

REGIONAL DISTRICT
OF BULKLEY-NECHAKO

AGENDA

MEETING NO. 1

JANUARY 28, 2021

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"A WORLD OF OPPORTUNITIES
WITHIN OUR REGION"

VISION

“A World of Opportunities
Within Our Region”

MISSION

“We Will Foster Social,
Environmental, and
Economic Opportunities
Within Our Diverse Region Through Effective
Leadership”



REGIONAL DISTRICT OF BULKLEY-NECHAKO

AGENDA

Thursday, January 28, 2021

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – January 28, 2021</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
8-20	Board Meeting Minutes – December 10, 2020	Adopt
21-28	Board Budget Meeting Minutes – December 17, 2020	Adopt
29-30	Broadband Committee Meeting Minutes - January 14, 2021	Receive
31-34	Committee of the Whole Meeting Minutes - January 14, 2021	Receive
35-37	Regional Transit Committee Meeting Minutes - December 10, 2020	Receive
38-41	Rural Agriculture Committee Meeting Minutes - January 14, 2021	Receive

BUSINESS ARISING OUT OF THE MINUTES

DELEGATIONS

REGIONAL DISTRICT OF FRASER FORT GEORGE

Michael Higgins, General Manager of Community Services

RE: 911 System Update

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE
OPERATIONS AND RURAL DEVELOPMENT

Lori Borth, Director of Strategic Initiatives

Anthony Giannotti, Tenures Team Leader

RE: Lakes and Prince George Timber Supply Apportionment

<u>PAGE NO.</u>	<u>ELECTORAL AREA PLANNING (All Directors)</u> <u>Bylaw for 1st and 2nd Reading</u>	<u>ACTION</u>
42-47	Deneve Vanderwolf, Planner 1 Rezoning Application RZ A-02-20 1 st & 2 nd Reading Rezoning Bylaw No.1937, 2021 Electoral Area "A"	Recommendation
	<u>Temporary Use Permit Applications</u>	
48-55	Deneve Vanderwolf, Planner 1 Temporary Use Permit Application TUP B-01-20 Electoral Area "B"	Recommendation
	<u>Development Variance Permit Applications</u>	
56-61	Deneve Vanderwolf, Planner 1 Development Variance Permit Application DVP F-02-20 Electoral Area "F"	Recommendation
	<u>DEVELOPMENT SERVICES (All Directors)</u>	
	<u>ALR Applications</u>	
62-70	Jason Llewellyn, Director of Planning ALR Non-Farm Use Application 1225 Electoral Area "A"	Recommendation
	<u>Crown Land Referral</u>	
71-72	Deneve Vanderwolf, Planner 1 Crown Land Referral No. 6402286 Electoral Area "G"	Recommendation
	<u>Subdivision Referral</u>	
73-74	Jason Llewellyn, Director of Planning Subdivision Referral No. SUB B-01-20 Electoral Area "B"	Recommendation
	<u>General Topics</u>	
75-93	Jason Llewellyn, Director of Planning Gravel Extraction and Processing in Electoral Area A Electoral Area "A"	Recommendation

<u>PAGE NO.</u>	<u>DEVELOPMENT SERVICES (CONT'D)</u>	<u>ACTION</u>
94-108	Jason Llewellyn, Director of Planning Hudson Bay Mountain Trail to Town Parking Electoral Area "A"	Recommendation
109-164	Jason Llewellyn, Director of Planning Housing in the RDBN	Recommendation
165-183	Planning Department Year-End Report for 2020	Receive
<u>PARKS AND TRAILS SERVICE (All Directors)</u>		
184-189	Jason Llewellyn, Director of Planning Parks and Trails Service Participation Agreement Electoral Area "A"	Recommendation
<u>ADMINISTRATION REPORTS</u>		
190-195	John Illes, Chief Financial Officer - Provincial COVID-19 Relief Funds	Recommendation
196-206	John Illes, Chief Financial Officer - Associate Members for Municipal Insurance Association	Recommendation
207-209	Wendy Wainwright, Executive Assistant - Topley Rural Road Rescue and Medical First Responders Service Establishment Repeal Bylaw No. 1925, 2020	Recommendation
210-223	Deneve Vanderwolf, Planner 1/Regional Transit Coordinator - Bulkley-Nechako Regional Transit Service Annual Operating Agreement Amendment	Recommendation
224-227	Deborah Jones-Middleton, Director of Protective Services – Letter to UBCM Recommending a Committee on Emergency Management	Recommendation
228-234	Haley Jeffrey, Emergency Services Manager - Telecommunications Subscription Trends, 911 Call Answer Levy and Upcoming Changes to the 911 System	Recommendation
235	Shari Janzen, Economic Development Assistant - Northern Development Local Government Internship Program	Recommendation

<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
236	Shari Janzen, Economic Development Assistant - COVID-19 Resilience Infrastructure Stream - Boardroom Upgrades	Recommendation
237	Shari Janzen, Economic Development Assistant - COVID-19 Resilience Infrastructure Stream – Telkwa-Smithers Pathway	Recommendation
238	Nellie Davis, Manager of Regional Economic Development – Federal Gas Tax – Area “D (Fraser Lake Rural) Fort Fraser Volunteer Fire Department – Furnace Replacement	Recommendation
239	Cheryl Anderson, Manager of Administrative Services – RDBN Appointments - 2021	Ratify
240	Cheryl Anderson, Manager of Administrative Services – North Central Local Government Association Resolutions Deadline	Receive

VERBAL REPORTS

RECEIPT OF VERBAL REPORTS

ADMINISTRATION CORRESPONDENCE

241	Office of the Prime Minister – Response to RDBN Letter re: Firearms Ban	Receive
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ACTION LIST

242	Action List – December 2020	Receive
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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 Relations/Connectivity), must/may be closed to the public, therefore exercise their option of excluding the public for this meeting.

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEETING NO. 13****Thursday, December 10, 2020**

PRESENT: Chair Gerry Thiessen

Directors Gladys Atrill – Via Zoom
Shane Brienen
Mark Fisher
Dolores Funk
Judy Greenaway – left 2:00 p.m.
Tom Greenaway – left at 2:00 p.m.
Clint Lambert
Brad Layton – Via Teleconference – left at 1:00 p.m., returned at 2:46 p.m.
Linda McGuire
Chris Newell
Mark Parker
Jerry Petersen
Michael Riis-Christianson
Sarrah Storey

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Nellie Davis, Manager of Regional Economic Development – Via Teleconference – left at 11:13 a.m.
Alex Eriksen, Director of Environmental Services – Arrived at 1:37 p.m., left at 2:03 p.m.
John Illes, Chief Financial Officer – arrived at 10:35 a.m.
Jason Llewellyn, Director of Planning
Deborah Jones-Middleton, Director of Protective Services
Rowan Nagel, GIS Technician – left at 10:03 a.m.
Deneve Vanderwolf, Planner 1/Regional Transit coordinator – arrived at 12:50 p.m., left at 1:00 p.m.
Wendy Wainwright, Executive Assistant

Others Jacques Cortanje, Executive Director, Northwest Operations, BC Oil & Gas Commission – Via Zoom 10:00 a.m. to 10:25 a.m.
James O’Hanley, Vice President, Applications, BC Oil & Gas Commission – Via Zoom 10:00 a.m. to 10:25 a.m.
Tarilee Rauscher, Manager, Stakeholder Relations, BC Oil & Gas Commission – Via Zoom 10:00 a.m. to 10:25 a.m.
Garth Thoroughgood, Executive Director, Major Projects, BC Oil & Gas Commission – Via Zoom 10:00 a.m. to 10:25 a.m.

Media Priyanka Ketkar, Lakes District News – Via Zoom – left at 12:06 p.m., returned at 1:30, left at 2:00 p.m.

CALL TO ORDER

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

AGENDA & SUPPLEMENTARY AGENDAMoved by Director Newell
Seconded by Director T. Greenaway**2020-13-1**

“That the Board Meeting Agenda of December 10, 2020 be approved; and further, that the Supplementary Agenda be dealt with at this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

STAFF INTRODUCTION

Jason Llewellyn, Director of Planning introduced Rown Nagel, GIS Technician.

MINUTES

Board Meeting Minutes
-November 19, 2020

Moved by Director Petersen
Seconded by Director Brienens

2020-13-2

“That the Board Meeting Minutes of November 19, 2020 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

BC OIL & GAS COMMISSION – James O’Hanley, Vice President, Applications and Garth Thoroughgood, Executive Director, Major Projects, Jacques Crostanje, Executive Director, Northwest Operations and Tarilee Rauscher, Manager of Stakeholder Relations RE: Update – Via Zoom

Chair Thiessen welcomed James O’Hanley, Vice President, Applications, Garth Thoroughgood, Executive Director, Major Projects, BC Oil and Gas Commission. Mr. O’Hanley introduced Jacques Crostanje, Executive Director, Northwest Operations and Tarilee Rauscher, Manager of Stakeholder Relations, BC Oil and Gas Commission (BCOGC).

Mr. Thoroughgood provided a PowerPoint Presentation.

BC Oil and Gas Commission

- BC Oil and Gas Commission
- Regulatory Roles and Responsibilities
- Other Regulatory Agencies
- Compliance and Enforcement
- Project Updates.

Discussion took place regarding:

- Agency contacts
- LNG Canada Implementation Secretariat
- Inspections
 - Different inspections for different sections/areas
 - E.g. streams, CSA Standards, etc.
 - BCOGC developing an information sheet outlining the various inspections
 - Technology
 - Investigating the use of electronic technology for testing in some circumstances as well as the use of drones
- Next update – March/April 2021.

Chair Thiessen thanked Messrs. O’Hanley, Thoroughgood and Crostanje and Ms. Rauscher for attending the meeting.

DEVELOPMENT SERVICES (All Directors)**Municipal Referral**

Municipal Land Use Referral
Houston-01-20 Electoral
Area "G"

Moved by Director Newell
Seconded by Director Brien

2020-13-3

"That staff inform the District of Houston that the Regional District of Bulkley-Nechako has no concerns with the proposed Official Community Plan (OCP) amendment."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mine Referral

Mine Referral
No. 1300554-202001
Electoral Area "C"

Moved by Director T. Greenaway
Seconded by Director J. Greenaway

2020-13-4

"That the Comment Sheet for Mine Referral No. 1300554-202001 be provided to the Province."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Telecommunications Referral

Telus Wireless Communication
Facility No. BC106733
Electoral Area "A"

Moved by Director Fisher
Seconded by Director Brien

2020-13-5

"That the Regional District Board send a letter stating that the RDBN has no objection to the proposed communication tower location."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Parks and Trails (All Directors)

Parks and Trails Service
Establishment Bylaw 1, 2nd,
and 3rd Readings

Moved by Director Funk
Seconded by Director Riis-Christianson

2020-13-6

"That Smithers/Electoral Area A Parks and Trails Service Establishment Bylaw No. 1927, 2020 be given first, second, and third reading this 10th day of December, 2020."

"That Houston/Granisle/Electoral G Parks and Trails Service Establishment Bylaw No. 1928, 2020 be given first, second, and third reading this 10th day of December, 2020."

"That Burns Lake/Electoral B/Electoral Area E Parks and Trails Service Establishment Bylaw No. 1929, 2020 be given first, second, and third reading this 10th day of December, 2020."

"That Fort St. James/Electoral C Parks and Trails Service Establishment Bylaw No. 1930, 2020 be given first, second, and third reading this 10th day of December, 2020."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTSFraser Basin Council and
Nechako Round Table

Moved by Director Fisher
Seconded by Director Funk

2020-13-7

“That the Board fund the Fraser Basin Council and the Nechako Round Table from the Eastern Jurisdictions.”

Opposed: Director T. Greenaway CARRIED
Director Riis-Christianson

(All/Directors/Majority)

Discussion took place in regard to the Fraser Basin Council’s role in the western portion of the RDBN. Director Lambert mentioned there is a new Director on the FBC Board of Directors from Haidi Gwaii.

Budget Amendment #2 and
Capital Reserve Bylaws

Moved by Director Parker
Seconded by Director Storey

2020-13-8

“That Luck Bay Fire Service Capital Reserve Bylaw No. 1934, 2020 be given first, second, third reading, and adoption this 10th day of November, 2020.”

That Fort Fraser Fire Service Capital Reserve Bylaw No. 1935, 2020 be given first, second, third reading, and adoption this 10th day of November, 2020.

That Regional District of Bulkley-Nechako Financial Plan Amendment Bylaw No. 1936, 2020 be given first, second, third reading, and adoption this 10th day of December, 2020.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Electoral Area Directors’ Forum
(Virtual) – February 2-3, 2021

Moved by Director Riis-Christianson
Seconded by Director Lambert

2020-13-9

“That Rural Directors be authorized to attend the Electoral Area Directors’ Forum (Virtual) February 2-3, 2021.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

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

Moved by Director Layton
Seconded by Director McGuire

2020-13-10

“That Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 1933, 2020 be adopted this 10th day of December, 2020.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)Grant in Aid Request - Fraser Basin Council

Moved by Director Lambert
Seconded by Director Storey

2020-13-11

"That the Fraser Basin Council be given \$1,700 Grant in Aid monies from each of Electoral Areas "B" (Burns Lake Rural), "C" (Fort St James Rural), "D" (Fraser Lake Rural), "E" (Francois/Ootsa Lake Rural) and "F" (Vanderhoof Rural) for a total of \$8,500 for eligible project expenses."

Moved by Director Lambert
Seconded by Director Parker

2020-13-12

"That Motion 2020-13-11 be amended as follows:

"That the Fraser Basin Council be given \$1,000 Grant in Aid monies from each of Electoral Areas "B" (Burns Lake Rural), "C" (Fort St James Rural), "D" (Fraser Lake Rural), "E" (Francois/Ootsa Lake Rural) and "F" (Vanderhoof Rural) for a total of \$5,000 for eligible project expenses."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

"The question was called on Motion 2020-13-11 as amended."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Past RDBN funding provided to the Fraser Basin Council, Grant in Aid funding criteria and establishing a service was discussed.

Union of BC Municipalities
Community Emergency
Preparedness Fund – Regional
Evacuation Route Planning
Application

Moved by Director McGuire
Seconded by Director Storey

2020-13-13

"That the Board supports a regional application to the Union of BC Municipalities Community Emergency Preparedness Fund – Evacuation Route Planning Application for the 2020 Evacuation Route Planning funding on behalf of the Regional District of Bulkley-Nechako, Burns Lake, Fort St. James, Granisle, Houston, Smithers, Fraser Lake and Telkwa in the amount of \$160,590.31.

Further, that the Board supports the submission of the application, and understands that if the grant is approved, the RDBN will receive and manage the grant funding."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Revised Financial Assistance for Emergency Response Costs – A Guide for BC First Nations and Local Authorities Moved by Director Storey
 Seconded by Director J. Greenaway

2020-13-14

“That the Board send the letter attached to the December 10, 2020 Emergency Services Manager’s staff report to the Minister of Public Safety and Solicitor General (Minister of PSSG) requesting that the Province delay the formal effective date of the document Financial Assistance for Emergency Response Costs – A Guide for BC First Nations and Local Authorities (Financial Guideline) and facilitate a meaningful consultation with Local Governments and First Nation communities throughout the Province.”

Moved by Director Riis-Christianson
 Seconded by Director Fisher

2020-13-15

“That Motion 2020-13-14 be amended as follows:

“That the Board approve sending a letter to the Minister of Public Safety and Solicitor General (Minister of PSSG) requesting the Province to facilitate a meaningful consultation with Local Governments and First Nation communities throughout the Province regarding the Financial Assistance for Emergency Response Costs – A Guide for BC First Nations and Local Authorities (Financial Guideline).”

(All/Directors/Majority) CARRIED UNANIMOUSLY

“That the question be called on Motion 2020-13-14 as amended.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

RDBN Appointments - 2021

Moved by Director Brienen
 Seconded by Director Petersen

2020-13-16

“That the Board ratify the interim 2021 RDBN Board appointment as amended to remove and review at a later date the Transit Committee, North Central Local Government Association and Northern BC Tourism Association and include:

- Forestry Committee
 - o Interim Co-Chair – Brad Layton
 - o Interim Co-Chair – Dolores Funk.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Discussion took place regarding:

- Directors Funk, Layton, Chair Thiessen and Vice-Chair Parker working with staff to develop a Terms of Reference for the RDBN Forestry Committee
- North Central Local Government Association representation – maintain current RDBN nomination until the NCLGA 2021 AGM
- Regional Transit Committee Terms of Reference amendment at the Regional Transit Committee Meeting at 1:00 p.m. today

ADMINISTRATION REPORT (CONT'D)

- Outside organizations terms of reference and Regional Board members participation
- Northern BC Tourism Appointment
 - Staff will follow up in regard to membership and terms of reference and invite Northern BC Tourism to attend a future Board meeting.

Taxation Analysis: Land and Improvements

Moved by Director Storey
Seconded by Director Lambert

2020-13-17

“That the Board receive the Chief Financial Officer’s Taxation Analysis: Land and Improvements memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following was discussed:

- Potential implications to apportionment of taxes between jurisdictions and basis for assessment to collect those taxes
- First Nations Agreements in relation to fee simple lands
- Service Establishment Bylaws
 - Taxation
 - *Local Government Act* requirements
 - Service Establishment Bylaws and referendums.

**Director Riis-Christianson
-Canada’s Rural and Remote
Broadband Conference Fall 2020**

Moved by Director Riis-Christianson
Seconded by Director Storey

2020-13-18

“That the Board receive Director Riis-Christianson’s Canada’s Rural and Remote Broadband Conference Fall 2020 Report.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**Break for lunch at 12:10 p.m.****Reconvened at 12:50 p.m.****VERBAL REPORTS****Village of Granisle Update**

Director McGuire provided an update in regard to activities and events taking place in the Village of Granisle.

Cram the Cruiser Event

Cram the Cruiser Event will take place in cooperation with the RCMP, with social distancing measures in place, on December 11, 2020. The gifts received remain in the community and are distributed at Christmas.

Light up the Park – Memorial Trees

The Lions Club Light up the Park event is also moving forward with individuals able to light a tree in memory of a loved one.

VERBAL REPORTS (CONT'D)Grant Writing Milestone

The Village of Granisle reached a milestone and celebrated 10 years of grant writing by its team of grant writers. In 10 years, they wrote and submitted 158 grants and were successful recipients of 123 grants receiving funding of over \$13 million for the community.

Local Gas Station and Grocery Store

The local gas station and grocery store has a new owner and will be reopening in the near future.

Wastewater Treatment Plant

The tender process for the construction of the wastewater treatment plant is complete and has been awarded to Carver Construction from Kelowna. Work will begin in the Spring of 2021.

District of Fort St. James
-COVID-19 Update

Director T. Greenaway spoke of the increase of COVID-19 cases in the community of Fort St. James. He noted that Nak'azdli Whut'en First Nation has requested its members limit their movements around Nak'azdli and Fort St. James.

Director J. Greenaway commented that BC Emergency Health Services has dispatched four additional Paramedics to the community to support patient transport and COVID-19 needs.

Director J. Greenaway noted that all community buildings in Fort St. James are currently closed to the public including District of Fort St. James offices, community hall and arena.

Senior & Elders Housing Grant
Application

Director J. Greenaway mentioned that the District of Fort St. James is applying for grant funding in January 2021 for a 28 room Seniors Housing project.

COVID-19

Director Riis-Christianson spoke of the rise of COVID-19 exposures in Burns Lake and community and noted the death rate and the importance of following the guidelines. He mentioned that health care workers have had a significant impact on minimizing the death rate of patients from COVID-19.

Regional Connectivity Network
Meeting

Director Riis-Christianson participated in a Regional Connectivity Meeting. Discussion took place regarding the different service models and the need for cellular connectivity. The next meeting will be in January 2021.

Electric Car Charging Station
-Fraser Lake Mall

Director Parker announced that an Electric Car Charging Station will be installed at the Fraser Lake Mall in the spring of 2021. He also noted that the mall recently had the last vacancy filled.

Cycle 16 Trail Society

Director Fisher mentioned that the Cycle 16 Trail Society has momentum moving forward and is getting commitments from organizations in the community for annual maintenance funding.

Pinnacle Pellet – Smithers

Director Fisher noted that he participated in a meeting with Pinnacle Pellet on December 9, 2020 in regard to noise issues and concerns.

Break for Regional Transit Committee at 1:00 p.m.**Reconvened at 1:26 p.m.****VERBAL REPORTS (CONT'D)**

<u>Village of Burns Lake Tourism Coordinator</u>	Director Funk mentioned that the Village of Burns Lake is hiring a Tourism Coordinator working towards the implementation of its new Tourism Plan and in diversifying economic development.
<u>Virtual Meeting Technology</u>	Director Funk commented that the Village of Burns Lake is testing the Meeting Owl; an all-in-one 360° voice activated digital meeting technology. She mentioned the video and sound quality in the Village of Burns Lake Council Chambers was excellent.
<u>Under 55 Housing Study</u>	Director Funk reported that the Village of Burns Lake completed its Under 55 Housing Study. The study identified significant demand for all types of housing and age of current housing stock is an issue. The B.C. Energy Step Code will have significant implications to housing development in the community. Director Funk expressed disappointment in the November 6, 2020 letter from the Ministry of Municipal Affairs and Housing in response to follow up from the 2020 Virtual UBCM Convention meeting with the Ministry.
<u>Village of Burns Lake Meeting with Northern Health</u>	Director Funk mentioned that the Village of Burns Lake met with Northern Health in regard to expanding services at the Lakes District Hospital and Health Care Centre to include perinatal and endoscopy services.
<u>Fire at Pinnacle Pellet Plant in Houston</u>	Director Brienens spoke of a fire that occurred at Houston's Pinnacle Pellet Plant November 25, 2020 that injured three employees. Director Brienens mentioned that only one ambulance from Houston responded and an additional ambulance had to come from Smithers. He expressed concerns in regard to the shortage of ambulances in a community where industry is a focus.
<u>Housing Shortage in Houston</u>	Director Brienens noted the housing shortage in Houston with only two houses for sale two weeks ago. Local realtors have now increased the number of houses on the market to five. There is a number of recreational units being used for housing in the community as well due to the housing shortage.
<u>Proposed Recreation Trail from Houston to Bob Creek</u>	Director Newell mentioned that work is taking place in regard to developing a recreation trail from Houston to Bob Creek. The plan is to continue the trail through Buck to Bob Creek Falls and eventually tie into the cross country ski trails. It is an exciting initiative and will be an asset in recruiting people to the area.
<u>Canada Rural Broadband Conference</u>	Director Newell attended the Canada Rural Broadband Conference virtually. He expressed challenges in regard to his internet connectivity. Future proofing connectivity was a key discussion point at the Conference.

VERBAL REPORTS (CONT'D)

<u>Road Maintenance Concerns</u>	Director Newell brought forward concerns regarding the Maintenance of rural roads and impacts to road widths. He expressed interest in meeting with road contractors and Ministry of Transportation and Infrastructure. Discussion took place in regard to yearly road contractor stakeholder meetings.
<u>Village of Fraser Lake Fire Rescue</u>	Director Storey spoke of the number of calls the Village of Fraser Lake Volunteer Fire Department has responded to in 2020.
<u>Village of Fraser Lake Christmas Events</u>	Director Storey mentioned that the Fraser Lake arena is currently open but will close for the Christmas Break. The Village of Fraser Lake will be hosting its Santa Claus Parade on Friday, December 18, 2020. Director Storey commented that volunteers will be delivering meals and chocolates donated by Fraser Lake West Fraser Sawmills to all the Seniors in the community.
<u>Village of Fraser Lake -Connectivity Challenges</u>	Director Storey brought forward challenges in regard to applying for connectivity funding, administering speed tests to establish connectivity issues and Telecoms providing service in the region. She also spoke of concerns regarding the use of pole infrastructure and challenges in regard to utilizing existing pole infrastructure for unserved and underserved connectivity areas. She requested the Board Directors to share information in regard to similar challenges. Director Riis-Christianson spoke of the CIRA speed test.
<u>Town of Smithers Housing Needs Assessment</u>	Director Atrill mentioned that the Town of Smithers completed its Housing Needs Assessment. She spoke of taking an experimental approach to housing and requested feedback on how other communities developed housing.
<u>Cardboard and Restoration of Curbside Pickup in Smithers</u>	Director Atrill noted conversations are taking place regarding the challenges and issues concerning cardboard recycling and the restoration of curbside pickup of recycling in the Town of Smithers.
<u>Town of Smithers Connecting to the Cycle 16 Trail</u>	Director Atrill commented that the Town of Smithers is reviewing options to connect to the Cycle 16 Trail from the Town of Smithers and Perimeter Trail network.
<u>EV Chargers – Town of Smithers</u>	Director Atrill mentioned that the Town of Smithers will have two Level 3 and two Level 2 EV Chargers installed in the community and the additional charging stations will assist in building capacity for electric vehicles.
<u>Vanderhoof - Housing Challenges</u>	Chair Thiessen spoke of the housing challenges in Vanderhoof and the impacts to recruitment for businesses, companies, organizations and agencies in the community. He noted the issues in regard to developing a Senior Housing and Dementia Unit Complex in the community. Chair Thiessen expressed the importance of increasing available housing in communities.
<u>Hunting for Halle - Fundraiser for Young Cancer Patient in Vanderhoof</u>	Chair Thiessen mentioned that the community of Vanderhoof came together and held a fundraiser called Hunting for Halle to assist Halle, a young girl with cancer and her family.

VERBAL REPORTS (CONT'D)

Rio Tinto Water Engagement Chair Thiessen expressed concerns regarding Rio Tinto's Water engagement progress and process. He spoke of the importance of moving forward with deliverables. Director Lambert mentioned the Southside Working Group that formed regarding the Water Engagement Initiative and the meeting that took place.

Receipt of Verbal Reports Moved by Director Storey
Seconded by Director Newell

2020-13-19 "That the verbal reports of the various Board of Directors be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

Administration Correspondence & Action List Moved by Director Lambert
Seconded by Director Funk

2020-13-20 "That the Board receive the following:

Administration Correspondence

- Ministry of Municipal Affairs and Housing – Letter to Northwest BC Resource Benefits Alliance – UBCM Convention Follow-up
- Northwest BC Resource Benefits Alliance – Letter to Premier Horgan – UBCM Convention Follow-up
- Ministry of Transportation and Infrastructure – UBCM Convention 2020
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – UBCM Convention Follow-up
- Ministry of Jobs, Economic Development and Competitiveness – UBCM Convention Follow-up

Action List

-November 2020."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

Cardboard Ban Reinstated -Initial Impacts Moved by Director Petersen
Seconded by Director McGuire

2020-13-21 "That the Board receive the Executive Assistant's Cardboard Ban Reinstated – Initial Impacts memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Break for Northern Health Teleconference at 2:03 p.m.

Reconvened at 2:44 p.m.

NEW BUSINESSRDBN Budget Meeting
-December 17, 2020

Discussion took place regarding the RDBN 2021 Budget process and moving forward with a Budget Meeting on Thursday, December 17, 2020. Attending in person and/or virtually and connectivity issues was discussed.

Moved by Director McGuire
Seconded by Director Storey

2020-13-22

“That the RDBN Budget Meeting be attended in-person and scheduled for Thursday, December 17, 2020 from 11:00 a.m. to 2:00 p.m.”

Moved by Director McGuire
Seconded by Director Layton

2020-13-23

“That Motion 2020-13-22 be amended as follows:

“That the RDBN Budget Meeting be attended in-person and or virtually and scheduled for Thursday, December 17, 2020 from 10:00 a.m. to 12:00 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

“The question be called on Motion 2020-13-22 as amended.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Lambert Item
-COVID-19 and Economic
Impacts

Director Lambert brought forward for discussion COVID-19 and and economic impacts. He spoke of the importance of a number of industrial sectors that were able to continue to operate during the COVID-19 Pandemic. Director Lambert spoke of having a strong economy in order to mitigate impacts, both financially and in regard to mental health concerns, of COVID-19 to the region and the province. He brought forward the COVID-19 safety measures that industry and businesses have in place to assist to mitigate and minimize the risk of exposure in the region. He commented that he has received a number of concerns from area residents.

Discussion took place regarding the following:

- Provincial Government working to ensure that the economy continues to move forward
- Forest Industry is actively working
- Abiding by the current Provincial guidelines and orders to ensure that there isn't a need for structure guidelines and orders
- Provincial COVID-19 funding to strategically move communities forward
- COVID-19 Economic Plan for the region
 - o Strategically moving forward
 - o Potentially developing a plan similar to a wildfire event to address changes to job loss/employment in the region if COVID-19 impacts worsen
- Essential services continue, including:
 - o Forestry, Mining, Agriculture, etc.
- The work done to ensure that tree planting moved forward in the spring with COVID-19 safety plans in place

NEW BUSINESS (CONT'D)

- Listening and focusing on finding solutions to continue to mitigate impacts from COVID-19 and the economy
- Investigating opportunities for economic growth and diversification
- The Province recognizing the importance of the economy to the health of its people and working to find ways to allow companies, business, industry and organizations to continue to operate with COVID-19 Safety Plans in place
- Role to build healthy communities
 - o Following guidelines to stay healthy and ensure the region continues to move forward
 - o Industry placing strong protocols in place in an attempt to ensure work continues
- Some industries and businesses experiencing more significant impacts than others
- The economy is a web and the region can't afford to lose any of it
- Supporting families, organizations, sectors and subsectors
- Recognizing those that are struggling
- Potential opportunities
- Ensuring that consideration is given for the diverseness of the Province
- Being proactive to address issues that arise
- Being part of the conversation at both the local level and the Provincial level
- Supporting one another.

Recreation Plan 2021-2022

Director Riis-Christianson requested that the Highway 16 West Commuter Trail be included in the 2021/2022 Planning Department work plan. Staff will follow up along with the Buck Creek/Houston Recreation Trail.

**RDBN Budget Meeting
-December 17, 2020**

Moved by Director Lambert
Seconded by Director Storey

2020-13-24

"That the December 17, 2020 RDBN Budget Meeting Agenda be distributed Friday, December 11, 2020."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**ADJOURNMENT**

Moved by Director Storey
Seconded by Director McGuire

2020-13-25

"That the meeting be adjourned at 3:56 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

 Gerry Thiessen, Chair

 Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BOARD BUDGET MEETING****Thursday, December 17, 2020**

PRESENT: Chair Gerry Thiessen

Directors Shane Brienen
Dolores Funk
Judy Greenaway
Tom Greenaway
Clint Lambert
Linda McGuire
Chris Newell – left at 10:55 a.m., returned at 12:10 p.m.
Jerry Petersen

Directors Via Zoom Gladys Atrill – arrived at 10:45 a.m.
Mark Fisher
Brad Layton – left at 11:02 a.m., returned at 1:30 p.m.
Mark Parker
Michael Riis-Christianson
Sarrah Storey – left at 11:00 a.m., returned at 1:06 p.m.

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Nellie Davis, Manager of Regional Economic Development – Via Zoom – left at 12:30 a.m., returned at 1:33 p.m.
Alex Eriksen, Director of Environmental Services
John Illes, Chief Financial Officer
Jason Llewellyn, Director of Planning
Sashka Macievich, Controller
Deborah Jones-Middleton, Director of Protective Services
Wendy Wainwright, Executive Assistant

CALL TO ORDER Chair Thiessen called the meeting to order at 10:04 a.m.

AGENDA Moved by Director McGuire
Seconded by Director Funk

2020-14-1 “That the Board Meeting Agenda of December 17, 2020 be approved.”
(All/Directors/Majority) **CARRIED UNANIMOUSLY**

REPORTS

CFO Illes provided an overview of his December 17, 2020 Budget Introduction - 2021 memorandum. He mentioned that the preliminary assumptions are based on the 2020 Completed Assessments. There have been some market changes in some areas as well as camp development. CFO Illes is awaiting the release of the 2021 Completed Assessment in early January 2021. Staff will bring forward further information in January and February 2021. He noted the following;

- Fees collected for several large industrial contaminated soil projects
- Decrease in Directors travel due to virtual events taking place

REPORTS (CONT'D)

- Administrative allocation policy
 - o Administrative charge out
- Regional Economic Development appropriation of surplus
 - o Staffing
 - o Agriculture Coordinator
- Electoral Area Planning and Development Services similar to Budget 2020
- Environmental Services increase mainly due to administrative allocation policy
- Protective Services Department increase due to several contributing factors.

Discussion took place regarding:

- Camp builds identified by BC Assessment based on the progress of build as of July 1, 2020
- Parks and Trails Service Establishment Bylaws
 - o Staff will present to Electoral Area Directors in January 2021
- Weed Control
- Smaller services and potential impacts of administration costs
 - o Staff will provide information once available.

Schedule 1 – RDBN – 2021 Budget – Projected tax Rates for Regional Services (excludes local services)

- Building Inspection
 - o Municipal Building Service Agreements
 - based on average of Building Permits submitted over past 5 years
- Staff will bring forward budget information including services with zero taxation/administration costs over time

Schedule 2 - Transit

- COVID Relief money
- City of Prince George significant partner
- Staffing decreasing
- Agreement with BC Transit to decrease

Schedule 3 – General Government Legislative

- Remuneration
 - o Variation in number for 2021-2023 – staff will review
- Regional Grant in Aid
 - o Limit
 - Adjust limit at Board
 - o Implementation
 - Kordyban Lodge
 - One-time funding in 2019
 - o Continuing Regional Grant in Aid
 - o Impacts from COVID-19 Pandemic in the future
 - o Board indicated its support of continuing Regional Grant in Aid with Directors Fisher and Parker opposed

Schedule 4 – General Government – Administrative

- Staff will provide a schedule in January 2021 to show actual costs

Schedule 5 Admin-Finance

- Expenses of computer network not included

REPORTS (CONT'D)**Schedule 7 - Economic Development**

- Taxation
- Prior year's surplus/no surplus for 2020
- Staff will provide staff wage comparison in January 2021
- Previous outgoing Economic Development Manager and subsequent process
- Prior to COVID-19 Board committed to moving forward Agriculture Coordinator Position for consideration in the 2021 Budget
- Agriculture Coordinator Position
 - o Potential one-year term position
 - 2021 Budget includes the Position for a one-year term
 - o Included in Regional Economic Development
 - o Funding allocation, workplan and development of the Position
 - o Support for the position in a coordinator role
 - Provide potential for other groups to be involved e.g. Young Agrarians
 - Potential to support other agriculture programs in workplan
 - Staff identified the Position moving forward to be a coordinator role
 - o Staff indicated it won't be possible to absorb the Agriculture Coordinator workplan within the Economic Development Department at its current staffing capacity
- Rural Agriculture Committee/Committee of the whole
 - o Municipal and Rural input
- Forestry discussion and Forestry Committee similar to Agriculture
- Board indicated its support for a one-year term Agriculture Coordinator Position in the 2021 Budget.

Break at 11:11 a.m.**Returned at 11:18 a.m.****Schedule 8 – Electoral Area Planning/Schedule 9 – Development Services**

- Staff Costs and Admin Recoveries
- 2021 Draft Budget similar to 2020 Budget
- Surplus transferring to Reserves
- COVID Restart and Community Resilience Funding
 - o Staff will bring forward eligibility of projects for funding in January 2021
- Board of Variance – Travel & Meals
 - o 2019 Budget actual
 - Staff to confirm

Schedule 10 – Environmental Services

- Tax increase
- Capital Retirement Reserve for RDBN Landfills
 - o Balance increase for future years
- Prior Year's Surplus – Operating and Capital
 - o 2020 Projects not yet completed and continuing in 2021
- 2021 Capital Costs Budget
- Administrative Staff costs
 - o Adjustments to staffing costs
 - o Further discussion January 2021

REPORTS (CONT'D)

- Environmental Services Loan paid
 - o Allocation utilized to reduce taxation in 2021
- Fees collected for several large industrial contaminated soil projects
- Total Revenue
 - o Cost recovery future years
 - 2020 exceptional year
 - o Federal Gas Tax utilized in the past for eligible projects
- Tipping Fees and increased fees for industrial users
 - o Approval of the Solid Waste Management Plan (SWMP) in Fall 2018
 - o Further discussion to take place moving forward in 2021
- Northern Capital Planning Grant funded projects
- Addressing cardboard baling
 - o Potential steps moving forward
 - Include in planning capital and infrastructure
 - Capital budget
 - Include in Budget discussions in 2021

Schedule 11 – 911 Services

- Surplus from prior year
 - o Contribution to Reserves
 - o Reduce taxation 2021
- Telus User Fees
 - o Error Telus billing
- Collecting 9-1-1 Fees
 - o Landlines only
 - o Currently no mechanism to collect fees from providers collecting 9-1-1 fees from cellular devices
 - Fees not transferred to local governments
 - o In 2015 the Province was reviewing
 - o Staff will investigate and bring forward a report

Schedule 12 – Rural Government Legislative

- Prior Year's Surplus
 - o Transfer to Rural Grant in Aid by Board vote
 - o Beginning of 2021 better estimate of 2020 surplus

Schedule 13 – Protective Services (Rural Budgets)

- Increase
 - o Staff costs
 - o Prior Year's Surplus not moving forward in 2021
 - o Rural Fire Department cost recovery
- Consulting Fees
 - o Evacuation Route Planning (regional) Project grant application
 - o Move forward with project if grant application successful

Schedule 15 – Building Inspection

- Three Building Inspectors
 - o Cost recovery – taxation and municipal contracts
 - o Staff will bring forward staff cost summary
- Ability for BC Assessment to determine improvements
 - o Assessment/taxation implications in non-Building Permit areas

REPORTS (CONT'D)**Schedule 16 – Capital Expenditures – Major Services**

- Vehicles
- Emergency Preparedness – Rural Fire Upgrades
 - o Install water systems to support rural fire response
 - o Northern Capital Planning Grant
- Environmental Services
 - o Capital upgrades
 - Unified signage system
 - o Clearview Landfill Expansion
 - 2020 expansion project to be completed in 2021
 - o Knockholt Landfill
 - Expansion to be completed in 2021
 - Improve scales, lagoon system and equipment repairs
 - o Burns Lake Transfer Station – Construction Project
 - Infrastructure for safe snow removal of RDBN waste haul trucks
 - Upgrade metal and wood pads for diversion initiatives
 - o Area D Transfer Station
 - Minor upgrades to wood/metal pad
 - o Granisle Recycle Depot
 - Minor upgrades to wood/metal pad
 - Satellite recycle depot
 - o Vanderhoof Transfer Station and Recycling Depot
 - Infrastructure for safe snow removal of RDBN waste haul trucks
 - Diversion projects
 - o Southside Transfer Station
 - Satellite recycle depot
 - o Smithers Telkwa Transfer Station
 - Fencing for effluent ponds
 - o Fort St. James Transfer Station
 - Fencing
 - Recycling areas
 - 2020 projects moved forward with Rig Mats rather than concrete pads to allow for flexibility and to potentially relocate recycling area if an expansion of EPR programs moves forward
 - Rig Mats have been successful
 - o Houston Transfer Station
 - Discussed past history of the Houston Transfer Station project
 - Potentially move Transfer Station from Knockholt Landfill
 - Suitable land
 - Service levels
 - Reuse shed
 - Recycling
 - Metal recycling
 - Develop a long-term solution
 - Funding/taxation
 - Further consultation required

REPORTS (CONT'D)

- Western Waste Haul
- Eastern Waste Haul – Tri-Drive Tractor Unit
- Wood waste
 - Sorting bays for potential diversion initiatives
- Design and Engineering – Engineer Plans
 - Shelf ready projects for external funding
- Consolidation Centre in Vanderhoof
 - Budget 2023
 - Solid Waste Management Plan (SWMP)
 - Capital projects in future
 - Consolidation Centre - Smithers
 - SWMP to be fully integrated into RDBN Capital Plan and Budgeting Plan
 - Moving forward with the integration of the SWMP and SWMP Advisory Group.

Break for lunch at 12:30 p.m.**Reconvened 1:06 p.m.****Directors Remuneration and Expenses**

- Board meetings
 - Adjusting frequency of meetings
 - Virtual meeting – challenges
 - Board bring forward potential ideas to staff.

**Budget Introduction – 2021
-Surplus for Major Services**

Moved by Director Riis-Christianson
Seconded by Director Funk

2020-14-2

“That the surplus for the major services be appropriated.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**Budget Introduction – 2021
-Environmental Services**

Moved by Director Lambert
Seconded by Director Brien

2020-14-3

“That \$1,000,000 operational surplus for Environmental Services obtained from the industrial fees collected and any capital surplus for Environmental Services in the 2020 year-end be moved forward to 2021.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**Budget Introduction – 2021
-Economic Development**

Moved by Director Parker
Seconded by Director J. Greenaway

2020-14-4

“That economic development related to agriculture will be included in the Economic Development Budget.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT'D)

2021 Department Work Plans Moved by Director McGuire
Seconded by Director Petersen

2020-14-5 "That the Board receive the Manager of Administrative Services 2021
Departmental Work Plans memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CAO Helgesen provided a brief overview of the Manager of Administrative Services' 2020 Departmental Work Plans memorandum.

Administration

- HR and Staffing
 - o January 2021 In-Camera Board Meeting
- Board Advocacy – Connectivity
 - o Priority for Regional Economic Development Department
 - o Priority projects identified by the Board being reviewed
 - o Partnering Agreement review – January 2021
- NOW – Resident Attraction/Retention
 - o Housing
 - Regional issue
 - Tiny homes
 - Building Inspection areas, permitting and regulations
 - Land outside building inspection areas
 - o Value of building permit for resale
 - o Financial institution requirements
 - o Homeowners can potentially hire a qualified engineer or person to oversee construction of their house
 - Home builders and contractors
 - o Standard of construction
 - o Providing workshops to assist home builders/contractors to achieve Provincial qualifications/standards
 - Completed housing studies by RDBN partner municipalities
 - Including information regarding rural areas and First Nations communities
 - Meeting with Municipal Affairs and Housing (MAH) at 2020 Virtual UBCM
 - Response letter from MAH
 - RDBN Staff currently drafting a letter to bring forward to the Board in January 2021 in regard to tiny homes, owner builder restrictions and mandatory implementation of Energy Step Code regulations
 - Building housing capacity
 - Financial implications of regulations to northern B.C. residents
 - o Staff will provide the February 2020 Board Report – Housing in the RDBN: A Discussion Paper for further review in January 2021
 - o Housing market determines regulations
 - Insurance companies
 - Mortgage companies

REPORTS (CONT'D)**Protective Services**

- UBCM Community Emergency Preparedness Fund – Regional Emergency Evacuation Route Plan
 - o move forward if grant application approved

Regional Economic Development

- Proposal writing assistance for Municipalities, Not for Profit, and First Nations Organizations in the region
 - o Majority of grant writing support provided to not for profit organizations
 - o Grant writing contract with Fort St. James
 - o Northern Development Initiative Trust (NDIT) funding program
 - Staff submits regular reporting to NDIT regarding the allocation of grant writing support
 - Staff will provide NDIT report to the Board.

ADJOURNMENT

Moved by Director Lambert
 Seconded by Director Brienens

2020-14-6

“That the meeting be adjourned at 1:58 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BROADBAND COMMITTEE MEETING****Thursday, January 14, 2021**

PRESENT: Chair Michael Riis-Christianson

Directors Tom Greenaway
Clint Lambert
Chris Newell
Mark Parker
Gerry Thiessen – arrived at 9:19 a.m.

Director Absent Mark Parker, Electoral Area “D” (Fraser Lake Rural)

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

Others Gladys Atrill, Town of Smithers
Mark Fisher, Electoral Area “A” (Smithers Rural)
Linda McGuire, Village of Granisle
Bob Motion, District of Fort St. James
Jerry Petersen, Electoral Area “F” (Vanderhoof Rural)
Sarrah Storey, Village of Fraser Lake

CALL TO ORDER

Chair Riis-Christianson called the meeting to order at 9:15 a.m.

WELCOME

Chair Riis-Christianson welcomed Bob Motion, Director, District of Fort St. James.

AGENDAMoved by Director Greenaway
Seconded by Director Lambert**BBC.2021-1-1**

“That the Broadband Committee Agenda for November 5, 2020 be approved as amended to include under Reports – Staff Teleconference with Carrier Sekani Tribal Council.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Broadband Committee
Meeting Minutes
–November 5, 2020**Moved by Director Lambert
Seconded by Director Greenaway**BBC.2021-1-2**

“That the Broadband Committee Meeting Minutes of November 5, 2020 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTRegional Connectivity
Knowledge NetworkMoved by Director Greenaway
Seconded by Director LambertBBC.2021-1-3

“That the Broadband Committee receive Michael Riis-Christianson’s, Broadband Committee Chair Regional Connectivity Knowledge Network memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLYCarrier Sekani Tribal Council Teleconference Meeting

Manager Davis met via-teleconference with representatives from the Ministry of Indigenous Relations and Reconciliation, Carrier Sekani Tribal Council and its Pathways Forward 2.0 Agreement signatories to discuss connectivity. Representatives in attendance from the Ministry of Citizens’ Services indicated their availability to assist communities to identify connectivity needs and discuss community level planning initiatives. The RDBN will continue to take part in the conversations to potentially develop opportunities for collaboration to improve connectivity for the region. Director Storey spoke of providing support to Nadleh Whut’ en First Nation. Chair Riis-Christianson commented about working on internet literacy and developing a detailed communications plan.

NEW BUSINESSNorth Central Local
Government Association Rural
Connectivity Webinar

Director Storey noted that NCLGA is hosting a Rural Connectivity webinar on Monday, January 18, 2021 from 12:00 to 1:30 p.m.

IN CAMERA MOTIONMoved by Director Lambert
Seconded by Director GreenawayBBC.2021-1-4“In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Section 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 (Connectivity), must be closed to the public, therefore exercise their option of excluding the public for this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**ADJOURNMENT**Moved by Director Lambert
Seconded by Director GreenawayBBC.2021-1-5

“That the meeting be adjourned at 9:24 a.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Michael Riis-Christianson, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, January 14, 2021**

PRESENT: Chair Gerry Thiessen

Directors Gladys Atrill
Shane Brienen
Mark Fisher
Dolores Funk
Tom Greenaway
Clint Lambert
Linda McGuire
Bob Motion
Chris Newell
Mark Parker
Jerry Petersen
Michael Riis-Christianson
Sarrah Storey

Director Absent Brad Layton, Village of Telkwa

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services – left at 11:32 a.m.
Jason Llewellyn, Director of Planning – left at 11:32 a.m.
Wendy Wainwright, Executive Assistant

Others Taylor Bachrach, MP Skeena-Bulkley Valley – left at 11:45 a.m.

CALL TO ORDER

Chair Thiessen called the meeting to order at 10:52 a.m.

AGENDAMoved by Director McGuire
Seconded by Director Funk**C.W.2021-1-1**

"That the Agenda of the Committee of the Whole meeting of January 14, 2021 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Committee of the Whole
Minutes – November 5, 2020**Moved by Director Petersen
Seconded by Director Parker**C.W.2021-1-2**

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION**TAYLOR BACHRACH, MP, SKEENA-BULKLEY VALLEY RE: CN Issues**

Chair Thiessen welcomed Taylor Bachrach, MP, Skeena-Bulkley Valley.

Mr. Bachrach spoke of the following:

- A past meeting with CN and Regional Fire Chiefs after the rail disaster in Lac-Megantic, Quebec
 - o Discussed response capacity within the RDBN
 - o Questioned if adequate follow up had taken place
- Rail safety and rail land topics brought to his attention recently are:
 - o Whistle cessation at rail crossings
 - o Transportation of dangerous goods
 - o Cleanup near rail yards and tracks
 - o Vacant land near railway properties
- Rail issues a priority for the coming year
- Rail issues unite communities throughout the region
- A number of rail derailments in northwest B.C.
- Projected increase in dangerous goods through the corridor
- Developing a Cumulative Risk Assessment
 - o Various projects have risk assessment processes
 - o May not include rail transportation in the assessment scope
 - o Case for a regional risk assessment
 - What is the response capacity of the region?
 - CN indicated in a recent meeting with the RDBN that rail safety is a shared responsibility
 - Volunteer Fire Departments have indicated they do not have the capacity to respond, and the responsibility is too great a risk for volunteers to respond to major industrial fire involving dangerous goods in rail yards and along rail ways
 - Important to communicate to the Federal Government and CN
- Member of the Parliamentary Standing Committee on Transport
 - o Advocating for a rail safety study
- Public Accounts Committee
 - o Recent delegation from the Environment Commissioners Office
 - Follow up on audit of Transport Canada's handling of Dangerous Goods
 - Identified lack of follow up by Transport Canada in regard to violations
 - Lack of comprehensive understanding of compliance monitoring
 - o Follow up to continue to ensure that Transport Canada rectifies the issue
- Parliamentary petition
 - o Regionwide risk assessment of rail safety
 - o Need to understand what communities envision as solution
- New Minister of Transport
 - o Scheduled to meet January 15, 2021
- Challenges in meeting with CN and addressing issues.

Discussion took place regarding:

- Past meeting with Minister of Transport focused on ocean travel safety guidelines rather than rail travel
- Unacceptable that Rail companies expect local response teams within municipalities to be the primary response to a rail incident
- Tabletop exercise to identify the areas requiring attention
- CN's lack of industrial firefighting equipment located in the region
 - o Equipment located outside the region in Terrace, Prince George and Edmonton

DELEGATION (Cont'd)**TAYLOR BACHRACH, MP, SKEENA-BULKLEY VALLEY RE: CN Issues (Cont'd)**

- Investigating solutions to address the issues
 - o Funding to address inadequate emergency response for rail safety in the region
 - o Grant in lieu of taxes
 - o Staff will research CN lines and taxation
- New CN Safety Manager Position located in Prince George
- Response times for a potential rail disaster significant
 - o Require legislation and/or policy
 - Clear response times and targets
 - Response times triggered to magnitude of response
 - Guarantee of safety measures in remote areas
 - Mr. Bachrach indicated his willingness to bring the information forward
- Concerns regarding response times and safety issues have been brought forward numerous times with no changes
 - o Local Government continues to repeat the issues, but the answers don't change
 - o Imperative that the Federal Government understands the impact and vulnerabilities of communities from rail transportation and the transportation of dangerous goods
- Rail capacity of corridor through the region
- Private crossings
 - o Safety concerns due to trains blocking private crossing for long periods of time
 - o Grade Crossing Regulations
 - Prohibitions for public crossings do not apply to private crossings
 - o Encourage residents to document
 - o Mr. Bachrach will bring the issue forward
- Emergency vehicles ability to cross railway crossing
 - o Length of time to split a train can be significant
- RDBN addressing whistle cessation concerns in Smithers area
- Potential twining of tracks in the Smithers area
- Corporate responsibility of the rail company to clean up and improve railway work sites
 - o Unsightly Premise Bylaw
- Impacts from changes to other modes of transport of goods
 - o Nav Can services
 - o Potential changes to air service delivery of goods
- Spraying invasive species along the rail corridor
 - o Proper signage
- Fire mitigation along the rail corridor
- CN's response of trespassing to the District of Vanderhoof's initiative to clean up litter along railway
- Industry impacted by lack of available rail cars or time to load rail cars
- Railway land not available for sale
 - o Potential economic benefit for small businesses to have access to available lands.

Chair Thiessen thanked Mr. Bachrach for attending the meeting.

REPORT

Property Assessment Changes 2021 Moved by Director Lambert
Seconded by Director Greenaway

C.W.2021-1-3 "That the Committee of the Whole receive the Chief Financial Officer's Property Assessment Changes 2021 memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORT (CONT'D)

CFO Illes provided an overview of the Property Assessment Changes 2021 and the Non-Market change report.

The following was discussed:

- Rate per \$1,000 in regard to Utilities
 - Staff will bring forward information at a future Board meeting
- Impact of pipeline activity
- Staff bringing forward a taxation strategy at a future Board meeting for consideration
- Director Lambert identified significant increase to property assessments in Electoral Area "E" (Francois/Ootsa Lake Rural)
- B.C. Assessment Appeal process
- Legacy Policy in regard to industrial activity.

IN-CAMERA MOTION

Moved by Director Parker
Seconded by Director Brien

C.W.2021-1-4

"In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Section 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 (Connectivity), must be closed to the public, therefore exercise their option of excluding the public for this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Storey
Seconded by Director Riis-Christianson

C.W.2021-1-5

"That the meeting be adjourned at 12:05 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**REGIONAL TRANSIT COMMITTEE MEETING**
(Committee of the Whole)**Thursday, December 10, 2020**

PRESENT: Chair Tom Greenaway

Directors Gladys Atrill – Via Teleconference
Shane Brien
Mark Fisher
Dolores Funk
Judy Greenaway
Clint Lambert
Brad Layton – Via Teleconference
Linda McGuire
Chris Newell
Mark Parker
Jerry Petersen
Michael Riis-Christianson
Sarrah Storey
Gerry Thiessen

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
John Illes, Chief Financial Officer
Deneve Vanderwolf, Planner 1/Regional Transit Coordinator
Wendy Wainwright, Executive Assistant

Via Tele-Conference Dave Bradshaw, Manager of Transportation & Technical Services, City of Prince George
Michael Coulson, Transit Planner, City of Prince George
Linda Harmon, Director, Strategic Outreach & Business Engagement, Ministry of Transportation and Infrastructure
Debbie Joujan, CAO, Village of Telkwa – arrived at 1:20 p.m.
Lindsay Taylor, Government Relations Manager, BC Transit

Media Priyanka Ketkar, Lakes District News – left at 1:09 p.m.

CALL TO ORDER

Chair Greenaway called the meeting to order at 1:02 p.m.

AGENDA & SUPPLEMENTARY AGENDAMoved by Director J. Greenaway
Seconded by Director McGuire**RTC.2020-2-1**

"That the Regional Transit Agenda of December 10, 2020 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTESRegional Transit Committee
Minutes – October 8, 2020

Moved by Director Petersen
Seconded by Director Storey

RTC.2020-2-2

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTSBulkley-Nechako Regional
Transit Service Committee
Revised Terms of Reference

Moved by Director Lambert
Seconded by Director Brienen

RTC.2020-2-3

“That revised Bulkley-Nechako Regional Transit Service
Committee Terms of Reference be approved as amended.”

Opposed: Director J. Greenaway
Director McGuire
Director Storey

CARRIED

(All/Directors/Majority)

The Manager of Administrative Services mentioned that Bulkley-Nechako Regional Transit Service Committee Terms of Reference were revised to remove Procedure: #1. The revised version was distributed to all members of the Regional Transit Committee.

Chair Greenaway provided an update in regard to a meeting he attended in regard to determining options for transit service for the community of Fort St. James. He spoke of future meetings with stakeholders to move forward an option for Fort St. James. Lindsay Taylor, Government Relations Manager, BC Transit indicated that BC Transit plans to begin a check-in with communities on and off the Highway 16 Transit route system in the Spring of 2021. The check-in will provide an opportunity for all communities to provide input and to investigate opportunities moving forward to build service expansion for future requests of the Province.

Chair Greenaway provided an overview of the past community bus program with First Nations communities neighbouring Fort St. James. Linda Harmon, Director, Strategic Outreach & Business Engagement, Ministry of Transportation and Infrastructure mentioned that the Community Transportation Grant program has been extended for the First Nations Communities neighbouring Fort St. James. The Community Transportation Grant Program is also under review.

Director Funk asked how the role of the Regional Transit Committee could support the review process MOTI will be undertaking in 2021. Ms. Harmon indicated that she will provide the Regional Transit Committee’s contact information to the Community Transportation Grant Program representative.

SUPPLEMENTARY AGENDA

Bulkley-Nechako Regional
Transit Service Annual
Operating Agreement
Amendment

Moved by Director McGuire
Seconded by Director J. Greenaway

RTC.2020-2-4

“That Bulkley-Nechako Regional Transit Service Annual
Operating Agreement Amendment be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Newell
Seconded by Director McGuire

RTC.2020-2-5

“That the meeting be adjourned at 1:25 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Tom Greenaway, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL/AGRICULTURE COMMITTEE MEETING****Thursday, January 14, 2021**

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
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services
Jason Llewellyn, Director of Planning
Wendy Wainwright, Executive Assistant

Others Gladys Atrill, Town of Smithers
Shane Brienen, District of Houston
Sara Dent, Executive Director and Co-Founder, Young Agrarians
Dolores Funk, Village of Burns Lake
Linda McGuire, Village of Granisle
Bob Motion, District of Fort St. James
Jolene Swain, Land Matching Program, Young Agrarians

CALL TO ORDER

Chair Parker called the meeting to order at 10:02 a.m.

AGENDAMoved by Director Petersen
Seconded by Director Fisher**RDC.2021-1-1**

"That the Rural/Agriculture Committee Agenda for January 14, 2021 be approved."

(All/Directors/Majority) **CARRIED UNANIMOUSLY****MINUTES****Rural/Agriculture Committee
Meeting Minutes
-November 5, 2020**Moved by Director Riis-Christianson
Seconded by Director Lambert**RDC.2021-1-2**

"That the minutes of the Rural/Agriculture Committee meeting of November 5, 2020 be adopted."

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

DELEGATION**YOUNG AGRARIANS – Sara Dent, Executive Director and Co-Founder and Jolene Swain, Land Matching Program RE: Update**

Chair Parker welcomed Sara Dent, Executive Director and Co-Founder, and Jolene Swain, Land Matching Program, Young Agrarians.

Mses. Dent and Swain provided a PowerPoint Presentation.

Young Agrarians (YA)

- Context
- Primary Program Guide
 - o Online Engagement
 - o Educational Events
 - o Business Mentorships
 - o Land Access & Transition
 - o Apprentice Training
- Impact: Who YA worked with in 2020
- B.C. Business Mentorships
- B.C. Land Matching Program – Central & Northern B.C.
- B.C. Transition Toolkit for Non-Family Land & Farm Business Succession
- Thank you to YA Funders.

Discussion took place regarding:

- Relationships with groups such as 4H
 - o Some farmers have 4H experience
- Potential RDBN support of specific projects
 - o Fall of 2021
 - o Director Fisher to follow up moving forward
- Young Agrarians raised funding to offer 10 B.C. Business Mentorship programs
 - o More applicants than funding available
 - o Fraser Basin Council and VanCity provide funding
 - VanCity funding allocated to VanCity catchment area
- BC Crown Land process and land matching
 - o Ministry of Forests, Lands, Natural Resource Operations and Rural Development oversight
 - o YA land matching does include utilization of some crown land grazing leases
- Work with schools, colleges, universities
- RDBN Agriculture Coordinator Position and exploring options for the RDBN and YA to work together.

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

AGRICULTURE REPORT

Food Hub Feasibility Study
and Food Economy
Assessment Update

Moved by Director Lambert
Seconded by Director Greenaway

RDC.2021-1-3

“That the Rural/Agriculture Committee receive the Manager of Regional Economic Development’s Food Hub Feasibility Study and Food Economy Assessment Update memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

AGRICULTURE CORRESPONDENCE

Agriculture Correspondence Moved by Director Greenaway
 Seconded by Director Riis-Christianson

RDC.2021-1-4 “That the Rural/Agriculture Committee receive the following Agriculture Correspondence:
 -Bulkley-Nechako and Fraser Fort George Regional Adaptation Strategies – Agricultural Water Supply Resilience Roadmap
 -Nechako Valley Ag-Partnership Meeting Minutes – November 2020.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

RURAL REPORT

Grant in Aid Update:
 October 14 – December
 31,2020 Moved by Director Lambert
 Seconded by Director Greenaway

RDC.2021-1-5 “That the Rural/Agriculture Committee receive the Manager of Regional Economic Development’s Grant in Aid Update: October 14 – December 31, 2020 memorandum.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

PLANNING DEPARTMENT (Rural Directors)**DEVELOPMENT SERVICES****Crown Land Referrals**

Crown Land Application
 Referral No. 7410161
 – Electoral Area F Moved by Director Petersen
 Seconded by Director Lambert

RDC.2021-1-7 “That the Comment Sheet for Crown Land Application Referral No. 7410161 be provided to the Province.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

DISCUSSION ITEM**RCMP – Service Delivery in Rural Areas**

Discussion took place regarding:

- Policing from the rural perspective
- RCMP as a delegation at a future meeting
 - o Inviting Chief Superintendent Warren Brown, North District RCMP to a future meeting
 - Topics for discussion:
 - Opioid crisis
 - Mental health crisis
 - Grow operations
- Rural property Police Tax
 - o Distribution of taxation to local police detachments
 - o Staff will provide taxation information
- Municipal and rural policing.

NEW BUSINESS

Glen Dale Agra Services
Ltd. Sells to Four Rivers
Co-op in Vanderhoof

Director Thiessen mentioned that Glen Dale Agra Services Ltd. completed its sale to Four Rivers Co-op in Vanderhoof and spoke of potentially having Four Rivers Co-op attend a future meeting as a delegation. Chair Parker will contact Four Rivers Co-op.

ADJOURNMENT

Moved by Director Lambert
Seconded by Director Riis-Christianson

RDC.2021-1-8

“That the meeting be adjourned at 10:49 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: Deneve Vanderwolf, Planner 1
DATE: January 28, 2021
SUBJECT: Rezoning Application RZ A-02-20 1st & 2nd Reading Report for Rezoning Bylaw No. 1937, 2021

RECOMMENDATION

1. That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1937, 2021” be given first and second reading and subsequently be taken to Public Hearing.
2. That the Public Hearing for “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1937, 2020” be delegated to the Director or Alternate Director for Electoral Area A.

VOTING

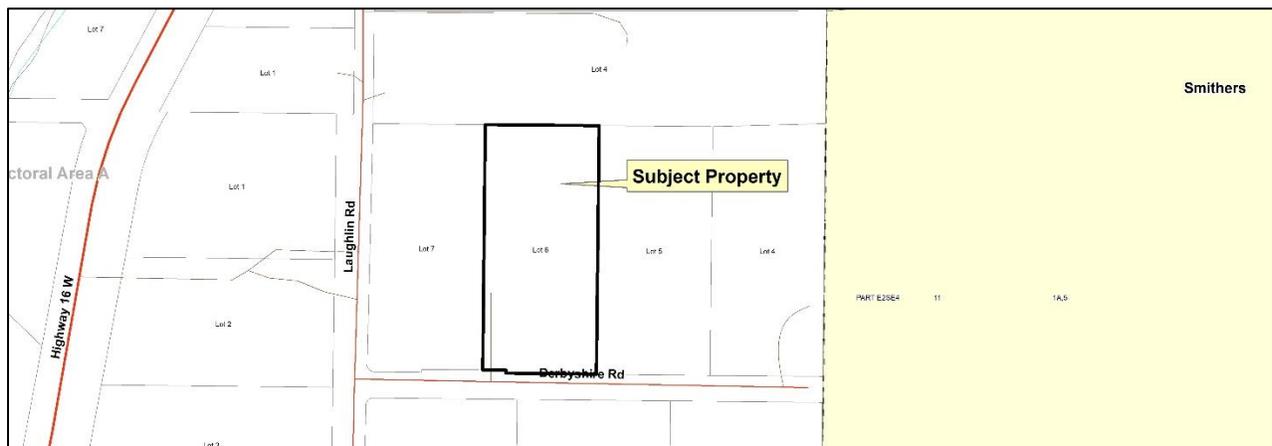
All / Directors / Majority

EXECUTIVE SUMMARY

The proposed rezoning of the property to Small Holdings – Additional Dwelling (H1A) will legalize an existing second dwelling located above the garage/shop. Staff recommend that Bylaw 1937, 2021 be given 1st and 2nd Readings.

APPLICATION SUMMARY

Name of Agent/Owner:	Floris & Tanya Morkel
Electoral Area:	A
Subject Property:	Lot 6 Section 11 Township 1a Range 5 Coast District Plan EPP15239
Property Size:	±2.5 ha (5 acres)
OCP Designation:	Rural Residential in the “Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014”
Zoning:	Small Holdings (H1) in the “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020”
ALR Status:	Not in the ALR
Existing Land Use:	Residential
Location:	The subject property is located at 5120 Derbyshire Road, approximately 190 m from the Town of Smithers.

**Proposed Rezoning**

The applicant is proposing to rezone the property from Small Holdings (H1) to Small Holdings – Additional Dwelling (H1A) to legalize an existing second dwelling located above the garage.

DISCUSSION

OCP and Zoning

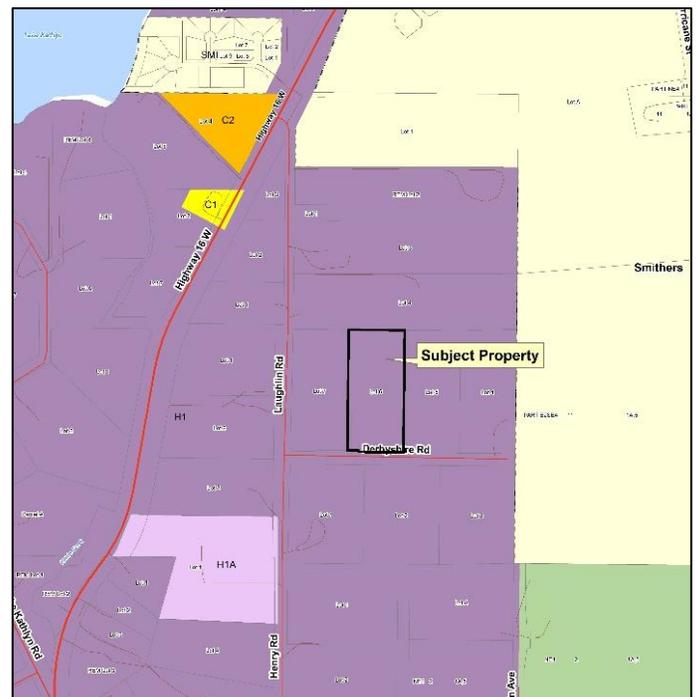
The subject property is designated Rural Residential (RR) in the Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014 which is intended to provide opportunities for people to live in a rural setting while protecting and preserving the rural character of the area. Section 3.4.2 (7) of the OCP states that rezoning applications to allow a second single family dwelling on a parcel may be considered under the following circumstances:

- (a) The subject property is a minimum of 2 hectares (5 acres) in size or larger, or a 2nd single family dwelling exists and is legal but non-conforming to zoning.
- (b) It has been demonstrated that the parcel can accommodate an on-site sewage disposal system for two dwellings.
- (c) The development is compatible with adjacent land uses and maintains the rural character of the area.
- (d) The parcel is not located within a floodplain or on other hazard lands.
- (e) The development addresses wildlife and ecological values.
- (f) And, the future subdivision of the land into a parcel smaller than 2 hectares (5 acres) is prohibited.

Zoning

The proposed Small Holdings (Additional Dwelling) Zone permits two single family dwelling per parcel. Only one of the dwellings may exceed a gross floor area of 120 m² (1,290 ft²). The H1A zone has a relatively small parcel size requirement of 2 ha. Limiting the size of the second dwelling reduces the potential visual impact associated with two large houses on the property. In addition, the size restriction also serves to limit the number of bedrooms and therefore control the on-site sewage disposal impacts.

Further subdivision of the property cannot occur under the current or the proposed zoning.



Advisory Planning Commission Referral

The Electoral Area A Advisory Planning Commission recommends that the application be approved.

Planning Department Comments

The area above the garage was built under a building permit in 2013 as office space. The applicants indicate that the area was converted into a dwelling some time prior to their purchase of the property in 2018. A carport and balcony were recently added to the building by the applicant without a building permit. The applicant is currently working with the building inspectors to legalize the carport, balcony, and 2nd dwelling. The building permit for the 2nd dwelling cannot be issued until the zoning is amended to permit as proposed.

The property owner has provided confirmation that the septic system was designed to accommodate the 2nd dwelling.

Planning Department staff have no objections to the proposed rezoning.



ATTACHMENTS

Regional District of Bulkley-Nechako Rezoning Bylaw No. 1937, 2021



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1937, 2021

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

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

That “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020” be amended such that the following land is rezoned from the “Small Holdings (H1)” Zone to the “Small Holdings (Additional Dwelling) (H1A)” Zone.

‘Lot 6 Section 11 Township 1a Range 5 Coast District Plan EPP15239’ as shown on Schedule “A”, which is incorporated in and forms part of this bylaw.

This bylaw may be cited as the “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1937, 2021”.

READ A FIRST TIME this 28 day of January 2021

READ A SECOND TIME this 28 day of January 2021

PUBLIC HEARING HELD this day of

READ A THIRD TIME this day of

I hereby certify that the foregoing is a true and correct copy of “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1937, 2021”

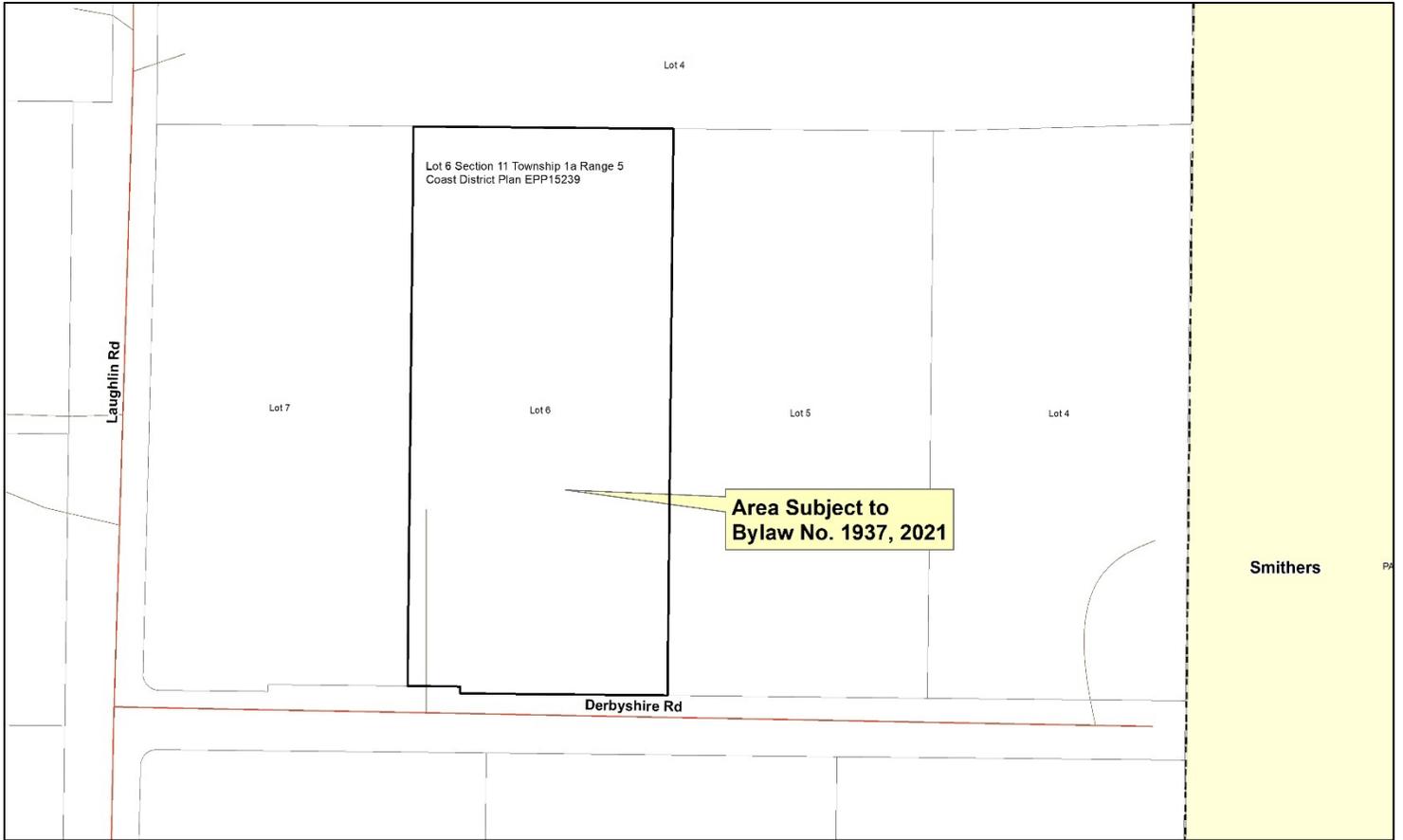
DATED AT BURNS LAKE this day of , 2021

Corporate Administrator

ADOPTED this day of ,2021

Chairperson

Corporate Administrator



SCHEDULE "A" BYLAW NO. 1937, 2021

Lot 6 Section 11 Township 1a Range 5 Coast District Plan EPP15239, comprising of ±2.5 ha. Being rezoned from the "Small Holdings (H1)" Zone to the "Small Holdings (Additional Dwelling) (H1A)" Zone, as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 1937, 2021

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO

STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Deneve Vanderwolf, Planner 1
DATE: January 28, 2020
SUBJECT: Temporary Use Permit Application TUP B-01-20

RECOMMENDATION

That the Board approve the issuance of Temporary Use Permit TUP B-01-20 to allow a temporary campground for the the year-round occupation of up to 22 camping vehicles on the property at 4420 Moe Road.

VOTING

All / Directors / Majority

EXECUTIVE SUMMARY

The proposed Temporary Use Permit (TUP) will allow the year-round occupation of up to 22 camping vehicles for 3 years on the subject property as shown on the attached site plan. The camping vehicles will be serviced by a 1500 gallon in-ground water tank and a 1500 gallon in-ground septic holding tank. Power is proposed to be provided by a 45 KW Wacker Whisper Generator.

Planning Department staff do not believe that the proposed temporary use will have any notable negative impact on the character of the area. Therefore, it is recommended that Temporary Use Permit B-01-20 be approved.



APPLICATION SUMMARY

Name of Agent/Owner:	Derek Hill & Jeanette Cayanga
Electoral Area:	B
Subject Property:	Block 4 District Lot 2501 Range 5 Coast District Plan 1595 Except Plans 4237 4867 and PRP 13232
Property Size:	15.36 ha (37.98 Acres)
OCP Designation:	Rural Residential (RR) in "Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Bylaw No. 1785, 2017."
Zoning:	Small Holdings (H1) in "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020."
ALR Status:	Not in the ALR
Existing Land Use:	Residential/Garden Centre
Location:	The subject property is located at 4420 Moe Road, approximately 6 kilometers west of the Village of Burns Lake.

Proposal

The applicant is requesting the issuance of a Temporary Use Permit (TUP) to allow the year-round occupation of up to 22 Camping Vehicles on the subject property for three years as shown on the site plan below. The sites will be serviced by a 1500 gallon in-ground water tank and a 1500 gallon in-ground septic holding tank. Power is proposed to be provided by a 45 KW Wacker Whisper Generator. Garbage will be collected on site and removed by a commercial service provider. A movable trailer containing bathroom and shower facilities will be provided on site.

All above ground services are proposed to be removed from the site at the expiry of the TUP.



requires a significant amount of capital investment in a particular location, or otherwise results in the need for site reclamation.

(e) The need for security in the form of an irrevocable letter of credit with an automatic extension clause has been considered to ensure that required decommissioning and reclamation is completed.

(f) The proposed temporary use has the support of the Agricultural Land Commission if the land is within the Agricultural Land Reserve (ALR).

Referral Comments

The **Village of Burns Lake** supports the Temporary Use Permit subject to the following conditions:

1. The applicant apply to the Village of Burns Lake for an account for the Sewage Receiving Station and that the applicant be advised that the rate for the receiving station is set in the Village of Burns Lake Fees and Charges Bylaw. The current rate is \$8.00 per cubic meter.
2. All occupants of the site be informed that the Village of Burns Lake approved a zoning amendment to allow for the construction of a cannabis production facility at 3970 Moe Road and that the property is zoned Heavy Industrial.”

The **Ministry of Transportation and Infrastructure** referral response had not been received at the time of the writing of this report.

The **Northern Health Authority** referral response noted that the water and sewer system serving the Camping Vehicles must be permitted by Northern Health and subject to applicable Northern Health Authority regulations.

Public Notice

Notice of this application was published in the local newspaper informing the public of the time and location of the Board’s consideration of the application, and their ability to provide input to the Board in writing. Property owners and tenants within 100 metres of the subject property were also sent a similar notice. A sign was placed on the property advising of the application at least 10 days before Board consideration. Referrals were sent to the Ministry of Transportation and Infrastructure, Northern Health Authority, and the Village of Burns Lake. Comments received from the public will be presented to the Board for consideration on the Supplementary Agenda.

The application was provided to the Electoral Area B Advisory Planning Commission for information. However, the formal meeting was not held given Covid-19 restrictions.

Planning Department Comments

Planning Department staff do not believe that the proposed temporary use will have any notable negative impact on the character of the area provided that the use occurs in accordance with the terms proposed in the attached permit.

Given the limited above ground infrastructure associated with the proposed use staff are not recommending that the applicant provide security as a condition of the issuance of the permit.

ATTACHMENT

Temporary Use Permit B-01-20



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
TEMPORARY USE PERMIT NO. TUP B-01-20**

ISSUED TO: Derek Hill and Jeanette Cayanga

WITH RESPECT TO THE FOLLOWING LANDS:

Block 4, District Lot 2501, Range 5, Coast District, Plan 1595, Except Plans 4237, 4867, PRP13232, and 3920.

1. This Temporary Use Permit authorizes the following temporary use:

The year-round occupation of up to 22 Camping Vehicles located as shown on the site plan attached as Schedule A to this permit. A Camping Vehicle means an operational vehicle or a trailer designed and manufactured for travel on wheels and includes travel trailers, motor homes, slide-in campers, chassis-mounted campers, and tent trailers but not manufactured homes, or other Structures.

2. Any sewage or wastewater disposal system, or water system, must be in accordance with all applicable Northern Health Authority regulations.
3. The sewage and wastewater must be transported to the Village of Burns Lake Sewage Receiving Station, or other municipal facility in accordance with all applicable municipal requirements. The sewage and wastewater must not be disposed of at any RDBN operated facility.
4. All persons considering occupation of a Camping Vehicle allowed by this permit must be informed that a cannabis production facility is a permitted use at 3970 Moe Road, that the property is zoned Heavy Industrial, and that these uses may create noise, odor or other impacts that may be a nuisance.
5. All electrical systems providing power to Camping Vehicles must be installed under permit by the BC Safety Authority. If a generator is used to provide power to the Camping Vehicles, that generator must not be audible from any other property used for residential purposes.
6. Camping Vehicles may have skirting attached to the bottom of the Camping Vehicle walls that wraps around the base of the Camping Vehicle and the ground to protect the underside of the Camping Vehicle from the cold. Skirting must be temporary in nature and easily removed.



BLOCK 4 DISTRICT, LOT 2501 RANGE 5
 COAST DISTRICT, PLAN 1595
 EXCEPT PLANS 4237, 4867 AND PRP13232

-  Camping Vehicle
-  Pond
-  Access Road
-  Secondary Road
-  Cadastre

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

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REGIONAL DISTRICT OF BULKLEY-NECHAKO
STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Deneve Vanderwolf, Planner 1
DATE: January 28, 2021
SUBJECT: Development Variance Permit Application DVP F-02-20

RECOMMENDATION

That the Board approve Development Variance Permit DVP F-02-20 for the property located at 2770 Giesbrecht Road to vary Section 16.0.3 of the Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 by reducing the minimum parcel size from 16 ha to 8 ha to allow the proposed boundary adjustment.

VOTING

All / Directors / Majority

EXECUTIVE SUMMARY

This application is for a Development Variance Permit to vary the minimum parcel size allowed in the Agriculture (Ag1) Zone from 16 ha (39.5 acres) to 8 ha (20 acres) to allow a proposed boundary adjustment. The proposed boundary adjustment would result in a relocated parcel boundary creating one parcel as small as 8 ha. and the other parcel that is approximately 108 ha. in size.

The Approving Officer for the Ministry of Transportation and Infrastructure (MoTI) has the authority to approve the boundary adjustment in the Agricultural Land Reserve without the approval of the Agricultural Land Commission if the proposed plan (in the opinion of the approving officer) “will allow for the enhancement of farming on the owner’s agricultural land or for the better use of structures used for farming.”

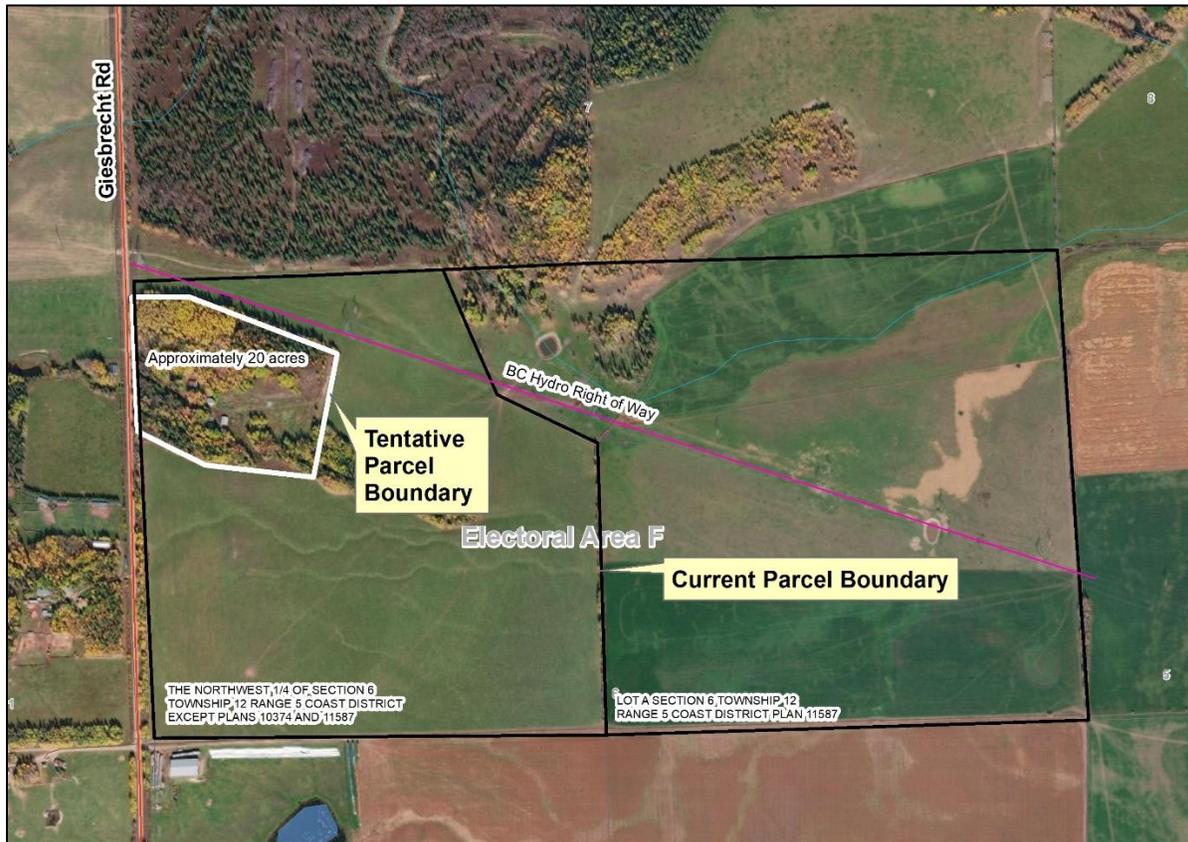
APPLICATION SUMMARY

Name of Agent/Owner:	James and Denise Wiens
Electoral Area:	F
Subject Property 1:	The Northwest 1/4 Of Section 6 Township 12 Range 5 Coast District Except Plans 10374 and 11587
Subject Property 1 Size:	57.94 ha (143.18 acres) ±
Subject Property 2:	Lot A Section 6 Township 12 Range 5 Coast District Plan 11587
Subject Property 2 Size:	57.94 ha (143.18 acres) ±
OCP Designation:	Agricultural (AG) Designation in Vanderhoof Rural Official Community Plan Bylaw 1517, 2020
Zoning:	Agriculture (AG1) in Regional District of Bulkley-Nechako Zoning Bylaw 1800, 2020
ALR Status:	In the ALR
Existing Land Use:	Agriculture
Location:	The subject properties are located at 2770 Giesbrecht Road approximately 7 km west of the District of Vanderhoof.

**PROPOSAL**

This application proposes varying the minimum parcel size in section 16.0.3 of Regional District of Bulkley-Nechako Zoning Bylaw 1800, 2020 from 16 ha (39.5 acres) to 8 ha (20 acres). This variance will allow a boundary adjustment that increases the size of their working farmland and decreases the size of the proposed parcel with the house.

The boundary adjustment shown in the below site plan below is preliminary and may be amended in discussion between the property owner and MoTI as part of the subdivision approval process.



DISCUSSION

OCP

The Agriculture designation policy 3.1.2 (8) in the Vanderhoof Rural OCP states the following:

“The voluntary consolidation of legal parcels which form part of the same farm unit will be encouraged. Subdivisions and consolidations which permit more efficient use of land for agricultural purposes will also be supported.”

The Planning Department staff have no objections to this application and anticipate that the Approving Officer for the Ministry of Transportation will ensure that the boundary adjustment approved will improve the agricultural use of the lands.

All property owners within 100 meters of the subject property have been provided notice of the application and will have an opportunity to comment on this application in writing prior to the January 28, 2021 Board meeting. Also, a sign has been placed on the property advising of the

application. All written submissions and referral comments received will be available on the supplemental agenda for the January 28, 2021 Board meeting.

ATTACHMENTS

Development Variance Permit DVP F-02-20



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

ISSUED TO: James and Denise Wiens
15205 Highway 16 W
Vanderhoof, BC
V0J 3A2

WITH RESPECT TO THE FOLLOWING LANDS:

2770 Giesbrecht Rd – The Northwest 1/4 of Section 6 Township 12 Range 5 Coast District Except Plans 10374 and 11587

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

- Section 16.0.3 is varied by reducing the minimum parcel area that may be created by subdivision from 16 hectares to 8 hectares.
1. This variance applies only to the tentative parcel boundary adjustment, which must be developed in substantial compliance to the plan attached as Schedule A, which forms part of this permit.
 2. This permit is to allow the boundary adjustment as shown on the plan attached hereto as Schedule A, which forms part of this permit. However, strict compliance to the plan is not required as a condition of this permit.

AUTHORIZING RESOLUTION passed by the Regional District Board
this day of _____ 2021

PERMIT ISSUED on the ____ day of _____, _____.

Corporate Administrator



Schedule A: Development Variance Permit F-02-20

Legend



- Secondary Road
- PMBC Cadastre
- Watercourses
- Lake

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

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REGIONAL DISTRICT OF BULKLEY-NECHAKO
STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: January 28, 2021
SUBJECT: ALR Application 1225 Board Report

RECOMMENDATION

That Agricultural Land Reserve Non-Farm Use Application No. 1225 be forwarded to the Agricultural Land Commission with a recommendation that the application be approved.

VOTING

All Directors / Majority

EXECUTIVE SUMMARY

This applicant is requesting Agricultural Land Commission (ALC) approval to legalize the use of a 552 m² (5940 ft²) building as an equipment repair and commercial vehicle inspection business. Allowing the entire building to be used for a light industrial use may reduce the likelihood that the building would be available for agricultural use and may discourage the use of the remainder of the property for agricultural purposes in the long term. However, the property has limited agricultural capacity given the topography and slope stability issues that exist. In staff's opinion the potential impact on agriculture does not justify a negative recommendation to the ALC.

Staff note that this recommendation is made in consideration of the related agricultural issues only. It is possible that the Planning Department may not support a rezoning application to allow the proposed use, should an application be made.

APPLICATION SUMMARY

Name of Agent/Owner:	HBH Land Surveying Inc.
Electoral Area:	A
Subject Property:	Lot 1 Section 20 Township 4 Range 5 Coast District Plan BCP 18208
Property Size:	13.70 ha (33.85 acres)
OCP Designation:	Agricultural (AG) in the "Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014"
Zoning:	Agriculture (AG1) in the "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020"
Existing Land Use:	Residential
Location:	The Subject property is located at 585 Highway 16 E, across the Bulkley River from the Town of Smithers
Agricultural Capability:	50% Class 5, 35% Class 3, and 15% Class 6 (Appendix A).
Non-Farm Use Area:	0.7 ha (1.7 acres)

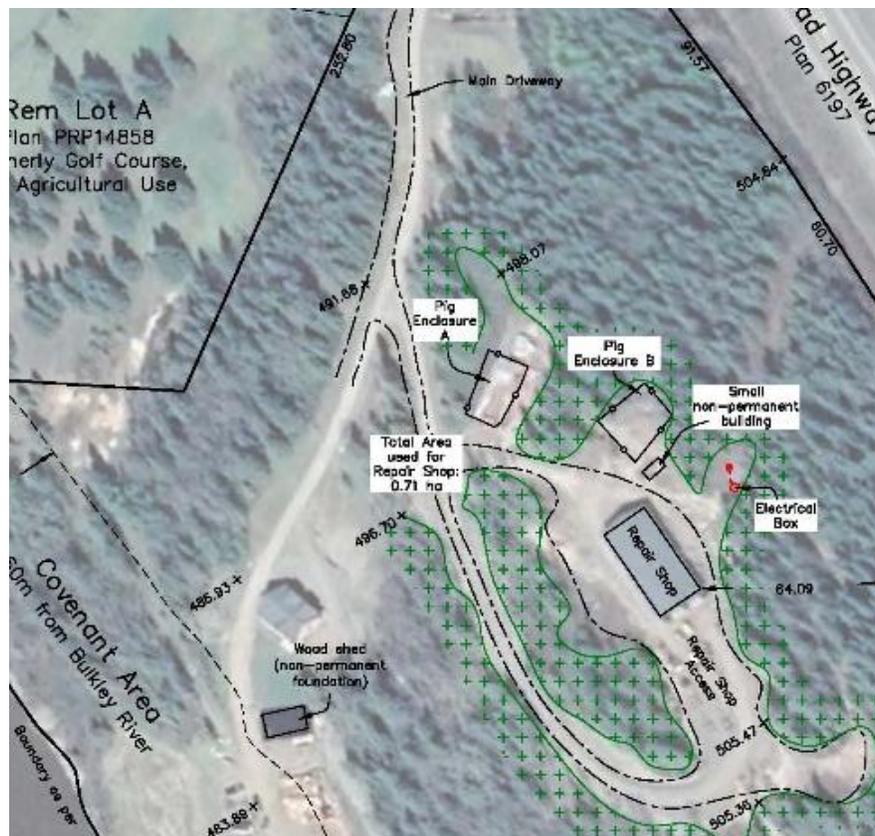
**Proposal:**

The applicant is requesting Agricultural Land Commission (ALC) approval to allow an equipment repair and commercial vehicle inspection business on the property.

DISCUSSION

In mid-2020 the RDBN became aware that buildings had been built on the subject property without the required building permits. This included a large building which appeared to be used contrary to RDBN Zoning and Agricultural Land Commission (ALC) regulations.

The property owners subsequently made this non-farm use application to ask the ALC to allow the building and surrounding area to be used for an equipment and vehicle repair and commercial vehicle inspection business. To date, the required rezoning application and building permit application have not yet been made.



The application states that the 552 m² (5940 ft²) building was constructed in 2020 to repair the property owner's farm equipment and that a subsequent decision was made to use the building for equipment and vehicle repair and as a commercial vehicle inspection facility. The applicant indicates that the farming activity on the property consists of 6 pigs.

Official Community Plan

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

Section 3.1.2(6) of the OCP states that:

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

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

Zoning

The property is zoned Agricultural (Ag1) pursuant to RDBN Zoning Bylaw No. 1800, 2020. As noted, the proposed use is not permitted in the Ag1 Zone. Therefore, an application for a Zoning Bylaw amendment (rezoning) is required to request that the RDBN Board consider allowing the proposed use on the property. To date this application has not been made; however, the applicant indicates that it, along with a building permit application, will be submitted shortly. Please note that a rezoning should not be finalized without first obtaining non-farm use approval from the ALC; however, all applications can be made and processed concurrently.

Building Permit and Slope Stability

There is a known geotechnical hazard on the subject property. As part of the process to issue a building permit for the dwelling on the property a covenant pursuant to Section 219 of the *Land Title Act* was registered on title of the subject property. This covenant contains restrictions regarding the location of a dwelling and workshop, site preparation of the building areas and

driveways, construction methods, site drainage, and engineer review of site development. It appears that the building was built in contravention of the covenant on title. This situation must be addressed and will be a notable consideration during any RDBN rezoning or building permit application process.

Planning Department Comments

Allowing the use of the entire building for industrial purposes may impact its availability for agricultural use in the long term, and may discourage the use of the remainder of the property for agricultural purposes in the long term. Also, the development of future agricultural buildings on the property may be impacted by the geotechnical issues that exist on the property. However, the property has limited agricultural capacity given the topography and slope stability issues that exist.

It is noted that staff's recommendation is made in consideration of issues relating to agriculture only. The larger picture land use issues will be considered as part of a rezoning application, if it is made. There is a possibility that the Planning Department will recommend that the Board not support a rezoning to allow the proposed use. It is noted that an equipment repair and commercial vehicle inspection use may potentially occur on the property at a scale which complies with the applicable Home Occupation regulations (use of 200 m² (2154 ft²) of building and the employment of up to 2 persons who do not live on the property, etc.). This scale may be more appropriate for the property.

Referral Comments

The Advisory Planning Commission for Electoral Area A recommends that the application not be supported.

The Ministry of Agriculture had not provided comments at the time of the writing of this report.

APPENDIX A**Agricultural Capability based on Canada Land Inventory Mapping**

50% of the Subject Property is:

Class 5 limited by Soil moisture deficiency and Stoniness

50 % of the Subject Property is:

30% Class 3

Class 3 limited by Excess water (groundwater) and Inundation (flooding by streams, etc.)

Class 7 limited by Adverse climate (excluding precipitation)

Class 6

15% Class 6 limited by Topography

5% Class 3

Class 6 limited by Adverse climate (excluding precipitation)

Class 4

Class 4 limited by Soil moisture deficiency

Class 3 Land in this class has limitations that require moderately intensive management practises or moderately restrict the range of crops, or both.

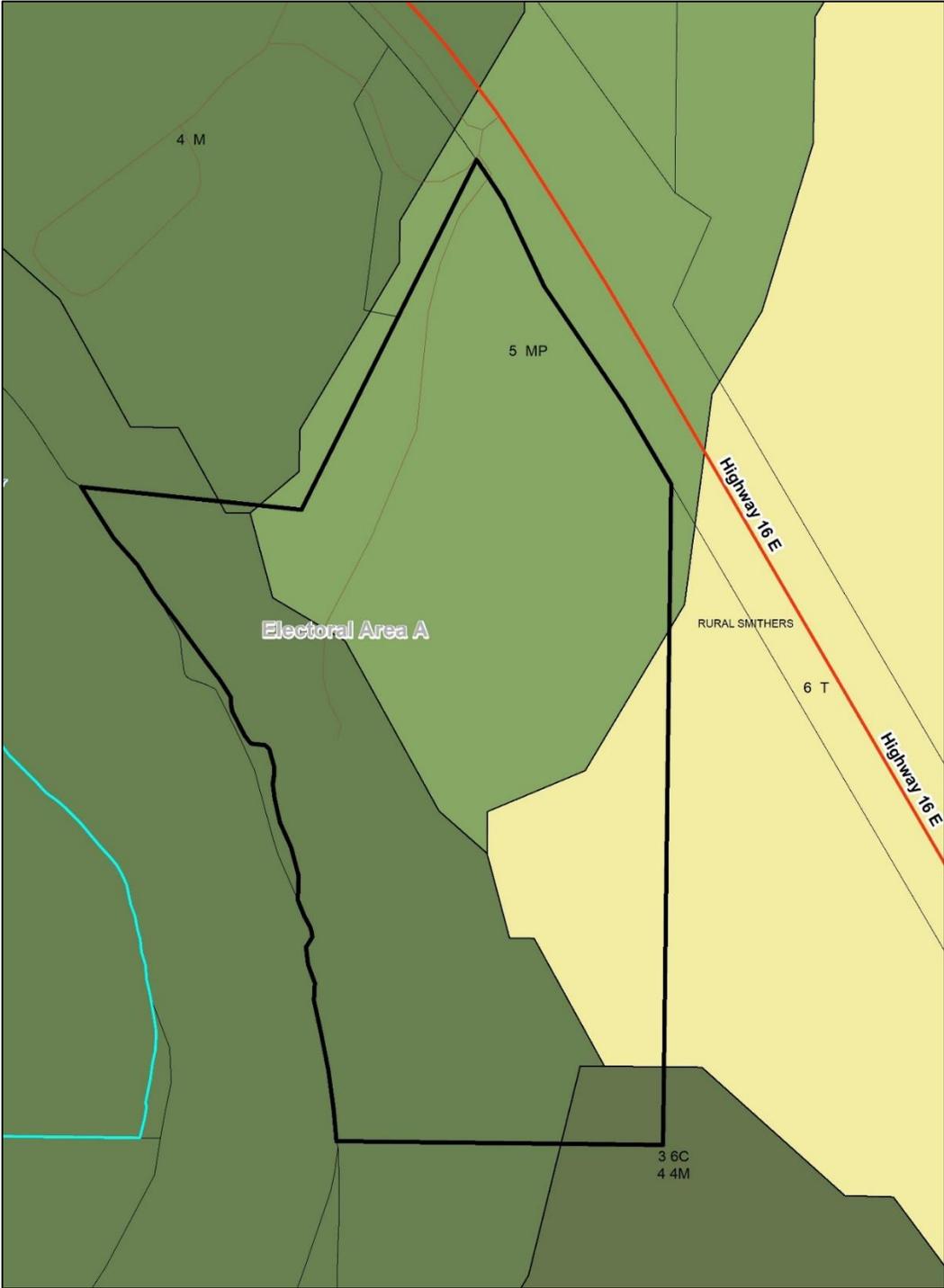
Class 4 Land in this class has limitations that require special management practises or severely restrict the range of crops, or both.

Class 5 Land in this class has limitations that restrict its capability to producing perennial forage crops or other specially Adapted crops.

Class 6 Land in this class is nonarable but is capable of producing native and or uncultivated perennial forage crops.

Class 7 Land in this class has no capability for arable or sustained natural grazing.

Agricultural Capability Map



APPENDIX B:**Surrounding Applications**

ALR Application	Legal Description	Summary	Recommendation
No. 54	Fractional parts SW 1/4, District Lot 847, lying west of Adams Road.	Application to subdivide a 4 hectare parcel from the original 28.7 hectares	Staff-Approval
			Board-Approval
			ALC-Approved
No. 108	NW ¼, Section 20, Township 4, Range 5 Coast District	Application to subdivide a 1.6 hectare parcel from the original parcel	Staff-Approval
			Board-Approval
			ALC-Approved
No. 313	NE ¼, Section 20, Township 4, Range 5 Coast District, except Plans 7066 & 8680	Application to subdivide two 4.04 hectare parcels from the original 40 hectares	Staff-Denial
			Board-Denial
			ALC-Denied
No. 334	Lot A, Plan 6857, SW ¼, Section 29, Township 4, Range 5 Coast District	Application to exclude in order to subdivide the original 7.13 hectares	Staff-Approved
			Board-Approved
			ALC-Denied Exclusion, Approved Subdivision
No. 344	NE ¼, Section 20, Township 4, Range 5 Coast District, except Plans 7066 & 8680	Application to exclude and subdivide two 4.04 hectare parcels from the original 40 hectares	Staff-Denial
			Board-Approval for Exclusion
			ALC-Denied
No. 377	Lot 1, Plan 8680, Section 20, Township 4, Range 5 Coast District	Application to subdivide two 2.025 hectare parcels from the original 4.05 hectares	Staff-Denial
			Board-Denial
			ALC-Denied
No. 454	Lot 1, Plan 8680, Section 20, Township 4, Range 5 Coast District	Application to subdivide 6.5 ha into two parcels approximately equal in acreage	Staff-Denial
			Board-Denial Exclusion
			ALC- Denied Exclusion, Approved Subdivision
No. 637	Frac. NW 1/4 of Section 20, except part lying west of the Bulkeley River, and except Plan 9198, Township 4, Range 5, Coast District.	Application for development of a par three eighteen hole golf course, a 100yard by 280 yard driving range. A 2000 square foot clubhouse, and ±80 Vehicle parking lot and a 30 unit recreation vehicle park.	Staff-Approval
			Board-Approval
			ALC-Approved
No. 760	Lot A, Plan 10304, Section 20, Township 4, Range 5 Coast District	Application to subdivide five parcels: one of 1.7 ha, two of 2.0 ha, one of 4.75 ha, one of 8.25 ha, plus a remainder, from the original 60 hectares	Staff-Denial
			Board-Denial
			ALC-Denied
No. 878	Lot A, Plan 10304, Section 20, Township 4, Range 5 Coast District	Application to subdivide a 4 hectare parcel from the original 60 hectares	Staff-Approval
			Board-Approval
			ALC-Approved
No. 885	Portion of the Fractional SW 1/4 Section 20, Township 4, Range 5, Coast District	Application to subdivide four 1.5 ha lots.	Staff-Approval
			Board-Approval
			ALC-Approved
No. 962	Part SE ¼, Section 29, Township 4, Range 5 Coast District, except Plans 6969 and 7102	The owners of the property wish to subdivide off a 23.8 ha portion of the 53.6 ha property	Staff-Approval
			Board-Approval
			ALC-Approved



REGIONAL DISTRICT OF BULKLEY-NECHAKO

STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Deneve Vanderwolf, Planner 1
DATE: January 28, 2021
SUBJECT: Crown Land Referral No. 6402286

RECOMMENDATION

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application 6402286.

VOTING

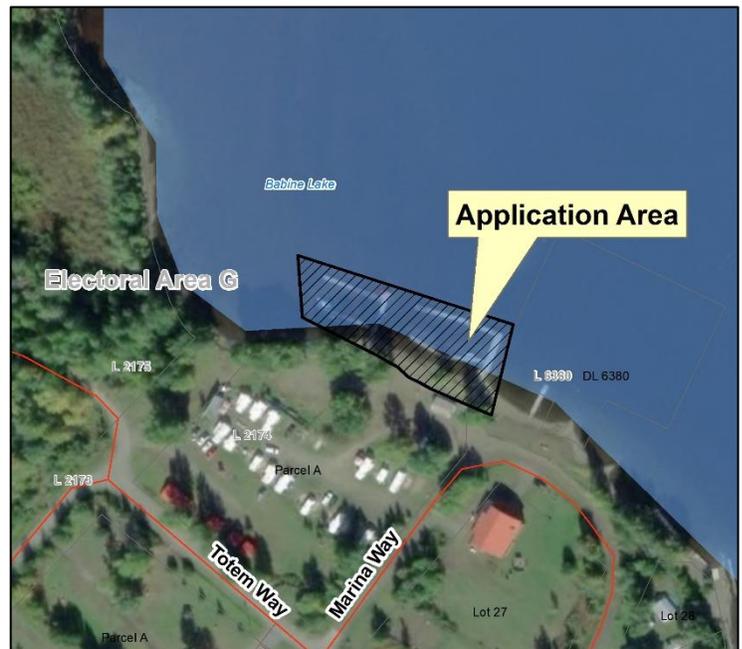
All Directors / Majority

DISCUSSION

This application is to renew a Licence of Occupation for the commercial wharf located adjacent to a resort at Topley Landing. The wharf has been in place since 1985. The application area is located approximately 9 km from the Village of Granisle. The application area is approximately 0.34 ha. In size.

ATTACHMENT

Comment Sheet





**REGIONAL DISTRICT OF BULKLEY-NECHAKO
COMMENT SHEET ON CROWN LAND REFERRAL 6402286**

Electoral Area:	G
Applicant:	Coopdogg's Fishing and Camping Resort
Existing Land Use:	Resort
Zoning:	Tourist Commercial (C3) in Regional District of Bulkley-Nechako Zoning Bylaw 1800, 2020
Plan Designation	Not designated
Proposed Use Comply with Zoning:	Yes
If not, why?	N/A
Agricultural Land Reserve:	No
Access:	Marina Way
Building Inspection:	Yes
Fire Protection:	No
Other comments:	None



REGIONAL DISTRICT OF BULKLEY-NECHAKO

STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: January 28, 2021
SUBJECT: Subdivision Referral B-01-20 (Kelway Road)

RECOMMENDATION

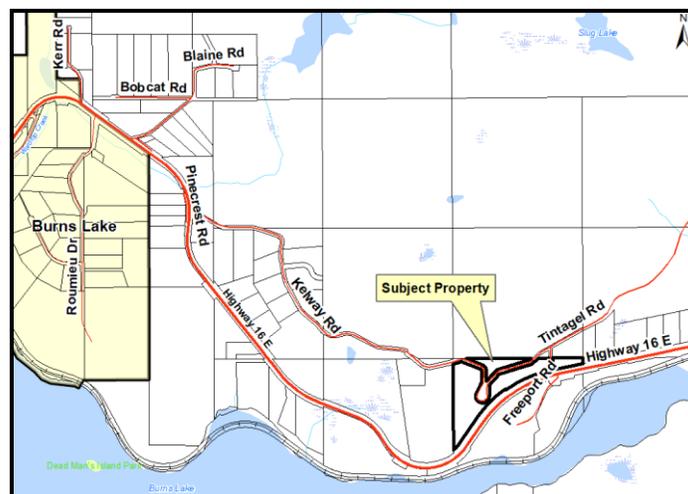
That the Board agree to the property owner's proposal that the RDBN accept ownership of a 0.24 ha. parcel of land (for an inground water tank for firefighting purposes) and waive the *Local Government Act* parkland dedication requirement for the subdivision of 'The Fractional West ½ of District Lot 4169A, Range 5, Coast District, Except Plans 10527, 10987, PRP14316, and 4623'.

VOTING

All / Directors / Majority

DISCUSSION

The property proposed for subdivision is legally described as "The Fractional West ½ of District Lot 4169A, Range 5, Coast District, Except Plans 10527, 10987, PRP14316, and 4623". The property is approximately 13.3 ha. in size and is 2.5 kilometres east of the Village of Burns Lake.



The land is proposed to be subdivided into the following parcels.

Lot 1: 0.996 ha. (2.46 ac.)

Lot 2: 1.82 ha. (4.50 ac.)

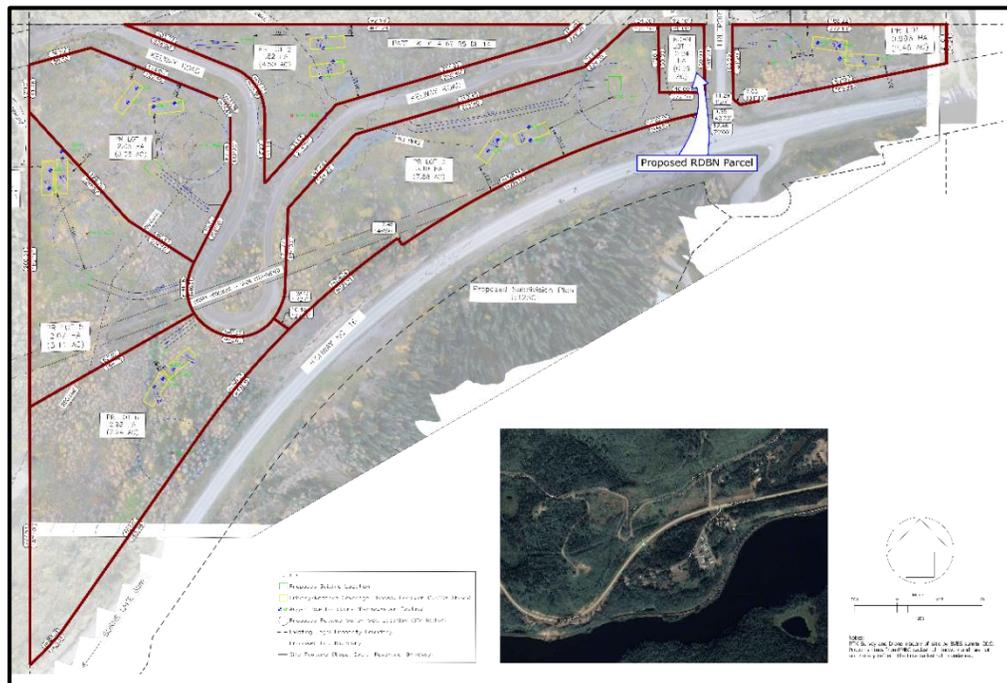
Lot 3: 3.19 ha. (7.88 ac.)

Lot 4: 2.05 ha. (5.06 ac.)

Lot 5: 2.07 ha. (5.11 ac.)

Lot 6: 2.93 ha. (7.24 ac.)

RDBN Parcel: 0.24 ha. (0.59 ac.)



The subdivision triggers the requirement for parkland dedication pursuant to Section 510 of the *Local Government Act*. Subdivisions of 3 or more lots where the smallest lot being created is 2 hectares or smaller are required to provide, without compensation, up to 5% (0.66 ha.) of the lands for park in a location acceptable to the RDBN. The owner can also pay cash to the RDBN equal to the market value for 5% of the land being subdivided. The decision whether to provide land or cash is up to the property owner. The property owner has indicated that he would choose to provide land.

RDBN staff advised the property owner of the need for land in this area for the placement of an inground water tank to improve fire protection service in the area. The property owner offered to provide 0.24 ha. (1.8%) of land to the RDBN if the RDBN waived the requirement for parkland dedication. In staff's opinion there is no need for parkland in this area, and the property owners offer should be accepted.

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

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: January 28, 2021
SUBJECT: Gravel Extraction and Processing in Electoral Area A

RECOMMENDATION

That staff be directed to work with the Ministry of Energy, Mines, and Low Carbon Innovation (EMLI) to identify opportunity to increase communication on land use conflict issues and ensure that the RDBN receives referrals regarding EMLI applications for new gravel extraction permits and permit renewals.

VOTING

All / Directors / Majority

DISCUSSION

The attached discussion paper titled “Gravel Extraction and Processing in Electoral Area A” outlines the regulatory framework for gravel extraction and aggregate processing for all areas of the RDBN, and discusses the gravel extraction and aggregate processing situation in Electoral Area A.

It is recommended that staff be directed to work with EMLI to identify opportunity to increase communication on land use conflict issues ensure that the RDBN receives referrals regarding applications for new gravel extraction permits, and permit renewals. This will allow the Board to consider and recommend community consultation and land use conflict mitigation to be considered by EMLI as part of their permitting process.



Gravel Extraction and Processing in Electoral Area A: A Discussion Paper

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INTRODUCTION

For the purpose of this report aggregate refers to the wide range of materials used in construction and maintenance including sand, crushed stone and sorted stone. In the RDBN aggregate is processed gravel. Aggregates are a critical component of every aspect of building and infrastructure development. Almost every aspect of community building and maintenance requires some form of aggregate.

In the RDBN aggregate is typically produced in “gravel pits.” Sand and gravel are removed from the ground and washed, sorted and /or crushed into the multitude of aggregate products required by any community. The cost of gravel is closely tied to the transportation costs associated with extraction, processing and delivery. Therefore, there is a very strong desire for gravel pits to be located close to population centers. This results in the notable potential for land use conflict. The high potential for land use conflict, and the critical necessity for a good supply of inexpensive aggregate product for community building and maintenance, is the reason that the Province of BC has retained control over regulations that restrict the location of gravel pits in BC.

This report does the following:

- outlines the regulatory framework for gravel extraction and aggregate processing in BC.
- describes how aggregate processing is regulated by the RDBN, and
- discusses the gravel extraction and aggregate situation in Electoral Area A.



THE REGULATION OF GRAVEL EXTRACTION

The Mines Act

The Ministry of Energy, Mines and Low Carbon Innovation (EMLI) through the *Mines Act* retains the primary authority to regulate mining (which includes gravel extraction) in BC. The EMLI permitting process for gravel pits may include review and approval of site operational plans, the equipment used, the reclamation plans, access management, noise abatement, and protection of cultural and heritage resources. The EMLI may also require security as necessary to ensure that the approved mining plan and reclamation requirements are followed.

The Mines Inspector for the EMLI is responsible for evaluating applications for a permit to operate a gravel pit and have the authority to require First Nations and public consultation, and referrals to local governments. The Mines Inspector, through the substantial powers vested in the Chief Inspector of Mines, has significant powers to modify permits. Permit holders can be fined for violating permit conditions.

The EMLI process tends to focus on the mining process, worker health and safety, environmental impacts, and reclamation at the mine site. It does not appear to include a vigorous process to evaluate and address the full range of community impacts associated with gravel extraction operations. EMLI permits are typically issued for a term of 5 years and can be renewed any number of times.

Gravel Pits in the Agricultural Land Reserve



There are two ways in which gravel pits can be allowed in the Agricultural Land Reserve (ALR). A property owner can initiate a Notice of Intent – Soil Removal on ALR Land (NOI) process or make a Non-Farm Use - Removal of Soil (NFU) application.

The NOI application fee is \$150 and the application must be made prior to gravel pit operation. Retroactive approvals cannot be given through the NOI process. The application is reviewed and considered for approval by the Chief Executive Officer (CEO) of the Agricultural Land Commission (ALC). Upon review of a complete NOI application the CEO may request additional information within 60 days. Once all the additional information requested by the ALC is provided, the CEO has 60 days to approve or deny the application.

Approvals are typically given subject to terms and conditions relating to the reclamation and remediation of the site in a manner appropriate for future agricultural use. Local governments are notified when a Notice of Intent is submitted; however, they do not have a role in processing or evaluating the application, unless the CEO requests their input. Local governments are copied on decisions once made.

A NFU application can be made if a NOI application is refused. A property owner may also apply directly for a NFU application without first making a NOI application. The NFU application fee is \$1,500, or \$1,350 if a NOI application has been previously submitted (and refused). The application is considered by the ALC's Soil and Fill Panel and applications are expected to take between 6 months to one year for approval. NFU applications are processed through the local government to the ALC. The local government reviews the application and forwards it to the ALC with comments and recommendations.

The ALC provides little indication of the type of soil removal activity that can be expected to be allowed under the NOI process. Therefore, property owners may choose the NFU application process even though it is the longer and more expensive process because of the uncertainty and potential time delay associated with the NOI process. RDBN staff have encouraged the Ministry of Agriculture to work with ALC staff to develop meaningful guidelines regarding the nature of soil removal which can be expected to be approved through the NOI process.

Soil Removal and Deposit Bylaws

Gravel extraction includes the activities necessary to remove gravel from the ground and transport it from the property. This is not a use that can be regulated through local government zoning powers. Local governments have the potential authority to regulate the gravel extraction process, and the location of gravel pits, through the adoption of a Soil Removal and Deposit Bylaw pursuant to section 327 of the *Local Government Act*. However, in recognition of the Provincial interest in mining, including gravel extraction, section 9 of the *Community Charter* requires that a Soil Removal and Deposit Bylaw be approved by the Minister of Energy, Mines, and Petroleum Resources if it prohibits gravel removal.

EMLI has taken the position that a Soil Removal and Deposit Bylaw which contains regulations which create volume restrictions on gravel removal is in effect prohibiting soil removal. Therefore, Minister approval may be required for a bylaw which regulates the extraction process even though that bylaw does not explicitly control where gravel extraction may occur.

Obtaining Minister approval for a Soil Removal and Deposit Bylaw has been described as a daunting process. Local governments are required to satisfy the EMLI that the bylaw will not inappropriately conflict with EMLI regulations and processes and will not have an impact on the local supply of, or cost for, aggregate resources for the foreseeable future. Satisfying EMLI typically requires the undertaking of a comprehensive aggregate inventory within the area that is subject to the proposed bylaw.

All regional district Soil Removal and Deposit Bylaws are in the southern half of the Province. There are reports that efficient and effective implementation of these bylaws may be a challenge given the overlapping jurisdiction with the EMLI. Also, there is limited ability to retroactively enforce a new bylaw or revisit the terms of a Mines permits that has been granted. There are also concerns that the EMLI may rely on the local government to assume most of the enforcement activity for which they were previously responsible.

In the Planning Department's opinion, the cost to develop and administer a Soil Removal and Deposit Bylaw which can control the location of gravel pits may outweigh any community benefits that would be achieved. Should the Board wish to proceed with the development of a Soil Removal and Deposit Bylaw for the RDBN it is recommended that the bylaw only regulate (but not prohibit) soil removal. The recommended approach is that the RDBN work with the EMLI to ensure that the RDBN receives referrals regarding gravel pit permits, and that the approval processes appropriately consider community impacts associated with gravel extraction. This approach has minimal RDBN taxation implications, avoids unnecessary jurisdictional conflict and overlap, and avoids placing an additional level of bureaucracy on the aggregate industry.

THE REGULATION OF GRAVEL PROCESSING

Gravel Processing and Zoning

As previously noted, the gravel extraction process is not a land use that can be regulated through local government zoning. However, the processing of gravel and manufacture of aggregate-based products can be regulated through zoning. Most operational gravel pits can be expected to screen or crush gravel on-site at some time throughout the year. A few gravel pits have gravel processing equipment on site all year and operate that equipment as necessary; however, many gravel pits bring processing equipment to the pit to operate only for a few weeks during the year.

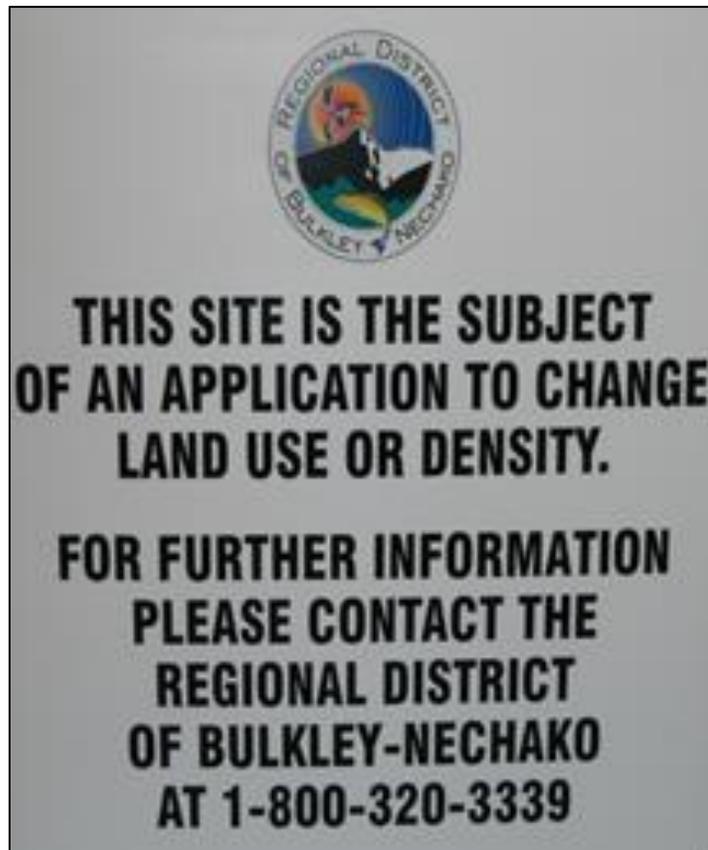
“Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020” defines “**Aggregate Processing**” as the use of a mechanically operated device or structure to sift, sort, crush or separate rock, sand, gravel or other material of which land is composed; or to wash or separate silts, and other fine or small materials from larger rock, sand, gravel or other material of which land is composed. These uses are allowed in the Light Manufacturing (M1), and Heavy Manufacturing (M2) Zones. However, in most situations in the RDBN, and throughout the province, gravel processing in gravel pits is approved by local governments through the issuance of a Temporary Use Permit (TUP).



Temporary Use Permits

If a property owner has a need to use property, on a temporary basis, for a use that is not allowed by zoning they may apply for a TUP. This permit, if issued by the RDBN Board, may allow a use that is not permitted by zoning for a period of up to 3 years, in accordance with the terms outlined in the permit. The Board may extend the TUP for up to another three years. A TUP may only be extended once. Once an extended TUP expires a new TUP application, subject to *Local Government Act* public notification requirements, is required.

Applications for TUPs must follow a process that is outlined in the *Local Government Act* and “Regional District of Bulkley-Nechako Development Procedures Bylaw No. 1898, 2020”. A notice and location map will be published in the local newspaper the week prior to the Board meeting where an application is considered. Adjacent property owners and residents are sent a written notice of the consideration of the TUP and are given an opportunity to provide input to the Board. The sign shown below is placed on the property advertising the application. A TUP application is typically considered by the Regional District of Bulkley-Nechako Board after they have provided area residents with an opportunity to comment on the proposed TUP. The Board will then consider the application, and may issue the TUP subject to conditions, request additional information, or reject the application. Generally, the process takes from two to four months to complete.



Dealing with gravel processing at gravel pits through the issuance of a TUP has several advantages. The RDBN does not have to commit to allowing the processing use long term. The RDBN can review the processing use and the impact on the community at least every three years when a permit is renewed, or a new application is required. The issuance of a temporary use permit is discretionary and the RDBN Board has a high level of flexibility in imposing conditions or refusing to issue a permit. The permit term approved can also be less than the three-year maximum. Typical conditions associated with the issuance of a TUP are limitations on hours and days of operation, and screening such as berms. The conditions imposed are designed to limit the overall impact of the gravel extraction process, and not just the gravel processing activity.

The Planning Department is typically supportive of accommodating aggregate processing in gravel pits at the site of extraction. If aggregate cannot be processed at the site of extraction it must first be shipped to a processing location prior to use. This unnecessarily increases heavy truck traffic on public roads and increases the cost of aggregate.

It is noted that the zoning regulations regarding the processing of gravel were strengthened with the adoption of “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020.” Gravel pits in the RDBN that legally processed gravel prior to the adoption of the new zoning bylaw may continue non-conforming processing under the protection of section 528 of the *Local Government Act*. Most gravel pits which process infrequently do not have TUP approval for processing. The RDBN Planning Department relies on public complaints to initiate enforcement where aggregates are being processed without a required TUP. When public complaints are received, staff will investigate whether gravel processing is occurring and may work with the aggregate producer to determine if a TUP is required.



PROVINCIAL CONSULTATION REGARDING GRAVEL EXTRACTION

EMLI Referrals

In the past EMLI has not consistently send referrals to the RDBN regarding new permits to operate gravel pits in the RDBN; however, staff believe that this has been addressed. The RDBN is not typically sent referrals regarding the renewal of a EMLI permit, and the RDBN has not required these referrals. It is recommended that the RDBN ask to be sent referrals regarding permit renewals. This increases the opportunity for the Board to highlight land use conflict issues that may exist, and work with EMLI to appropriately engage with area residents, without adding an additional layer of bureaucracy on gravel pit operators.

ALC Notice of Intent and Non-Farm Use Referrals

The RDBN is not involved in the ALC's NOI approval process for gravel extraction from ALR land. Given the nature of this process it is not recommended that the RDBN ask to become involved.

The RDBN is involved in processing and commenting on NFU applications on ALR land. The RDBN has the option of not forwarding these applications to the ALC and can, therefore, prohibit the legal operation of a new gravel pit in the ALR through this process. RDBN comments to the ALC asking the ALC to regulate non-agriculture related impacts will likely not be acted upon.

Crown Land Referrals

The Ministry of Forests, Lands, Natural Resource Operations and Rural Development (MFLRD) are consistent in sending referrals to the RDBN regarding the issuance of new licenses of occupation (LOU) for gravel pits. These gravel pits are typically small and tend to be remotely located.

The RDBN Planning Department has previously raised concerns with the MFLRD regarding their issuance of LOU's for the processing of gravel, including the operation of asphalt plants, without first ensuring that the uses are permitted on those lands by zoning. This has led to enforcement issues in the past as license holders assume that Provincial authorization is adequate to allow the processing.

GRAVEL PITS IN ELECTORAL AREA A

Gravel Pits and Community Character

The maps attached as Schedule A titled “Electoral Area A Gravel Pit Map 1/2 and 2/2” show the location of operating gravel pits in Electoral Area A between the Village of Telkwa and the Town of Smithers. This report focuses on this area between the municipalities as it contains the greatest concentration of gravel pits in proximity to residential and agricultural uses. The table attached as Schedule B provides information regarding the status of the gravel pits shown on the Electoral Area A Gravel Pit Maps.

Most of these gravel pits (pits 2, 3, 4, 5, 6, 7, 8, 11, and 12) are located on lands designated Agriculture (Ag) in the “Smithers Telkwa Rural Official Community Plan” (OCP), within the Agricultural Land Reserve (ALR), and zoned Agriculture (Ag1) in “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020.” Gravel pit 1 has an Industrial (I) designation. Gravel pits 9 and 10 are located on lands designated Resource (Re) in the *Smithers Telkwa Rural Official Community Plan* (OCP), and zoned Large Holdings (H2) in “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020.”

The area between the municipalities is reserved primarily for agriculture and resource development uses in the long term. The area has relatively low population density. However, there are pockets of residential development within the area where resident’s quality of life expectations may conflict with the gravel pits operations. These impacts are typically related to noise, aesthetics, and heavy truck traffic. The most notable impacts tend to be associated with noise. Planning Department staff do not receive a notable number of complaints from residents regarding gravel pit operations. Complaints tend to be received when there is a change in situation (new gravel pit, removal of a berm or screening, etc.).

An RDBN enacted soil removal bylaw, with Minister approval, could regulate the location of gravel pits within the area between the Town of Smithers and the Village of Telkwa. However, as this area is the primary location of known gravel resources in the region the RDBN would have to identify an accessible source of gravel relatively close to the municipalities, preferably in a location free from potential land use conflict. This may not be practical.

In staff’s opinion the most efficient and effective approach would be to work with the EMLI to identify land use conflict issues that require consideration during their permitting process, and that adequate operational restrictions are put in place to mitigate community impacts. This could include the RDBN requesting that the EMLI consider requiring gravel pit operators to engage with the community to better understand the impacts that may require mitigation, as part of the permitting process.

Gravel Pits on Agricultural Land

Official Community Plan policy 1.1.2 (2) states that “The responsible Provincial Ministry should ensure that agricultural lands used for aggregate extraction are adequately restored for agricultural purposes.” The Agricultural Land Reserve approval process and the EMLI permitting process both apply reclamation requirements. Typically, agricultural soils are to be preserved on site and distributed back on the land at the end of the gravel extraction operations on the land. Agricultural Land Commission approval typically requires that the gravel extraction process not impact the long-term agricultural viability of the land. This includes consideration of the proposed final topography of the lands.

An RDBN enacted soil removal bylaw (may not require Minister approval) could regulate the way a gravel pit is reclaimed and could require security to ensure reclamation is undertaken. This regulation would be in addition to the reclamation regulations imposed by the ALC and the EMLI. In staff’s opinion the most efficient approach would be to work with the EMLI to ensure that reclamation is given appropriate consideration during their permitting process, and that adequate security is being required to ensure proposed reclamation is undertaken as soon as possible.



Gravel Pits and the Environment

Vegetation and topsoil must be removed from the ground to access gravel. This has an incremental impact on biodiversity as plants and habitats are removed. If done inappropriately, gravel extraction can disrupt the movement of surface water and groundwater, and in extreme circumstances may impact the quantity and quality of water for residents and wildlife. There is no reason to believe that the EMLI does not appropriately regulate gravel extraction to provide the necessary protection of the environment, and water quality and quantity. It appears that this is the focus of their regulatory efforts.

Gravel pit reclamation typically includes recontouring of lands, re-distributing topsoil or suitable growth medium, and re-establishing vegetation. It is important that gravel extraction occurs in a planned manner to ensure that disturbed lands can be reclaimed as soon as possible. A mine plan which includes reclamation planning and phased pit development may reduce reclamation costs and allow for earlier reclamation. This avoids large reclamation costs when a pit is closed and reduces the chance that reclamation does not occur because of topographical or budget constraints.

Gravel pits and the movement of gravel can facilitate the growth and spread of invasive plants and noxious weeds. It is important that gravel pits have procedures in place to control invasive plants and noxious weeds. This is an important consideration given that gravel pits are commonly located in agricultural areas.

Gravel Pits, Cumulative Effects, and Quality of Life

The concept of “cumulative effects” from development activities occurring in the rural area has been raised by Board Directors in the past. Cumulative effects can be defined as changes to the environment caused by multiple activities whose individual direct impacts may be relatively minor but in combination with others result in environmental effects over time.

The most prevalent activities contributing to cumulative effects in Electoral Area A, in order of impact are (in staff’s opinion) agriculture, residential development, industrial activity including gravel pits), and transportation infrastructure. It is noted that a new gravel pit has not been created in the study area in the last 10 years; however, the size of some gravel pits has increased. Agriculture is also relatively stable as a land use and appears to be increasing at a moderate rate in the area. The most constant area of change in Electoral Area A is associated with the continued increase in residential development in the rural area. New house construction in the rural area is greater than that occurring in the Village of Telkwa and the Town of Smithers. People are increasingly choosing to move into areas designated for Agriculture (Ag) or Resource (Re) use in the “Smithers Telkwa Rural Official Community Plan”

(OCP) even though their quality of life is defined by aesthetics and a very quiet lifestyle. The function of these areas is, in part, to accommodate land uses such as gravel pits, which must be accommodated in the rural area because they may conflict with specific quality of life expectations.

The best process to manage the above noted community development issues is through the Official Community Plan review process. This process includes extensive consultation with all community stakeholders to find the most appropriate balance between the various community interests that exist. The land use issues associated with gravel extraction were specifically discussed as part of the OCP review process in 2014 and will again be evaluated during the next OCP review scheduled for 2023.

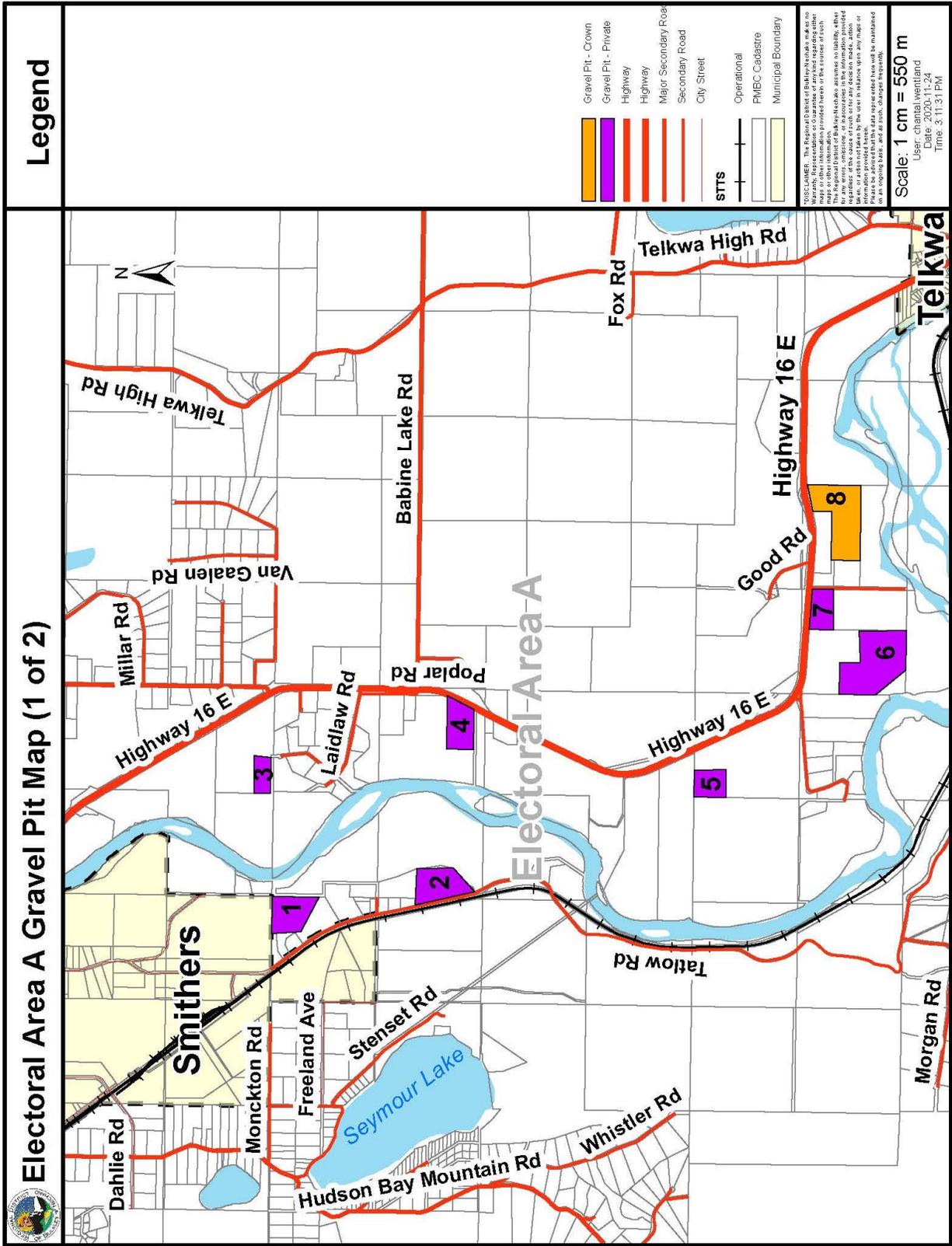
CONCLUSION

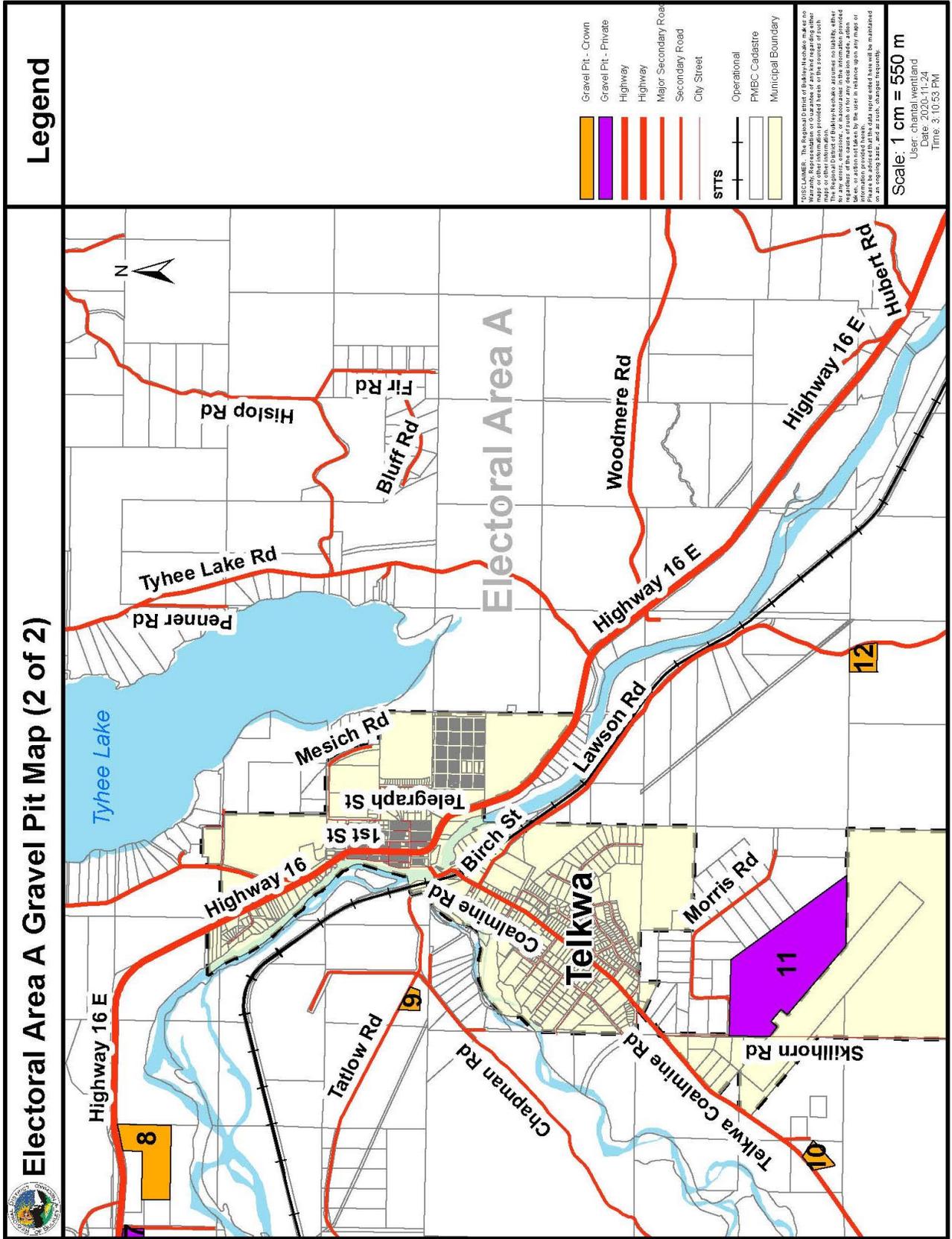
Staff do not recommend that the RDBN pursue the option of enacting a soil removal bylaw. The practical ability to impact the location of gravel pits in the region is limited. There is no reason to believe that the EMLI does not appropriately regulate gravel extraction to provide the necessary protection of the environment, and water quality and quantity. And the EMLI and the ALC both regulate gravel pit reclamation.

In staff's opinion the most efficient and effective approach to address land use conflict between gravel pits and rural residents is to work with the EMLI to improve the referral process. This will allow the Board an opportunity to highlight potential land use conflict issues that should be given appropriate consideration during their permitting process and identify adequate operational restrictions that may be put in place to mitigate community impacts. The RDBN could also request that the EMLI consider requiring gravel pit operators engage with the community to better understand the impacts that may require mitigation.



Schedule A





Schedule B: Electoral Area A Gravel Pit Status Table

Gravel Pit 1	Status	Comment
Private or Crown	Private	
OCP and Zoning	Industrial / Ag1	
ALC approval	n/a	
EMLI Permit	Permit No. G-2-115	Mine No. 0200506
TUP	no	
Gravel Pit 2	Status	Comment
Private or Crown	Private	
OCP and Zoning	AG / Ag1	
ALC approval	Yes	5-year term expires April 30, 2021
EMLI Permit	Permit No. G-02-68	Mine No. 0200279
TUP	no	
Gravel Pit 3	Status	Comment
Private or Crown	Private	Very small and inactive
OCP and Zoning	AG / Ag1	
ALC approval	Expired	NOI expired August 31, 2016
EMLI Permit	Permit No. G-2-130	Mine No. 0200462
TUP	no	
Gravel Pit 4	Status	Comment
Private or Crown	Private	
OCP and Zoning	AG / Ag1	
ALC approval	Yes	Soil Conservation Act 2001
EMLI Permit	Permit No. G-2-130	Mine No. 0200582
TUP	no	
Gravel Pit 5	Status	Comment
Private or Crown	Private	
OCP and Zoning	AG / Ag1	
ALC approval	Yes	ALC approval Expires Dec. 2021
EMLI Permit	Permit No. G-2-144	Mine No. 1650585
TUP	Yes (2020)	
Gravel Pit 6	Status	Comment
Private or Crown	Private	
OCP and Zoning	AG / Ag1	
ALC approval	Decision pending	Application made March 19, 2020
EMLI Permit	Permit No. G-2-112	Mine No. 0200550
TUP	no	
Gravel Pit 7	Status	Comment
Private or Crown	Private	
OCP and Zoning	AG / Ag1	

ALC approval	Yes	ALC approval expires Sept. 2021.
EMLI Permit	Permit No. G-2-131	Mine No. 0200455
TUP	no	
Gravel Pit 8	Status	Comment
Private or Crown	Crown / MoTI	
OCP and Zoning	AG / Ag1	
ALC approval	Yes	NOI (2008) to extract 100,000 m3.
EMLI Permit	n/a	
TUP	n/a	
Gravel Pit 9	Status	Comment
Private or Crown	Crown / MoTI	
OCP and Zoning	RE / H2	
ALC approval	No record	
EMLI Permit	n/a	
TUP	n/a	
Gravel Pit 10	Status	Comment
Private or Crown	Crown / MoTI	
OCP and Zoning	RE / H2	
ALC approval	n/a	
EMLI Permit	n/a	
TUP	n/a	
Gravel Pit 11	Status	Comment
Private or Crown	Private	
OCP and Zoning	AG / Ag1	
ALC approval	No record	
EMLI Permit	Permit No. G-2-8	Mine No. 0200075
TUP	no	
Gravel Pit 12	Status	Comment
Private or Crown	Crown / MoTI	
OCP and Zoning	AG / Ag1	
ALC approval	Yes	ALC approval expired in 2002
EMLI Permit	n/a	
TUP	n/a	



REGIONAL DISTRICT OF BULKLEY-NECHAKO
STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: January 28, 2021
SUBJECT: Hudson's Bay Mountain Trail to Town Parking

RECOMMENDATION

That the Board approve the attached letter to be sent to Hudson Bay Mountain Resort with copies to the Province, regarding the need for a parking lot to service the ski trail from the Hudson Bay Mountain Resort to Zobnick Road.

VOTING

All / Directors / Majority

EXECUTIVE SUMMARY

During the 2020-2021 ski season there has been a resurgence in public complaints regarding the use of Zobnick Road for parking by users of a ski trail from the Hudson Bay Mountain Resort (HBMR) that ends at Zobnick Road. These conflicts were anticipated by the RDBN. Therefore, the Province and HBMR were advised in 2007 that a parking lot should be provided to service the users of the trail. Unfortunately, the Province approved the trail without a requirement for a parking lot in the area.

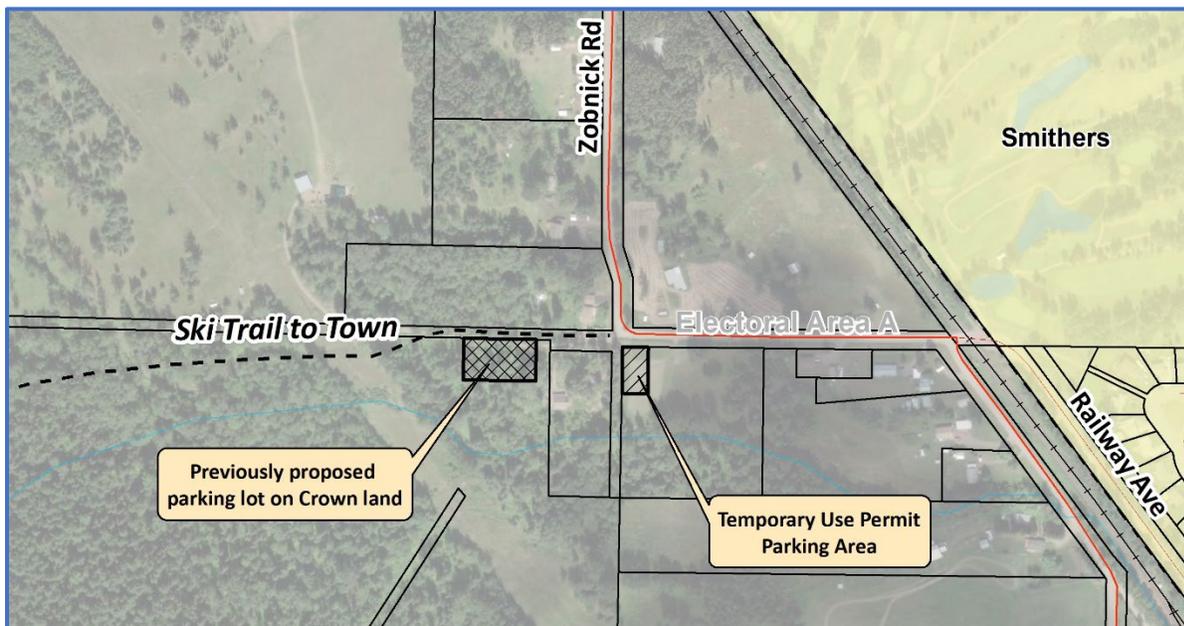
HBMR has attempted to address the issue on several occasions; however, a long-term solution has not been identified, and residents continue to be impacted by the use of Zobnick Road for parking and for the pick-up and drop off of trail users. Staff recommend that the attached letter be sent to HBMR, and the Province, encouraging them to work with the RDBN to find a solution for the benefit of area residents.

BACKGROUND

In 2007 as part of the approval process for the Hudson's Bay Mountain Ski Hill Master Plan the RDBN responded to a Provincial Government referral by stating that the proposed ski run to the base of Hudson Bay Mountain should terminate at a formal parking area. In 2008 HBMR proposed a ski run to the base of the mountain terminating at a parking area within a BC hydro right-of-way near the west end of Zobnick Road. The Regional District Board recommended to the Province that the Hudson's Bay Mountain Ski Hill Master Plan identify the design and number of parking spaces to be provided in the formal parking area at the base of the trail.

In 2008 the Ministry approved the Hudson's Bay Mountain Ski Hill Master Plan, including the ski trail to Zobnick Road without requiring HBMR to provide parking. The Regional District subsequently requested that the Ministry ensure that the ski trail to Zobnick Road not be opened until a parking area had been developed to the satisfaction of the Regional District. In late 2008 HBMR opened the ski trail to Zobnick Road without providing parking as recommended by the RDBN. The letters from the RDBN to the Province are attached.

The proposal to develop a parking lot on Crown land east of the hydro right-of-way was abandoned following objections from area residents relating to impacts on well water supply. In early 2009 a temporary use permit (TUP) was issued for the use of a residential parcel along Zobnick Road for use as a parking lot. A second TUP for a parking lot on the same property was issued in 2012. This parking area ceased operation in 2013.



DISCUSSION

During the 2020-2021 ski season there has been a resurgence in public complaints relating to the parking of vehicles on Zobnick Road by users of the ski trail. In staff's opinion it is unlikely that the issues can be resolved through Ministry of Transportation parking restrictions. The best solution is the development and maintenance of a properly designed parking area accessed from Zobnick Road.

HBMR expressed a commitment to identify and develop a permanent parking area to support the ski trail during the Ski Hill Master Plan approval process in 2008, and during the 2009 and 2012 TUP approval process. Staff recommend that the attached letter be sent to HBMR reminding them of their commitment to develop this parking. It is recommended that this letter be copied to the Mountain Resorts Branch of the Ministry of Forests, Lands, and Natural Resource Operations (MFLNRO), and the local office of the Ministry of Transportation and Infrastructure.

ATTACHMENTS

Proposed letter to Hudson Bay Mountain Resort, Jan 2021

Letter to Province – Ski Smithers Master Plan Nov 2, 2007

Letter to Province - Ski Smithers Master Plan March 25, 2008

Letter to Province - Ski Smithers Master Plan May 29, 2008



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BURNS LAKE, BC
VOJ 1E0

REGIONAL DISTRICT
OF BULKLEY NECHAKO

"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

January 29, 2021

Gary Mathiesen, President
Hudson Bay Mountain Resort Inc.
200 - 24 East 4th Avenue, Vancouver, BC V5T 1E8

RE: Parking for the Hudson Bay Mountain Ski Trail at Zobnick Road

Dear Mr. Mathiesen:

This letter is regarding the continued need for a parking lot to service users of the ski trail from Hudson Bay Mountain Resort (HBMR) to Zobnick Road. As you are aware, the Regional District of Bulkley-Nechako (RDBN) has identified the need for a parking area on multiple occasions beginning in 2007 when the trail was initially proposed (see attached letters). Unfortunately, the Zobnick Road parking issue was not addressed as recommended by the RDBN during the Provincial approval process for the ski trail to town, and the issue has not been adequately addressed in subsequent years. As a result, area residents continue to be negatively impacted by on street parking and loading issues associated with the HBMR ski trail.

HBMR has indicated on several occasions since 2008 a commitment to identify and develop a permanent parking lot in the Zobnick Road area to support the ski trail to town. A long-term solution to this issue is long overdue and needs to be identified for the benefit of area residents. The RDBN strongly encourages HBMR to work with the Mountain Resorts Branch of the Ministry of Forests, Lands, and Natural Resource Operations and Rural Development to find a solution to this situation. The RDBN is eager to assist HBMR and the Province in finding a solution to this issue and we look forward to working with you in this regard.

Yours truly,

Gerry Thiessen
Chair

Cc: Tori Meeks, Senior Manager, Major Projects, Mountain Resorts Branch, MFLNRO
Tori.Meeks@gov.bc.ca

Daena Bilodeau Cooper, Development Officer, Ministry of Transportation and Infrastructure
Daena.bilodeaucooper@gov.bc.ca

MUNICIPALITIES:

SMITHERS FORT ST. JAMES
VANDERHOOF FRASER LAKE
HOUSTON TELKWA
BURNS LAKE GRANISLE

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REGIONAL DISTRICT
OF BULKLEY-NECHAKO
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

November 2, 2007

Ministry of Tourism, Sports, and Arts
145 Third Avenue
Kamloops, BC
V2M 3M1

ATTN: Terry Pratt, Manager, Major Projects

Dear Ms. Pratt:

RE: Ski and Ride Smithers Draft Master Plan – Regional District of Bulkley-Nechako Comments

The Regional District of Bulkley-Nechako appreciates the opportunity to provide the following comments regarding the latest version of the Ski and Ride Smithers Draft Master Plan. To begin I would like to note the Board's support in principle for an expansion of the resort on Hudson Bay Mountain. An expansion has the potential to significantly contribute to the recreational and economic diversity of the region. However, the Regional District has a number of comments regarding the proposed expansion plans as outlined in the Ski and Ride Smithers Draft Master Plan.

Phased Approvals

The proponent is seeking approvals for Phase 1 of their development as outlined in the Master Plan (subject to rezoning, subdivision, and other necessary approvals). However, the applicant has not addressed a number of issues that will arise with the development of Phases 2 and 3. These issues include (among others):

- a socio-economic impact assessment;
- identification of longer term servicing needs and servicing strategies;
- a fire protection strategy; and
- governance issues.

MUNICIPALITIES:

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The applicant has indicated that these issues will be addressed in consultation with the Regional District before they proceed with the development of further phases. This phased approach is acceptable to the Regional District subject to the following:

- Phase 1 must be designed to function adequately in the long term without relying on any aspect of Phase 2 or 3.
- The applicant must also accept that the Regional District is not able to provide any indication that support will be forthcoming for Phases 2 or 3.

Rezoning Process

It is also noted that development of Phase 1A, and 1B, and the Village Centre cannot occur as proposed without a rezoning of the lands involved. As part of the rezoning process further details regarding the land use, subdivision design, village centre design, and associated issues will need to be addressed to the Board's satisfaction as part of the rezoning process. A small number of lots could theoretically be developed without rezoning, however staff would not recommend that the applicant proceed with such a subdivision without ensuring the entire Phase 1 subdivision design, and associated issues, are addressed to the Board's satisfaction.

It is anticipated that the scale of retail and service commercial development will be an area of focus during the rezoning process to ensure that the resort facilities compliment rather than compete with other commercial areas in the Town of Smithers. Regional District staff note that more information regarding the village centre area will be required as part of the rezoning application review process. Regional District staff will closely consider the input from the Town of Smithers on this issue.

Servicing Issues

The Regional District has two primary concerns associated with the sewage disposal, water system, storm drainage system, and solid waste collection system. The first concern is that the resort, or other private 3rd party service provider, may decide in the future, for economic or other reasons, to no longer be involved in providing these services. Also, the services may be inadequately funded, delivered and / or maintained. There is concern that the Regional District will be called upon in future years to take over, subsidize, or otherwise become involved in providing the service.

Therefore, it is recommended that the manner in which these services are being provided, funded, and managed is made clear in the Master Plan and that safeguards are in place to ensure that the services continue to be provided in a responsible manner in the long term to property owners without the need for the involvement of the Regional District. If mechanisms cannot be put in place to

ensure the Regional District will not inherit responsibility for the services the Regional District may not be able to support the proposal.

Staff's second concern is with the design of the sewer system. The proposed system relies on the use of septic tanks to collect the solids from the waste. These solids will then be pumped from the septic tanks for disposal. The primary issue is that an appropriate disposal facility able to handle this waste does not exist in the region. The Regional District's sewage disposal facility at the Smithers / Telkwa Transfer Station is not designed, and does not have the capacity to safely handle the waste generated by Phase 1.

Further it is not appropriate for a development as large and as dense as the proposed resort community to be designed in a manner where it is not self-sufficient regarding disposal of its waste. Therefore, it is recommended that the sewage disposal system be designed so that all sewage and waste water is appropriately treated and disposed of on site.

Fire Protection

The Regional District is concerned that, given the expected seasonal nature of the resort population, it will be unlikely that a volunteer fire department will be practical until well into Phase 2, or even Phase 3, without some form of support from the resort. Also, funding for the operation of a department may be a challenge. However, the proposed density of the residential development can be expected to create a demand for fire protection much earlier.

It is requested that the applicant develop a Fire Protection Plan that includes the establishment of a strategy and timetable for the creation and funding of a fire department, considers interface fire hazard reduction measures, and ensures access to residential areas is suitable for emergency vehicles (adequate width, room to turn around, secondary access routes).

Road Access

Heavy vehicles involved in resource extraction industries also use the road access to Ski and Ride Smithers. This traffic may conflict with the increased numbers of recreation vehicles generated by the resort community. Therefore, it is requested that the Ministry of Transportation ensure that appropriate improvements to the access route necessary to accommodate the proposed development are identified and secured.

Public Safety

It is requested that the applicant identify in the Master Plan policies and procedures encouraging and supporting hiking, backcountry skiing, wildlife and alpine flower viewing, mountain biking, snowshoeing, photography, and nature

studies by the public within and about the resort.

The Public Access Plan within the draft Master Plan states that the resort will "allow access, including by way of snowmobile, to all cabin properties." It also states that "adequate parking will be made available for cabin owners and guests." These commitments are appreciated.

It is requested that the applicant include in the Master Plan any restrictions to cabin colony access, or other public access, that may be considered. Also, it is recommended that details regarding access routes, the location and number of parking stalls provided, and the maintenance arrangement for the cabin colony parking area, be included in the Master Plan.

Governance and Future Growth

As the resort enters Phases 2 and 3, the demand for services can be expected to increase beyond the levels regularly provided, or able to be provided, by the Regional District. Increased service level expectations can be anticipated in the following areas (among others): animal control, unsightly premises regulations, land use bylaw enforcement, community policing and security, development permit regulations, recreation, parking control, dispute resolution (resort vs property owner), snow removal and sanding, and solid waste collection.

It is requested that prior to moving forward with Phases 2 and 3 the applicant develop a governance strategy acceptable to the Regional District that provides a timetable for the provision of various services, identifies the source of funding for the service, and identifies the entity responsible for providing the service.

The applicant has expressed interest in the possibility of being designated as a "Mountain Resort Association" by the Province in order to deal with governance issues. This designation, as the Regional District understands it, allows the resort to obtain levies from property owners for promotion and marketing purposes. However, it does not allow the association to deliver other services. The resort may want to consider asking the Province to create a "Mountain Resort Improvement District" which would give the applicant the ability to tax for the provision of a wider range of services.

Ski Run into Town

The Regional District has no objections to the proposed new ski lift and the concept of the ski run to the base of the mountain. However, the ski run proposal should be detailed in the Master Plan. It is noted that the ski run should terminate at a formal parking area and that area may require rezoning.

In Conclusion

The Regional District of Bulkley-Nechako looks forward to working with the Province and Ski and Ride Smithers to achieve successful completion of this project. Please be encouraged to contact Jason Llewellyn, Director of Planning for the Regional District should you have any questions or comments.

Sincerely,



Cress Farrow,
Chairperson

Cc: Jim Davidson, Mayor, Town of Smithers



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103

FILE COPY

REGIONAL DISTRICT
OF BULKLEY-NECHAKO
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

March 25, 2008

Ministry of Tourism, Sports, and Arts
145 Third Avenue
Kamloops, BC
V2M 3M1

ATTN: Terry Pratt, Manager, Major Projects

Dear Ms. Pratt:

RE: Ski and Ride Smithers Draft Master Plan – Regional District of Bulkley-Nechako Comments on How Previous Raised Issues Have Been Addressed

The Regional District of Bulkley-Nechako appreciates the opportunity to again provide comments regarding the latest Ski and Ride Smithers' proposal. To begin I would like to restate the Board's support in principle for an expansion of the resort on Hudson Bay Mountain. An expansion has the potential to significantly contribute to the recreational and economic diversity of the region. However, the Regional District continues to have a number of comments regarding the proposed expansion plans as outlined in the Ski and Ride Smithers Draft Master Plan and the supplemental information provided.

Phased Approvals

The proponent is seeking approvals for Phase 1 of their development as outlined in the Master Plan (subject to rezoning, subdivision, and other necessary approvals). As we understand the situation, the applicant has indicated that the following issues will be addressed to the satisfaction of the Regional District before they proceed with the development of Phases 2 and 3. These issues, discussed in detail in our November letter to you from the Board Chair, include:

MUNICIPALITIES:

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HOUSTON TELKWA
BURNS LAKE GRANVILLE

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- the socio–economic impact assessment;
- identification of longer term servicing needs and servicing strategies;
- the fire protection strategy; and
- governance issues.

This approach is acceptable to the Regional District subject to the following:

- If the above issues are not addressed adequately, or the applicant decides to not proceed, Phases 2 and 3 may never occur. Therefore, Phase 1 must be designed to function adequately in the long term without relying on any aspect of Phase 2 or 3.
- The applicant must also accept that the Regional District is not able to provide any indication that support will be forthcoming for Phases 2 or 3.

Rezoning Process

It is again noted that development of Phase 1, and the Village Centre cannot occur as proposed without a rezoning of the lands involved. As part of the rezoning process further details regarding the land use, subdivision design, village centre design, and associated issues will need to be addressed to the Board's satisfaction as part of the rezoning process. A small number of lots could theoretically be developed without rezoning, however staff would not recommend that the applicant proceed with such a subdivision without ensuring the entire Phase 1 subdivision design, and associated issues, are addressed to the Board's satisfaction.

It is anticipated that servicing issues and the scale of retail and service commercial development will be an area of focus during the rezoning process to ensure that the resort facilities compliment rather than compete with other commercial areas in the Town of Smithers. Regional District staff note that more information regarding the village centre area will be required as part of the rezoning application review process. Regional District staff will closely consider the input from the Town of Smithers on this issue.

Servicing Issues

The Regional District continues to have two primary concerns associated with the sewage disposal, water system, storm drainage system, fire suppression system, and solid waste collection system. The first concern is that the resort, or other private 3rd party service provider, may decide in the future, for economic or other reasons, to no longer be involved in providing these services. There is concern that the Regional District will be called upon in future years to take over, subsidize, or otherwise become involved in providing these services.

It has been confirmed that the intent is that the services are to be owned and maintained by a 3rd party utility provider. However, details regarding the funding and management of the services are not made clear in the final Master Plan. Staff would also like to see safeguards put in place to ensure that the services continue to be provided in a responsible manner in the long term. Such a safeguard may be that the continued provision of the services is a condition of the Master Development Agreement and the continued operation of the ski hill. If mechanisms cannot be put in place to ensure the Regional District will not be put into a position to take responsibility for the services the Regional District may not be able to support the proposal.

To date this issue has not been addressed to any degree. The Regional District can not support any final Master Plan that does not adequately identify the manner in which these services are being provided, funded, and managed with safeguards in place to ensure that the services continue to be provided in a responsible manner in the long term to property owners without the need for the involvement of the Regional District.

Staff's second concern is with the proposal to incinerate the septic tank waste, resort waste, and private residence waste in a facility on the mountain that will generate steam heat and electricity. This may potentially be a solution; however, questions regarding the feasibility, and level of public support for this option will need to be addressed to the satisfaction of the Regional District in the Master Plan and during the rezoning process. It may be that a significant level of public opposition may exist regarding the burning of the waste, once this idea is made public. Information regarding the technology and emissions will likely be necessary.

It is assumed that the Province, through this Master Plan assessment process or the subdivision approval process, will ensure that the large amounts of groundwater used by the resort and other development will not have any negative impact on the aquifer and well water supply in the area. If the Province is not looking at this issue please advise the Regional District.

Public Access

It was recommended that details regarding the cabin colony parking area and its maintenance be included in the Master Plan. This information has not been provided. The Regional District would like to see the details of how this issue is to be addressed.

Ski Run into Town

The Regional District identified no previous objections to the proposed new ski lift and the concept of the ski run to the base of the mountain. We appreciate the more detailed information provided in the Management Plan for the trail and terrain pod 1. However, the final Master Plan should identify the design and

number of parking spaces to be provided in the formal parking area at the base of the trail.

In Conclusion

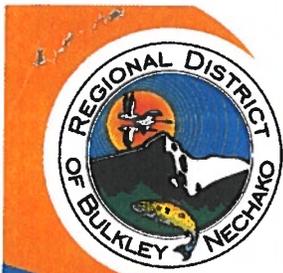
The Regional District of Bulkley-Nechako looks forward to working with the Province and the applicant to achieve successful completion of this project. Please be encouraged to contact Jason Llewellyn, Director of Planning for the Regional District should you have any questions or comments.

Sincerely,



**Eileen Benedict,
Chairperson**

Cc: Jim Davidson, Mayor, Town of Smithers



37, 3RD AVE, PO Box 820
BURNS LAKE, BC
VOJ 1E0

REGIONAL DISTRICT
OF BULKLEY-NECHAKO
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

Ministry of Tourism, Sports, and the Arts
145 Third Avenue
Kamloops, BC
V2M 3M1

May 29th, 2008

ATTN: Terry Pratt, Manager, Major Projects

Dear Ms. Pratt:

RE: Ski and Ride Smithers Master Plan – Regional District of Bulkley-Nechako Comments

At its May 22nd meeting the Regional District Board reviewed the manner in which the Ski and Ride Smithers Master Plan addresses the Regional District's outstanding issues. The Regional District Board directed that the following comments be provided to the Ministry of Tourism, Sports, and the Arts (Ministry)

1. The Regional District will work with the Ministry and Ski and Ride Smithers to evaluate the Mountain Resort Association concept and identify a strategy for the delivery of Phase 1 services that is acceptable to the Regional District, prior to any Phase 1 development. Resolution of this issue will be a consideration during the rezoning process for Phase 1 development.
2. The Regional District will work with Ski and Ride Smithers to hold a public meeting in Smithers where the proposal to incinerate waste on the mountain is made clear. Public input on this issue will be a consideration during the rezoning process for Phase 1 development.

MUNICIPALITIES:

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BURNS LAKE GRANISLE

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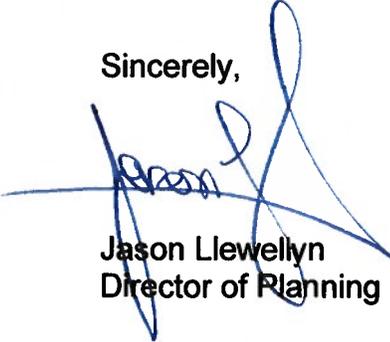
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TF: 800-320-3339

3. The Regional District recommends to the Ministry that Ski and Ride Smithers identifies the details regarding the provision and maintenance of access to the Cabin Colony, the number of parking spaces to be made available to the Cabin colony, and the maintenance and location of those parking spaces.
4. The Regional District requests that the Ministry ensure that the ski run to town not be opened for public use until the parking area at the base of that run is zoned appropriately, and is developed to the satisfaction of the Regional District.

Plensed be encouraged to contact me at your convenience if you have any questions or comments regarding the above.

Sincerely,



Jason Llewellyn
Director of Planning



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: January 28, 2021
SUBJECT: Housing in the RDBN

RECOMMENDATION

1. That the Board receive the updated document titled “Housing in the RDBN: A Discussion Paper.”
2. And, that the Board approve the attached letter to be sent to the Attorney General and Minister responsible for Housing.

VOTING

All / Directors / Majority

DISCUSSION

At the December 17th Committee of the Whole Meeting the Board expressed an interest in having further discussions on housing issues in the RDBN. To facilitate these discussions Planning Department staff have updated and attached the document titled “Housing in the RDBN: A Discussion Paper” which was first prepared for the Board in late 2019.

At the 2020 Union of BC Municipalities Annual Convention (UBCM) meeting with the Minister of Municipal Affairs and Housing the Regional District of Bulkley-Nechako (RDBN) raised the following housing related issues:

- the Province’s Owner / Builder restrictions,
- the B.C. Energy Step Code, and
- the impact of the BC Building Code on tiny home construction.

As a follow up to the UBCM Minister meeting the RDBN received the attached November 6, 2020 letter from Deputy Minister Kaye Krishna. Unfortunately, it appears from the Province’s response that the RDBN’s concerns were not fully understood. Therefore, staff recommend that the attached letter be sent to the Honourable David Eby, QC, Attorney General and Minister responsible for Housing.

ATTACHMENTS

Proposed Letter to the Attorney General and Minister Responsible for Housing January 28, 2021
 Letter received from Deputy Minister Kayne Krishna November 6, 2020
 Housing in the RDBN Discussion Paper Revised January 2021



37, 3RD AVE, PO Box 820
BURNS LAKE, BC
VOJ 1E0

REGIONAL DISTRICT
OF BULKLEY-NECHAKO
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

January 29, 2021

The Honourable David Eby, QC
Attorney General and Minister responsible for Housing
PO Box 9044 Stn Prov Govt
Victoria, BC V8W 9E2

E-mail: AG.Minister@gov.bc.ca

Re: Housing Issues in the RDBN

Dear Minister Eby:

Congratulations on your new responsibilities in relation to housing in BC. This letter is regarding several housing issues that are important to the Regional District of Bulkley-Nechako (RDBN). These issues were most recently raised in a meeting with the Minister of Municipal Affairs and Housing during the 2020 Union of BC Municipalities (UBCM) Annual Convention. The RDBN's concerns relate to Provincial regulations which are unnecessarily increasing the cost of new home construction in our region. Specifically, the RDBN's concerns relate to the Province's Owner / Builder restrictions, the B.C. Energy Step Code, and the impact of the BC Building Code on tiny home construction.

As a follow up to the above mentioned UBCM Minister meeting the RDBN was sent the attached November 6, 2020 letter from Deputy Minister Kaye Krishna. Unfortunately, it appears from the November 6th response that the RDBN's concerns are not fully appreciated by the Province.

Owner Builder Restrictions

The Province's November 6 letter justifies the Province's owner / builder restrictions by referencing the benefits of building safely constructed homes that meet the B.C. Building Code. However, in our opinion the owner / builder restrictions, including the owner builder authorizations exam requirement, have little positive impact on the quality of construction and building safety in our region. In the RDBN the cost to build a new home typically exceeds the market value of that home. Owner / builders are building their own home with no intention to sell that home in the near future. They are building their own home and are motivated to build

MUNICIPALITIES:

SMITHERS FORT ST. JAMES
VANDERHOOF FRASER LAKE
HOUSTON TELKWA
BURNS LAKE GRANISLE

ELECTORAL AREAS:

A - SMITHERS RURAL E - OOTSA LAKE/FRANCOIS LAKE
B - BURNS LAKE RURAL F - VANDERHOOF RURAL
C - FORT ST. JAMES RURAL G - HOUSTON RURAL
D - FRASER LAKE RURAL

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with care. They are not building to a lesser standard than licensed builders. The RDBN Building Inspectors work closely with owner / builders throughout the building process.

In many areas of our region the supply of licensed builders is very limited, and there are long waits for their services. Enticing a licensed builder to certain areas requires very high fees for their services. And in some areas it is challenging to retain a licensed builder at any cost. The restrictions on owner / builders increases construction costs, discourages new construction, and encourages the building of pre-manufactured modular and manufactured homes over site-built housing. The owner builder authorizations exam requirement should not exist in the RDBN. Owners should be allowed to act as construction manager, or retain the services of a construction manager, to assist them in the building process, without having to retain the services of a licensed builder.

Energy Step Code

The RDBN appreciates the recognition expressed in the Province's November 6th letter that adapting permits and inspection practices to meet new Building Code requirements comes with unique challenges for smaller rural and remote communities. However, permitting and process issues were not raised as RDBN concerns. The concerns are specific to the requirements for on-site testing by professionals as part of the building process. Even with good success in developing professional capacity in the region, the cost to retain the services of these professionals, especially in rural and remote areas, will be high. In some areas it may be a challenge to retain the necessary services at any cost.

The RDBN used the "energy advisor search tool" recommended in the Province's November 6th letter. According to this tool there are six energy advisor firms identified by the Province as serving the RDBN. Two of these firms provide service from Calgary, one provides service from Kelowna or North Vancouver, one provides service from Prince George or Terrace, and one provides service from Prince George. The lack of a service provider in our region highlights our concerns regarding the cost to residents associated with testing.

The RDBN appreciates the intent behind the Energy Step Code; however, the anticipated impact is expected to be counterproductive to the intent. As previously noted, the cost to build a new home typically exceeds the market value of that home. Therefore, the increased costs associated with the Step Code will discourage the replacement of older less energy efficient homes with new homes. The Province should work with northern local governments to identify a strategy that will work in the north and encourage the building of newer more energy efficient homes.

Tiny Homes

The Province's November 6th letter notes that the *BC Building Code* does not directly limit how "small of a house can be built". However, there are Building Code restrictions that make it challenging to build a functional tiny home. These regulations should be reconsidered to make it easier and more practical to build a functional tiny home. These standards relate to things

such as minimum room sizes, ceiling height, and stair access. The Province is encouraged to consider initiating a process, in consultation with local governments, to review how the *BC Building Code* can be changed to better accommodate the building of tiny homes.

The Big Picture in Northern BC

The increasingly high cost of construction in relation to property values limits the amount of new home construction in our region. Housing stocks are not being diversified to meet changing housing needs, and the existing housing stock is getting older and is not being adequately replaced. These issues have serious long-term implications. The lack of limited new home construction is being exacerbated by Provincial Government initiatives and regulations which increase the cost of new home construction. The Board of the RDBN asks that the Province take a meaningful look at the issues we have raised and consider the impacts on our region.

Yours truly,

Gerry Thiessen
Chair

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.

.../2

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



A DISCUSSION OF HOUSING
ISSUES IN THE REGIONAL
DISTRICT OF BULKLEY-
NECHAKO

Housing in the RDBN: A Discussion Paper

Prepared by:
Regional District of Bulkley Nechako Planning Department

Updated to January 2021

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PART 1: INTRODUCTION

Introduction

Much effort has been made to address housing issues in British Columbia in recent years. The housing issues which have been the focus of the Province in southern areas of BC are associated with the high cost of housing and limited availability of housing. However, the housing issues that exist in the RDBN, and the contributing factors, are not associated with excessively high housing cost. The RDBN's housing issues are, at least in part, the result of market values not exceeding the cost of development. As a result, the RDBN and its member municipalities are challenged to address the region's housing issues in the relative absence of a market-based solution.

The RDBN's housing supply consists primarily of owner-occupied single-family dwellings that were built more than 30 years ago. The RDBN needs to diversify its housing stock to include a wide range of housing type, including assisted living and supportive housing, market and non-market rental housing, and new single-family housing. The availability of housing is a factor in our future economic sustainability and the region's ability to grow and attract skilled workers, entrepreneurs, and professionals.

Table 1: RDBN Housing Type			
	<u>Rural</u>	<u>Municipal</u>	<u>TOTAL</u>
Single Family Dwellings	5510 (85.8%)	5370 (68.7%)	10880 (76.4%)
Manufactured Homes	850 (13.2%)	630 (8.1%)	1480 (10.4%)
Detached Dwellings	35 (0.5%)	360 (4.6%)	395 (2.8%)
Row Housing	10 (0.2%)	480 (6.1%)	490 (3.4%)
Apartment	20 (0.3%)	975 (12.5%)	995 (7%)
SUM	6425 (100%)	7815 (100%)	14240 (100%)

Table 2: RDBN Housing Ownership and Rental Housing			
	<u>Rural</u>	<u>Municipal</u>	<u>TOTAL</u>
Owner Occupied	5,895 (91.8%)	5,555 (71.1%)	11,450 (80.4%)
Rental Housing	750 (11.7%)	2,195 (28.1%)	2,945 (20.7%)
SUM	6,645 (100%)	7,750 (100%)	14,395 (100%)

Note: "Other single attached house" have been combined with Semi-detached house. Basement suites are counted as an apartment.

This report provides an overview of the RDBN's housing needs in general terms, discusses the factors contributing to the housing situation, and evaluates the constraints and practical opportunities that exist to improve the RDBN's housing situation.

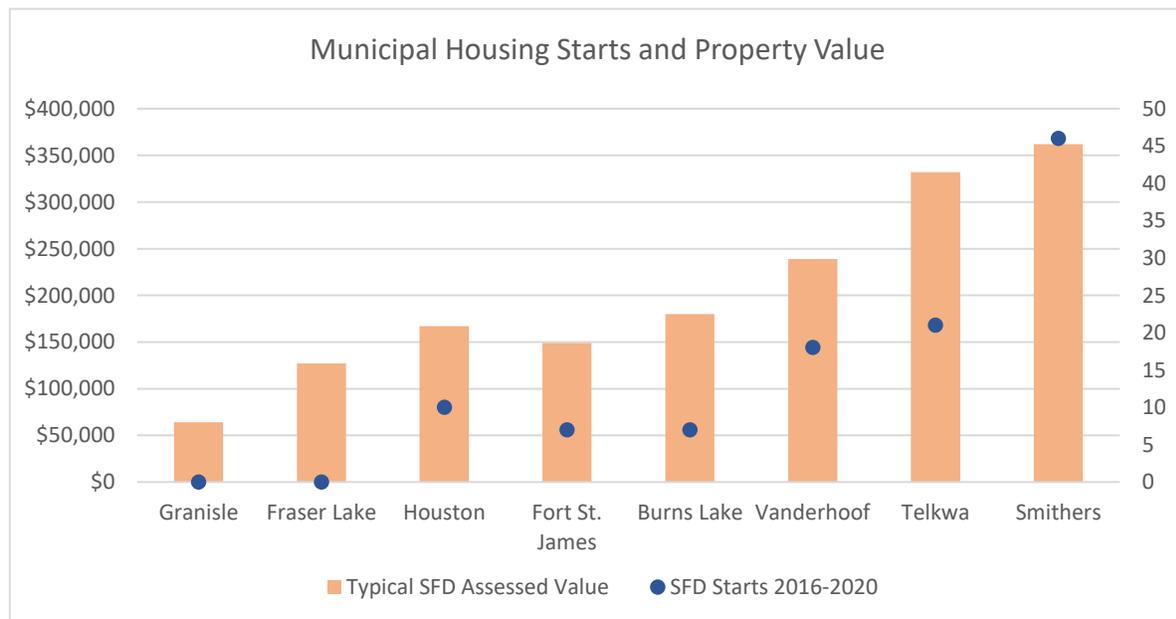
PART 2: MARKET VALUE, CONSTRUCTION COSTS, AND DEVELOPMENT

Market Value

The following table shows the BC Assessment Authorities assessed value for a typical single-family dwelling in 2020, and the assessed value change between 2019 and 2020.

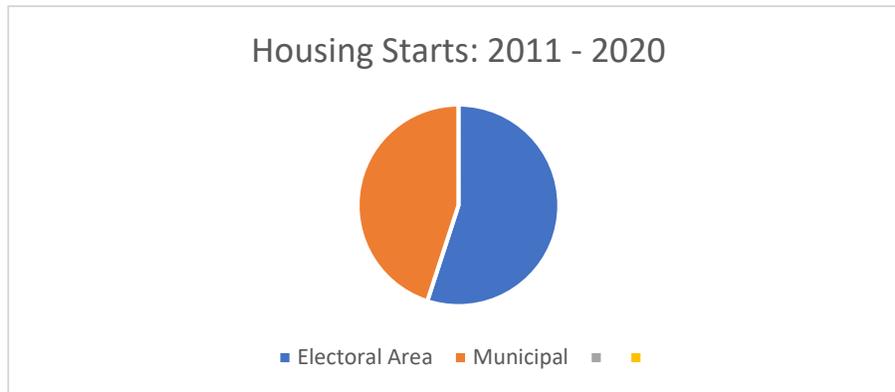
BC Assessment Typical Single-Family Dwelling Market Value Change: 2019 – 2020		
Municipality	Property Value Change	Typical Assessed Value
Town of Smithers	15%	\$362,000
Village of Telkwa	13%	\$332,000
Village of Burns Lake	21%	\$180,000
District of Fort St. James	(6)%	\$149,000
Village of Fraser Lake	1%	\$127,000
District of Vanderhoof	3%	\$239,000
District of Houston	10%	\$167,000
Village of Granisle	4%	\$64,000

The following chart shows the new single-family dwelling housing starts by municipality over the last 5 years in relation to typical assessed value for a single-family dwelling. This shows the relationship between market value and the amount of housing being developed in the RDBN.



RDBN Housing Starts

According to RDBN Building Permit data over the last 10 years the average number of new single-family dwellings (SFD) built annually in the region (including member municipalities) is 56. Approximately 55% of these dwellings were constructed in the rural area and 45% were constructed within municipalities. In 2020, the Regional District and member municipalities saw 66 new housing starts with 41 located within the RDBN and 25 located within a municipality.



Construction Costs and Development Implications

The cost of construction in the RDBN for a basic single-story house with an unfinished basement may be as low as \$200 per sq. ft. using a licensed builder, and \$170 per sq. ft. if built by an owner builder. This cost can easily increase with higher end materials and building design. The costs to use a licensed builder and hire trades can increase notably as you move away from communities where licensed builders and trades people are located. These costs do not include land costs, or any servicing or other costs outside of the typical building process. The Planning Department's rough estimate is that a 2,000 sq. ft. house can be expected to cost approximately \$400,000.00 to build, not including land value and servicing costs.

The study titled "Moving Housing Forward: From Strategy to Action" prepared for the District of Fort St James in early 2018 estimated that the total cost to build a 1,800 sq.ft. house in Fort St. James would be \$380,000.00. The cost to build a 1,500 sq. ft. house would be \$320,000.00. The study concludes that:

"The District has a sufficient supply of developable land at reasonable prices. However, it has witnessed limited new housing development as its population is either flat or declining and because the development returns are not high enough to compensate for the development risks. These economic fundamentals are likely to have an even greater impact on the supply of affordable housing for households with low to moderate incomes."

For example, a developer would be unlikely to develop housing when the anticipated revenues are not significantly higher than the total costs of development (land costs, development costs and marketing costs)."

The lack of financial incentive results in limited residential subdivision and limited speculative house construction in the region. The subdivision that is occurring in the region tends to be small scale infill subdivision where development costs are very low (roads already exist and services do not have to be provided). The most areas of the region market housing that is being built is limited primarily to persons building their own home where there is a degree of certainty that they will not be required to sell the home in near future.

Increased local demand for housing and higher market value reduces risk associated with having to sell at a loss. For increased land development and housing starts to occur in the region the market value of land must increase in relation to the cost of construction. This must occur to the extent that land can be subdivided, and housing can be built at a profit. It is hoped that recent increases in market value in parts of the region will translate into increased housing construction in future years.

Managing Construction Costs in the RDBN

Owner / Builder Regulations

As of July 2016, BC Housing regulations prohibit residents from building a house without first passing an exam which is intended to test their knowledge of construction basics. This is in addition to the many other regulations that the Province has put in place to govern residential builders in BC. In the RDBN this regulation is increasing the cost of construction and is discouraging the construction of new dwellings. In many areas of the region there is a very limited supply of licensed builders and there are long waits for their services. In some areas of our region it is challenging to retain a licensed builder at any reasonable cost.

The RDBN Board has expressed concern to BC Housing that the owner builder authorizations exam requirement is not appropriate in the north and owner builders should be allowed to retain the services of a construction manager to assist them in the building process without having to retain the services of a licensed builder. The owner / builder restrictions do not serve to improve the quality of construction in the RDBN and will continue to unnecessarily increase the cost of residential construction in the region.

BC Step Code

The Province's Climate Leadership Plan set a goal that all new buildings in British Columbia will be net zero within 15 years. A net-zero energy building is one that has reduced energy

requirements, and renewable energy systems, so that the building produces as much energy as it consumes. The Energy Step Code is a Provincial Government initiative designed to have local governments implement the requirements for all new building to be net zero by 2032. The Province is expected to make Step 3 of the step Code mandatory in 2022. Step 3 requires that every class of home and building is energy modeled prior to construction and then “commissioned” (including testing for airtightness prior to occupancy) as part of the building process. Subsequent steps establish targets relating to the efficiency of the total building and the performance of the mechanical systems (i.e. heating, cooling, ventilation, etc.). The Province’s intent is that Steps 4 and 5 will be voluntarily adopted by local governments in advance of mandatory implementation by the Province by 2032.

The additional construction costs, which include the requirement to pay for professionals to undertake the necessary energy modeling, airtightness testing, and commissioning of building equipment, is expected to be notable and higher the further away a building site is from a larger urban centre. RDBN staff appreciate the intent behind the Energy Step Code; however, the anticipated impact may be counterproductive to the intent. The costs associated with implementing the Step Code may result in older less energy efficient homes not being replaced by new homes.

Looking to the Future

The BC Step Code and the Owner / Builder regulations may result in increased construction costs with unclear benefit to housing quality in the region. However, resolution of these issues, and other efforts to manage the cost of construction can not be expected to have a significant enough impact on controlling construction costs to effect change. The value of housing (and land) in the RDBN must increase for there to be a viable long-term market based solution to the RDBN’s housing issues. In recent years the market value of land has been increasing. This trend needs to continue.

PART 3: HOUSING NEEDS IN THE RDBN

Housing Needs Assessments in the RDBN

There have been several comprehensive housing needs assessments and housing studies developed for municipalities in the RDBN in recent years. These include the following:

- “District of Vanderhoof Housing Needs Assessment” prepared for the District of Vanderhoof, 2020.
- “Moving Housing Forward: From Strategy to Action” prepared for the District of Fort St James, 2018;
- “Burns Lake and Area 55+ Housing Needs Assessment” prepared for the Village of Burns Lake, 2017;
- “Smithers Housing and community Profile: Northern BC Housing Study” prepared for BC Housing, 2016;
- “District of Vanderhoof Housing Study and Needs Analysis” prepared for the District of Vanderhoof, 2015;
- “2014 Smithers Homeless Count Findings” prepared for the Smithers Action group Association, 2015;
- “Village of Telkwa Affordable Housing Needs assessment and Action Plan” prepared for the Village of Telkwa, 2011.

These assessments give a good overview of the housing needs that exist in RDBN communities. The region’s housing needs are discussed in general terms below, based on an evaluation of these documents, and the RDBN Planning Department’s understanding of the housing situation.

Housing Type

The RDBN’s housing supply consists primarily of owner-occupied single-family dwellings that were built more than 30 years ago. Approximately 77% of dwellings in municipalities, and 99% of dwellings in the rural area are single family dwellings or manufactured homes. Only 10% of housing in the RDBN is apartments or row housing.

Dwelling Age

The housing in the RDBN is older, and many homes need repair or notable upgrading. The average age of housing, and maintenance needs of that housing, is somewhat dependant on

the housing demand and market values in the community. Nearly 60% of housing in the RDBN is more than 25 years old.

Rental Housing

Canada Mortgage and Housing Corporation (CMHC) does not collect data on rental market prices or rental vacancy for any RDBN municipality. However, it is clear there is limited rental housing stock across the RDBN. However, the level of demand for rental housing, and stability of occupancy, can vary notably given seasonal employment and economic fluctuations.

Vacancy rate are exceptionally low in some areas as rentals are taken up by workers associated with construction of the coastal Gaslink Natural Gas Pipeline.

Given the relatively homogenous nature of the housing stock across the region there is a notable need for bachelor suites and one- or two-bedroom housing. It is noted that the rental housing stock tends to be older housing stock that needs renovation.



This lack of quality low cost rental housing (especially apartment, row housing and other forms of affordable rental housing) is a limiting factor in a community's economic development, as employers may be challenged to attract workers to a community where acceptable housing is not available.

Owner Occupied Housing

Given the relatively homogenous nature of the housing stock across the region there is a need for one- or two-bedroom housing, as well as renovated and newer housing. This lack of new and quality renovated housing for sale is a limiting factor in a community's economic development as employers are challenged to attract professionals and trades persons to a community where quality housing may not be available. This housing issue may also be a factor in attracting retirees and entrepreneurs to a community.

Senior's Housing

There is a need for senior's housing across the region, and this demand is expected to increase. There is also a need for assisted living and supportive housing. This demand includes the need for market and non-market rental housing and owner-occupied housing. This demand relates to the lack of one or two bedroom housing across the region. Seniors are best served by housing that is in close proximity to shopping and services, and this type of housing is best provided in RDBN municipalities. It appears that across the region, there are waiting lists for every type of housing facility catering to seniors.



The shortage for senior appropriate housing may result in seniors remaining in larger homes past the point where they are properly able to maintain the property. These homes are typically older with high maintenance needs and costs, and do not allow for easy access to services. This lack of seniors housing options may have notable social and health costs.

Low Income Housing

Given the lack of available rentals, and the predominance of larger single-family dwellings, market rental costs are relatively high. Low income persons are challenged to find suitable housing given that the predominant form of housing is single family dwellings. In many areas there is little or no emergency housing such as homeless shelters, and there is also little or no non-market housing for low income people. The non-market housing available is typically available only to seniors.

Housing Supply, Community Health, and Economic Development

The following is taken from the "District of Vanderhoof Housing Study and Needs Analysis" prepared for the District of Vanderhoof in 2015.

Seniors: *In Vanderhoof, suitable housing options for seniors to downsize into and receive the services they need are critically limited. Seniors housing complexes are full and have lengthy waiting lists. Assisted and complex care options are also fully subscribed. As a result, seniors are remaining in their family homes. While many of these seniors can no longer keep up their homes, there are no*

options for them to leave until their health deteriorates to the point where facility care is required.

One/Two Person Households: *One and two-person non-seniors households are generally comprised of young individuals and couples: working professionals and those starting out on their careers. In Vanderhoof, many of these individuals are recent graduates who have been recruited to town by the major employers. While some may wish to buy, most are looking to rent. For some in this group, affordability is an issue, however, the 2011 median after-tax income of a two-person household was \$68,775 and \$23,116 for a single person household. Generally speaking, the type of housing they are looking for is a modern small-scale single or multi-family unit, equipped with a full range of amenities.*

Low Income Individuals: *The number of low income individuals in the community is higher than the provincial average, and many are receiving income assistance. Many of the people on income assistance have a disability, either physical or mental, or are single-parents. The government assistance allowance for housing is \$375 per month, which often falls critically short of what is required to cover both rent and utilities, especially during winter. These individuals all require financial assistance to find suitable housing, and some also require housing connected to support services.*

Families: *In Vanderhoof, long-time residents are generally housed in the stock that was new when they purchased their homes during the growth decades up until the 1980s. New families to town, however, are experiencing difficulty in finding suitable housing. While the majority of the housing stock is comprised of single-family dwellings, decent quality homes rarely come onto the market at a low- to mid-range price point. This is having an impact on the ability of key employers to attract and retain new workers.*

The following is taken from “Moving Housing Forward: From Strategy to Action” prepared for the District of Fort St James in 2018.

The District of Fort St. James is experiencing an extremely tight rental market. Conversations with the stakeholders and the municipal staff has found that many potential renters are struggling to find rental units in the District and are frustrated by the lack of units available on the market.

Based on the demographic assessment, the District is likely to experience a significant increase in senior households over the next 10 years. This would result in increased demand for both owner-occupied and rental housing in the District. The District lacks age-appropriate housing for this demographic segment. The built form for such units would also likely be ground-oriented apartments, townhouses, and duplex/triplex/fourplex.

In addition, the District is likely to experience a strong shift towards smaller sized households. However, it lacks appropriate housing for this demographic segment and is

likely under-built in bachelor/studio and one-bedroom homes. There might be an untapped demand for smaller, market-priced ownership and rental units targeted toward early-career professionals and young families. The built form for such units would likely be ground-oriented apartments, townhouses, and duplex/triplex/fourplex. Much of the housing stock of the District is old and requires major repairs. The regular maintenance and upkeep of the current housing stock would provide the much-needed affordable rental and owner-occupied housing in the community.

There is unmet need for social housing in the District, including homeless shelters, transition homes as well as affordable rentals. The District has roughly 30 homeless individuals and a significant proportion of households that are priced out of the owner-occupied as well as the rental housing market.

The District experiences a high degree of variation in its housing needs due to temporary or seasonal jobs in the economy. This instability of occupancy and vacancy make for a difficult investment climate for development of additional rental housing stock. Moreover, due to limited rental stock, the rental rates are likely to trend upwards during period of high economic activity in and around the District.

The First Nations communities are facing housing shortages, over-crowding and mold issues. This has been aggravated by limited construction over the last decade. As a result, all of the four First Nations communities would benefit from additional construction and maintenance of their housing stock.

The limited availability of quality housing in a variety of forms, for both ownership and rental, is a concern across the region. New housing in differing forms is necessary to help our communities keep young adults in the community after graduation, attract skilled employees and professionals, and accommodate seniors.



It is recognized that economic diversification beyond reliance on mining, the primary forest products industries, and traditional agriculture is dependant on the region's ability to attract skilled workers, entrepreneurs, and professionals that have a high degree of mobility and choice regarding their home community. The availability of acceptable and attractive housing is a key factor in attracting new residents and our future economic sustainability. Investment in housing and the creation of increased diversity of housing type is an economic development and diversification issue, as well as a resident quality of life issue.

Part 4: HOUSING STRATEGIES AND ACTION PLANS

Housing needs assessments and housing studies commonly contain recommended actions or strategies to address the housing needs identified in the study. The housing needs assessments and housing studies developed for municipalities in the RDBN in recent years are identified in part 3 of this discussion paper. This section summarizes the typical recommendations contained in these types of studies, and their effectiveness in addressing housing issues in the RDBN.

Typical Housing Study Strategies for Market Housing

The strategic actions commonly proposed in housing studies to address market housing issues can be categorized as follows:

- Removing land use regulation barriers. These recommended actions typically include the following:
 - amending zoning to allow secondary suites, garden suites, and other forms of rental housing in single family residential areas;
 - ensuring land for a variety of housing forms and densities is identified in the official community plan and allowed by zoning.
- Fast tracking development approval processes for housing projects.
- Reducing development standards and development fees with the aim to reduce development costs. These recommended actions typically include the following:
 - reducing or waiving application fees, development cost charge fees, etc.
 - implement taxation breaks for housing;
 - reducing development standards such as parking requirements.
- Offering density bonuses. In the context of market housing this involves allowing a residential development with increased density in exchange for the commitment to include rental housing within the development.
- Working with large employers to provide financial assistance to developers.

This appears to be the focus of the Province's Expert Panel on the Future of Housing Supply and Affordability discussed later in this report.

Market Housing Strategy Efficacy

Most of the strategic actions commonly proposed in housing studies to address market housing issues cannot reasonably be expected to result in increased construction of housing in any form given the current housing market in the RDBN. The above noted recommendations may be

viable strategies in jurisdictions with notably higher land values, where developers are highly motivated to build and redevelop to the development density that is allowed, where development costs are impacted by development fees, and where reducing development approval processing time equates to some value. However, this is not the situation in the RDBN.

Most municipalities and rural areas in the RDBN have developed flexible rules regarding secondary suites. Smaller second dwellings are permitted on lots in certain rural areas and in a number of communities. Across the RDBN zoning and development standards are not impeding or limiting housing development in any meaningful way, and amending zoning to increase development flexibility or offering density bonuses is not a meaningful incentive. Nevertheless, the RDBN's regulatory approach to housing should continue to be evaluated on a regular basis as part of the Official Community Plan review process for Electoral Areas.

Reducing development standards and development fees with the aim to reduce development costs can not be expected to result in any notable increase in development in the RDBN. The gap between development costs and market value can not be overcome by reducing the minimal fees that exist. This approach only makes sense where development fees and charges, and development standards have been substantially inflated to take advantage of high development pressures; therefore, preferred development can be encouraged by reducing these inflated costs. This is not the situation in the RDBN.

Typical Housing Study Strategies for Non - Market housing

The above noted actions relating to market housing are also commonly recommended in relation to non-market housing issues. Density bonuses in the context of non-market housing involves providing a residential development with increased density in exchange for the commitment to include non-market housing within the development. This typically involves the development of a housing agreement with the developer.

In addition to the above, the following strategic actions are commonly proposed in housing studies to address non-market housing issues:

- Promotion, support, facilitation, and advocacy in association with housing projects. These actions are commonly recommended in relation to non-market housing as projects are commonly dependent on the work of non-profit societies, and funding from the Provincial and federal governments.
- Direct staff resources or financial towards non-market housing projects. This can include the following:
 - providing staff time facilitating the creation of, and working with, non-profit societies dedicated to a non-profit housing development,
 - researching non-profit housing funding opportunities,

- making available municipal owner land for a non-profit housing project.

Non-Market Housing Success in the Region

Non-market housing project success in the RDBN has been dependent on a motivated local body, such as non-profit society, with a committed project manager that has worked closely with BC Housing. There has also been the need for a society to play a role in managing the operation of the facility after construction.

Housing related societies are typically reliant on volunteer work, and these volunteers can be challenged by the scope of work necessary to successfully facilitate the development of a project in partnership with BC Housing or Northern Health. Once a society has completed projects, and entered into agreements with BC Housing, Northern Health, Community Living BC, etc. (which includes funding for the operation of housing projects) the societies can potentially begin relying on paid staff to manage existing facilities and develop new projects. This can greatly increase capacity.

Local governments can play a role in moving housing projects forward in partnership with BC Housing. For example, the Capital Regional District has created the Capital Region Housing Corporation which develops, promotes, and operates non-market housing in the region.

The following is a list of the notable non-market housing projects that have been completed in the RDBN in the last 15 years.

Table 26: Non-Market Housing Projects in RDBN Municipalities			
Housing Name, Location, Year	Project Lead / Operator	Type of Housing	Funding
Alpine Court, Smithers	Smithers Community Services Association	24 Units Townhouse Low & Mid Income families	BC Housing
The Meadows, Smithers	Smithers Community Services Association	14 single bedroom units assisted Living for seniors	BC Housing Northern Health
Sparrows Christian Housing, Smithers	Sparrows Christian Housing Society	Independent Living facility for disabled adults	None
Harding Heights, Smithers	Dik Tiy Housing Society	19 unit apartments seniors / disabled adults	BC Housing Comm. Living BC
Broadway House, Smithers	Smithers Community Services Association	6 unit market rental and emergency shelter	BC Housing
Goodacre Place, Smithers	Smithers Community Services Association	22 units supportive housing emergency shelter	BC Housing
Pioneer Place, Smithers	Senior Citizens Housing Society	31 bachelor and one bedroom affordable housing for seniors	BC Housing
Telkwa House, Telkwa	Telkwa Seniors Housing Society	8 one bedroom units seniors and disabled adults	BC Housing

Cottonwood Manor, Houston	Smithers Community Services Association	28 unit (5 assisted living and 11 independent living) for seniors	BC Housing Northern Health
Pioneer Place, Fort St. James	Fort St James Senior Housing Society	12 one-bedroom units for seniors and disabled adults	Northern Health
Pioneer Lodge, Fort St. James	Fort St James Senior Housing Society	two-unit assisted living development for seniors.	Independent Living BC
Fireweed Safe Haven Transition House, Fort St. James	Fireweed Collective Society	(4 units) for women and their children	BC Housing Northern Health
Westside Court, Fort St. James	BC Housing	15 2 and 3 bedroom units affordable housing	BC Housing
At Risk Housing, Fort St. James	Nechako Valley Community Services	2 one-bedroom rental units at risk of homelessness	BC Housing Northern Health
Carroll Cottage, Burns Lake	Lakes District Seniors Housing Society	14 units of independent seniors' housing	BC Housing
Tweedsmuir House, Burns Lake	Lakes District Senior Housing Society	17 units of assisted living	Northern Health
Heritage Manor, Burns Lake	Lakes District Seniors	25 units of supportive seniors housing	BC Housing
McKenna Place, Burns Lake	BC Housing	39 three bedroom units of affordable housing for families	BC Housing
Riverglen, Vanderhoof	BC Housing	31 three bedroom units of affordable housing for families	BC Housing
Riverside Place, Vanderhoof	Nechako Valley Community Services	18 bachelor and one bedroom units of affordable housing	BC Housing Northern Health
Nechako Valley Senior Citizens Home, Vanderhoof	Nechako Valley Community Services	9 one bedroom units of affordable housing for seniors	BC Housing
Silver Birch Lodge, Fraser Lake	Fraser Lake & District Senior Citizens Home Society	23 one bedroom units of affordable housing	BC Housing

The Role of the Rural Area in Addressing the Region's Housing Needs

The rural area within the RDBN plays many roles in the efficient and effective function of the region. The rural areas provide resources in support of urban areas. The rural areas support agriculture and local food production. The rural areas accommodate land uses which must occur close to resource extraction or can not easily occur in urban areas because of land use conflict (gravel pits and industrial development). Housing is provided in the rural area in support of agricultural activities, and there is a demand for housing that offers a lifestyle only available in a rural setting or associated with an amenity available only in the rural area.

The RDBN's housing regulations are relatively flexible. On nearly every parcel in the rural area at least one dwelling and a secondary suite are permitted. Two dwellings, plus two secondary suites are typically permitted on parcels larger than 4 ha. (not including land in the Agricultural Land Reserve). And, additional cabins are permitted for larger parcels zoned RR1. The RDBN manages land use in the rural area, through Official Community Plan policy to meet the region's rural housing needs without inappropriately impacting the urban housing market, facilitating rural sprawl, degrading the character and function of the rural area, and creating land use conflict between necessary uses in the rural area and excessive rural residential development. It is noted that the RDBN's flexible approach to housing policy and regulations results in the bulk of new housing starts in the region occurring in the rural area. This has caused municipalities concern and is not sustainable in the long term.

The RDBN Planning Department's work plan includes an evaluation of a zoning bylaw amendment to allow a second dwelling on any parcels zoned H1 (Small Holdings). This would allow 2nd dwellings on the parcels within the typical 2 ha. (5 ac.) rural residential subdivisions surrounding municipalities and may increase the rental housing supply in some areas to a small degree. Consultation on this proposed zoning change is expected to occur in mid 2021.

Many of the region's housing needs can not be addressed in the rural area. The majority of the region's housing issues are best addressed or only addressed, within a municipality. The function of the region will not benefit from excessive rural growth in comparison to municipal growth. Multi-family housing and non-market housing must be accommodated primarily in municipalities. The RDBN needs to ensure that land remains available for land uses which do not fit within a higher density municipal environment and that the potential for conflict between these uses and rural residential development is minimized. The RDBN has a clear interest in supporting municipalities in addressing the region's housing needs in a coordinated and proactive manner as every RDBN resident will see the benefits.

Part 5: PROVINCIAL INITIATIVES

Homes for BC: A 30 Point Plan for Housing Affordability in BC

In September 2018, the Province introduced a housing plan called Homes for BC. This plan focuses on affordable housing issues associated with excessive land values in southern BC. It also allocates funding to address the need for low income housing and homelessness. The funding opportunities in the 30-point plan are outlined below.

The majority of actions proposed focus on controlling land values in southern BC and can not be expected to address the RDBN's market housing related issues. However, the increase in funds and opportunities available for non-market housing initiatives are notable.

BC Housing Funding Opportunities

BC Housing works in partnership with non-profit sectors and private sectors, community and Indigenous groups, provincial health authorities, ministries and local governments to facilitate a non-profit housing development. BC Housing is relatively flexible in developing innovative solutions; however, they do require a local entity to plan and facilitate the project and own and managed the housing once it is developed.

- Building BC: Community Housing Fund - Creates new units of social housing for low and moderate income families and seniors in British Columbia.
- Building BC: Indigenous Housing Fund - Facilitates the building and operation of social housing for Indigenous people in B.C.
- Building BC: Supportive Housing Fund - Provides supportive housing for people who are experiencing homelessness, or who are at risk of homelessness.
- Building BC: Women's Transition Housing Fund - Provides women and their children who are at risk of violence and/or who have experienced violence with access to safe, secure and confidential services.
- Community Partnership Initiatives - Provides financing, partnership referrals and advice for non-profits looking to develop affordable rental housing or licensed care facilities.

Expert Panel of the Future of Housing Supply and Affordability

The Federal Government and the Province created the Expert Panel on the Future of Housing Supply and Affordability “to identify measures that could build on government investments and initiatives already underway to help more people find affordable housing in British Columbia”.

The Panel's terms of reference state that the Panel's goal is to focus on making housing more affordable in high-priced markets in British Columbia.

This panel underwent a consultation process which focused on three key areas:

- governance, or the way in which governments control or influence the supply of housing;
- the diversity of housing for all income levels and tenures.
- accelerating and adding certainty to the process for adding new supply.

In December 2020, the Province released an interim report from the expert Panel titled "What We Heard." A final report with recommendations is expected some time in early 2021. It is clear from the document that the panel discussions and interview sessions were focused on increasing housing supply in areas of high property values. The underlying theme of the interim report is that removing local government density restrictions in urban areas will result in the provision of additional market housing. It is not anticipated any of the recommendations in the final report will have a notable impact on market housing in the RDBN.



PART 6: HOUSING NEEDS REPORTS

Mandatory Local Government Housing Needs Reports

The Local Government Statutes (Housing Needs Reports) Amendment Act, 2018, S.B.C. 2018, c. 20 makes amendments to the Local Government Act which requires local governments to complete housing needs reports by April 2022, and every five years thereafter. The Province says that these changes will “strengthen the ability of local governments to understand what kinds of housing are most needed in their communities.” And “will help ensure that local policies, plans and development decisions that relate to housing are based on recent evidence and responsive to current and future needs.”

Local governments are required to collect approximately 50 distinct kinds of data relating to current and projected population, household income, economic sectors, and available and anticipated housing needs. Regional districts are required to collect this information for each electoral area.

Housing needs reports must contain statements about key areas of local need, including affordable housing, rental housing, special needs housing, seniors housing, family housing, and shelters and housing for people at risk of homelessness. The number of housing units required to meet current and anticipated housing needs for at least the next five years, by housing type. In addition, the number and percentage of households in core housing need and extreme core housing need. Regional districts must include this required content for each electoral area. A local government is required to consider its housing needs report during the developing of its official community plans and when amending any portion of an official community plan relating to housing statements, map designations or policies.

UBCM Housing Needs Reports Program

The UBCM Housing Needs Reports program provides financial assistance to local governments to complete housing needs reports. Funding is based on the net population of the planning area. Each planning area can only be funded once over the full span of the program. The funding available is \$15,000 for municipalities and Electoral Areas under 5,000 population, and \$20,000 for municipalities and Electoral Areas between 5,000 to 14,999 population. Applications can be made for a collaborative housing needs reports projects involving the municipality and electoral area, as a single application. The maximum funding available would be based on the funding maximums for each jurisdiction.

The RDBN’s made application to the UBCM Housing Needs Reports program to complete Housing Needs Reports for all Electoral Areas as a regional project. This will allow the RDBN to

meet its legislated obligation to develop 7 separate housing needs assessments, in an efficient manner. It will also allow rural housing issues to be evaluated in a comprehensive manner. The Planning Department will ensure that the housing reports evaluate the housing required in support of the agricultural community, the RDBN generated demand for non-market housing, issues relating to the need for increased replacement of the regions aging housing stock, and the potential role of housing in regional economic development.

In future years there may be benefit for the RDBN to partner with municipalities in the development of housing needs reports. The RDBN's rural populations tend to concentrate around municipalities in each Electoral area. It is appropriate that housing needs in the region be evaluated and addressed based on population centres, rather than political boundaries. However, the legislation requires that specific information and reporting is provided for each individual electoral area and participating municipality.



PART 7: NDI HOUSING PROGRAM

Housing Needs Assessments Program

The Housing Needs Assessment program provides one-time grant funding to local governments for the development of a comprehensive housing needs assessment that covers the entire community and meets the requirements of the 'Local Government Statutes (Housing Needs Reports) Amendment Act.'

One-time grant funding per eligible local government up to \$10,000 to a maximum of 50% of the eligible project budget.

Community Planning for Housing Program

The Community Planning for Housing program provides grant funding for municipalities and regional districts to assist with the cost of hiring incremental planning capacity for a 12-month period to identify housing issues and facilitate the development of housing in community.

Northern Development commits to one placement per regional development area. Local governments are eligible to receive up to \$40,000 from Northern Development to assist with the salary cost of hiring incremental planning capacity for a 12-month period. Host communities are required to provide a minimum of \$10,000 toward the salary to support a minimum base salary of \$50,000. The District of Fort St. James was successful in their application for funding under this project, as were the District of Houston and Village of Telkwa in their joint application.



Northern Housing Incentive Program

The Northern Housing Incentive program provides grant funding to local governments to incentivize private sector housing developments. Local governments may receive a grant of up to \$10,000 per dwelling created in a multi-unit market housing project to a maximum contribution of \$200,000.

PART 8: SUMMARY

The RDBN's housing stock needs to be replaced at an increased rate, and the housing stock needs to grow and be diversified to meet the needs of current and future residents. The challenge is that the market value of land has not adequately facilitated private sector investment in subdivision and housing equally across the region.

Investment in housing and the creation of increased diversity of housing type is an economic development and diversification issue, as well as a resident quality of life issue. The region's economic future is not solely determined by the forest products industry, mining, and large energy projects. It is recognized that economic diversification beyond reliance on this industry is dependant on the region's ability to attract skilled workers, entrepreneurs, and professionals that have a high degree of mobility and choice regarding their home community. Our ability to provide the services and amenities necessary to maintain a healthy and fulfilling regional lifestyle and attract new residents is a critical component of our future. This increased demand is necessary for any market-based solution to the RDBN's housing issues.

The financial and other support available from the Province, the UBCM, and NDIT are important. However, the long-term sustainable solution to housing issues in the region is dependant on a diversified economy and growth. The RDBN and member municipalities are making notable effort to increase the region's quality of life and attract and retain new residents. Internet connectivity, parks and trails, and other regional quality of life related efforts remain critical to making our region even more competitive in its ability to attract skilled workers, entrepreneurs, and professionals. Because of these efforts it is expected that continued increases in the market value of housing in the region will continue along with increased housing opportunity in the future.

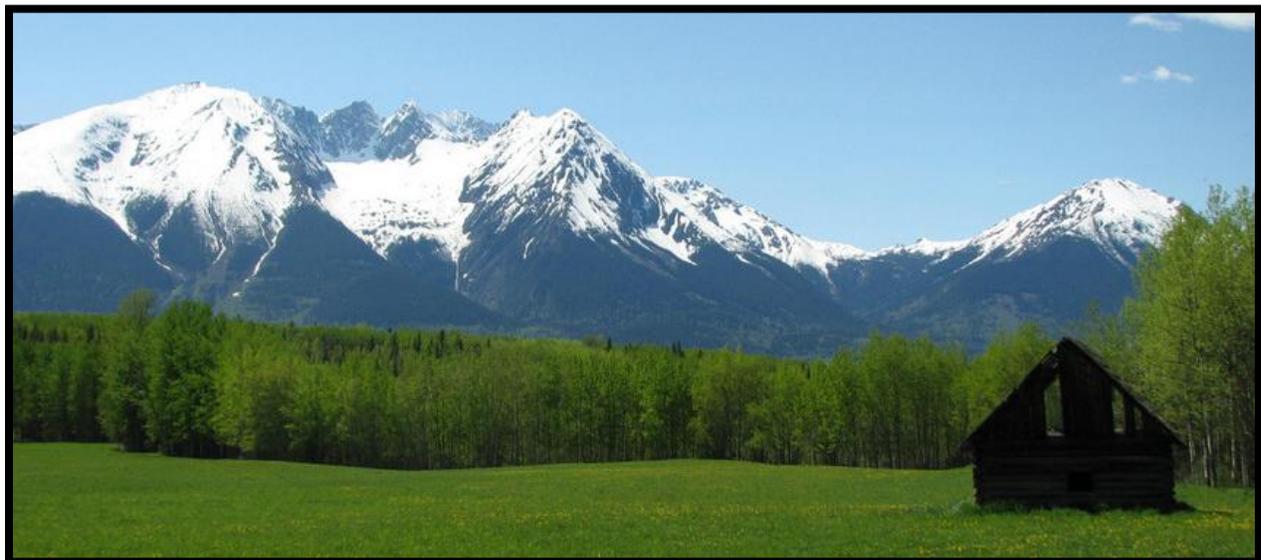
Appendix A: Housing DATA by Electoral Area (2016 Census Data)

Electoral Area A

Table 3: Housing Type				
	Electoral Area A	Town of Smithers	Village of Telkwa	TOTAL
Single Family Dwellings	87%	66.4%	91.8%	77.7%
Manufactured Homes	12.4%	5.2%	5.1%	8.2%
Semi - Detached Dwellings	0.5%	6.1%	0%	3.1%
Row Housing	0%	3.9%	2%	2.1%
Apartment	0%	18.3%	1%	8.9%
Total Housing Stock	2213	2389	539	5141

Table 4: Housing Ownership and Rental Housing				
	Electoral Area A	Town of Smithers	Village of Telkwa	TOTAL
Owner Occupied	88.6%	68.8%	90.8%	79.4%
Rental Housing	11.0%	31.2%	10.2%	20.8%

Table 5: Housing Age				
	Electoral Area A	Town of Smithers	Village of Telkwa	TOTAL
1960 and earlier	7.4%	18.1%	17.3%	13.5%
1961-1980	39.6%	37.6%	17.3%	36.4%
1981-1990	19.8%	17%	16.3%	18.1%
1991-2000	22.5%	15.5%	32.7%	20.2%
2001-2010	4.2%	8.1%	8.2%	6.5%
2011-2016	3.5%	3.9%	8.2%	4.2%



Electoral Area B

Table 6: Housing Type			
	Electoral Area B	Village of Burns Lake	TOTAL
Single Family Dwellings	82.3%	75.2%	79%
Manufactured Homes	14.6%	0.7%	8.1%
Semi - Detached Dwellings	1.9%	2.2%	2%
Row Housing	0.6%	1.5%	1%
Apartment	0.6%	20.4%	9.8%
Total Housing Stock	896	748	1644

Table 7: Housing Ownership and Rental Housing			
	Electoral Area B	Village of Burns Lake	TOTAL
Owner Occupied	90.9%	61.3%	81%
Rental Housing	9%	39.4%	23.1%

Table 8: Housing Age			
	Electoral Area B	Village of Burns Lake	TOTAL
1960 and earlier	10.8%	17.5%	13.9%
1961-1980	39.9%	44.5%	42%
1981-1990	15.8%	13.9%	14.9%
1991-2000	22.8%	21.9%	22.4%
2001-2010	8.2%	3.6%	6.1%
2011-2016	1.3%	1.5%	1.4%



Electoral Area C

Table 9: Housing Type			
	<u>Electoral Area C</u>	<u>Fort St. James</u>	<u>TOTAL</u>
Single Family Dwellings	81.1%	69.8%	75.3%
Manufactured Homes	18%	11.6%	14.7%
Semi - Detached Dwellings	0%	2.3%	1.2%
Row Housing	0.8%	7%	4%
Apartment	0%	9.3%	4.8%
Total Housing Stock	737	761	1498

Table 10: Housing Ownership and Rental Housing			
	<u>Electoral Area C</u>	<u>Fort St. James</u>	<u>TOTAL</u>
Owner Occupied	86%	72.1%	85.7%
Rental Housing	13%	27.9%	20.7%

Table 11: Housing Age			
	<u>Electoral Area C</u>	<u>Fort St. James</u>	<u>TOTAL</u>
1960 and earlier	3.3%	7.8%	5.6%
1961-1980	45.9%	55%	50.6%
1981-1990	19.7%	14%	16.7%
1991-2000	20.5%	17.1%	18.7%
2001-2010	5.7%	3.1%	4.4%
2011-2016	4.9%	3.1%	4%



Electoral Area D

Table 12: Housing Type				
	<u>Electoral Area D</u>	<u>Fort Fraser</u>	<u>Fraser Lake</u>	<u>TOTAL</u>
Single Family Dwellings	87.8%	56.7%	57.8%	72.2%
Manufactured Homes	9.9%	23.3%	4.6%	9.3%
Semi - Detached Dwellings	0.8%	10%	19.3%	9.3%
Row Housing	0%	0%	9.2%	3.7%
Apartment	1.5%	10%	9.2%	5.6%
Total Housing Stock	854	138	551	1543

Table 13: Housing Ownership and Rental Housing				
	<u>Electoral Area D</u>	<u>Fort Fraser</u>	<u>Fraser Lake</u>	<u>TOTAL</u>
Owner Occupied	87.9%	76.9%	73%	80.7%
Rental Housing	12.0%	23.0%	27%	17.8%

Table 14: Housing Age				
	<u>Electoral Area D</u>	<u>Fort Fraser</u>	<u>Fraser Lake</u>	<u>TOTAL</u>
1960 and earlier	9.2%	13.3%	2.8%	7%
1961-1980	42%	30%	56.9%	46.7%
1981-1990	19.8%	20%	11.9%	16.7%
1991-2000	19.8%	16.7%	6.4%	14.1%
2001-2010	6.9%	0%	4.6%	5.2%
2011-2016	3.8%	0%	1.8%	2.6%



Electoral Area E

Table 15: Housing Type		
	Electoral Area E	TOTAL
Single Family Dwellings	89.4%	89.4%
Manufactured Homes	9.8%	9.8%
Semi - Detached Dwellings	0%	0%
Row Housing	0%	0%
Apartment	0.8%	0.8%
Total Housing Stock	840	840

Table 16: Housing Ownership and Rental Housing		
	Electoral Area E	TOTAL
Owner Occupied	87.9%	88.6%
Rental Housing	12.0%	12.2%

Table 17: Housing Age		
	Electoral Area E	TOTAL
1960 and earlier	13.8%	13.8%
1961-1980	48%	48%
1981-1990	13.8%	13.8%
1991-2000	13%	13%
2001-2010	10.6%	10.6%
2011-2016	1.6%	1.6%



Electoral Area F

Table 18: Housing Type			
	<u>Electoral Area F</u>	<u>Vanderhoof</u>	<u>TOTAL</u>
Single Family Dwellings	85%	69.3%	76.2%
Manufactured Homes	15%	9.7%	12%
Semi - Detached Dwellings	0%	3.7%	2.1%
Row Housing	0%	10%	5.6%
Apartment	0%	7.2%	4%
Total Housing Stock	1902	1831	3733

Table 19: Housing Ownership and Rental Housing			
	<u>Electoral Area F</u>	<u>Vanderhoof</u>	<u>TOTAL</u>
Owner Occupied	88.4%	71.9%	79.5%
Rental Housing	11.0%	28.4%	20.9%

Table 20: Housing Age			
	<u>Electoral Area F</u>	<u>Vanderhoof</u>	<u>TOTAL</u>
1960 and earlier	7.3%	14.6%	11.4%
1961-1980	38.3%	38.7%	38.5%
1981-1990	20.1%	16%	17.8%
1991-2000	15.3%	16%	15.7%
2001-2010	11.3%	11.2%	11.2%
2011-2016	8%	4%	5.8%



Electoral Area G

Table 21: Housing Type				
	<u>Electoral Area G</u>	<u>Granisle</u>	<u>Houston</u>	<u>TOTAL</u>
Single Family Dwellings	86.3%	74.3%	62.9%	68.8%
Manufactured Homes	12.3%	5.7%	16.1%	14.3%
Semi - Detached Dwellings	1.4%	0%	1.6%	1.4%
Row Housing	0%	14.3%	6%	5.6%
Apartment	0%	5.7%	13.3%	9.8%
Total Housing Stock	450	284	1245	1979

Table 22: Housing Ownership and Rental Housing				
	<u>Electoral Area G</u>	<u>Granisle</u>	<u>Houston</u>	<u>TOTAL</u>
Owner Occupied	79.5%	97.1%	72.6%	76.4%
Rental Housing	15.1%	11.4%	27.4%	23.3%

Table 23: Housing Age				
	<u>Electoral Area G</u>	<u>Granisle</u>	<u>Houston</u>	<u>TOTAL</u>
1960 and earlier	4.1%	5.7%	6.5%	5.9%
1961-1980	54.8%	91.4%	54.4%	58.1%
1981-1990	13.7%	0%	14.1%	12.6%
1991-2000	13.7%	0%	16.5%	14.3%
2001-2010	4.1%	0%	7.7%	6.2%
2011-2016	2.7%	5.7%	0.8%	1.7%



Local Government Peer Network Updates

See below for:

- Low Carbon Building Systems in Energy Step Code Requirements - Best Practice Bulletin (Bulletin attached)
- Peer Network Quarterly Meeting: February 3rd (Outlook invite attached)
- BC Energy Step Code Awareness, Readiness and Implementation Survey

Low Carbon Building Systems in Energy Step Code Requirements - Best Practice Bulletin

CALL TO ACTION: Peer Network feedback requested by January 25th

Attached is the new Best Practice bulletin about low carbon building systems in the Energy Step Code, written by Brendan McEwan. The Province is beginning a consultation on its approach to GHGs and the Step Code with the Energy Step Code Council on January 29th and is seeking input from local governments.

The main body of the bulletin includes recommendations for local governments as well as recommendations for the Province and the Energy Step Code Council as they consider expanding local government authority to make carbon performance requirements in bylaw. Note that the Best Practice Bulletin is a 17-page summary document that is followed by a more detailed technical report, so it should not take too long to review the BPB component.

Action needed by end of day January 25:

- Provide staff-level endorsement of the 9 recommended principles for the Province and Energy Step Code Council to consider (page 16-27). This could be a simple “yes” response to this email.
- And/or provide written feedback, a commentary letter, or other considerations.

Peer Network Co-Chairs Laura and Maya will compile any endorsements and feedback and present them to the ESCC on January 29th. This will not be the only opportunity to provide feedback on this process, but we see it as an excellent opportunity to bring attention to the principles in this report when the ESCC meets for the first time on this issue on the 29th.

Thank you to Brendan McEwan for producing this comprehensive report for the Step Code Peer Network!

Peer Network Quarterly Meeting: February 3rd

Agenda to follow but will include updates from Building Safety and Standards Branch (BSSB)/Energy Step Code Council (ESCC) and ESCC Subcommittees. Find the calendar invite attached.

*Contact emails removed

BC Energy Step Code Awareness, Readiness and Implementation Survey

CALL TO ACTION: please complete the survey asap if you haven't already done so

The Energy Step Code Council, BC Housing, and the Local Government Step Code Peer Network would like to better understand local governments' adoption of the BC Energy Step Code and identify any concerns or roadblocks that are getting in the way of a smooth rollout. If you're a local government staff who has a role in recommending or implementing BC Energy Step Code, we would welcome your participation in this survey. [Fill out the survey here.](#)

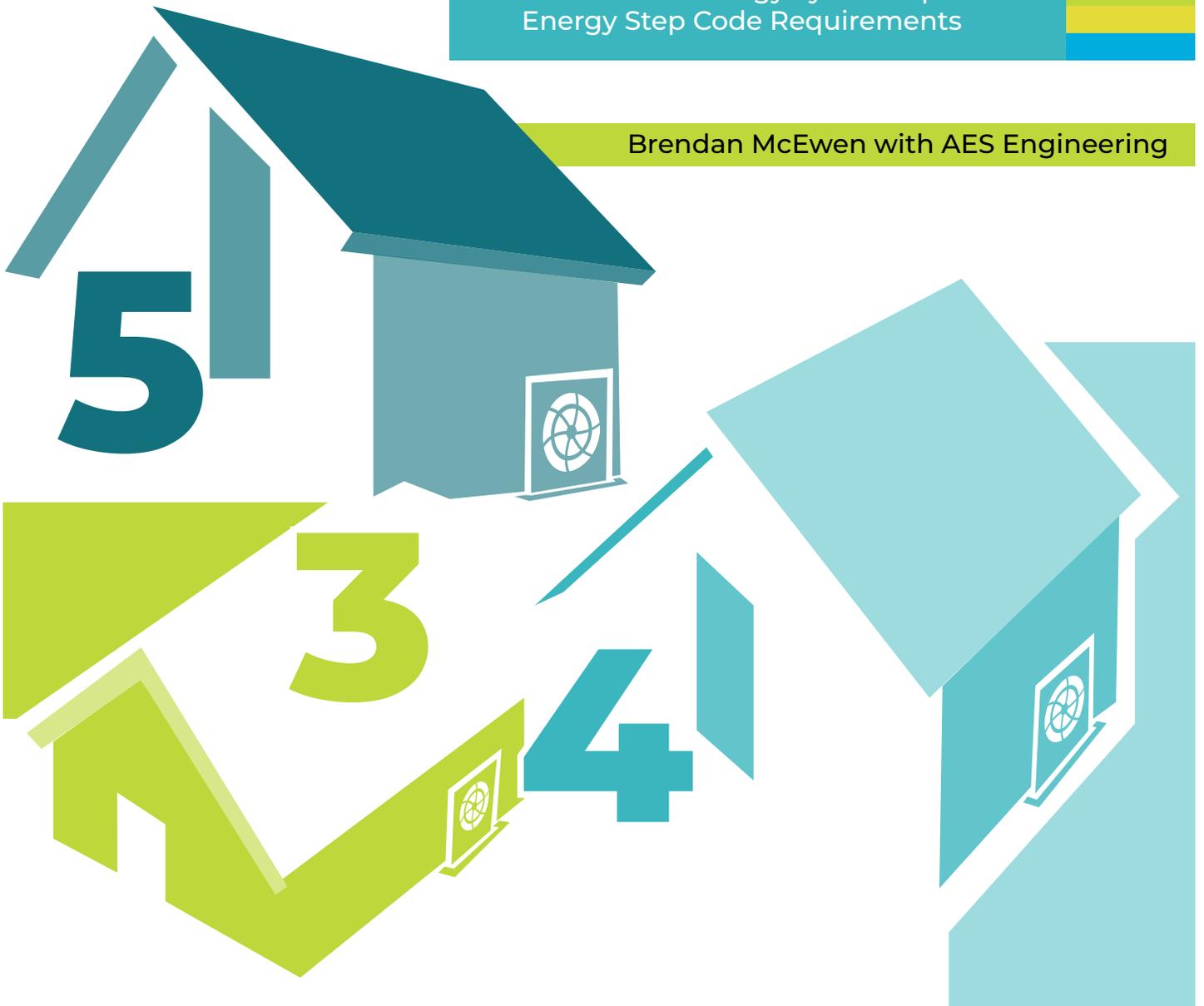




Low Carbon Building Systems in Energy Step Code Requirements

A Best Practice Bulletin & Report on Low Carbon Energy System Options in Energy Step Code Requirements

Brendan McEwen with AES Engineering



About this Document

This resource was prepared for the Energy Step Code Peer Network, a group of BC local governments that coordinate on implementation of the Energy Step Code, with funding from the BC Hydro Sustainable Communities Program.

This resource consists of:

- 1 A "Best Practice Bulletin" summarizing how local governments can achieve low carbon energy systems as part of Energy Step Code requirements.
- 2 A more detailed Report, providing guidance on how to structure Low Carbon Energy System Options (LCES Options) in local governments' building bylaws; considerations for how to define what constitutes an LCES; pertinent background information; and model bylaw language.

This work was prepared by Brendan McEwen. Brendan was previously Sustainability Manager at the City of Richmond, where he served for three years as a representative of the Union of BC Municipalities on the Energy Step Code Council and its predecessor the provincial Energy Efficiency Working Group. Brendan now works at AES Engineering. Some of this work was sub-contracted to AES, with Tara Katamay-Smith conducting analysis and co-authoring Appendix C. We also gratefully acknowledge Remi Charron who generously provided updated cost and emissions data from the *BC Housing Energy Step Code Metrics Research*.

Numerous individuals were interviewed as part of this project, including representatives of local governments as well as BC's building industry. The authors gratefully appreciate these individuals sharing their time and expertise. The views expressed in this report and responsibility for its content are the authors', and do not necessarily reflect the views of members of the Energy Step Code Peer Network, BC Hydro, nor anyone interviewed as part of this project.

This resource document does not constitute legal advice. Local governments are expected to seek input from their legal counsel when developing any bylaw or policy amendments.



Best Practice Bulletin – Overview





This document:

- 1** Recommends how local governments may structure their Energy Step Code requirements to include carbon emissions performance.
- 2** Suggests principles for the Energy Step Code Council and Province of BC to consider when developing carbon pollution performance standards for new buildings that local governments can include in building requirements.

Summary of Recommendations for Local Governments

It is recommended local governments:

- 1. Initiate consultation with their local building and development communities regarding the inclusion of carbon performance in building requirements,** and the importance of the transition to efficient all-electric building systems.
- 2. Advocate via the Energy Step Code Council for effective carbon performance requirements local governments may apply to new buildings.** Local governments should be enabled to:
 - a.** Require all-electric building systems with no gas plumbing to major energy end uses (e.g. space heating, hot water, cooking, etc.). The ability to require all-electric buildings is likely most important for Part

9 buildings, but is also important for Part 3. It is recommended local governments be able to make exemptions for energy end uses at their discretion (e.g. allowing gas for commercial kitchens; etc.).

- b.** If the Energy Step Code references greenhouse gas intensity (GHGI), local governments should be able to reference GHGI levels at least as low, and at the same Steps, as leading local governments have currently adopted:
 - i.** For Part 9 buildings, local governments should be able to apply a GHGI of 3 kg CO₂e/m²/yr at Step 3 and higher.
 - ii.** For Part 3 buildings, local governments should be able to apply a GHGI of 3 kg CO₂e/m²/yr at Step 2 and higher.



- iii. If local governments are not enabled to require all-electric building systems, then they should be allowed to apply a GHGI of 1 kgCO₂e/m²/yr at Step 3 (Part 9 buildings) and Step 2 (Part 3).

Calculation methodologies for GHGI should ensure low carbon building operations in the real world; key issues are identified in this report.

3. Integrate carbon performance into their Energy Step Code regimes.

- a. If the Province enables local governments to reference an appropriate carbon performance metric in bylaws in a reasonable timeframe (e.g. announced by April 2021, and effective 2022), adopt such requirements in addition to the Energy Step Code.
- b. If no appropriate opt-in carbon performance requirement is available, structure Energy Step Code requirements to include a "Low Carbon Energy System Option" (LCES Option), to maximize GHG emissions reductions from new construction.



The need for very low GHG emissions from new buildings

Achieving local, Provincial, Federal, and International climate targets requires transitioning to very low carbon emissions from buildings. Because of buildings' long life and the greater expense associated with retrofitting buildings to be low carbon, it is imperative that, as soon as possible, policymakers require new construction to be (near) zero carbon emissions.

BC local governments can require new construction to achieve a Step of the [BC Energy Step Code](#), which requires progressively more energy efficient construction than the BC Building Code. However, in its current form, the Energy Step Code does not necessarily achieve very low carbon emissions. The key factor determining buildings' GHG emissions is their energy source – The BC Energy Step Code Metrics Research data suggests that buildings that use BC's relatively low carbon electricity for space heating, hot water and other energy end uses are very low emissions, while those supplied by fossil natural gas are higher emissions even at the highest Step of the Energy Step Code (see figure below).

Recognizing the need to achieve very low GHG emissions in new construction, and the limitations of the current Energy Step Code, BC local governments are increasingly structuring their Energy Step Code requirements to encourage new construction to implement low carbon energy systems (LCESs).



GHG Intensity by Fuel Type
 (Vancouver Climate Zone - Average of All Part 9 Building Archetypes)



GHG intensity by fuel type of the lowest cost option to achieve a given Step of the Energy Step Code for Part 9 buildings. Average of all archetypes in Climate Zone 4. Source: BC Energy Step Code Metrics Research.



How to structure a "Low carbon energy system (LCES) Option" in Energy Step Code requirements

Under the BC Building Act, local governments can not currently outright require LCESs. However, they have structured their Energy Step Code requirements to include options that can encourage their adoption. Under such a structure, local governments specify that new developments must achieve:

A high Step (e.g.) **Step 5**

OR

A lower Step (e.g.) **Step 3** and a Low carbon energy system

Such a structure achieves significantly lower emissions from new construction. It provides options for builders and developers, allowing either very energy efficient new construction, or low GHG systems coupled with less stringent (but still reasonable and better than BC Building Code) efficiency levels.



Jurisdictions with LCES Options in their Energy Step Code Requirements

Numerous BC local governments have already implemented an LCES Option in their Energy Step Code requirements, as summarized in the table below.

Local Government	Requirements LCES Option			Effective Date
Part 9 Buildings (Smaller buildings, less than 4 storeys & 600m ² in footprint) Step 5 is highest Step; Step 3 is anticipated approx. performance of 2022 baseline BC Building Code				
D. of West Vancouver	Step 5	OR	Step 3	Mar 2021
City of Vancouver	~Step 5	OR	~Step 4	Jan 2022
City of North Vancouver	Step 5	OR	Step 3	Jul 2021
District of North Vancouver	Step 5	OR	Step 3	Mar 2021
City of Richmond	Step 3	OR	Step 2	In Effect
City of Richmond (proposed)	Step 4	OR	Step 3	Jan 2022
City of Victoria (proposed)	Step 4	OR	Step 3	Jan 2022



Part 3 Buildings – Residential (Larger buildings, 4+ storeys or 600m² footprint)

Step 4 is highest Step; Step 2 is anticipated apprx. performance of 2022 baseline BC Building Code

D. of West Vancouver	Step 4	OR	Step 2	Mar 2021
City of Vancouver – 7 + stories	~Step 3	OR	~Step 2	In effect
City of Vancouver – < 7 stories	~Step 4	OR	~Step 3	In effect
City of Richmond – 7 + stories	Step 3	OR	Step 2	In effect
City of Surrey	Step 3	OR	Step 2	In effect
City of Port Moody	Step 3	OR	Step 2	In effect
	Step 4	OR	Step 3	2021
City of Burnaby	Step 3	OR	Step 2	In effect
City of New West	Step 3	OR	Step 2	forthcoming
D. of North Vancouver	Step 4	OR	Step 3	2021
City of Victoria (proposed)	Step 3	OR	Step 2	Jan 2022

Part 3 Buildings – Office & Retail

Step 3 is highest Step; Step 2 is anticipated apprx. performance of 2022 baseline BC Building Code

City of Burnaby	Step 3	OR	Step 2	In effect
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The Province may provide local governments with authority to directly make carbon performance requirements in bylaw

The Mandate Letter for Attorney General and Minister Responsible for Housing David Eby included direction to "support local governments to set their own carbon pollution performance standards for new buildings" [1].

If the Province were to establish an "opt-in" carbon performance requirement, or integrate carbon performance directly into the Energy Step Code, it could eliminate the need for local governments to establish a LCES Option approach.

■ Recommended approach

It is recommended local governments integrate carbon performance into their Energy Step Code regimes, by either:

1. Adopting appropriate carbon performance requirements directly into bylaw, if made available by the Province; and/or
2. Establishing a LCES Option in their Energy Step Code requirements.

Local governments are recommended to move expediently to integrate carbon performance into new building requirements, allowing appropriate time for stakeholder consultation. The table below outlines a model timeline for Energy Step Code requirements and associated carbon performance requirements. Local governments can initiate stakeholder consultation based on this timeline.

Model bylaw language for a LCES Option structure to Energy Step Code requirements is included in Appendix D of the accompanying Report to this Bulletin.



Date	If Directly Requiring Carbon Performance	If Using LCES Option Structure		
Part 9				
Residential (Baseline BC Building Code in 2022 anticipated to be ~Step 3)				
2022	Step 4 (or Step 3) and LCES	Step 5	OR	Step 3 with LCES
2026	Step 5 (or Step 4) and LCES	Step 5	OR	Step 4 with LCES
Part 3				
Residential < 7 stories (Baseline BC Building Code in 2022 anticipated to be ~Step 2)				
2022	Step 3 and LCES	Step 4	OR	Step 3 with LCES
2026	Step 4 and LCES	Step 4	OR	Step 3 with LCES
Residential 7+ stories (Baseline BC Building Code in 2022 anticipated to be ~Step 2)				
2022	Step 2 (or 3) and LCES	Step 4	OR	Step 2 (or 3) with LCES
2026	Step 3 (or 4) and LCES	Step 4	OR	Step 3 with LCES
Office & Retail (Baseline BC Building Code in 2022 anticipated to be ~Step 2)				
2022	Step 2 (or 3) and LCES	Step 3	OR	Step 2 with LCES
2026	Step 3 and LCES	TBD		



How to define what constitutes a Low carbon energy system (LCES)

There are different options for defining what constitutes an LCES, including:

1. All-electric buildings with no gas plumbing to major building energy end uses

like space heating, domestic hot water (DHW), cooking and clothes drying. Exceptions can be made for certain end uses for which some end users particularly prefer gas – e.g. for commercial kitchens. This definition has been adopted by multiple cities in the USA.

2. Greenhouse gas intensity (GHGI). GHGI is measured in units of kilograms of CO₂ equivalent per metered squared of building area per year (kg CO₂e/m²/yr). GHGI is derived from the energy models used to document compliance with the Energy Step Code. Most BC local governments to date have referenced GHGI in their LCES Options.

3. Seasonal average coefficient of performance (COP). COP is the ratio of useful energy output (e.g. heat energy) to inputs (e.g. electricity, natural gas, or other fuel) over the course of a year. The higher the COP, the more efficient the system. BC local governments that reference this metric have tended to require a COP of greater than 2 (COP>2), which precludes predominant

reliance on both natural gas systems as well as electric resistance systems (e.g. baseboards, electric boilers, etc.).

These options are not mutually exclusive and could be combined in different ways.

Recommended LCES Definition – All-Electric Buildings with No Gas Plumbing

It is recommended to define an LCES as an "all-electric buildings systems with no gas plumbing for space heating, domestic hot water heating, cooking and clothes drying" .

This option is recommended because it:

- Is likely to realize the maximum GHG emissions reductions, relative to other LCES definitions.
- Has been referenced by leading USA local governments.
- Supports improved indoor air quality, by avoiding indoor gas combustion.
- Reduces the potential for future conversion to gas space heating or hot water, and/



or the predominant reliance on gas mechanical systems that had been intended to be used for back up heating.

- Supports meeting local governments' climate goals cost effectively. The BC Energy Step Code Metrics Research suggests that electric building systems can be achieved cost effectively. All electric buildings avoid the cost of gas service and plumbing. Local governments could structure their bylaw requirements to allow for use of gas in cases where developments would incur excessive electric utility service extension costs in all-electric buildings, relative to costs that would be incurred if same building were constructed to the Energy Step Code but using gas.
- Can include exemptions in bylaws for certain end uses for which gas is preferred by end users (e.g. commercial kitchens, etc.).
- Can achieve low GHG emissions. A GHGI of 3 kg CO₂e/m²/yr will tend to result in buildings using predominantly electric systems for space heating and DHW (gas can be used for back up and/or peak heating systems). A GHGI of 1 kg CO₂e/m²/yr will tend to result in all building systems being electric (though with some potential for gas back up).
- Allows gas for cooking and fireplaces. Some builders, developers and occupants desire gas cooking and/or fireplaces. Modeling for the City of Vancouver suggests that a GHGI of 3 kg CO₂e/m²/yr can allow for such uses. It should be noted that all-electric requirements could include exemptions for such end uses.
- Can allow back up gas systems for peak systems. In some circumstances, this can limit electrical system sizing and associated costs for larger equipment (though gas service and plumbing add costs). It should be noted that all-electric requirements could be structured to include exceptions where electrical system sizing would result in excessive costs.

Alternative LCES Definition –Greenhouse Gas Intensity (GHGI) Metric

The Province, Energy Step Code Council, and/or local governments may prefer to use a GHGI metric as part of carbon performance requirements. A GHGI metric:

- Is consistent with BC local government leaders. GHGI is being referenced by most BC local government that have adopted an LCES Option.

There are challenges associated with using GHGI. Notably, it is a modeled value, and may not represent how building will operate in practice. For example, HOT2000 (the modeling tool used most often for Part 9 buildings) defaults to assuming if heat pumps are implemented in hybrid systems with gas equipment, heat pumps will serve as the



primary source of heating with gas as backup; however, gas systems in these circumstances often wind up used as the primary source of heat, resulting in increased emissions in real world operations. The same issues may occur Part 3 buildings' energy modeling versus real world operations. If GHGI is used, modeling guidelines and tools should be updated to address these issues. For example, the City of Vancouver requires that if any gas mechanical systems are implemented in Part 9 buildings, they must be modeled to serve as the primary source energy for that end use.



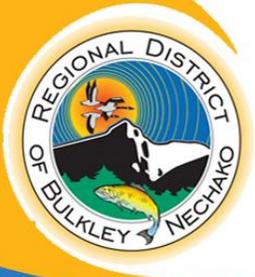
Principles for developing "opt-in" carbon performance requirements and/or integrating carbon performance into the Energy Step Code

Below are recommended principles for the Province and the Energy Step Code Council to consider:

1. Consider adopting all electric building requirements (or other GHG performance requirements) directly into the BC Building Code. This will realize the greatest emissions reductions from new construction, and the greatest consistency for the building and development community. Communicate a timeline for integrating GHG performance into the BC Building Code, to provide greater certainty and "direction of travel" for industry.
2. Consider allowing local governments to directly require that new buildings be all-electric with no gas plumbing.
 - Allow local governments to make exceptions for certain end uses (e.g. commercial kitchens).
3. If using GHGI, local governments should be able to reference GHGI levels at least as low, and at the same Steps, as the LCES Options that leading local governments have currently adopted.
 - For Part 9 buildings, local governments should be able to apply a GHGI of 3 kg CO₂e/m²/yr at Step 3 and higher.
 - For Part 3 buildings, local governments should be able to apply a GHGI of 3 kg CO₂e/m²/yr at Step 2 and higher.
4. If using GHGI, ensure that the modeling tools and guidelines used to calculate GHGI do not provide "loop holes" whereby modellers may assume that heat pumps provide the majority of space heating, and natural gas equipment provides only backup, when in reality the natural gas equipment may be used as the primary heating source. This will likely involve changes to modeling guidelines, and/or changes to HOT2000 and potentially other modeling software.



5. Consider whether to integrate carbon performance directly into the Energy Step Code, or to provide a separate opt-in requirement. Directly integrating GHGI into the Energy Step Code could create greater consistency.
6. If using GHGI, but not also allowing local governments to directly require new buildings to be all-electric with no gas plumbing, allow local governments to reference a GHGI of 1 kg CO₂e/m²/yr, in addition to 3 kg CO₂e/m²/yr
7. If using GHGI, consider whether to allow for the use of renewable natural gas (RNG) for compliance. As noted in the report, sustainable, cost effective sources of RNG may be limited. The use of limited supplies of RNG should be reserved for sectors that are more difficult to decarbonize than new construction; therefore, the Province and Energy Step Code Council should consider not allowing its use for compliance with GHGI metrics. However, if allowing for use of RNG, ensure that:
 - If buildings are to receive credit for using RNG as part of GHGI calculations, a robust contractual mechanism must be in place to ensure RNG is actually used over the lifetime (e.g. 50+ years) of the building. Contracts should ensure that the delivery of RNG to buildings is transparent to third party observers over the lifetime of the building, and that adherence to this contract is enforceable by the authority having jurisdiction, or some other relevant entity.
 - Local government authorities having jurisdiction are not overly burdened through the enforcement of such mechanisms.
8. Pre-existing local government LCES options should remain in effect until GHG performance requirements in the Building Code or Energy Step Code are effective.
9. Deliberate between local governments, electrical utilities, the development industry, climate action advocates, other interest groups, to develop an appropriate exception clause for local governments to reference as part of their building bylaws' low carbon performance requirements. The intention of such a model exception clause would be to provide flexibility for new developments that would face much higher electric utility service costs (i.e. extension fees) to construct an all-electric (or predominantly electric) low carbon building, versus the same building constructed with use of gas. Most new construction is expected to be able to be all-electric relatively cost-effectively. However, under the structure of current utility tariffs, some developments might face electric service costs that are too high. Local government exceptions clauses would avoid this challenge. The Energy Step Code Council is recommended to develop a consistent exception clause for local governments' consideration.



REGIONAL DISTRICT
OF BULKLEY & NECHAKO

Planning Department YEAR-END REPORT FOR 2020

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PLANNING DEPARTMENT YEAR END REPORT FOR 2020

This report provides an overview of the responsibilities of the Planning Department, the work undertaken by the Planning Department in 2020, and the statistics summarizing the applications and referrals processed by the Planning Department in previous years.

1.0 PLANNING DEPARTMENT OVERVIEW

The Planning Department's responsibilities include a range of interconnected activities that can be divided into the following categories.

- Long Range Planning
- Current Planning
- Geographic Information Systems
- Building Inspection
- Special Projects
- Bylaw Enforcement

1.1 Long Range Planning includes the preparation, review, and administration of the Regional District's seven Official Community Plans (OCPs). It also includes the development of planning studies, and policy development.



Pre-COVID Public Meeting

1.2 Current Planning involves the administration of the following land use and development related bylaws.

- RDBN Zoning Bylaw No. 1800, 2020
- RDBN Floodplain Management Bylaw No. 1878, 2020

- RDBN Manufactured Home Park Bylaw No. 740, 1993
- RDBN Development Procedures Bylaw No. 1422, 2007
- RDBN Board of Variance Bylaw No. 1623, 2012
- RDBN Advisory Planning Commission Bylaw No. 1501, 2009
- RDBN Unsightly Premises Bylaw No. 1649, 2012

This work includes processing, evaluating and developing recommendations to the Regional District Board regarding the following land use and development applications:

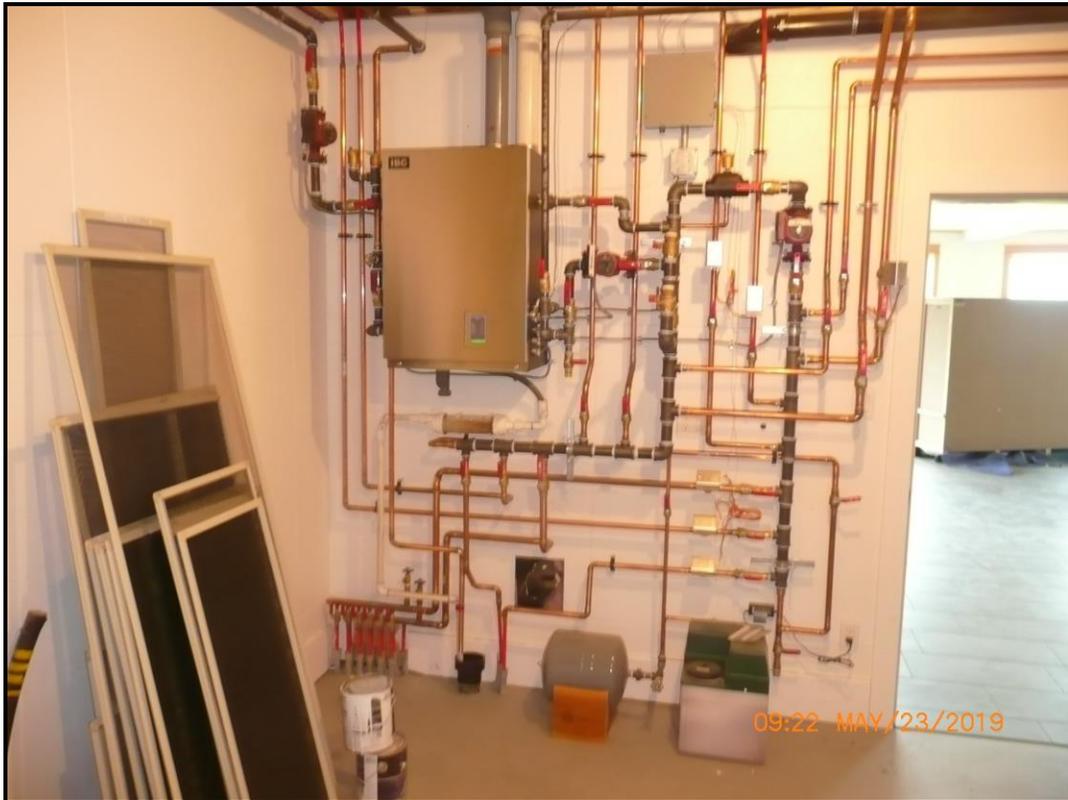
- OCP amendments and rezoning applications
- development variance permit applications
- development permit applications
- temporary use permit applications
- ALR exclusion, inclusion, subdivision, non-adhering residential use and non-farm use applications
- liquor license applications
- special event permit applications



Current Planning involves advising the Regional District Board and the Rural Directors Committee on the RDBN response to Crown Land referrals; Recreation Sites and Trails referrals; Ministry of Energy, Mines, and Petroleum Resources referrals; Oil and Gas Commission referrals; and telecommunications referrals. In addition, Current Planning involves responding to public inquiries on land use and development related issues.

- 1.3 Geographic Information Systems (GIS)** involves the digital storage, management, and mapping of spatial and other data, and management of house numbering. This activity provides support to all Regional District departments. Residents also rely on this service to obtain house numbers, maps, information on regulations, and other information regarding their property and community. Many people rely on the RDBN's web-based mapping for this information.
- 1.4 Building Inspection** involves implementation and enforcement of "RDBN Building Bylaw No. 1634, 2012" and "RDBN Floodplain Management Bylaw No. 1878, 2020" in the rural area, through the building permit and inspection process. The Building Inspectors also play a role in bylaw enforcement.

The RDBN also provides building inspection services to the municipalities of Granisle, Burns Lake, Fort St. James, Telkwa, Houston and Fraser Lake on a contract basis.



- 1.5 Special Projects** includes a wide variety of projects that do not fit within the regular program of the Department and typically relate to unexpected events or activities that require immediate attention or involve a Provincial planning project. This most often includes participation in the Province's Environmental Assessment process as directed, and reporting to the Regional District Board on Provincial initiatives that potentially impact the Regional District.
- 1.6 Bylaw Enforcement** includes the activities necessary to ensure adequate compliance to Regional District land use, development, and building bylaws. Activities include responding to and investigating complaints, working with the public to resolve bylaw infractions, reporting to the Board, and undertaking formal enforcement action through the Courts or as permitted through legislation.

2.0 ACCOMPLISHMENTS FOR 2020

2.1 Long Range Planning Accomplishments

In 2020 the Planning Department undertook the following long-range planning project.

Electoral Area F OCP Review

The Rural Vanderhoof OCP review was started in 2019. An open house was held at Cluculz Lake in February 2020 and a draft plan was developed in consultation with a working group of community members. In 2021, the draft plan will be presented to the public for input and further consideration by the Board.

2.2 Current Planning Accomplishments

In 2020 (in addition to day-to-day activities such as responding to public inquiries, and processing land use applications and referrals) the Planning Department did the following.

Zoning Bylaw Review - The review of Zoning Bylaw No. 700, 1993 has been an ongoing project for the Planning Department for several years. After an extensive referral and public consultation process in 2019 and 2020, the new “Zoning Bylaw 1800, 2020” was adopted by the Board in April 2020.

Floodplain Management Bylaw Review - During 2020 Planning Department staff developed a new floodplain management bylaw which contains updated floodplain mapping for the Ebenezer Flats Area (Electoral Area A) and new wording to improve interpretation and readability. “Floodplain Management Bylaw No. 1878, 2020” was adopted by the Board in November 2020.

2.3 Geographic Information Systems (GIS) Accomplishments

The Planning Department hired a GIS / Planning Technician in the fall of 2020 to replace GIS Technician Eric Rehwald - welcome to the team Rowan!!

In 2020 (in addition to maintaining GIS data and systems and responding to civic address inquiries and various public mapping requests) the Planning Department did the following GIS Work.

- Issued 93 new addresses in the RDBN and processed 41 new addresses for municipalities and IRs in 2020.
- Transitioned to a new web mapping application for public use hosted by the Regional District of Fraser-Fort George.
- Provided monthly 9-1-1 data updates to the Prince George Fire Operations Communications Centre, TELUS Master Street Address Guide, BC Assessment, Canada Post and utilities.

- Provided quarterly updates to the Provincial Government Digital Road Atlas.
- Prepared zoning map books for the new zoning bylaw.
- Prepared maps and property information for various bylaws and referendums.
- Worked with the RDFFG to develop software for the new BC Assessment database format.
- Prepared new OCP maps for the Electoral Area F OCP review.



2.4 Building Inspection Accomplishments

Building Inspection Work - In 2020 the Planning Department successfully provided building inspection services to rural residents, as well as the District of Fort St. James, the Village of Granisle, the Village of Burns Lake, the District of Houston, the Village of Fraser Lake, and the Village of Telkwa. A detailed accounting of the building permit applications is provided in a subsequent section of this report. The building permit inspection service contracts with municipalities were renewed for 2021 – 2025.

Building Inspection Enforcement - In 2020 the Planning Department reported to the Board regarding the placement of notices on the title of 6 properties regarding non-compliance to the Building Bylaw.

2.5 Special Projects Accomplishments

In 2020 the Planning Department undertook the following special projects work.

- **Housing Discussion Paper** – Presented to the Board early 2020, updated for 2021.
- **Electoral Area A Gravel Extraction Discussion Paper** - To be presented to the Board in early 2021.
- **Inter-Agency & Community Preparedness Meeting** - Representing the RDBN (LBN initiative relating to workcamp issues).
- **Rio-Tinto Water Engagement Initiative meetings** - Representing the RDBN.

- **Parks and Trails Service Establishment.** The most significant special project undertaken by the Planning Department in 2020 was associated with the establishment of a Parks and Trails service. This included the following work.
 - Completion of a Parks and Trails Study by consultant.
 - Development of a Parks and Trails Service Implementation strategy.
 - Engagement with municipalities and Electoral Area Directors regarding participation in the service.
 - Agricultural Land Commission application for Cycle 16 trail.
 - Memorandum of understanding with the Cycle 16 Trail Society.

2.6 Municipal Planning

In 2020, in addition to providing casual advice on a frequent basis, the Planning Department undertook the following planning projects under contract for municipalities.

Village of Burns Lake

- Processing a Development Permit application for a commercial business (completed).

Village of Telkwa

- Drafting of a floodplain protection bylaw (completed).

2.7 Bylaw Enforcement

The Planning Department hired a Bylaw Enforcement Officer in partnership with the District of Houston in 2020 - welcome to the team Darrell!!

In 2020 (in addition to day to day activities such as responding to public complaints, explaining RDBN regulations, and responding to inquiries) the Planning Department began the work to obtain a Supreme Court injunction to stop the operation of a scrap and salvage yard in a residential area in Electoral Area A contrary to the Zoning Bylaw. The Court process is anticipated to begin in mid-2021.



3.0 2020 PLANNING STATISTICS

This section contains statistics, and historical data, regarding the activities that make up the bulk of the day-to-day work undertaken by the Planning Department.

3.1 Planning Department Enquiries

The Planning Department keeps track of the number of enquiries that are answered each month. The enquiries are divided into the following 6 main subject areas:

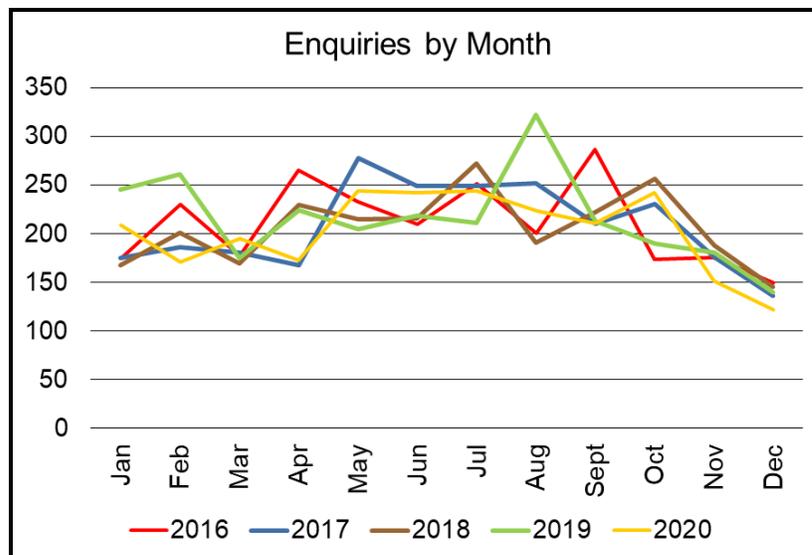
- Development Services (ALR, environmental assessments, subdivision, Crown land)
- Electoral Area Planning (Zoning, OCPs, Permits)
- House Numbering
- Mapping Requests
- Bylaw Enforcement
- Other (animal control, road maintenance, sewage etc.)

In 2020, the Planning Department answered 2,429 enquiries. This number is slightly lower than the 2,586 enquiries answered in 2019 and the 2,448 in 2018.

Table 1

<i>Subject Area</i>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<i>Dev. Serv.</i>	34	45	32	35	43	48	38	39	43	47	24	33	461
<i>Elect. Area Planning.</i>	74	55	70	68	72	64	63	60	54	56	36	21	693
<i>House Numbering</i>	34	5	29	5	21	8	18	21	16	17	10	10	194
<i>Maps</i>	22	19	26	25	43	37	48	37	39	36	29	16	377
<i>Bylaw Enf.</i>	6	3	5	6	10	37	20	24	19	18	5	4	157
<i>Other</i>	39	44	33	34	55	48	57	43	40	68	48	38	547
Total	209	171	195	173	244	242	244	224	211	242	152	122	2429

Figure 1



3.2 Agricultural Land Reserve (ALR) Applications

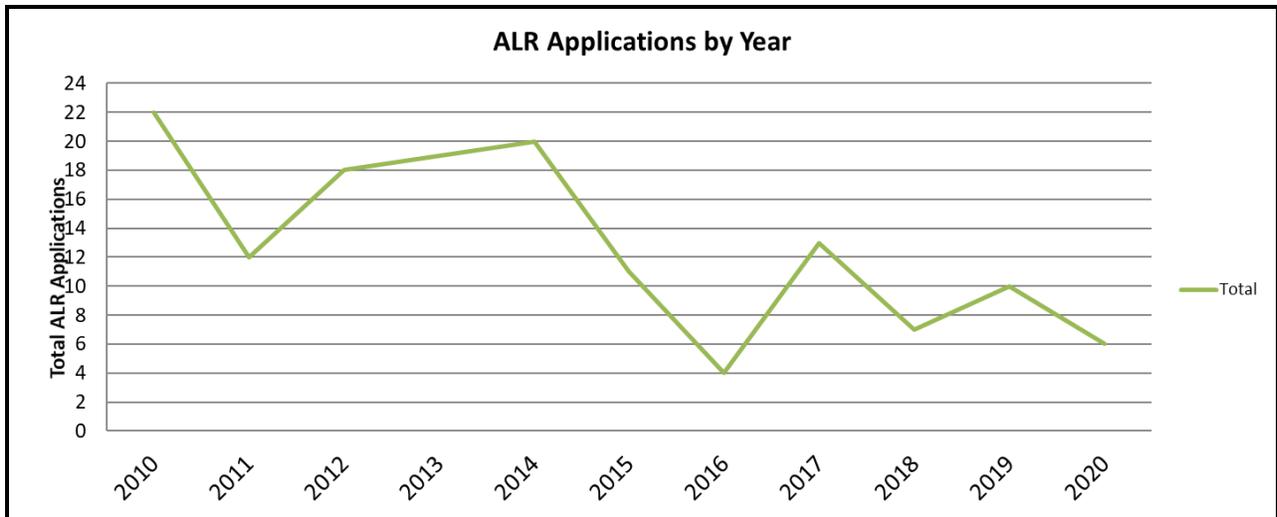
The Regional District processed 6 ALR applications in 2020, which is a reduction from the 10 applications processed in 2019, and 7 in 2018.

The Board recommended approval of four applications, two applications are still in process. Four applications are awaiting ALC decisions.

Table 2

		2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Total	12	18	19	20	11	4	13	7	10	6
Board Recommendations	Denial	2	3	2	2	2	2	4	2	2	0
	Approval	4	13	11	4	2	1	3	3	5	3
	Conditional Approval	1	0	2	2	0	0	1	0	1	1
	Pending	1	1	2	7	3	0	1	0	1	2
	Interests unaffected	4	1	1	4	1	0	3	0	1	0
	Withdrawn	0	0	1	1	2	1	0	0	0	0
	Submission of appl. not authorized by the Board	0	0	0	0	1	0	1	2	0	0
Commission Decisions	Denial	2	2	0	1	0	0	0	0	2	1
	Approval	3	1	0	3	1	0	2	0	5	0
	Conditional Approval	2	2	1	0	0	0	2	0	0	1
	Pending	5	12	17	15	2	1	8	5	3	4
	Withdrawn	0	1	1	1	8	3	0	0	0	0
	Submission of appl. not authorized by the Board	0	0	0	0	1	0	1	2	0	0

Figure 2



3.3 Official Community Plan Amendments and Rezoning Applications

Official Community Plan Amendment applications are usually linked to rezoning applications. There were two OCP amendment applications made in 2020, which is a marked decrease from the five submitted in 2019 and more in line with the one application submitted in 2018. One of the applications was adopted and one was withdrawn by the applicants.

Ten rezoning applications were received in 2020. This is less than the 13 applications received in 2019 but is in line with application levels in previous years. One of the ten applications have been adopted, seven are still in process and two were withdrawn.

Table 3 Official Community Plan Amendments

		2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Board Decisions	Total	5	5	3	4	1	1	3	2	1	5	2
	Denied	0	0	0	0	0	0	1	0	0	2	0
	Adopted	3	1	0	0	0	0	0	1	1	1	1
	In Process	2	3	3	4	1	1	2	1	0	2	0
	Withdrawn	0	1	0	0	0	0	0	0	0	0	1

Figure 3

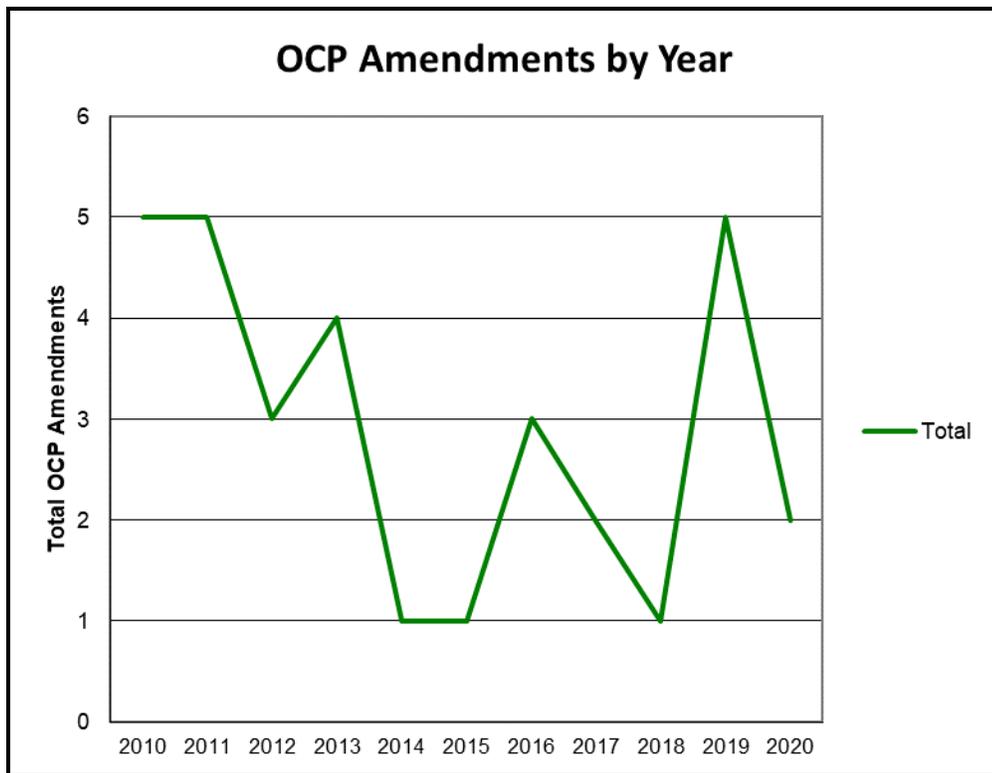
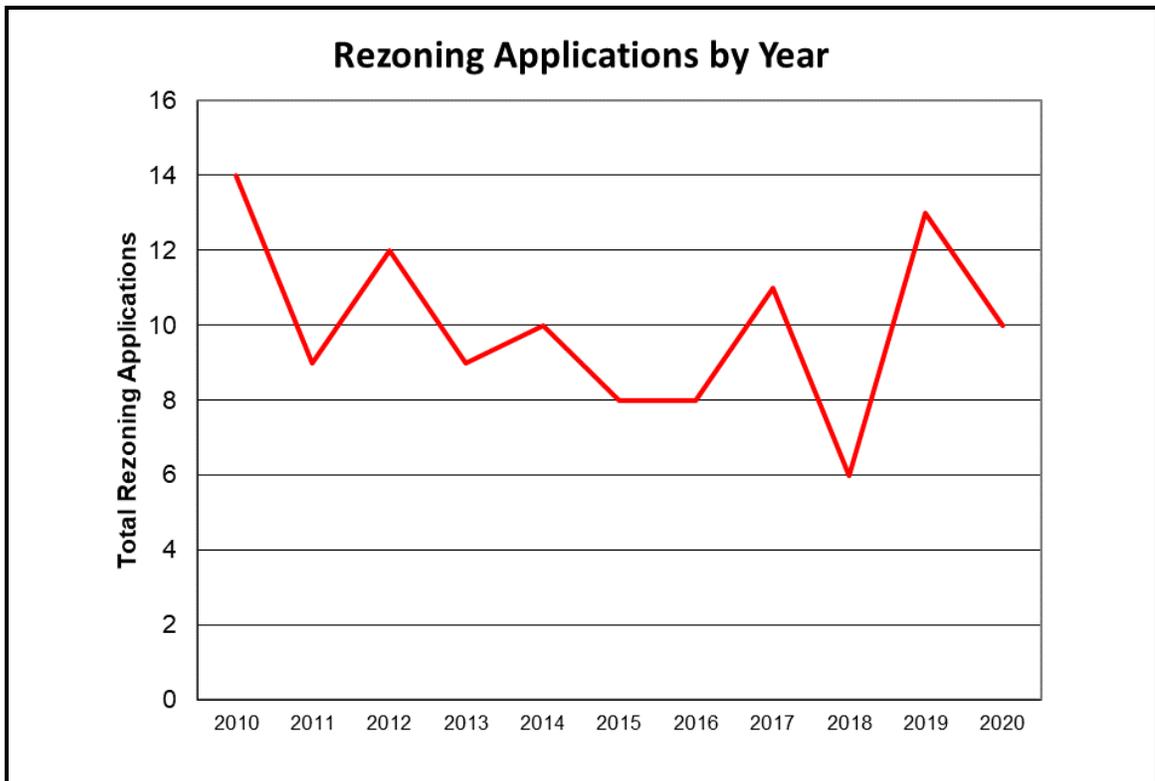


Table 4 Rezoning Applications

		2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Total	14	9	12	9	10	8	8	11	6	13	10
Board Decision	Denied	1	1	0	0	0	1	3	2	0	3	0
	Adopted	7	3	7	3	2	2	0	7	4	4	1
	In Process	6	3	5	6	8	3	5	1	2	4	7
	Withdrawn	0	2	0	0	0	2	0	1	0	2	2

Figure 4



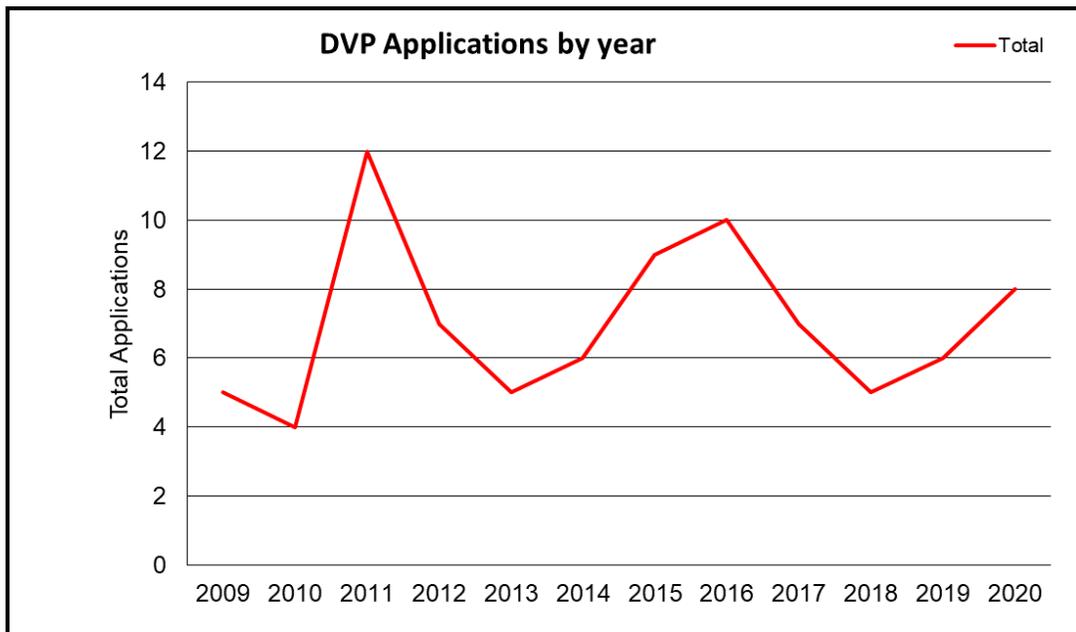
3.4 Development Variance Permit Applications (including floodplain exemption applications)

Eight Development Variance Permit applications were received in 2020, which is two more than the six received in 2019 and five in 2018. Six applications were to vary setback to the parcel boundary and two applications were made to vary a minimum parcel size requirement. Three applications were approved, two were denied, one was withdrawn and two are still being processed.

Table 5 Development Variance Permit Applications

		2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Total		4	12	7	5	6	9	10	7	5	6	8
Board Decision	Denied	0	0	0	0	0	0	0	1	0	0	2
	Issued	4	8	6	4	5	5	7	5	4	4	3
	In Process	0	3	0	1	1	3	2	0	1	0	2
	Withdrawn		0	1	1	0	0	1	1	1	0	1

Figure 5



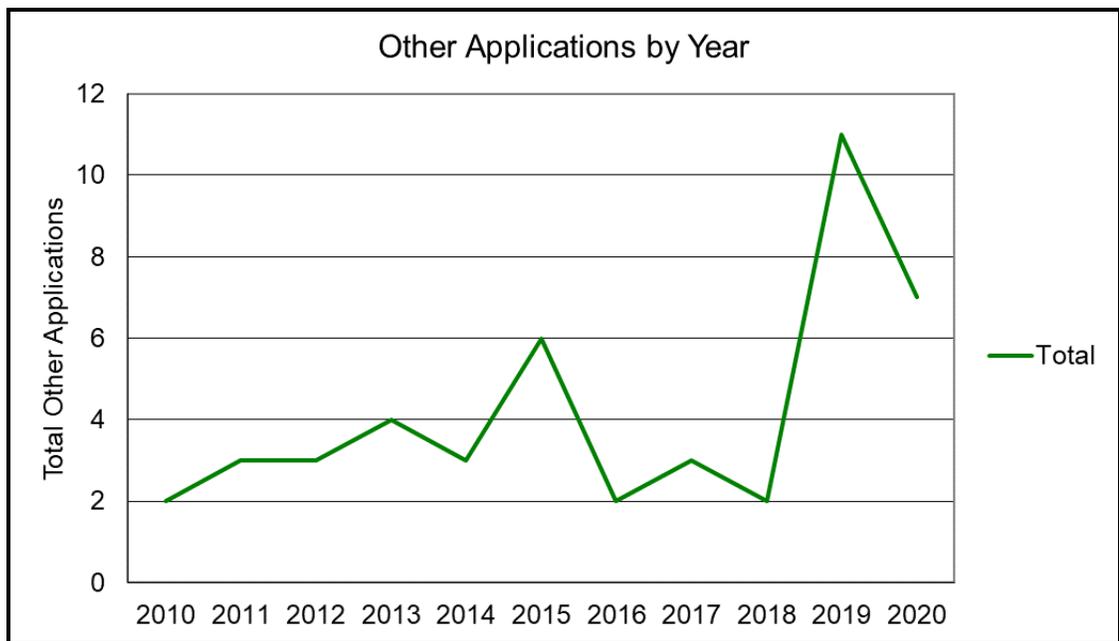
3.5 Other Applications

The Regional District processed seven temporary use permit applications in 2020, which is a decrease from the eleven applications received in 2019. Three of the applications are for uses connected to the pipeline construction (laydown site, borrow site, work camp).

Table 6

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Total	2	3	3	4	3	6	2	3	2	11	7
Board of Variance	0	0	0	0	0	0	0	0	0	0	0
Special Events	1	1	2	3	0	0	0	0	0	0	0
Temporary Use Permit	1	2	1	1	3	6	1	3	2	10	7
Strata conversion	0	0	0	0	0	0	0	0	0	0	0
Development Permits	-	-	-	-	-	-	1	0	0	1	0

Figure 6



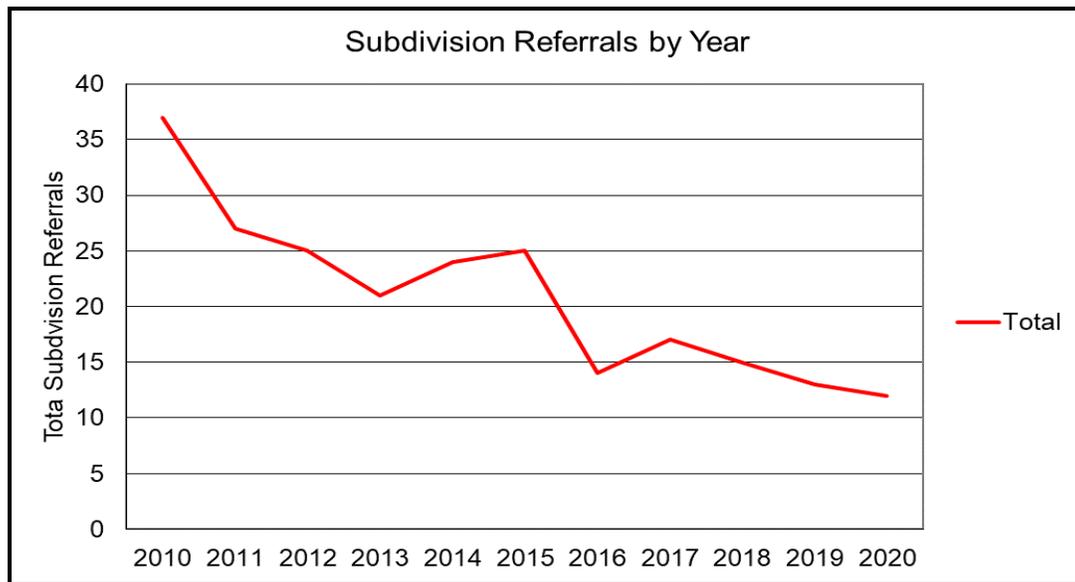
3.6 Subdivision Referrals

The Regional District received 12 subdivision referrals from the Ministry of Transportation and Infrastructure in 2020. This is a small decrease from the 13 referrals received in 2019 and the 15 referrals in 2018. Eight referrals were provided positive referral responses. Four referrals were not in accordance with Regional District land use regulations.

Table 7

		2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Total	27	25	21	24	25	14	17	15	13	12
Staff Recommendations	Denied/does not comply	5	3	4	8	6	4	6	3	3	4
	No Objections /Complies	21	22	17	16	18	9	11	12	9	8
	Conditional Approval	1	0	0	0	1	1	0	0	1	0

Figure 7



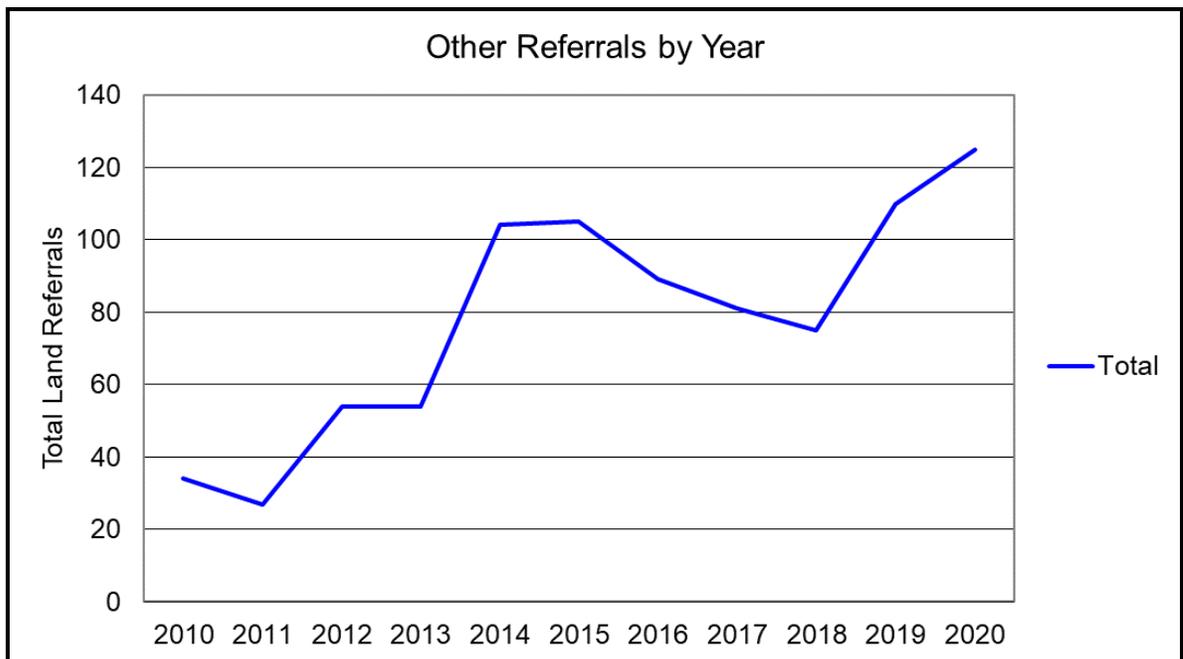
3.7 Other Referrals

The Regional District received 125 referrals in 2020 which is higher than the 110 received in 2019 and the 75 received in 2018. The number of Oil and Gas Commission referrals relating to pipeline construction remained high. The majority of these referrals concern proposed roads. In accordance with Board policy most Oil and Gas Commission Referrals are dealt with directly with the applicable Area Director and are not processed through the RDBN Board.

Table 8

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Total	34	27	54	54	104	105	89	81	75	110	125
Crown Land	-	-	-	-	41	33	29	44	28	25	43
Mining	-	-	-	-	4	4	3	3	3	3	8
Water License	-	-	-	-	3	9	11	6	9	5	12
Woodlot	-	-	-	-	12	15	4	8	3	8	1
Oil and Gas Commission	-	-	-	-	41	40	42	20	23	61	55
Miscellaneous (Telus, municipal)	-	-	-	-	3	4	0	0	9	8	6

Figure 8



3.8 Bylaw Enforcement Files

Bylaw enforcement files are created where enforcement action is warranted, and no immediate resolution is forthcoming following discussions with the property owner. A file is not created if the staff investigation determines that a bylaw infraction has not occurred, if further action is not justified, or if the infraction is resolved or likely to be resolved through discussions with the property owner. It is noted that there were numerous bylaw enforcement issues dealt with which did not result in a file being created.

Table 9

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Carried forward	9	12	20	20	24	26	24	20	13	11	12
New Files	15	8	3	9	8	2	1	0	0	4	3
Total Unresolved	16	19	20	24	26	24	20	13	13	15	15
Resolved	7	5	3	5	6	4	5	7	0	2	3

3.9 Building Inspection Statistics

In 2020 there were 137 building permits issued in the rural area. This is an increase from the 128 permits issued in 2019, and the 100 permits issued in 2018. Construction value under permit in Electoral Areas in 2020 totaled \$17,784,976.00, which is a moderate increase from the 2019 value of \$17,665,394.34.

A total of 92 permits were issued under contract for municipalities in 2020. This is a moderate decrease from the 96 permits issued in 2019. A total of 78 permits were issued in 2018.

Fort St. James = 10 permits	Burns Lake = 20 permits
Houston = 26 permits	Fraser Lake = 10 permits
Granisle = 10 permits	Telkwa = 16 permits

The number of single-family dwellings constructed under permit in Electoral Areas was 41. This is an increase from the 30 constructed in 2019, and the 29 constructed in 2018. The number of single-family dwellings constructed under permit in municipalities was 25. This is an increase from the 17 constructed in 2019, and the 15 constructed in 2018.

Attached are the Building Inspector's Statistics for 2020.

Planning statistics compiled by Maria Sandberg, Planner
 Building statistics compiled by Jason Berlin, Senior Building Inspector

RDBN BUILDING PERMITS 2000 TO 2020

Year	Number of New Permits	Construction Value (\$)	Permit Fees (\$)
2020	137	17,784,976.00	93,473.26
2019	128	17,665,394.34	97,934.74
2018	100	14,036,541.00	79,757.98
2017	102	13,699,821.70	84,353.33
2016	91	6,983,200.00	42,514.60
2015	101	8,555,443.86	47,927.04
2014	115	12,102,759.90	71,234.66
2013	116	12,781,476.10	73,477.25
2012	124	7,135,121.00	42,303.80
2011	113	6,033,276.00	37,558.29
2010	127	7,715,376.08	47,302.34
2009	109	5,699,262.00	35,608.26
2008	156	7,736,291.00	48,200.71
2007	156	7,943,975.00	50,074.55
2006	114	6,792,777.99	42,177.71
2005	104	5,252,087.50	33,126.50
2004	95	4,152,246.66	25,407.73
2003	101	3,903,938.33	23,709.91
2002	115	4,490,349.00	27,595.30
2001	118	6,540,615.00	33,590.92
2000	140	5,907,653.00	30,817.42

BUILDING PERMIT APPLICATIONS BY ELECTORAL AREA: 2019 - 2020

Electoral Area	2019				2020			
	# of Applications	# of New Residences	Total Value of Construction (\$)	Total Permit Fees (\$)	# of Applications	# of New Residences	Total Value of Construction (\$)	Total Permit Fees (\$)
A	50	19	10,404,735.50	53,637.67	55	21	9,333,500.00	46,299.50
B	17	3	1,370,710.00	8,496.73	17	4	1,463,123.00	6,933.74
C	16	1	1,413,023.00	8,498.88	15	4	1,953,548.00	11,640.29
D	11	1	653,500.00	3,096.00	4	1	217,555.00	1,305.33
E	1	0	100,000.00	600	0	0	0	0
F	30	5	2,515,425.84	13,305.46	35	9	3,774,400.00	20,944.40
G	3	1	1,208,000.00	7,300.00	11	2	1,042,850.00	6,350.00
TOTAL	128	30	17,665,394.34	94,934.74	137	41	17,784,976.00	93,473.26

NEW SINGLE-FAMILY DWELLING BUILDING PERMITS BY ELECTORAL AREA

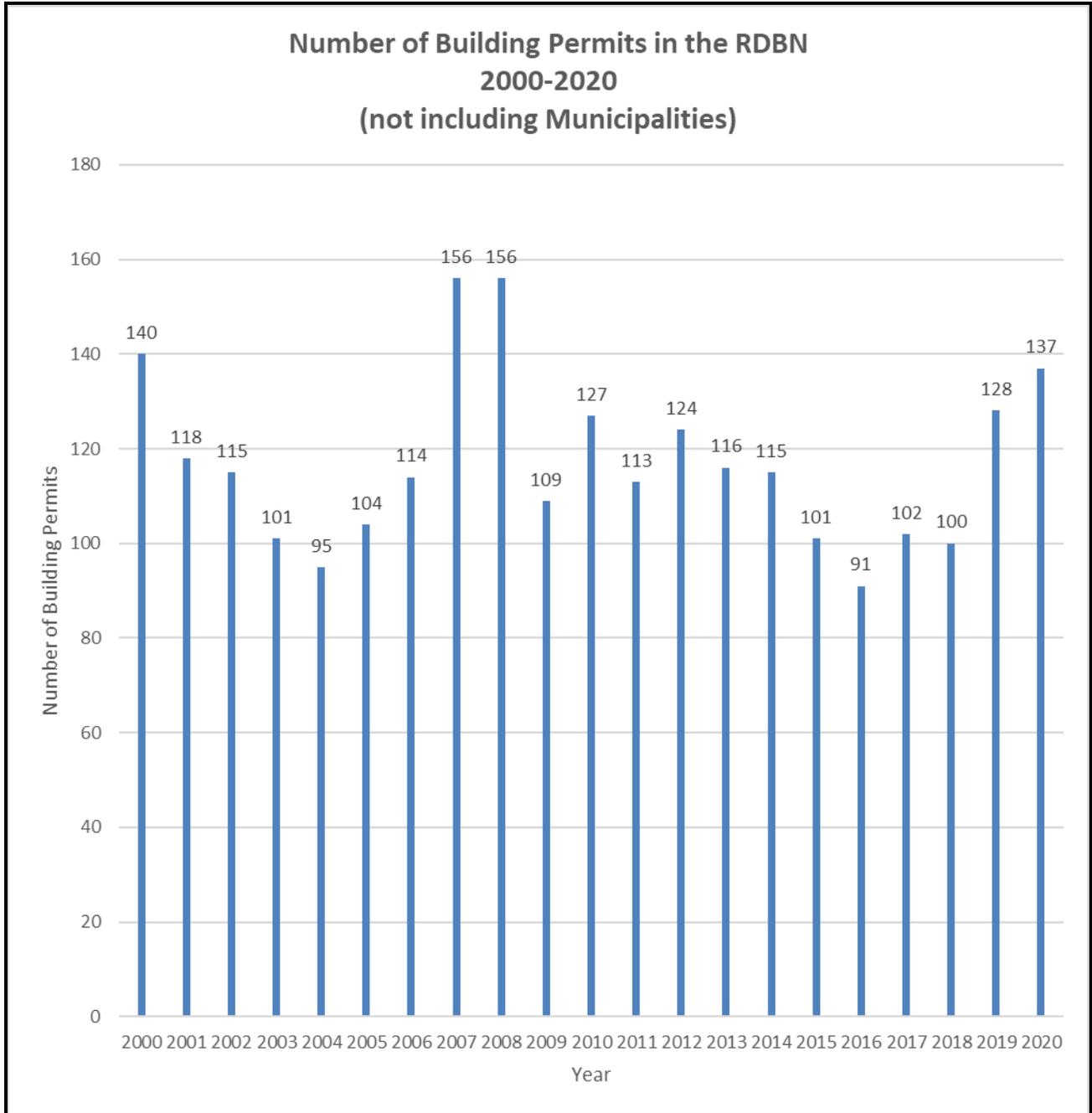
YEAR	CONSTRUCTION VALUE (\$)	PERMIT VALUE (\$)	SINGLE FAMILY DWELLINGS CONSTRUCTED IN THE ELECTORAL AREAS							TOTAL SINGLE FAMILY DWELLINGS	PERMITS ISSUED
			A	B	C	D	E	F	G		
2020	17,784,976.00	93,473.26	21	4	4	1	0	9	2	41	137
2019	17,665,394.34	94,934.74	19	3	1	1	0	5	1	30	128
2018	14,036,541.00	79,757.98	15	1	2	3	0	7	1	29	100
2017	13,699,821.70	84,255.33	13	2	5	1	0	4	0	25	102
2016	6,983,200.00	42,514.60	15	0	0	0	0	5	1	23	91
2015	8,555,443.86	47,927.04	13	0	4	3	0	7	2	29	101
2014	12,102,759.90	71,234.66	16	1	4	3	0	8	1	33	115
2013	12,781,476.10	73,477.25	16	3	2	3	0	13	0	37	116
2012	7,135,121.00	42,303.80	19	0	2	2	0	11	1	35	124
2011	6,033,276.00	37,558.29	12	2	8	1	0	7	0	30	113
2010	7,715,376.08	47,302.34	14	2	4	4	0	13	3	40	127
2009	5,699,262.00	35,608.26	13	2	2	5	0	6	2	30	109
2008	7,736,291.00	48,200.71	26	4	1	4	0	12	4	51	156
2007	7,943,975.00	50,074.55	23	4	1	3	0	12	1	44	156
2006	6,792,777.99	42,177.71	21	2	3	2	0	12	2	42	114
2005	5,252,087.50	33,126.50	7	4	5	5	0	8	1	30	104
2004	4,152,246.66	25,407.73	7	3	1	2	0	6	0	19	95
2003	3,903,938.33	23,709.91	11	5	0	0	0	5	1	22	101
2002	4,490,349.00	27,595.00	5	2	3	2	0	5	1	18	115
2001	6,540,615.00	33,591.00	7	8	3	4	0	6	0	28	118
2000	5,907,653.00	30,817.00	18	8	8	1	0	2	1	38	140

NEW SINGLE FAMILY DWELLING BUILDING PERMITS BY MUNICIPALITY

MUNICIPALITIES	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
SMITHERS	28	18	8	11	14	9	9	11	5	9	8	4	10	15
TELKWA	3	5	1	11	5	8	5	5	5	6	6	4	1	4
HOUSTON	4	2	3	2	2	1	2	1	2	5	1	2	0	2
GRANSILE	0	0	0	0	0	1	0	0	0	0	0	0	0	0
BURNS LAKE	2	1	2	1	1	0	0	0	0	0	3	1	1	2
FRASER LAKE	1	3	0	1	3	1	0	0	0	0	0	0	0	0
VANDERHOOF	17	17	8	13	11	11	6	14	2	6	7	1	3	1
FORT ST JAMES	2	1	1	3	2	0	4	1	2	2	1	1	2	1
TOTAL	57	47	23	42	38	31	26	32	16	28	26	13	17	25

Notes to Housing Starts Tables:

- 1) The tables refer to new single-family dwellings only and do not include multi-family units such as apartments, duplexes, etc.
- 2) The tables do not account for new single-wide mobile homes.
- 3) The tables do not account for new dwellings constructed outside of the Building Bylaw area, or on First Nation reserves.





REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: January 28, 2021
SUBJECT: Parks and Trails Service Participation Agreement

RECOMMENDATION

That the Regional District Board Chair and CAO be authorized to enter into a Parks and Trails Service Participation Agreement with the Village of Telkwa.

VOTING

All / Directors / Majority

DISCUSSION

At the October 22, 2020 Board Meeting the Board gave 1st and 2nd Readings to bylaws creating 4 sub-regional parks and trails service areas. The Village of Telkwa did not wish to be included in the service area created by "Smithers / Electoral Area A Parks and Trails Service Establishment Bylaw No. 1927, 2020." However, the Village said they would be prepared to participate in a parks and recreation service by agreement for a set fee with a term of one year.

Staff are seeking the Boards approval to enter into a one year agreement with the Village of Telkwa regarding their participation in the Parks and Trails Service in Electoral Area A. Should the Board provide its support, staff will present the attached draft agreement to the Village of Telkwa for consideration.

The cost allocated to Telkwa is estimated to be approximately \$5,000.00 for 2021 participation. The \$5,000 financial contribution under the agreement would offset the costs allocated to the Town of Smithers and Electoral Area A.



**PARKS AND TRAILS SERVICE
PARTICIPATION AGREEMENT**

BETWEEN

REGIONAL DISTRICT OF BULKLEY-NECHAKO

AND

VILLAGE OF TELKWA

PARKS AND TRAILS PARTICIPATION AGREEMENT

THIS AGREEMENT made this day of 2021

BETWEEN:

REGIONAL DISTRICT OF BULKLEY-NECHAKO
37 3rd Avenue, Box 820
Burns Lake, BC, V0J 1E0

(hereinafter called the “**RDBN**”)

OF THE FIRST PART

AND:

Village of Telkwa
PO Box 220
1415 Hankin Avenue
Telkwa, BC V0J 2X0

(hereinafter called the “**Village**”)

OF THE SECOND PART

WHEREAS the RDBN and Village, under Section 263 (1)(a) of the Local Government Act, may enter into an agreement regarding the regional district’s services;

AND WHEREAS the RDBN and Village are willing to enter into an agreement regarding the inclusion of the Village in the process to plan for and develop parks and trails services in Electoral Area A;

NOW THEREFORE the parties hereto in consideration of the performance of the covenants hereinafter contained and for other valuable consideration, the sufficiency and receipt of which is hereby acknowledged, covenant and agree as follows:

Term

1. This Agreement is for a term of 1 years commencing on January 1, 2021 and terminating on December 31, 2021.

Intent

2. The intent of this Agreement is to outline the manner and terms by which the Village shall participate in the process to provide a parks and trails service in Electoral Area A, and financially support the parks and trails services being provided.

Waiver

3. This Agreement is binding upon the parties hereto and their successors and assignees. 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.

Definitions

4. In this Agreement:

“Parks and Trails Service” means the services provided under “Smithers / Electoral Area A Parks and Trails Service Establishment Bylaw No. 1927, 2020.”

Agreement Terms

5. The RDBN shall do the following.
 - (a) Provide Village staff with the opportunity to participate in the planning process for the Parks and Trails Service that occurs during the term of this agreement. This includes the opportunity to provide input into the following processes:
 - i. identification of new park or trail projects;
 - ii. project feasibility review and project design for new park or trail projects; and
 - iii. budgeting for the operation and maintenance of parks and trails assets.
 - (b) Designate the Director of Planning or designate and CAO for the RDBN as the sole contacts with Village staff with respect to the provision of the Parks and Trails Service.
 - (c) Report to the CAO for the Village on the Parks and Trails Service as requested.
6. The Village shall do the following:
 - (a) Designate the CAO for the Village or designate as the contact with the RDBN regarding participation in the Parks and Trails Service under this agreement.

(b) At the commencement of this agreement, provide the RDBN with \$5,000, which shall be treated as revenue in the 2021 budget for services provided under "Smithers / Electoral Area A Parks and Trails Service Establishment Bylaw No. 1927, 2020."

7. This agreement does not provide the Village with any decision-making authority relating to the Parks and Trails Service outside of the Village's role as a member of the RDBN Board.

Binding Effect and Dispute Resolution

8. This Agreement shall endure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.
9. In the event of any dispute or disagreement arising from the interpretation or application of this Agreement, or in the event of any breach or alleged breach by either party first written notice may be provided by either party to the other party describing the nature of the breach or alleged breach, or the disagreement or dispute. In the event that such notice is given, the parties shall:
- (a) immediately proceed to negotiate in good faith to resolve the matter to the mutual satisfaction of both parties; and
 - (b) if a resolution satisfactory to both parties is not achieved within 60 (sixty) days of the first written notice being delivered to either party, then either party may serve a second written notice upon the other party that the matter is to be referred to binding arbitration; and
 - (c) a single arbitrator shall be appointed by Agreement of the parties within 90 (ninety) days of the second written notice being delivered, and failing such Agreement, the arbitrator shall be appointed pursuant to the Commercial Arbitration Act to hear both parties to the dispute and the decision of that arbitrator shall be final, conclusive and binding on both parties, with costs payable in respect of the arbitration to be determined by the arbitrator.

Law Applicable

10. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia. Nothing in this Agreement shall negate or fetter the legal authority of either party.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their seals on the day and year first above written.

The Corporate Seal of the
RDBN was affixed hereto in the
presence of:

Chairperson

Chief Administrative Officer

The Corporate Seal of the
Village of Telkwa
was affixed hereto in the
presence of:

Mayor

Chief Administrative Officer



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: January 28, 2021
Re: Provincial COVID – 19 Relief Funds

Recommendation (All/Directors/Majority):

That the Board allocate \$300,372 of the COVID Relief Funds to the 2020 fiscal year and \$150,581 to the 2021 budget, and \$132,047 to Electoral Area Services.

And that the Electoral Area Directors work with staff to fully allocate the Electoral Area portion of the funds in 2021.

Discussion:

The Province has provided the Regional District with \$583,000 to provide relief for pandemic related losses of income or for additional expenses related to the change in business delivery caused by COVID restrictions and safety measures.

The costs in 2020 are primarily related to changing the office environment to ensure health and safety and to buying computers and equipment to allow staff to work from home.

In 2020 the Bulkley Valley Pool Service's contractor the *Bulkley Valley Aquatic Centre Management Society* lost \$272,002 in revenue over their proposed 2020 budget or \$203,060 over the average actual income of 2018 and 2019. This memo proposes that \$200,000 in relief funds be placed in the Operational Reserve for the Pool Service to replace this lost income.

The costs for 2021 are proposed costs. These purchases and services will allow the Regional District to fully transfer to a "work at home" service delivery if the need arises while making changes to the office environment or the transfer stations to promote health and safety.

Of the total amount, the Province has allocated \$8.13 per person or \$132,047 to the Regional District to represent the rural areas. These amounts could be utilized for local service providers that have either lost income or have had additional unrecoverable expenses because of the pandemic. If allocated to Electoral Area services, these amounts would be:

A	\$42,732	E	\$12,951
B	\$15,756	F	\$29,796
C	\$11,504	G	\$ 7,341
D	\$11,967		

The eligible expenses that occurred in 2020 and the proposed allocation in 2021 is presented below. Future projects of \$29,457 will be brought back to the Board at a later meeting.

Attachments:

Allocation Detail

Grant Letter from the Province of British Columbia

COVID - 19 Fiscal Impact

2020

Phone System and move to Cell Phone Transfer	\$	28,333
Electronic Time Sheets	\$	31,996
Stress and Conflict Training	\$	2,700
Laptops for staff with desktop computers	\$	16,526
Plexiglass	\$	9,255
Dispensers/Sanitizer/Etc	\$	4,457
Masks	\$	1,005
Signage	\$	1,512
Sneeze Shield	\$	4,589
Loss of Revenue - Bulkley Valley Pool	\$	200,000
Total for 2020	\$	300,372

2021

Increased Cleaning Contract for sanitization	\$	12,000
GIS Laptops for remote working for GIS staff	\$	17,500
Laptop upgrades for working at home	\$	20,000
Audio-Visual for Board Room	\$	25,000
Signage for Transfer/Recycling	\$	14,124
Plexiglass	\$	2,500
Upgrade of Firewall for work at home support	\$	15,000
Upgrade of Firewall for remote email access support	\$	7,500
Masks, Gloves, Sanitizer Supplies for Office and Field	\$	7,500
Future projects	\$	29,457
Total 2021	\$	150,581
Electoral Area Allocation	\$	132,047
Total Grant	\$	583,000



November 2, 2020

Ref: 257735

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

Dear Curtis Helgesen:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, in September the Province of British Columbia announced nearly \$2 billion in joint federal/provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink and ferries.

The \$540 million for local governments was further divided into three funding streams. Two streams (“Development Services” for \$15 million and “Strengthening Communities” for \$100 million) will be application-based funding. More information on these funding streams will be forthcoming.

The third stream will provide direct grants to local governments. This funding stream is called the “COVID-19 Safe Restart Grants for Local Governments” and will provide up to \$425 million for local operations impacted by COVID-19. This funding will support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

.../2

Curtis Helgesen
Page 2

As you may recall, during the early months of COVID-19, the provincial government required all municipalities to fully remit requisitions to regional districts by August 1, 2020, despite any shortfalls in municipal tax collection. This was designed to ensure regional district requisitions were kept whole in 2020. Because of this earlier action, the COVID-19 Safe Restart Grant for Local Governments will place a funding emphasis on municipalities. However, there is still considerable funding under this grant program for regional districts.

I am pleased to advise you that **Bulkley-Nechako** is the recipient of a **\$583,000** grant under the COVID-19 Safe Restart Grant for Local Governments. This amount will be directly transferred to your regional district in the coming days.

Under section 36 of the Local Government Grants Regulation, the amount of the grant to each local government is set by Minister of Municipal Affairs and Housing. The determination of this amount was based on a formula that applies to all regional districts. The funding formula for regional districts is based on three components: a flat funding amount plus two per capita amounts. The flat amount will be \$300,000 to each regional district.

The first per capita amount will be based on the total regional district population (rural and municipal). This will provide \$3.10 per person. There will be a funding limit on this first per capita amount. The limit is \$1.8 million for Metro Vancouver and \$900,000 for all other regional districts. The higher limit for Metro Vancouver is in recognition of their larger population. The overall purpose of these limits is to ensure that the very largest regional districts do not receive a disproportionate share of funding compared to smaller and mid-sized regional districts.

The second per capita amount will be based on the rural population of a regional district (i.e. the population outside the boundaries of an incorporated municipality). This second per capita amount will provide \$8.13 per rural population. This second per capita amount is in recognition of the additional burden on regional districts because they are the primary local service provider in rural parts of British Columbia.

This overall formula is designed to ensure that larger regional districts receive more money than smaller ones, but that smaller and rural regional districts receive higher per capita funding than larger ones. This is in recognition that small regional districts often lack a diverse revenue base and the economies-of-scale to easily restart their operations.

An example of the funding formula (for a regional district of 65,000 people) is provided as an attachment to this letter. If you wish, you can apply this formula to your 2018 total population of **39,517** and rural population of **19,793** to determine your total funding amount. 2018 population data was used because it is the last year in which we have complete financial and demographic data for each regional district.

Curtis Helgesen
Page 3

Before December 31, 2021, (a little over a year from this letter) the regional board must fully allocate the grant funds to the appropriate services. This allocation will be entirely at the discretion of the board. Ministry staff are available to assist regional district staff should they have any questions on allocation.

To ensure optimal transparency on the use of funds, there are two reporting requirements for regional districts. **First**, as part of the 2021 audited financial statements, the regional district must provide a report on how the funds were allocated to various regional and local services.

The **second** reporting requirement is an annual report on how the grant funds were spent in that year. This will be a schedule to your audited financial statements, under section 377 of the Local Government Act. The schedule will include the amount of funding received, the use of those funds, and the year-end balance of unused funds. This report may be consolidated for the entire regional district, rather than reporting on a service-by-service level. Your regional district must continue to annually report on the use of grant money until the funds are fully drawn down.

If you have questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: Jennifer.Richardson@gov.bc.ca, or by phone at: 778-698-3243.

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia. We believe that this funding will contribute to the long-term recovery of local governments who are both critical service providers and crucial drivers in the British Columbia economy.

Sincerely,



Kaye Krishna
Deputy Minister

Attachment

pc: Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch
John Illes, Chief Financial Officer, Regional District of Bulkley-Nechako



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: January 28, 2021
Re: Associate Members for Municipal Insurance Association

Recommendation (All/Directors/Majority):

That the Board of the Regional District approve the Municipal Insurance Association Service Provider Agreements between the Regional District of Bulkley-Nechako and the following societies: Bulkley-Valley Aquatic Centre Management Society; The Southside Volunteer Fire Department; The Topley Volunteer Fire Department; The Cluculz Lake Volunteer Fire Department; and The Fort Fraser Volunteer Fire Department with the date as set out in the Service Provider Agreements.

Discussion:

The Municipal Insurance Association allows for Associate Members. Associate Members are organizations that provide their service directly on behalf of a local government.

The cost of (usually) \$250 to become an associate member is charged to the local service budget (under which the society has an agreement to provide a service). In addition, a contribution to the Regional District's insurance reserve is required from each local service of between \$30 and \$50 depending upon the organization size.

The insurance reserve has a target balance of \$100,000 and is designed to pay twice the \$50,000 deductible.

The Associate Member cost is usually one quarter to one fifth the cost of liability insurance not associated with the Municipal Insurance Association. These savings are passed on to the local service taxpayer.

This is the first year that Cluculz Lake Volunteer Fire will be a member, the other organizations are continuing members but require that their agreements and paperwork be updated. Other continuing members are the Burns Lake Public Library Association and the Lakes District Museum Society.

Attachment: Service Provider Agreements (5)

Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

- The Local Government agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.
- The Service Provider agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

**ON BEHALF OF REGIONAL DISTRICT
OF BULKLEY-NECHAKO**

Name: _____

Title: _____

Signature: _____

Date: _____

**ON BEHALF OF BULKLEY VALLEY
AQUATIC CENTRE MANAGEMENT
SOCIETY**

Name: Steve Willis

Title: Director

Signature: St Wil

Date: Jan 14/21



MUNICIPAL INSURANCE ASSOCIATION
OF BRITISH COLUMBIA

SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the "Agreement") is made and entered into this ____ day of _____, 2021 by and in between the Regional District of Bukley-Nechako

(the "Local Government") and the Southside Volunteer Fire Department (the "Service Provider").

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

Emergency services as referenced in the signed service agreement

- The Service Provider has not caused or contributed to any insured or uninsured losses in the past 5 years.
- The term of the Agreement is perpetual commencing the 1st day of January, 2021.
- As the Service Provider may attract errors and omissions claims, the Local Government agrees to maintain commercial general liability coverage from the MIABC beyond the termination of the Agreement, specifically until the ____ day of _____, _____.

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government. By entering into this agreement, the Service Provider confirms they have the necessary training, experience and knowledge to provide the services as set out above.

The Local Government agrees to obtain commercial general liability and errors and omissions insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker's compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

- The Local Government agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.
- The Service Provider agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

**ON BEHALF OF REGIONAL DISTRICT
OF BULKLEY-NECHAKO**

ON BEHALF OF <SERVICE PROVIDER>

Name:

Name:

 Evan Plesko

Title:

Title:

Chief

Signature:

Signature:



Date:

Date:

Jan 12 2021



MUNICIPAL INSURANCE ASSOCIATION
OF BRITISH COLUMBIA

SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the “Agreement”) is made and entered into this ____ day of _____, 2021 by and in between the Regional District of Bukley-Nechako (the “Local Government”) and he Topley Volunteer Fire Department (the “Service Provider”).

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

Emergency Services as referenced in their signed service agreement

- The Service Provider has not caused or contributed to any insured or uninsured losses in the past 5 years.
- The term of the Agreement is perpetual commencing the 1st day of January, 2021.
- As the Service Provider may attract errors and omissions claims, the Local Government agrees to maintain commercial general liability coverage from the MIABC beyond the termination of the Agreement, specifically until the ____ day of _____, _____.

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government. By entering into this agreement, the Service Provider confirms they have the necessary training, experience and knowledge to provide the services as set out above.

The Local Government agrees to obtain commercial general liability and errors and omissions insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker’s compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

- The Local Government agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.
- The Service Provider agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

**ON BEHALF OF REGIONAL DISTRICT
OF BULKLEY-NECHAKO**

ON BEHALF OF <SERVICE PROVIDER>

Name:

Name: Byron Sketchley

Title:

Title: Fire Chief

Signature:

Signature:



Date:

Date: January 13, 2021



MUNICIPAL INSURANCE ASSOCIATION
OF BRITISH COLUMBIA

SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the “Agreement”) is made and entered into this ____ day of _____, 2021 by and in between the Regional District of Buckley-Nechako (the “Local Government”) and the Cluculz Lake Volunteer Fire Department (the “Service Provider”).

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

Emergency services as referenced in their signed service agreement

- The Service Provider has not caused or contributed to any insured or uninsured losses in the past 5 years.
- The term of the Agreement is perpetual commencing the 1st day of January, 2021.
- As the Service Provider may attract errors and omissions claims, the Local Government agrees to maintain commercial general liability coverage from the MIABC beyond the termination of the Agreement, specifically until the ____ day of _____, _____.

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government. By entering into this agreement, the Service Provider confirms they have the necessary training, experience and knowledge to provide the services as set out above.

The Local Government agrees to obtain commercial general liability and errors and omissions insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker’s compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

- The Local Government agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.
- The Service Provider agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

**ON BEHALF OF REGIONAL DISTRICT
OF BULKLEY-NECHAKO**

ON BEHALF OF <SERVICE PROVIDER>

Name:

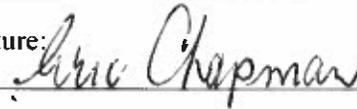
Name: Eric Chapman

Title:

Title: Secretary/Treasurer

Signature:

Signature:



Date:

Date: January 13, 2021



MUNICIPAL INSURANCE ASSOCIATION
OF BRITISH COLUMBIA

SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the “Agreement”) is made and entered into this ____ day of _____, 2021 by and in between the Regional District of Buckley-Nechako

(the “Local Government”) and the Fort Fraser Volunteer Fire Department (the “Service Provider”).

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

Emergency services as referenced in their signed service agreement

- The Service Provider has not caused or contributed to any insured or uninsured losses in the past 5 years.
- The term of the Agreement is perpetual commencing the 1st day of January, 2021.
- As the Service Provider may attract errors and omissions claims, the Local Government agrees to maintain commercial general liability coverage from the MIABC beyond the termination of the Agreement, specifically until the ____ day of _____, _____.

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government. By entering into this agreement, the Service Provider confirms they have the necessary training, experience and knowledge to provide the services as set out above.

The Local Government agrees to obtain commercial general liability and errors and omissions insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker’s compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

- The Local Government agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.
- The Service Provider agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

**ON BEHALF OF REGIONAL DISTRICT
OF BULKLEY-NECHAKO**

ON BEHALF OF <SERVICE PROVIDER>

Name:

Name: Yvan Laramée

Title:

Title: Fire Chief

Signature:

Signature:



Date:

Date: January 13, 2021



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Board of Directors

FROM: Wendy Wainwright, Executive Assistant

DATE: January 28, 2021

SUBJECT: Topley Rural Road Rescue and Medical First Responders Service Establishment Repeal Bylaw No. 1925, 2020

RECOMMENDATION

1. "That "Topley Rural Road Rescue and Medical First Responders Service Establishment Repeal Bylaw No. 1925, 2020" be adopted this 28th day of January, 2021."

VOTING

(all/directors/majority)

BACKGROUND

Attached is "Topley Rural Road Rescue and Medical First Responders Service Establishment Repeal Bylaw No. 1925, 2020." This bylaw was given three readings on October 22, 2020 and was subsequently approved by the Ministry of Municipal Affairs. The Board may now adopt the bylaw.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1925****Being a bylaw to repeal “Topley Rural Road Rescue and Medical First Responders Service Establishment Bylaw No. 1745, 2015”**

WHEREAS “Topley Rural Road Rescue and Medical First Responders Service Establishment Bylaw No. 1745, 2015” established a service for the purpose of road rescue and medical first responders services within a portion of Electoral Areas “B” (Burns Lake Rural) and “G” (Houston Rural);

AND WHEREAS the Regional District of Bulkley-Nechako does not wish to contribute funds towards road rescue and medical first responders services in Electoral Areas “B” and “G”;

AND WHEREAS pursuant to Section 349(1)(b) of the *Local Government Act*, the participants have consented, in writing, to the adoption of this Bylaw;

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 “Topley Rural Road Rescue and Medical First Responders Service Establishment Repeal Bylaw No. 1925, 2020.
2. Bylaw No. 1745 cited as “Topley Rural Road Rescue and Medical First Responders Service Establishment Bylaw No. 1745, 2015” and all bylaws enacted in amendment thereto are hereby repealed.

Certified a true and correct copy of “Topley Rural Road Rescue and Medical First Responders Service Establishment Repeal Bylaw No. 1925, 2020.”

Corporate Administrator



Regional District of Bulkley-Nechako Board Memo

TO: Chair Greenaway and Regional Transit Committee

FROM: Deneve Vanderwolf, Planner 1/Regional Transit Coordinator

DATE: January 28, 2021

SUBJECT: Bulkley-Nechako Regional Transit Service Annual Operating Agreement Amendment

RECOMMENDATION

(all/directors/majority)

That the Regional District of Bulkley-Nechako Board of Directors receive the attached 2020/2021 Amended Annual Operating Agreement and that the Regional District of Bulkley-Nechako Board of Directors approve entering into the Agreement with BC Transit.

Attachment

2020/2021 Bulkley Nechako Amended AOA

Bulkley-Nechako

ANNUAL OPERATING AGREEMENT

between

Regional District of Bulkley-Nechako

and

British Columbia Transit

Effective

April 1, 2020

INFORMATION CONTAINED IN THIS AGREEMENT IS SUBJECT TO *THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*. CONSULT WITH THE AUTHORITY PRIOR TO RELEASING INFORMATION TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.

ANNUAL OPERATING AGREEMENT

BETWEEN:

Regional District of Bulkley-Nechako

(the "Municipality")

AND:

British Columbia Transit

(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

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SECTION 1: DEFINITIONS

Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) "Annual Operating Agreement" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
- b) "Transit Service Agreement" shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made thereto;

SECTION 2: INCORPORATION OF SCHEDULES

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be April 1, 2020, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2021 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
 - a. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.
 - b. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.

SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the *Freedom Of Information And Protection Of Privacy Act* ("FOIPPA"). Any information developed in the performance of this Agreement, or any personal information obtained, collected, stored pursuant

to this Agreement, including database information, shall be deemed confidential and subject to the provisions of the FOIPPA including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of the FOIPPA.

SECTION 6: SETTLEMENT OF DISPUTES

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

SECTION 7: MISCELLANEOUS PROVISIONS

- a) Amendment: This agreement may only be amended in writing signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.

SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES

British Columbia Transit service is provided using a cost sharing model. Where any transit related contributions are received and/or third party revenues are earned that are in excess of expenses, the Authority is required to hold these excess funds in a reserve account for use against transit related expenditures in future years. When unanticipated expenditures occur that were not included in the budget and cannot be covered by reserves, the Authority will seek to recover these based on the cost sharing ratios between the Municipality and the Authority.

Eligible Operating Expenses

The Authority will invoice the Municipality and collect on monthly Municipal invoices based on budgeted Eligible Operating Expenses to provide Transit Service. Eligible Operating Expenses are comprised of the following costs of providing Public Passenger Transportation Systems:

- a. *For Conventional Transit Service:*
 - i. the operating costs incurred in providing Conventional Transit Service excluding interest and amortization;
 - ii. the amount of any operating lease costs incurred by BC Transit for Conventional Transit Services;
 - iii. the amount of the municipal administration charge not exceeding 2 percent of the direct operating costs payable under an Annual Operating Agreement;
 - iv. an amount of the annual operating costs of the Authority not exceeding 8 percent of the direct operating costs payable under an Annual Operating Agreement;
- b. *For Custom Transit Service:*

- i. the operating costs incurred in providing Custom Transit Service excluding interest and amortization, but including the amount paid by the Authority to redeem taxi saver coupons issued under the Taxi Saver Program net of the amount realized from the sale of those coupons;
 - ii. the amount of any operating lease costs incurred by the Authority for Custom Transit Service;
 - iii. the amount of the municipal administration charge not exceeding 2 percent of the direct operating costs payable under an Annual Operating Agreement; and,
 - iv. an amount of the annual operating costs of the Authority not exceeding 8 percent of the direct operating costs payable under an Annual Operating Agreement;
- c. Eligible Operating Expenses exclude the costs of providing third-party 100 percent-funded services.

Lease Fees

The Authority will invoice the Municipality and collect on monthly Municipal invoices for Lease Fees on assets owned by the Authority that are used in the provision of transit service. Lease Fees are comprised of the following:

- a. The Municipality's fee for use of the asset, including for the costs of acquisition, construction, development and betterment of the asset and the costs of installing the asset at the location and condition necessary for its intended use;
- b. Debt financing and risk related charges or costs payable on assets;
- c. Risk protection against vehicle write-offs, fleet defects, price volatility, preventative maintenance and major repair of assets;
- d. Amounts sufficient for the Authority to recover all other costs relating to the asset, including, but not limited to taxes and administrative charges.

Where Lease Fees are received that exceed actual asset-related expenses in any given period, these will be placed in a pooled reserve. This reserve will be used to offset against future capital related expenses, Lease Fees, vehicle write-offs, fleet defects, price volatility, preventative maintenance and major repair of assets.

For the 2020/21 fiscal year only, Lease Fees on revenue vehicles will be waived from July 1, 2020 to December 31, 2020. This is incorporated in the Net Local Government Share of Costs shown in Schedule C.

Reserve Funds

The Authority will establish Reserve Funds for each transit system to record the contributions that have been received but not yet earned as follows:

- a. **Operating Reserve Fund:** Contributions by the Municipality towards Eligible Operating Expenses that have been matched with a Provincial share Contribution but have not been used to fund incurred Eligible Operating Expenses.
 - i. Any expenditure of monies from the Operating Reserve Fund will only be credited towards shareable Eligible Operating Expenses for the transit system for which it was collected.
 - ii. The Operating Reserve Fund excludes amounts collected from the Municipality on Lease Fees and will not be used toward Lease Fees.
 - iii. The Authority will provide a quarterly statement of account of the reserve balance including contributions, amounts utilized and any interest earned for the Operating Reserve.

- b. **Local Transit Fund:** Contributions by the Municipality towards Eligible Operating Expenses that have been received but not matched with a Provincial share contribution will be deferred in the Local Transit Fund.
- i. Any expenditure of monies from the Local Transit Fund will:
 1. only be credited towards the Municipality's share of expenses for the transit system for which it was collected.
 2. be applied to reduce Municipal invoices at the discretion of the Municipality as agreed to under the Annual Operating Agreement or amendments as required.
 - ii. The Local Transit Fund may be used towards Lease Fees.
 - iii. The Authority will provide a quarterly statement of account of the reserve balance including contributions, amounts utilized and interest earned for the Local Transit Fund.

SECTION 9: SAFE RESTART CONTRIBUTION

Under the Safe Restart program, the federal and provincial governments have provided a joint one-time contribution to transit systems in BC (the "Safe Restart Contribution").

Subject to execution of this Annual Operating Agreement by January 31, 2021 the Authority will apply the Safe Restart Contribution as follows:

- a. As a one-time allocation towards the Municipality's share of Eligible Operating Expenses;
- b. After applying the allocation of Safe Restart Contribution, any excess contributions received from the Municipality will be deferred to the Local Transit Fund;
- c. The Authority will apply the remaining Local Transit Fund balance to reduce future Municipal invoices at the discretion of Local Government Partners as agreed to under an Annual Operating Agreement or amendments as required.

It is expected that by receiving the Safe Restart contribution the Municipality will work with the Authority to maintain targeted essential transit service levels by not reducing transit service below existing planned service levels and maintain affordability by limiting annual fare increases to 2.3% through March 31, 2024.

SECTION 10: GOVERNING LAW

This agreement is governed by, and shall be construed in accordance with, the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the Government of Canada.

SECTION 11: COUNTERPARTS

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or pdf copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

SECTION 12: NOTICES AND COMMUNICATIONS

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties

hereto to whom it is addressed where an electronic signed document is emailed to the parties or if mailed by prepaid registered mail to the Authority at:

British Columbia Transit

c/o Executive Assistant, Business Development

P.O. Box 9861

520 Gorge Road East

Victoria, British Columbia V8W 9T5

and to the Municipality at:

Regional District of Bulkley-Nechako

c/o Chief Administrative Officer

37 3rd Avenue

PO Box 820

Burns Lake, B.C. V0J 1E0

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this _____ day of _____, 2020.

Regional District of Bulkley-Nechako

Gerry Thiessen, Chair

Curtis Helgesen, Chief Administrative Officer

British Columbia Transit

Vice President, Business Development

Vice President, Finance and Chief Financial Officer

SCHEDULE "A": TARIFF AND FARES

APPENDIX 1: TARIFF NOTES

Passenger Categories: There shall be the following passenger categories:

- a) Child - a person who is under six (6) years of age.
- b) Student - a person, other than a child, who is:
 - a) under the age of 21 years; and
 - i. regularly attending classes at a public or private school at or below the level of Grade 12; and
 - ii. the holder of a current Student I.D. Card or other identification approved by the Municipality.
- c) Senior - a person who is sixty-five (65) years of age or over and the holder of valid identification.
- d) Adult - a person not defined as a child, student or senior.

Mode of Payment: There shall be the following modes of payment:

- a) Fare - an entitlement to ride upon the services of the Public Passenger Transportation System, as defined in terms of the Passenger Category, time and Zones of travel.
- b) Cash - legal tender issued by the authority of the Government of Canada for use as money, or the equivalent in legal tender issued by the authority of the Government of the United States of America for use as money
- c) Ticket - a prepaid form of fare, issued by the Municipality, for use in lieu of cash, for payment of a single fare.
- d) Single Fare - payment of a fare by means of cash or ticket, for individual travel within designated zones, and within a specified period of time.
- e) BC Bus Pass - a Pass available to BC residents who receive:
 - Federal Guaranteed Income Supplement with the Old Age Security Pension or Spouse's Allowance (60 years and older); or
 - Disability allowance under BC Benefits (18-64 years of age)
- f) Canadian National Institute of the Blind Pass – a pass available to those who are certified by the Institute and are residents of B.C.

Terms and Conditions: There shall be the following terms and conditions:

- a) Young Children - Not more than four children under five years of age who board a vehicle with, and who are at all times accompanied by an Adult, Student or Senior, shall be carried free.
- b) Proof of fare when boarding - Each passenger boarding a transit vehicle must present proof of a valid fare by means of either:
 - i) deposit of correct Fare in the farebox, plus presentation of any entitlement to a reduced fare; or
- c) BC Bus Pass - A Provincial Pass honoured only upon compliance with all of the following conditions:
 - i) valid only for year indicated;
 - ii) valid only when presented face-up and unfolded; void if mutilated or altered;
 - iii) valid only when presented with signature of bearer.
- d) CNIB Pass - A Canadian National Institute of the Blind pass will be honoured only upon compliance of the following conditions:
 - i) valid only for year indicated;
 - ii) valid only when presented face-up and unfolded; void if mutilated or altered;
 - iii) valid only when presented with signature of bearer.

APPENDIX 2: TARIFF AND FARES

Fares: For each one-way passenger trip

Effective as of June 19, 2017

- | | | |
|----|---|---------|
| a) | Cash Fares | |
| | Adult/Students/Seniors | \$5.00 |
| | Child (5 or under) | Free |
| b) | Tickets (sheet of 10): | |
| | Adult/Students/Seniors | \$45.00 |
| c) | BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program. | |
| d) | CNIB Identification Card available from the local office of the CNIB. | |
| f) | BC Transit Employee Bus Pass | |

Fares valid on Regional Service only.

SCHEDULE "B": SERVICE SPECIFICATIONS

The Local Transit Service Area for the Bulkley-Nechako Regional Transit service shall be coterminous with the boundaries of the Town of Smithers, the Village of Telkwa, the District of Houston, the Village of Granisle, the Village of Burns Lake, the Village of Fraser Lake, the District of Fort St. James, and the District of Vanderhoof, as per Regional District of Bulkley-Nechako Bylaw No. 1790.

The Annual Service Level for Bulkley-Nechako Regional Transit Service shall be **2,700** Revenue Service Hours.

The Exception Days recognized annually for the Bulkley-Nechako Regional Transit Service are:

Exception Day	Service Level
Good Friday	No Service
Easter Monday	Regular Service
Victoria Day	No Service
Canada Day	No Service
BC Day	No Service
Labour Day	No Service
Thanksgiving Day	No Service
Remembrance Day	No Service
Christmas Day	No Service
Boxing Day	No Service
New Years Day	No Service
Family Day	No Service

SCHEDULE "C": BUDGET

BULKLEY-NECHAKO	
	OFFICIAL AOA AMENDMENT #1 2020/21
TOTAL REVENUE	\$14,027
TOTAL OPERATING COSTS	\$391,277
TOTAL COSTS (including Local Government Share of Lease Fees)	\$392,380
NET LOCAL GOVERNMENT SHARE OF COSTS	\$92,259
SAFE RESTART ALLOCATION	\$37,271

TO: Chair Thiessen and Board of Directors
FROM: Deborah Jones-Middleton, Director of Protective Services
DATE: January 28, 2021
SUBJECT: **Letter to UBCM recommending a Committee on Emergency Management**

RECOMMENDATION

1. That the Board authorize the submission of the attached letter to the Union of BC Municipalities requesting that the UBCM Flood and Wildfire Advisory Committee evolve into a Committee on Emergency Management.

VOTING: AII /DIRECTORS/MAJORITY

EXECUTIVE SUMMARY

The Province of BC is modernizing the *Emergency Program Act* – the provincial legislation that governs local government Emergency Management activities. The Province has identified the Union of BC Municipalities (UBCM) as the primary vehicle for consulting with local governments on the changes to the legislative framework for Emergency Management in BC.

There is an opportunity for UBCM to formally expand the mandate of the UBCM Flood and Wildfire Advisory Committee (Committee) to emergency management rather than the narrower focus on flooding and wildfires. This change would position the committee to better engage with the Province to achieve the best outcomes for local governments with respect to the new Emergency Management legislation. The Committee would be well positioned to ensure that the new Emergency Management legislation is aligned with the suite of legislation under which local governments operate.

Written by,



Deborah Jones-Middleton
Director of Protective Services

Attachment: Letter to UBCM regarding the UBCM Flood and Wildfire Advisory Committee

Background

The Committee was initially established to provide a review of the 2017 and 2018 wildfire and flooding events. The focus of the Committee was to:

- provide input on local authority issues and priorities;
- deliver feedback to the Province regarding solutions to identified issues; and
- receive updates on provincial initiatives (e.g. implementation of Abbott/Chapman report recommendations).

In response to the effort by the Province to update the *Emergency Program Act*, the role of the Committee has evolved to consider emergency management more broadly. Flood and wildfires are not the only emergencies faced by local government, and the committee focus has shifted to advising and engaging regarding the emergency management legislative modernization.

Discussion

The discussion paper, 'Modernizing BC's Emergency Management Legislation', issued by the Province in October 2019 indicated the direction the Province intends to go with the revised *Emergency Program Act*. A number of local governments, including the RDBN, raised concerns about the overlap and potential inconsistencies between the potential new legislation and the existing *Acts* governing regional districts and municipalities. Modernizing Emergency Management, through the lens of one suite of legislation, has the potential to create gaps between the *Local Government Act*, the *Community Charter*, and *Municipal Finance Act*. For example, proposed changes involve budgetary impacts to local governments without addressing methods to fund additional assigned responsibilities in implementing the Province's programs.

UBCM can help facilitate modernization and continuance of local government emergency management practices in greater alignment with local government operations to ensure the modernization is respectful of the entire legislative framework under which we operate. Evolving the Committee is the ideal next step to implement proper consultation and collaboration through the next phases of local government emergency management modernization.

Summary

Staff have engaged with other Regional Districts to discuss possible options and believe that transitioning the UBCM Flood and Wildfire Advisory Committee to a Committee on Emergency Management is the next step to ensure modernization of emergency management is met with fulsome and meaningful consultation respectful of the framework under which local governments operate.

January 28, 2021

Union of British Columbia Municipalities

Via email: ubcm@ubcm.ca

Attention: Brian Frenkel, President

Re: UBCM Flood and Wildfire Advisory Committee

Dear Mr. Frenkel,

The Regional District of Bulkley-Nechako (RDBN) appreciates the original mandate of the UBCM Flood and Wildfire Advisory Committee and commend the evolution of the Emergency Management framework in British Columbia through the work of UBCM and the Province of BC.

The Flood and Wildfire Advisory Committee was a positive first step in building a framework for consultation and communication; however, we recognize a notable gap with respect to fulsome and meaningful consultation with municipalities and regional districts as envisioned within the spirit of the *Local Government Act* and *Community Charter*.

The field of Emergency Management is vast and fragmented. Local emergency programs are implemented and interpreted with broad variance across the province. The lack of centralized communication channels or common approaches result in consultation and comprehension gaps. Many appointed with the responsibility for local government emergency management programs operate under banners of Fire/Rescue services, Police Services, or external contract; rarely interacting with the local government framework. Contractors operate solely within the context of their agreement with little engagement with senior leadership in their organizations.

Modernizing Emergency Management through the lens of one suite of legislation has the potential to create gaps in the correlation between the *Local Government Act*, and *Community Charter*, and *Municipal Finance Act*, among other legislative suites. Local Governments are struggling to address current mandates, in addition to reviewing and providing feedback on initiatives that are launched without advance consultation for alignment of the local government framework.

UBCM places an emphasis on communication with local governments and consultation with orders of government. The RDBN suggests there may be an opportunity for UBCM to facilitate greater and continued engagement in the field of local government emergency management, potentially by transitioning the Flood and Wildfire Advisory Committee into a Committee for Emergency Management to foster clear communication and consultation processes into place, bridging the gaps with local government emergency management.

Additionally, inclusion of engagement with the BC Association of Emergency Managers in a committee could be considered as a method to ensure effective outreach and input from the practitioner audience. This would be of mutual benefit to Emergency Management BC and local governments across the province.

Sincerely,

Gerry Thiessen
Chair

TO: Chair Thiessen and the Board of Directors
FROM: Haley Jeffrey, Emergency Services Manager
DATE: January 28, 2021
SUBJECT: Telecommunications Subscription Trends, 911 Call Answer Levy and Upcoming Changes to the 911 System

RECOMMENDATION:

That the Board provide the included resolution to the Union of BC Municipalities and the North Central Local Government Association to request the Provincial Government consider a Provincial 911 Call Answer Levy.

VOTING: All/Directors/Majority

Executive Summary:

As telecommunications have shifted away from landline subscription toward mobile subscriptions, the RDBN's annual amount of remittance collected from landlines have been decreasing. As BC does not have a Provincial Call Answer Levy (CAL), landlines are the only means of collecting a levy.

The RDBN has an agreement with TELUS to collect a 911 CAL from residents totaling \$0.75 per landline monthly and provide \$0.66 to the RDBN. Due to an error with TELUS's accounting technology, on December 10, 2020, TELUS issued an 'over-remittance' notification of \$59,031.88 which staff are currently trying to refute and challenge.

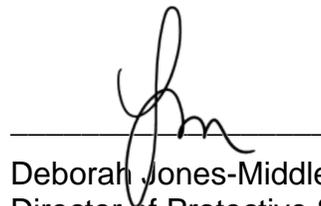
Providing 911 service is increasing in cost due to evolving technologies 911 providers are required to implement. The current 911 system will be upgraded to the Next Generation 911 (NG911) system as directed by the Canadian Radio-Television and Telecommunications (CRTC).

Both the 'over-remittance' and increase in cost to the 911 service have highlighted the need for increased funding that a Provincial CAL would help provide. The Provincial CAL would collect fees from both mobile and landline subscribers which could then be distributed to Local Governments, that operate a service, to assist with 911 program operations.

Staff is asking that the Board consider submitting a resolution to the Union of BC Municipalities (UBCM) and the North Central Local Government Association (NCLGA) to request the Provincial Government consider a Provincial 911 Call Answer Levy.



Haley Jeffrey
 Emergency Services Manager



Deborah Jones-Middleton
 Director of Protective Services

DISCUSSION

911 Service Authority

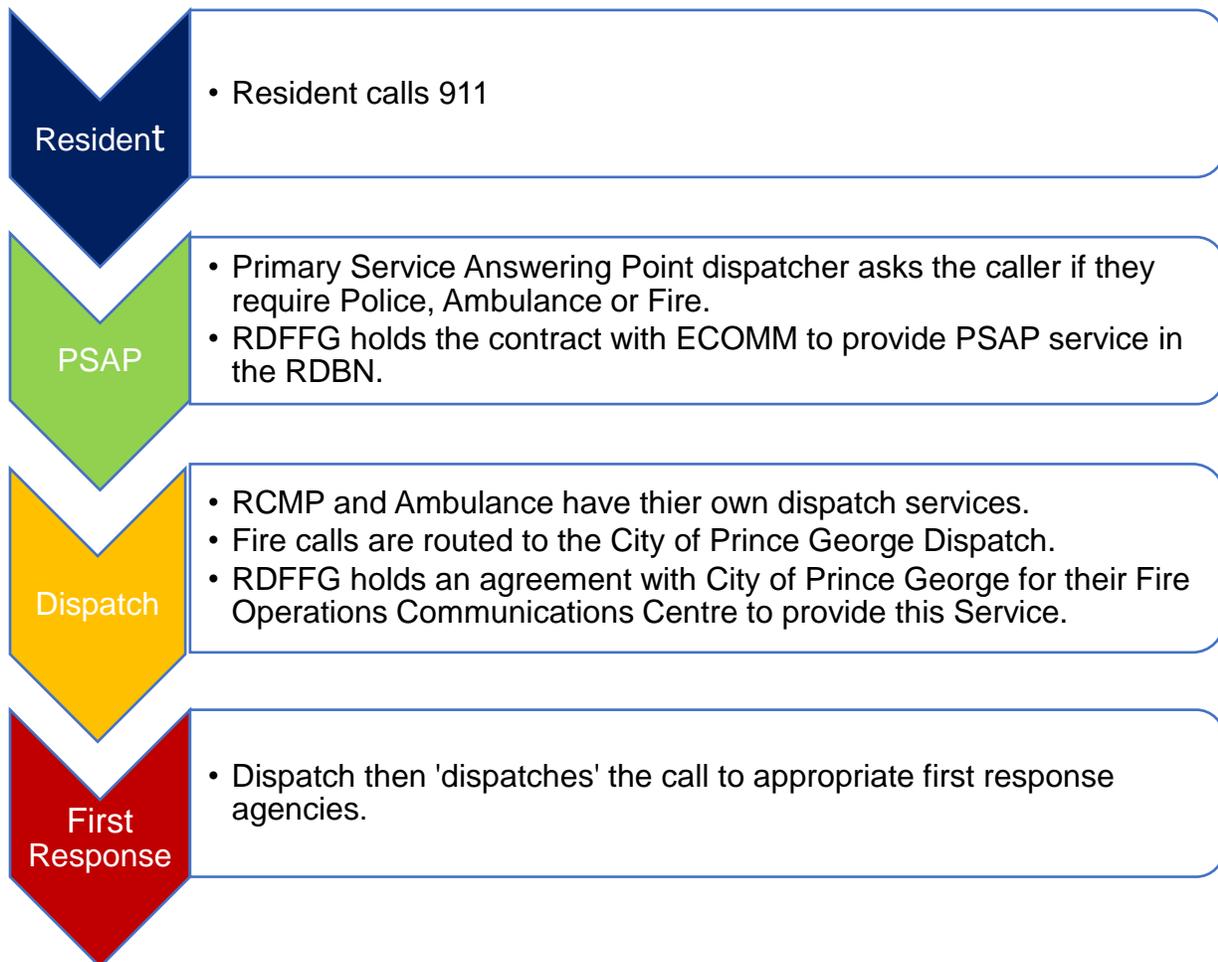
In Canada, 911 Services are not deemed a mandatory service. However, all 911 service providers are mandated to follow the CRTC standards and regulations.

The Provincial Governments of Alberta, Quebec, Nova Scotia and Prince Edward Island regulate or are involved in 911 service provision, through partnerships with local governments, to support the 911 service including the collection of the 911 CAL from all telecommunications lines.

RDBN 911 Service Structure Summary

Dispatch Structure

When residents call 911, the following process is initiated to ensure the appropriate first responding agencies are dispatched.



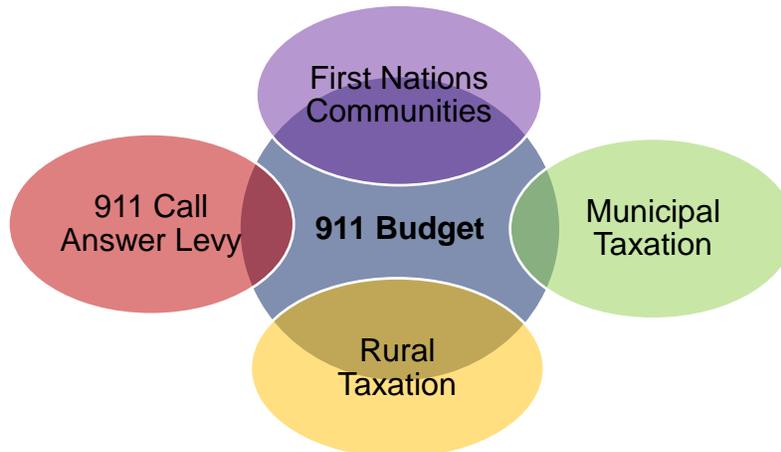
RDBN 911 Service Operational Structure

The Regional District of Fraser-Fort George coordinates the dispatch operations of the 911 system including ensuring that the RDBN is meeting CRTC requirements for 911 service provision. The RDBN ensures that the 911 infrastructure, to support the connection of fire halls in the region to the 911 system, is maintained regularly and facilitates repair and replacement of equipment, as necessary.



RDBN 911 Funding Structure

The RDBN 911 funding structure is demonstrated in the following figure. Please note that Yekooche First Nation did not renew their agreement with the RDBN in 2016 as their phone system did not support the system effectively, and Binche Whut'en First Nation, who recently separated from Tl'azt'en Nation, does not yet have an agreement with the RDBN. Staff will be connecting with both First Nations this year to see if they are now interested in an agreement for the service. First Nations communities who do participate in 911 are invoiced based on their communities 'On Reserve' population according to Statistics Canada.



911 Call Answer Levy

A 911 Call Answer Levy is the charge of a monthly fee on mobile and landline subscriptions collected by a telecommunications company on behalf of a government body providing 911 service. The telecommunications company provides this remittance to the 911 service provider.

Every province has a different 911 service provision and CAL structure. In BC, the Provincial Government has no 911 legislation or involvement which leaves local

governments to have independent agreements with TELUS to collect the levy from landlines only.

Examples of other Provincial CAL amounts per both landline and mobile communications lines are as follows:

- Alberta \$0.44
- Saskatchewan \$0.32
- Quebec \$0.46
- Nova Scotia \$0.43

Provincial 911 Call Answer Levy Discussion in BC

In 2013, discussions regarding a Provincial 911 Levy were facilitated by many local governments resulting in an extensive and comprehensive report prepared by UBCM.

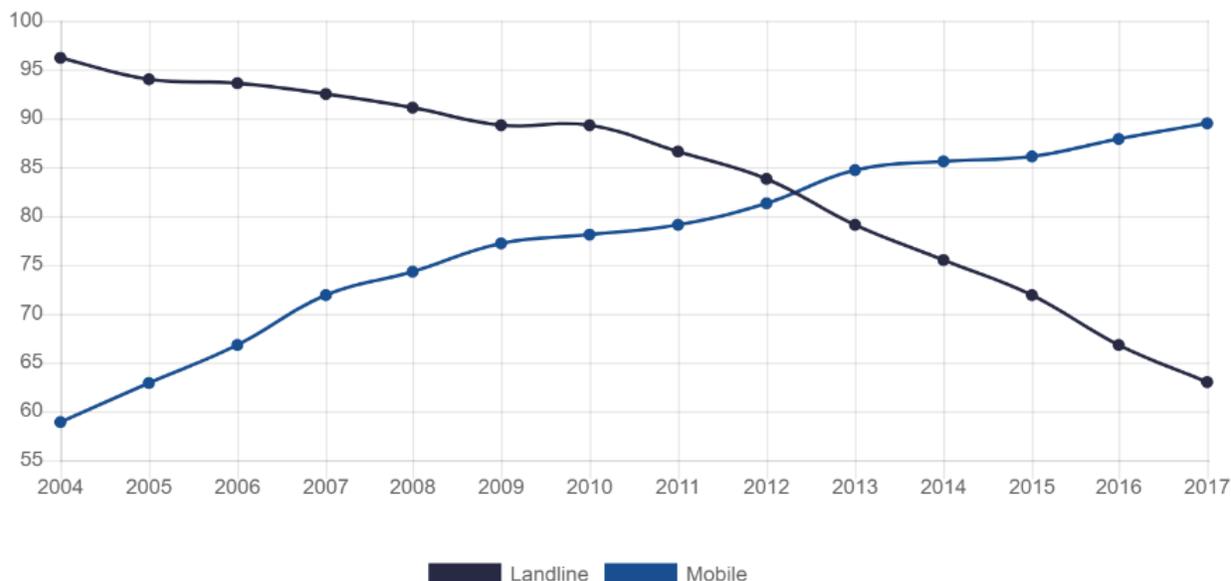
This report was based on the assumption that at some point, the Province of BC would eventually collect a Provincial 911 Levy which would allow mobile devices to be included in addition to landlines, therefore increasing funding to local 911 programs and compensating for the decrease in landline subscriptions.

Unfortunately, the conversations regarding a Provincial 911 Levy in BC seems to have dissipated.

Landline and Mobile Subscription Trends

In 2018 it was reported that nationally, only 63% of Canadians still had landlines – this number is down from 75.5% in 2014.¹ According to the CRTC, landline subscriptions were down 5.7% across Canada from 2016 – 2017. This is the most recent information that is available. The following figures represent the most current information from the CRTC and was extracted from the CRTC 2019 Communication Monitoring Report.²

Trends Across Canada



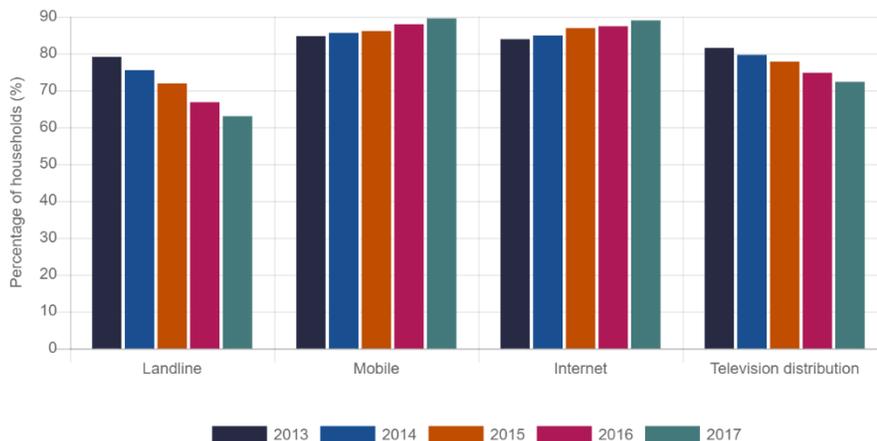
The figure on the previous page describes household subscriptions to landline and mobile service per 100 households from 2004 to 2017.

¹ <https://www.cbc.ca/news/canada/calgary/alberta-landline-use-drops-below-56-per-cent-1.4946343>

²

https://crtc.gc.ca/eng/publications/reports/policymonitoring/2019/cm1r1.htm?_ga=2.229807708.1519409695.1609882932-1084825335.1603416522

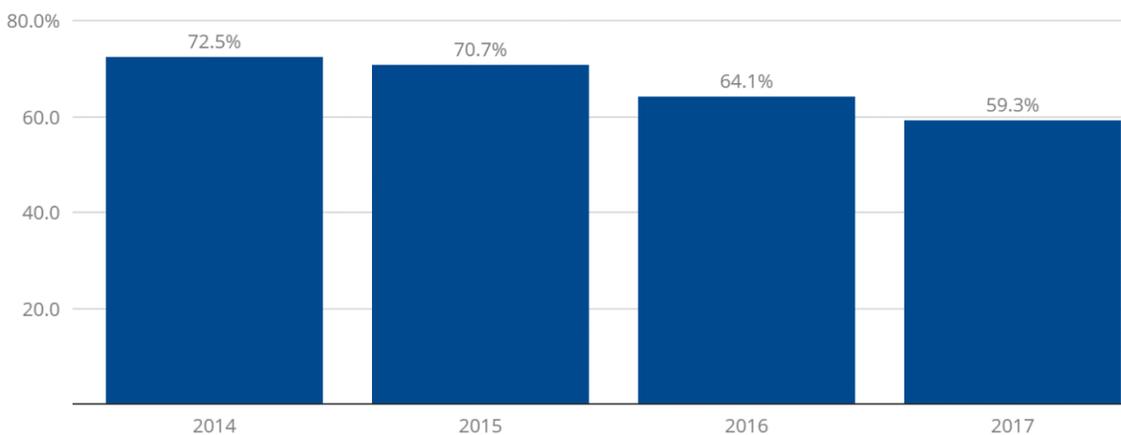
The figure below demonstrates Canadian Household Communication service subscriptions changes from 2013 to 2017.



Trends in BC

The below figure demonstrates the trend in landline subscription within BC from 2014 to 2017.³

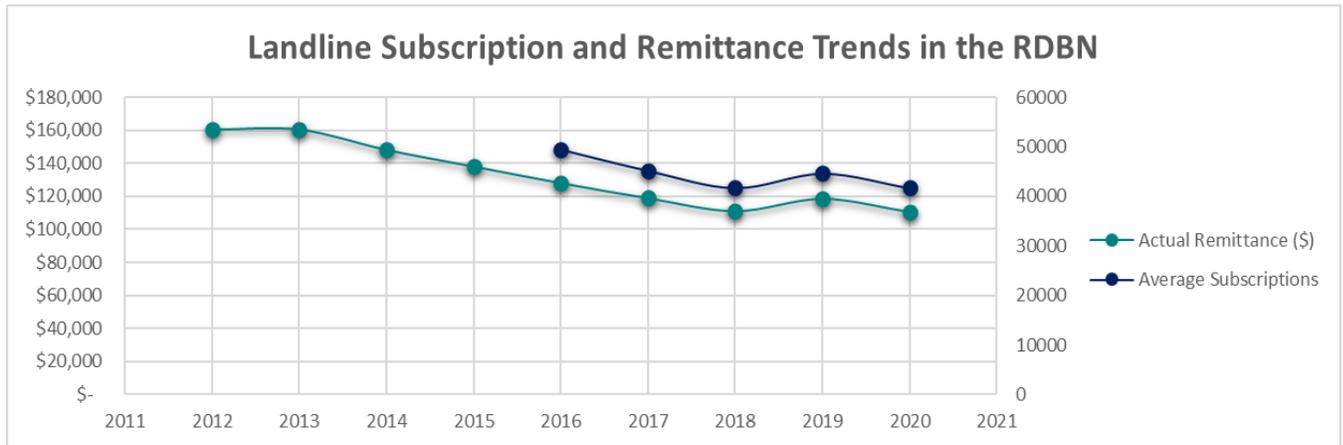
Trends within the RDBN



Landline subscription trends within the RDBN echo the trends the CRTC is observing from across Canada. The graph on the following page describes the trends staff have been recording with information provided by TELUS.

The increase between 2018 and 2020 was due to a TELUS accounting error of \$59,031.88. This overreporting and remittance to the RDBN transpired from February 2019 to September 2020.

³ Chart: Robson Fletcher / CBC Source: [Statistics Canada Table Table 11-10-0228-01](#)



TELUS and the RDBN

In 2012 when 911 services were first implemented in the RDBN, the RDBN entered into an agreement with TELUS to collect \$0.75 from landline subscribers each month. The RDBN currently receives \$0.66 out of the \$0.75 collected. This amount fluctuates depending on the associated tariff as per the agreement with TELUS.

Every month, the RDBN receives a monthly remittance report from TELUS that includes the number of lines served by 911. RDBN staff track these to observe trends in the 911 system.

During the 2020 review of the 911 budget, staff observed discrepancies and inconsistencies in the remittance data which produced an influx in subscription lines not consistent with trends that are happening nationally or provincially. In October of 2020, RDBN staff contacted TELUS to determine why inconsistencies seemed to be taking place and to inquire how their data was extrapolated. At that time, TELUS assured staff that there were no errors and that the remittance reported was accurate.

On December 10, 2020, Staff were issued an important notice from TELUS notifying that due to an error in the calculation of Public Switched Telephone Network (PTSN) Accesses in the 911 database, an over-remittance occurred relating to the Call Answer Levy. This email correspondence indicated that the RDBN owes \$59,031.88 from an error spanning February 2019 – September 2020 with options for a preferred ‘repayment’ option.

Staff have refuted these charges and are continuing to escalate this issue until a reasonable outcome is achieved.

It is also staff’s understanding that other Regional Districts have received charges for ‘over-remittance’ due to an error in Telus billing technology.

It is staff’s opinion that Telus should absorb the consequences of their error or make monetary deductions for the RDBN’s other services. The RDBN acquires the following services from TELUS besides the 911 CAL:

- internet for the Office;
- staff mobile phone plans; and
- office land lines.

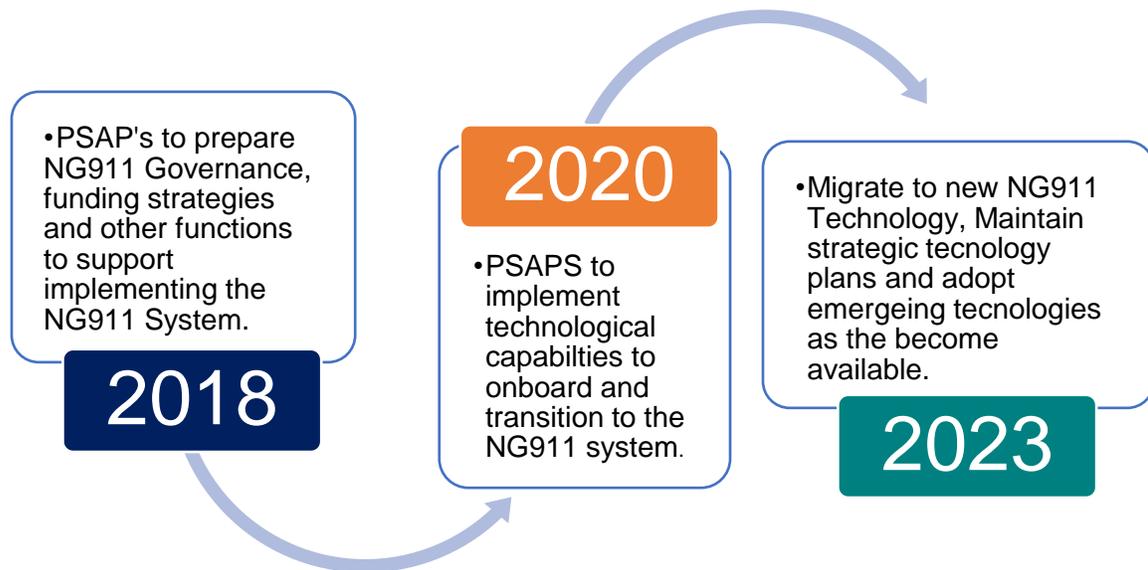
Update on the 911 Service

The 911 with First Nations Service Agreements are up for renewal in October, renegotiating these agreements is part of staff’s work plan for 2021.

NG911 is the new 911 system that all 911 service providers in Canada are required to upgrade their infrastructure to support. Eventually, this technology will allow the public to text and send pictures to 911. This is in order to better support those callers who may need to call 911 but are unable to speak, or those who may only be able to offer visual references of their locations.

This upgrade, with these new capabilities, provide further argument that mobility customers should be included in a 911 CAL funding scheme.

The figure below is the NG911 Roadmap for Public Safety Answering Point's (PSAP) to follow for implementing the NG911 system. Through the agreement with RDBFG, they have been working closely with dispatch and E-Comm to ensure that all timelines are being met. RDBN staff have been in regular communication with RDBFG since the announcement of NG911 to determine what impacts this new technology would have on the residents and 'end users' which are fire departments and ambulance services.



The transition between services will be seamless and not result in service disruptions to residents. It is anticipated that there will be an impact the annual budget for E-Comm services for the next two years and then it is expected to return to normal incremental increases.

Michael Higgins, General Manager of Community Service for the Regional District of Fraser Fort George will be presenting more detailed information on the financial and service impacts to the RDBN.

Moving Forward - Proposed Resolution

As previously discussed, staff is recommending that the Province address the 911 Call Answer Levy discussion from 2013, and to forward the following resolution:

“WHEREAS the Regional District of Bulkley-Nechako is only able to collect a 911 Call Answer Levy from Landline subscriptions, and

WHEREAS landline subscriptions across the Province are decreasing, and,

WHEREAS Local Governments in the Province do not have the ability to collect a 911 Call Answer Levy from cellular telecommunications platforms;

THEREFORE BE IT RESOLVED that UBCM petition the Province of BC to enact a Provincial 911 Levy to include the collection of monthly charges from mobile devices, and provide these funds directly to Local Government 911 Service providers.



Regional District of Bulkley-Nechako Memorandum

To: Chair Thiessen and Board of Directors
From: Shari Janzen, Economic Development Assistant
Date: January 28, 2021
Regarding: **Northern Development Local Government Internship Program**

Recommendation:

THAT the Board supports the application to Northern Development Initiative Trust for a grant of up to \$50,000 to host an intern under the Local Government Internship Program from the Northwest and Prince George Regional Development Accounts.

AND THAT the Regional District of Bulkley-Nechako is committed to providing sufficient financial and staffing resources, along with training and professional development opportunities while hosting the intern.

Background:

Staff has completed an application to Northern Development's Local Government Internship Program for the 2021/22 Internship session. The internship program assists with the hiring of a university graduate in a related field to complete projects at the RDBN from May 2021 – April 2022.

The application requests an intern to support the work of the Planning Department. Proposed projects include Parks and Trails Service and Electoral Area 'C' OCP Development.

The grant funding available is \$50,000. \$35,000 towards wages, \$5,000 towards intern education opportunities, and a \$10,000 housing allowance. The cost to the RDBN to have an intern in-house for 12 months will be approximately \$16,200. These costs may in fact reduce project budgets as the intern can complete tasks that would have been outsourced to a consultant.



Regional District of Bulkley-Nechako Memorandum

To: Chair Thiessen and Board of Directors
From: Shari Janzen, Economic Development Assistant
Date: January 28, 2021
Regarding: **COVID -19 Resilience Infrastructure Stream – Boardroom Upgrades**

Recommendation:

THAT staff submit an application for grant funding application for RDBN Board Room Technology Upgrades through the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream; and

THAT the Board supports the project and commits to any associated ineligible costs and cost overruns.

Background:

Staff has completed an application to the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream for RDBN Board Room Technology Upgrades.

The COVID -19 Resilience Infrastructure Stream (CVRIS) of the Investing in Canada Infrastructure Program was created in response to the effects of the COVID-19 pandemic on communities across the country.

CVRIS supports infrastructure projects that provide retrofits, repairs and upgrades to local government and indigenous buildings; support development of active transportation networks, and allow communities to improve their infrastructure to increase the resiliency and efficiency in preventing the spread of COVID-19

The application requests funding for the instillation of visual and improved sound quality equipment in the RDBN board room to allow for high quality sound as well as streaming capability across multiple video conferencing platforms. Local governments are eligible to receive 100% funding towards eligible costs.



Regional District of Bulkley-Nechako Memorandum

To: Chair Thiessen and Board of Directors
From: Shari Janzen, Economic Development Assistant
Date: January 28, 2021
Regarding: **COVID-19 Resilience Infrastructure Stream - Telkwa-Smithers Pathway**

Recommendation:

THAT the Board support a grant funding application for the Telkwa-Smithers Pathway Project through the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream; and

THAT the Board supports the project and commits to any associated ineligible costs and cost overruns.

Background:

Staff submitted an application for the Telkwa-Smithers Pathway project to the CERIP program in late 2020. Due to the high over-subscription rate for the CERIP, the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream (CVRIS) was identified as an alternate funding opportunity should the project not receive approval through CERIP. As notification has not been received for CERIP applications, and the CVRIS intake closes January 27th, staff have been advised by the Province to consider preparing an application for CVRIS as well.

The COVID-19 Resilience Infrastructure Stream (CVRIS) of the Investing in Canada Infrastructure Program was created in response to the effects of the COVID-19 pandemic on communities across the country.

CVRIS supports infrastructure projects that provide retrofits, repairs and upgrades to local government and indigenous buildings; support development of active transportation networks, and allow communities to improve their infrastructure to increase the resiliency and efficiency in preventing the spread of COVID-19.

The Telkwa-Smithers Pathway project will be a cycling and pedestrian multi-use trail located along a 12 kilometer stretch of the Highway 16 Right-of-Way corridor connecting the Village of Telkwa and the Town of Smithers.

The application requests funding for an approximately 3.5 km long segment of the Telkwa-Smithers Pathway starting at the Smithers Bridge and ending on Laidlaw Frontage Road near the intersection of Babine Lake Road and Highway 16. Local governments are eligible to receive 100% funding towards eligible costs.



Regional District of Bulkley-Nechako Memorandum

To: Chair and Board of Directors
From: Nellie Davis, Manager of Regional Economic Development
Date: January 28, 2021
Regarding: **Federal Gas Tax – Area “D” (Fraser Lake Rural)
Fort Fraser Volunteer Fire Department – Furnace Replacement**

Recommendation:

- 1) That the RDBN Board of Directors authorize contributing up to \$8,810.00 of Electoral Area 'D' (Fraser Lake Rural) Federal Gas Tax allocation monies to a Community Energy System at the Fort Fraser Fire Hall,
(All/Directors/Majority)
- 2) That the RDBN Board of Directors authorize the withdrawal of up to \$8,810.00 from the Federal Gas Tax Reserve Fund.
(Participants/Weighted/Majority)

Background:

The Fort Fraser Fire Hall's furnace experienced a leak and the system failed a combustion test. The system requires a complete replacement.

Total uncommitted Gas Tax Funds remaining in Electoral Area 'D' allocation is \$419,933.13.

Director Mark Parker is supportive of this project and of accessing additional Federal Gas Tax Funds in the amount of up to \$8,810.00 from Area 'D' for this Community Energy System project.

A Board resolution is required to contribute Federal Gas Tax Funds to this project.



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: January 28, 2021

SUBJECT: RDBN Appointments – 2021

RECOMMENDATION

“That the Board of the Regional District of Bulkley-Nechako ratify the appointments as outlined below for the year 2021.”

BACKGROUND

As in previous years, the following recommendations are made with respect to appointments for the Regional District bankers, lawyers, election officers, signatories and auditors and must be ratified by the Board:

- Bankers: - Bulkley Valley Credit Union
- Lawyers: - Stewart McDannold Stuart, Victoria, BC
Young Anderson, Vancouver, BC
Carvello Law Corp., Victoria, BC
- Election Officers: - Cheryl Anderson, Chief Election Officer
(with authority to appoint election officials as necessary)
Geraldine Craven and Wendy Wainwright, Deputy
Chief Election Officers
- Signing Authority: - The Chairperson, the Vice Chair, Director from the
Village of Burns Lake, the Director from Electoral
Area “B”, the Chief Administrative Officer, Financial
Administrator, Manager of Administrative
Services or Deputy Chief Administrative Officer.
- Auditors - RHN Schmitz & de Grace



Regional District of Bulkley-Nechako Memo

TO: Chair and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: January 28, 2021

SUBJECT: North Central Local Government Association Resolutions Deadline

RECOMMENDATION

(all/directors/majority)

Receive.

BACKGROUND

The deadline for submitting resolutions for consideration at this year's NCLGA Virtual AGM and Convention is February 26, 2021. Resolutions received after the deadline will not be printed in NCLGA's Annual Report and Resolutions Book nor admitted for debate by special motion during the convention.

Staff are requesting that resolution topics be submitted as soon as possible for consideration at the February 11 Committee of the Whole Meeting.

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Office of the
Prime Minister

Cabinet du
Premier ministre

Ottawa, Canada K1A 0A2

December 1, 2020

RECEIVED

JAN 05 2021

REGIONAL DISTRICT OF
BULKLEY-NECHAKO

Mr. Gerry Thiessen
Chair
Regional District of Bulkley Nechako
P.O. Box 820
37 - 3rd Avenue
Burns Lake, British Columbia
V0J 1E0

Dear Mr. Thiessen:

On behalf of Prime Minister Justin Trudeau, I would like to acknowledge receipt of a resolution of the Regional District of Bulkley Nechako regarding the Government of Canada's announcement to ban certain models and variants of assault-style firearms.

For reasons related to the COVID-19 outbreak, our office was unable to provide you with a more timely response. I sincerely regret the delay in processing your letter.

Please be assured that the resolution has been carefully reviewed. Canada's gun laws fall more directly within the portfolio of the Honourable Bill Blair, Minister of Public Safety and Emergency Preparedness, to whom I note you have already sent a copy of your correspondence. While the Prime Minister appreciates receiving your resolution, he will leave the matter to be considered by Minister Blair.

Thank you for taking the time to write.

Yours sincerely,

A handwritten signature in blue ink that reads 'M. Bredeson'.

M. Bredeson
Executive Correspondence Officer

Canada

Regional District of Bulkley-Nechako

Action List - December 2020 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Board Meeting December 10, 2020	Delegation Thank You Letter	Write a Thank You Letter to James O'Hanley, Vice President, Applications, Garth Thoroughgood, Executive Director, Major Projects, BC Oil and Gas Commission regarding an update.	Geraldine	Completed	
2020-13-7 Board Meeting December 10, 2020	Fraser Basin Council and Nechako Round Table	Fund the Fraser Basin Council and the Nechako Round Table from the Eastern Jurisdictions.	John	Completed	
2020-13-9 Board Meeting December 10, 2020	Electoral Area Directors' Forum (Virtual) - February 2-3, 2021	Registration for Rural Directors attendance at the Electoral Area Directors' Forum (Virtual) February 2-3, 2021.	Geraldine	Completed	
2020-13-11 Board Meeting December 10, 2020	Grant in Aid Request - Fraser Basin Council	That the Fraser Basin Council be given \$1,000.00 Grant in Aid monies from each of Electoral Areas "B" (Burns Lake Rural), "C" (Fort St James Rural), "D" (Fraser Lake Rural), "E" (Francois/Ootsa Lake Rural) and "F" (Vanderhoof Rural) for a total of \$5,000 for eligible project expenses.	Nellie	Completed	
2020-13-13 Board Meeting December 10, 2020	Union of BC Municipalities Community Emergency Preparedness Fund - Regional Evacuation Route Planning Application	That the Board supports a regional application to the Union of BC Municipalities Community Emergency Preparedness Fund –Evacuation Route Planning Application for the 2020 Evacuation Route Planning funding on behalf of the Regional District of Bulkley-Nechako, Burns Lake, Fort St. James, Granisle, Houston, Smithers, Fraser Lake and Telkwa in the amount of \$160,590.31. Further, that the Board supports the submission of the application, and understands that if the grant is approved, the RDBN will receive and manage the grant funding.	Haley/Deb JM	In Progress, awaiting Provincial response	
2020-13-14 Board Meeting December 10, 2020	Revised Financial Assistance for Emergency Response Costs - A Guide for BC First Nations and Local Authorities	That the Board approve sending a letter to the Minister of Public Safety and Solicitor General (Minister of PSSG) requesting the Province to facilitate a meaningful consultation with Local Governments and First Nation communities throughout the Province regarding the Financial Assistance for Emergency Response Costs – A Guide for BC First Nations and Local Authorities (Financial Guideline).	Deb JM	Completed	December 14, 2020
2020-14-2 Board (Budget) Meeting December 17, 2020	Budget Introduction - 2021 - Surplus for Major Services	That the surplus for the major services be appropriated.	John	Completed	
2020-14-3 Board (Budget) Meeting December 17, 2020	Budget Introduction - 2021 - Environmental Services	That \$1,000,000 operational surplus for Environmental Services obtained from the industrial fees collected and any capital surplus for Environmental Services in the 2020 year-end be moved forward to 2021.	John	Completed	
2020-14-4 Board (Budget) Meeting December 17, 2020	Budget Introduction - 2021 - Economic Development	That economic development related to agriculture will be included in the Economic Development Budget.	John	Completed	