neuter, and

- a word importing the singular includes the plural and vice versa; and
- (m) a reference to approval, authorization, consent, designation, waiver or notice means written approval, authorization, consent, designation, waiver or notice.

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TOPLEY RURAL FIRE PROTECTION AGREEMENT

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

REGIONAL DISTRICT OF BULKLEY-NECHAKO by its authorized signatories:)
)

_____)
Chair)
)
)

_____)
Corporate Administrator)
)

TOPLEY FIRE PROTECTION SOCIETY by its authorized signatories:)
)
)
)

_____)
Jerry Botti, President)
)
)

_____)
Harvey Fast, Treasurer)

TO: Chair Thiessen and Board of Directors
FROM: Jason Blackwell, Regional Fire Chief
DATE: November 19, 2020
SUBJECT: Community Emergency Preparedness Fund – Volunteer Fire Department Training Grant

Receive

EXECUTIVE SUMMARY

In early 2020 staff were notified that they were successful in receiving funds from the Community Emergency Preparedness Fund sponsored by UBCM. These funds were to be used to enhance training opportunities to volunteer and composite fire departments.

The funding was used to purchase a digital fire extinguisher training prop. This prop has been used by some of the rural fire departments to train their members and at open houses to train the public. This device is a great addition to the cache of tools currently available to our rural fire departments.

The Final report has recently been submitted and approved, and reimbursement for the project has been released.

Written by,



Jason Blackwell
Regional Fire Chief



Deborah Jones-Middleton
Director of Protective Services



November 5, 2020

Sent via email / PDF

Chair Gerry Thiessen and Board
Bulkley-Nechako Regional District
37 Third Avenue
Burns Lake, BC, V0J-1E0

RE: 2019 CEPF: Volunteer and Composite Fire Departments Equipment and Training – Regional Fire Training Resources: Digital Fire Training Panel

Dear Chair Thiessen and Board,

Thank you for providing a final report and financial summary for the above noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total eligible expenditure of \$22,568.76. Based on this, a payment in the amount of \$22,568.76 will follow by electronic funds transfer. This transfer represents full payment of the grant and is based on 100% of the total reported expenditure.

I would like to congratulate the BNRD for undertaking this project and responding to the opportunity to enhance volunteer and composite fire departments' capacity to provide fire protection services to increase the resiliency of BC communities.

If you have any questions, please contact Local Government Program Services at (250) 387-4470 or by email at cepf@ubcm.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rebecca Bishop', is positioned above the printed name.

Rebecca Bishop
Program Officer

cc: *Jason Blackwell, Fire Chief*
Curtis Helgesen, CAO

The Community Emergency Preparedness Fund is funded by the Province of BC



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: November 19, 2020
Re: New Purchasing Bylaw

Recommendation (All/Directors/Majority):

That the Board give Bylaw 1926 three readings and adoption and that the Procurement Policy be approved.

Background:

On November 5th the Committee of the Whole recommended that “staff bring forward Bylaw 1926 for three readings and adoption at the next Board Meeting and that the Procurement Policy be brought back for approval.”

Discussion:

The adoption of the new purchasing process will allow the Finance Department to move forward with training staff on the new process ahead of the 2021 calendar year.

Attachments:

1. RDBN Delegation of Purchasing Bylaw No. 1926
2. New Procurement Policy



Regional District of Bulkley-Nechako Board Policy

SUBJECT: Procurement Policy
 CATEGORY: Financial Services
 LAST REVIEW: November 17, 2020

1. PURPOSE

The purpose of this policy is to set out the responsibilities and accountability associated with the effective, efficient and economical acquisition of goods and services.

2. CONTEXT

Bylaw: The Board has delegated the authority to execute contracts and purchase agreements to staff as outlined in Bylaw No. 1926, being the Regional District of Bulkley-Nechako Delegation of Purchasing Authority Bylaw No. 1926, 2020. This bylaw allows for the establishment of a procurement policy and the formal delegation of authority.

Policy: This Policy sets out the financial controls to be put in place to manage risk and further sets out the roles, responsibilities and accountabilities of the delegations set out in the bylaw. The Board by resolution has adopted this policy and has not delegated its alteration or amendment.

Procedures: This policy enables procedures that are approved jointly by the Chief Administrative Officer and the Chief Financial Officer that describes the steps that must be undertaken by staff to maintain financial control, protect Regional District assets and manage risk.

3. POLICY STATEMENT

It is the policy of the RDBN to acquire goods and services through a public process whenever practical that results in supply arrangements that offer best value with consideration towards total cost, quality, expertise, as well as environmental and social sustainability.

To ensure the need for a clear and transparent separation of political and administrative functions, the Board has established this policy.

4. THE ROLE OF THE BOARD

For greater clarity, all purchases of supplies, goods and services including items or projects of a capital nature are approved by the Board in the Financial Plan approval process and the adoption of the annual Five-Year Financial Plan.

To remove any potential or perceived appearance of political influence or bias, the Board recognizes the need to be removed from the procurement processes except where the Board is presented with a recommendation to approve a purchase or contract award in accordance with this policy.

When recommending a purchase or contract award, staff shall provide the Board with the ranking of each compliant response, the number of responses received, the value of the award, and a description of the procurement process.

5. EXEMPTIONS

All exemptions that exist in the New West Trade Partnership Agreement, Canadian Free Trade Agreement, The Canada-European Union Comprehensive Economic and Trade Agreement or their successors shall apply to this policy.

6. EMERGENCIES

Any unforeseen circumstance that requires immediate action as designated by an Emergency Operations Centre Director in a *state of local emergency* is not bound by this policy so much as practicable for the protection of life and property.

7. FINANCIAL CONTROL MEASURES

A. RECEIVING OF GOODS AND SERVICES

- a. A Regional District employee shall confirm the quality, quantity and receipt of all goods and services.
- b. This employee shall confirm that the goods and services received are those that have been ordered.

B. AUTHORIZING THE PAYMENT FOR GOODS AND SERVICES

- a. A Regional District employee shall authorize the payment of goods and services before payment is made.
- b. The employee to authorize payment must not be the same employee that receives the goods or services as in Section 7. a above.
- c. The employee to authorize payment must have a sufficient commitment authority threshold as listed in Section 8 below.

C. REQUISITIONS AND PURCHASE ORDERS REQUIRED

- a. A procedure will be developed to detail the utilization of requisitions and purchase orders.
- b. Purchase orders must be utilized for all purchases above \$5,000.
- c. For this section a purchase is considered the sum of the cost of one or more like items to be purchased; or the cost of the sum of all supplies, services, or goods for an identified project.
- d. Purchase orders must be approved by an employee with the appropriate authority threshold before an employee enters into an agreement to purchase a good or service.

8. COMMITMENT AUTHORITY THRESHOLDS

- a. In this section an officer of the Regional District refers to an officer appointed by the Board under Section 233 of the **Local Government Act**.
- b. All Regional District employees - \$250
- c. All Regional District employees with prior permission from an officer for specific purchases - \$2,500
- d. Notwithstanding (b) and (c) above, any officer has an authority threshold of \$50,000.
- e. Notwithstanding (b) to (d) above, the Chief Administrative Officer has an authority threshold of \$100,000.
- f. Notwithstanding (b) to (e) above, any two Officers may authorize payroll; any payment or portion of a payment on a contract or project that was previously approved by the Board; and any payment or portion of a payment for an agreement for the purchase of goods and/or services previously approved by the Board.
- g. All commitments that exceed \$100,000 not listed in (f) above shall be approved by the Board

9. SUBDELEGATION OF AUTHORITY

- a. Only the Chief Administrative Officer may subdelegate their threshold of authority. The delegation must be in writing by name and to the maximum of:
 - i. \$50,000 to any senior manager,
 - ii. \$25,000 to any manager,
 - iii. \$10,000 to any supervisor, or
 - iv. \$2,500 to any employee.

10. BOARD REVIEW

- a. The Chair, Vice Chair, or an appointed cheque signer shall review all payments made by Regional District staff and indicate the review by signing Regional District cheques, signing printed copies of electronic fund transfer batches, and/or printed copies of cheque and payment summaries.

11. PROCUREMENT THRESHOLDS AND METHODS

- a. A procedure will be developed to determine the most appropriate procurement methods.
 - i. For all goods under \$5,000 and services under \$10,000 no formal public competitive process is required.
 - ii. For goods from \$5,000 to \$25,000 or services from \$10,000 to \$25,000 three quotes or estimates (including those from online published sources) are required.
 - iii. For purchases from \$25,000 to \$75,000 three formal written quotes are required.
 - iv. For all purchases over \$75,000 a full public competitive process is required.

- b. Notwithstanding (a) above, with the approval of the Chief Administrative Officer, a direct award for procurement is an option for:
 - i. All goods and services less than \$25,000
 - ii. All professional services less than \$50,000
 - iii. All construction contracts less than \$75,000If the purposes is to support the local economy, decrease pollution or carbon emissions, is required for the sake of expediency, or other factor determined by the Chief Administrative Officer.

- c. For clarity, the purchase of construction supplies is considered a general good, the hiring of construction equipment (and operator) is considered a general service.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1926****A Bylaw to Delegate Purchasing Authority**

WHEREAS Regional District of Bulkley-Nechako wishes to delegate to its officers and employees certain powers, duties and functions;

AND WHEREAS the Regional District of Bulkley-Nechako under sections 229 (1) and 263 of the **Local Government Act** may by bylaw, adopted by at least two thirds of the votes cast, delegate its powers, duties and functions, including those specifically established by an enactment, to its officers and employees;

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

1. Bylaw No. 1532 “A Bylaw to Adopt a Purchasing Policy Bylaw No. 1532, 2010, and any amendments thereto, is hereby repealed.
2. In this Bylaw:
 - a) “Board” means the board of the Regional District of Bulkley-Nechako.
 - b) “RDBN” means the Regional District of Bulkley-Nechako.
3. The Board hereby delegates to the RDBN’s officers and employees the powers, duties and function of the Board to enter into transactions relating to the RDBN’s activities, works or services, subject to the adopted **annual financial plan** and the limitations on that delegated authority set out in this bylaw and the Procurement Policy adopted by the Board as may be amended from time to time.
4. The delegation of power, duty or function under this bylaw includes a delegation to a person who has, from time to time, been appointed to act on behalf of the delegate (acting positions) or is appointed by the Board to act in the capacity of the delegate in the delegate’s absence including, in the event of a **state of local emergency**, the appointed Emergency Operations Centre Director.
5. In the absence of the delegate, the powers delegated under this bylaw may be exercised by a person who has been appointed to act in the

capacity of the delegate, or the powers delegated under this bylaw may be exercised by the Chief Administrative Officer or the person designated by the Board as the acting Chief Administrative Officer.

- 6. Despite the authority granted in section 3, an officer or employee of the RDBN must not enter into an agreement of a capital nature under which the RDBN would incur a liability payable after the end of the current year for a term that is for more than five years, including all rights of renewal and extension.
- 7. All purchases of goods or services in excess of \$100,000 must be approved by the Board.
- 8. With respect to land use agreements, the Board hereby delegates to the RDBN officers and employees the following powers, duties and functions to be exercised in accordance with the Procurement Policy adopted by the Board and as may be amended from time:

The power to enter in to a lease or license of real property necessary or convenient for the operation and maintenance of any works or service of the RDBN where the value of the rent, license fee or other consideration for the term is included in the approved financial plan and is within the amounts listed in the authorities and responsibilities section of the Procurement Policy.

- 9. This Bylaw No. 1926 may be cited for all purposes as “Regional District of Bulkley-Nechako Delegation of Purchasing Bylaw No. 1926, 2020.”

READ A FIRST TIME this day of , 2020

READ A SECOND TIME this day of , 2020

READ A THIRD TIME this day of , 2020

ADOPTED this day of , 2020

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true copy of Bylaw No. 1926 as adopted.

Corporate Administrator



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: November 19, 2020
Re: Income Statements for Nine Months Ending September 30, 2020

Recommendation (All/Directors/Majority):

Receipt

Background:

The Income Statements for the first nine months of 2020 are attached to this memo.

The annual budget used for comparison purposes is the original budget approved and not the amended budget. The **Local Government Act** requires that Financial Statements for Regional Districts are presented using the originally approved budget but then are legally compared to the most recently amended budget for compliance with Provincial Legislation.

The financial statements have been reviewed by senior staff and no variances of concern are noted.

Revenue in 2020 has been fully received from the Province and the member municipalities.

Again, revenue from contaminated soil disposal has exceeded expectations with several major projects utilizing the Regional District's landfills for disposal. An estimated \$150,000 total in contaminated soil fees and metal recycling is expected before the end of 2020.

Expenses are much lower this year than in previous years in large part due to the lack of travel during the pandemic.

Staff salaries and benefits is also lower this year due to vacancies and the difficulty in recruiting new staff members.

Regional District of Bulkley-Nechako
Income Statement
For the Period Ending September 30, 2020

	Year to Date	Budget to Date	Variance from Budget	Annual Budget
Revenue				
Taxation				
Taxation & Service Agreement	\$ 93,042	\$ 93,071	\$ (29)	\$ 93,071
Parcel Taxes	132,029	132,029	-	132,029
Electoral Area Taxation	6,597,079	6,597,079	-	6,597,079
Municipal Taxation	4,138,317	4,138,317	-	4,138,317
Total Taxation	10,960,467	10,960,496	- (29)	10,960,496
Transfer from Reserves				
Transfer from Capital Reserve	-	-	-	304,024
Transfer from Vehicle Reserve	-	-	-	103,285
Transfer from Election Reserve	-	-	-	7,000
Transfer from NCPG	-	-	-	1,336,000
Transfer from Gas Tax Reserve	128,502	625,000	(496,498)	800,000
Total Transfers from Reserves	128,502	625,000	- (496,498)	2,550,309
Grants				
Federal Gas Tax	858,116	922,804	(64,688)	922,804
Province of BC - Admin Grant	185,000	185,000	-	185,000
UBCM Grants	-	-	-	212,486
NDI Grants	25,000	-	25,000	119,358
Grants in Lieu of Taxes	15,417	-	15,417	71,835
Grants in Lieu of Alcan Taxes	-	-	-	911,964
Northern Capital Planning Grant	1,565,000	-	1,565,000	-
Grant in Aid	4,000	4,000	-	15,000
Other Grant Revenue	106,462	106,462	-	201,612
Total Grants	2,758,995	1,218,266	1,540,729	2,640,059
User Fees				
Ft. Fraser Water & Sewer	69,158	69,551	(393)	69,551
Telus User Fees	96,788	79,167	17,621	95,000
Other User Fees	108,149	114,025	(5,876)	114,025
Total User Fees	274,095	262,743	11,352	278,576
Environmental				
Metal Recycling	26,342	-	26,342	200,000
Contaminated Soil Disposal	287,401	3,750	283,651	5,000
Construction & Demolition Waste	93,421	150,000	(56,579)	200,000
Camp Waste	45,226	75,000	(29,774)	100,000
Other Environmental Revenue	40,438	29,250	11,188	39,000
Total Environmental	492,828	258,000	234,828	544,000
Recycling				
Houston	-	-	-	5,000
Smithers/Telkwa	14,214	11,250	2,964	15,000
Vanderhoof	12,803	11,250	1,553	15,000
Fort St. James	6,778	7,500	(722)	10,000
Burns Lake	11,863	-	11,863	-
Recycle BC Top Up Revenue	26,228	15,218	11,011	20,290
Total Recycling	71,886	45,217	26,669	65,290
Municipal Debt Repayment				
Houston	99,924	99,924	-	164,435
Smithers	208,145	208,145	-	416,158
Granisle	23,022	-	23,022	23,022
Vanderhoof	206,147	206,147	-	206,147
Total Municipal Debt Repayment	537,238	514,216	23,022	809,762
Cost Recovery & Sharing	92,211	101,993	(9,782)	193,986
EMBC Emerg. Expense Reimbursement	101	-	101	600,000
Miscellaneous Revenue	328,048	377,399	(49,351)	484,651
Transfer from Equity in TCA	-	-	-	1,180,685
Prior Year's Surplus	2,366,418	2,366,418	-	2,493,030
Total Revenue	\$ 18,010,790	\$ 16,729,748	\$ 1,281,041	\$ 22,800,844

Regional District of Bulkley-Nechako
Income Statement
For the Period Ending September 30, 2020

	Year to Date	Budget to Date	Variance from Budget	Annual Budget
Expenses				
Directors				
Director's Remuneration	\$ 294,333	\$ 325,829	\$ (31,496)	\$ 434,438
Director's Benefits	8,995	12,273	-	16,364
Director's Travel	20,863	67,194	-	89,592
Electoral Area "A" Travel	1,646	7,391	-	9,855
Electoral Area "B" Travel	361	7,391	-	9,855
Electoral Area "C" Travel	2,367	7,391	-	9,855
Electoral Area "D" Travel	1,242	7,391	-	9,855
Electoral Area "E" Travel	3,499	7,391	-	9,855
Electoral Area "F" Travel	1,811	7,391	-	9,855
Electoral Area "G" Travel	49	7,391	-	9,855
Total Directors	335,168	457,034	- (121,867)	609,379
Staff				
Salaries	2,901,511	3,187,095	-	4,249,460
Employee Benefits	864,190	1,191,313	-	1,588,417
Total Staff	3,765,701	4,378,408	- (612,707)	5,837,877
Fiscal Services				
Debenture Interest - MFA	191,097	191,097	-	456,411
Debenture Principal - MFA	171,275	171,275	-	585,908
Debenture Refund	-	-	-	100,000
Short Term Financing Interest	2,844	2,844	-	2,825
Short Term Financing Principal	210,106	210,106	-	257,180
Total Fiscal Services	575,322	575,322	-	1,402,324
Grants				
Grant in Aid				
Regional	26,106	26,106	-	82,500
Area "A"	7,324	7,324	-	59,389
Area "B"	10,920	10,920	-	41,256
Area "C"	17,500	17,500	-	37,796
Area "D"	1,000	1,000	-	43,009
Area "E"	13,100	13,100	-	115,014
Area "F"	1,000	1,000	-	56,784
Area "G"	1,000	1,000	-	14,524
Total Grant in Aid	77,950	77,950	-	450,272
Monthly Grants	1,998,042	1,998,042	-	2,445,455
Annual Grants	1,068,791	1,068,791	-	1,147,800
Arts & Culture Capital Grant	-	-	-	6,000
Total Grants	3,144,783	3,144,783	-	4,049,527

Regional District of Bulkley-Nechako
Income Statement
For the Period Ending September 30, 2020

	Year to Date	Budget to Date	Variance from Budget	Annual Budget	
Environmental					
Repairs & Maintenance					
Equipment	71,843	102,000	-	(30,157)	136,000
Site Maintenance & Supplies	94,393	68,625	-	25,768	91,500
Clearview Access Road	10,005	18,750	-	(8,745)	25,000
Truck Maintenance Costs	26,954	55,500	-	(28,546)	74,000
Trailer Maintenance Costs	27,254	40,800	-	(13,546)	54,400
Skidsteer Tires	23,914	39,000	-	(15,086)	52,000
Total Repairs & Maintenance	254,363	324,675	-	(70,312)	432,900
Consulting Fees	10,510	63,181	-	(52,671)	84,242
Contract Operations	37,714	57,408	-	(19,694)	76,544
Contribution to NW Invasive	919	42,375	-	(41,456)	56,500
Environmental Monitoring	34,556	66,634	-	(32,078)	88,845
Lagoon Operations	3,939	14,765	-	(10,826)	19,687
Post Closure	87	37,517	-	(37,430)	50,023
Fuel	141,604	204,611	-	(63,007)	272,815
Waste Hauling - Southside	26,400	37,500	-	(11,100)	50,000
Total Environmental	510,092	848,667	-	(338,575)	1,131,556
Recycling					
Fraser Lake Recycling	37,256	45,000	-	(7,744)	60,000
Burns Lake Recycling	2,099	-	-	2,099	-
Houston Recycling	62,613	63,750	-	(1,137)	85,000
Fort St James Recycling	546	-	-	546	-
Granisle Recycling	4,368	3,375	-	993	4,500
Recycling - Other	12,869	15,750	-	(2,881)	21,000
Total Recycling	119,751	127,875	-	(8,124)	170,500
Protective Services					
Emergency Expenses	408	-	-	408	600,000
FOCC Operating Costs	89,232	89,232	-	-	190,000
PSAP/RCMP Costs	25,246	25,246	-	-	59,000
Emergency Volunteer Program	10,921	10,921	-	-	55,000
NESST Emergency Volunteer Conference	3,878	3,878	-	-	40,000
Total Protective Services	129,685	129,277	-	408	944,000
General Expenses					
Advertising	30,527	30,055	-	472	40,073
Audit Fees	21,090	21,000	-	90	21,000
Carbon Emissions Reduction Initiatives	-	-	-	-	149,750
Communications	91,511	100,655	-	(9,144)	134,207
Copying Costs	8,794	29,250	-	(20,456)	39,000
Computer Network	149,075	152,816	-	(3,741)	203,755
Feasibility Studies	1,350	1,350	-	-	24,100
First Nations Dialogue	-	-	-	-	12,000
Insurance	192,350	152,624	-	39,726	203,499
Legal Expense	14,124	14,124	-	-	107,702
Meeting Expenses	11,202	55,883	-	(44,681)	74,511
Office Cleaning	20,729	21,000	-	(271)	28,000
Repairs & Maintenance	66,160	147,739	-	(81,579)	196,985
Sponsorship	14,517	14,517	-	-	42,000
Supplies	33,715	40,875	-	(7,160)	54,500
Utilities	122,931	134,760	-	(11,829)	179,680
Website	3,135	14,850	-	(11,715)	19,800
Other Expenses	19,633	146,198	-	(126,565)	194,930
Total General Expenses	800,842	1,077,695	-	(276,853)	1,725,492

Regional District of Bulkley-Nechako
Income Statement
For the Period Ending September 30, 2020

	Year to Date	Budget to Date	Variance from Budget	Annual Budget
Capital Expenditures				
General Government Services	135,250	115,442	19,807	153,923
Building Inspection	36,729	30,000	6,729	40,000
Environmental	501,483	629,625	- (128,142)	839,500
Capital Expenditures - Recycling	99,755	300,000	- (200,245)	400,000
Bulkley Valley Pool	46,628	38,250	8,378	51,000
Regional Parks & Trails	500,575	-	500,575	-
Other Capital Projects	467,885	368,080	99,805	490,773
Total Capital Expenditures	1,788,305	1,481,397	306,908	1,975,196
Federal Gas Tax Expenditures	372,903	525,000	- (152,097)	700,000
Special Projects Contingency	183,024	1,516,487	- (1,333,463)	2,021,983
Contribution to Reserves	977,664	977,664	-	1,030,655
Amortization Expense	-	-	-	1,190,685
Prior Year's Deficit	480	11,670	- (11,190)	11,670
Total Expenses	\$ 12,703,720	\$ 14,273,616	\$ (2,547,560)	\$ 22,800,844
Net Income (Loss)	\$ 5,307,070	\$ 2,456,133	\$ 3,828,601	\$ 0

Cheryl Anderson

From: Cheryl Anderson
Sent: October 28, 2020 4:08 PM
To: Cheryl Anderson
Subject: FW: [EXTERNAL]: Fwd: 2020 UBCM Convention Meeting with Ministry of Environment and Climate Change Strategy

Begin forwarded message:

From: "ENVMail ENV:EX" <env.mail@gov.bc.ca>
Date: October 28, 2020 at 2:02:34 PM PDT
To: Gerry Thiessen <mayor@district.vanderhoof.ca>
Cc: "Nash, Laurel ENV:EX" <Laurel.Nash@gov.bc.ca>
Subject: 2020 UBCM Convention Meeting with Ministry of Environment and Climate Change Strategy

Reference: 361811

October 28, 2020

Gerry Thiessen, Chair
and Directors
Regional District of Bulkley-Nechako
Email: mayor@district.vanderhoof.ca

Dear Chair Thiessen and Directors:

I am writing to follow up on the meeting between the Regional District of Bulkley-Nechako and the Ministry of Environment and Climate Change Strategy at the 2020 Union of British Columbia Municipalities (UBCM) Convention. Although the COVID-19 pandemic prevented us from meeting in person, the Minister and I were pleased to have the opportunity to discuss issues of mutual importance. As a provincial election has been called, I am pleased to have the opportunity to respond.

Whether online or in person, the annual UBCM Convention offers an important opportunity for local governments to have conversations and outline priorities with the provincial government. These meetings help to inform ministries on issues that matter most to British Columbians. We hope that you continue to engage with the ministry on issues that matter to you and your community so that we can continue to move forward with our goal of building a strong, sustainable, innovative economy, a cleaner environment, and healthy communities that work for everyone.

We appreciated the opportunity to meet with you to discuss important issues and topics of shared interest. The ministry welcomes your input regarding potential products for inclusion in the Recycling Regulation and policy initiatives to minimize waste. We look forward to receiving

your feedback on our Recycling Regulation Policy Intentions Paper. I have also asked staff in the Environmental Protection Division to follow up with you regarding opportunities for innovation and alternative usage of cardboard.

Thank you again for taking the time to meet. We look forward to continuing to work closely with you in the future.

With best regards,

Kevin Jardine
Deputy Minister

cc: Laurel Nash, Assistant Deputy Minister, Environmental Protection Division, Ministry of Environment and Climate Change Strategy



November 6, 2020

Ref: 256877

His Worship Mayor Gerry Thiessen, Chair
and Members of the Board
Regional District of Bulkley-Nechako
PO Box 820
Burns Lake BC V0J 1E0

Dear Chair Thiessen and Board Members:

Thank you to your delegation for meeting with ministry representatives during this year's virtual Union of BC Municipalities (UBCM) Annual Convention process. Due to the evolving COVID-19 situation, we have had to develop new approaches and adaptations to many aspects of our everyday life. I thank your delegation for its flexibility with provincial appointments this year and I am pleased that our governments still had the chance to connect.

As Deputy Minister, I write to acknowledge topics raised during your conference call, which included the Owner Builder Authorization exam requirement, B.C. Energy Step Code costs, and tiny homes.

The Owner Builder Authorization exam requirement strengthens consumer protection for both the owner and any subsequent buyers and reflects extensive collaboration with industry and consumer representatives. I understand you noted concerns around rising building costs; however, I am sure you will agree building safely constructed homes that meet B.C. Building Code (Building Code) requirements is essential. Unlicensed builders with experience as construction managers are encouraged to apply to become licensed builders so they can continue to work in their chosen field. BC Housing regularly accepts this type of previous unlicensed experience with owner-built homes to help remove barriers to entry into the licensed builder pool, particularly in more rural areas.

Ministry of Municipal Affairs and Housing staff advise that during the discussion you shared your perspective that the B.C. Energy Step Code (Step Code) will introduce new costs for building materials, equipment and testing by professionals and your concern that older homes will not be replaced by new homes. I recognize that for smaller rural and remote communities, adapting permits and inspection practices to meet new Building Code requirements comes with unique challenges.

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His Worship Mayor Gerry Thiessen, Chair
and Members of the Board
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At the same time, you may be interested in some practical examples from other communities. I encourage the Regional District of Bulkley-Nechako staff to reach out to the City of Kimberley to learn more about its experience, and review some of the case studies of homes that have found affordable ways to build to the Step Code. Andy Christie is a building official with the City of Kimberley who has direct experience with the Step Code and can be reached by email at: achristie@kimberley.ca.

Experienced energy advisors and energy modellers can help advise builders on cost-effective strategies to meet Step Code requirements. The provincial government launched the energy advisor search tool in fall 2019; the search tool is available online at: <https://betterhomesbc.ca/ea/>. Currently, seven energy advisor firms are identified as serving the Burns Lake area.

Finally, ministry representatives also appreciated hearing about the Regional District's increased interest in tiny homes. Tiny homes are certainly one option to help a community access safe and affordable housing. You mentioned it can be challenging to build functional tiny homes to the standards required by the Building Code and that you would like to see changes to it. The Building Code has no limit on how small a house can be built, provided it meets the minimum standard for the protection for people and the protection of the environment.

Thank you, again, to your delegation for the meeting.

Sincerely,



Kaye Krishna
Deputy Minister

pc: Curtis Helgensen, Chief Administrative Officer, Regional District of Bulkley Nechako

Regional District of Bulkley-Nechako

Action List - October 2020 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Committee of the Whole Meeting October 8, 2020	Delegation Thank You Letter	Write a Thank You Letter to Tara Dunphy, Section Head, Regional Initiatives and Steffy Howard-Stratton, Licensed Land and Resource Specialist, Ryan Holmes, Director of Regional Initiatives Ministry of Forests, Lands, Natural Resource Operations and Rural Development and RE: Lakes Resiliency Planning Process Project	Geraldine	Completed	
Committee of the Whole Meeting October 8, 2020	Delegation Thank You Letter	Write a Thank You Letter to Scott Sitter, Assessor, Northern BC Region BC Assessment – RE: Overview	Geraldine	Completed	
C.W.2020-8-4 Committee of the Whole October 8, 2020	Write a Letter to Provincial Election Candidates re: Recycle BC Request to Ministry of Environment and Climate Change Strategy to hold off on Pending Changes to EPR Programs	Write a letter to Provincial Election Candidates within the RDBN to express concerns in regard to Recycle BC requesting Ministry of Environment and Climate Change Strategy to hold off on pending changes to Extended Producer Responsibility (EPR) Programs; and further, that the letter be provided to RDBN member municipalities, Chambers of Commerce within the RDBN, the North Central Local Government Association and the Union of B.C. Municipalities.	Cheryl	Completed	
Board Meeting October 22, 2020	Delegation Thank You Letter	Write a Thank You Letter to Andy Muma, BC Search and Rescue Re: Update Search and rescue in the Bulkley Nechako Region.	Geraldine	Completed	
Board Meeting October 22, 2020	Delegation Thank You Letter	Write a Thank You Letter to Steven Dean, Chairman/CEO, Artemis Gold Re: Update Blackwater Project	Geraldine	Completed	
2020-11-9 Board Meeting October 22, 2020	Building Inspection Agreements with Municipalities	That the Board Chair and CAO enter into agreements for the provision of building inspection services to the Village of Burns Lake, the Village of Fraser Lake, the Village of Granisle, the District of Fort St. James, the District of Houston, and the Village of Telkwa.	Jason L	On going	
2020-11-15 Board Meeting October 22, 2020	Cluculz Lake Fire Department 911 Radio System	Staff to utilize up to \$35,000 from the 911 Capital Reserves to install a radio interconnect system for the Cluculz Lake Fire Department.	DebJM/John	In Progress	
2020-11-16 Board Meeting October 22, 2020	Fort Fraser Rural Fire Protection Agreement - November 1, 2020 to October 31, 2025	The Board Chair and the Chief Administrative Officer to sign the Fort Fraser Rural Fire Protection Agreement with the Fort Fraser Volunteer Fire Department Society for a 5-year term.	DebJm	In Progress	

Regional District of Bulkley-Nechako

Action List - October 2020 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2020-11-18 Board Meeting October 22, 2020	Federal Gas Tax Funds - Electoral Area "A" (Smithers Rural) Cycle 16 Trail	Write a letter and contribute up to \$300,000 of Electoral Area "A" Federal Gas Tax allocation monies to Phase 1 of construction for the Cycle 16 Trail.	Nellie/John	In Progress	
2020-11-19 Board Meeting October 22, 2020	Smithers Mountain Bike Association Letter of Support Request	1) Provide a Letter of Support to the Smithers Mountain Bike Association for their Hudson Bay Mountain Project application to the Destination Development Stream of the Community Economic Recovery Infrastructure Program for lift enhancements and trails to enable mountain bike access on Hudson Bay Mountain. 2) Provide a Letter of Support to the Smithers Mountain Bike Association for their application to the Community Economic Resilience Stream of the Community Economic Recovery Infrastructure Program to expand its trail network that is not on Hudson Bay Mountain.	Nellie	Completed	
2020-11-24 Board Meeting October 22, 2020	Electoral Area "B" (Burns Lake Rural) Residents - CN Rail Blockage of Crossings	Write a letter to the authors of the Electoral Area "B" (Burns Lake Rural) Residents - CN Rail Blockage of Crossings correspondence, Dave & Verna Hopper, in regard to RDBN follow up with CN Rail.	Wendy	Completed	
2020-11-26 Board Meeting October 22, 2020	Community Economic Recover Infrastructure Program (CERIP) - Destination Development Stream	Apply, in partnership with Hudson Bay Mountain for a Year-Round, Multi-use Outdoor Recreation Area project at the Hudson Bay Mountain Resort, to the Destination Development Stream of the CERIP.	Nellie	Completed	
2020-11-27 Board Meeting October 22, 2020	Update: Conditional Suspension of Cardboard Ban at the Knockholt Landfill	Staff to temporarily suspend the cardboard ban at the Knockholt Landfill to accommodate the final stages of the establishment of an Old Corrugated Cardboard (OCC) baling facility provided the conditions are still being met.	Alex	On going	
2020-11-28 Board Meeting October 22, 2020	Update: Conditional Suspension of Cardboard Ban at the Knockholt Landfill	Staff to collaborate with the proponents of the Old Corrugated Cardboard (OCC) baling facility to provide public notification once the facility is prepared to open to the public, and further, that the public notification be provided to the Smithers and District Chamber of Commerce and the Smithers Interior News.	Alex	On going	
2020-11-29 Board Meeting October 22, 2020	National Industrial Symbiosis Program Letter of Support	Write a letter of support to the National Industrial Symbiosis Program (NISP) in regard to its grant application for its Northwest BC Businesses for a Low Carbon, Circular Economy Project, that engages rural Small to Medium Enterprises (SMEs) to take meaningful circular economy action that reduces Greenhouse Gas (GHG) Emissions; and further, that the Board looks favourably towards partnerships on future endeavors.	Nellie	Completed	