



REGIONAL DISTRICT  
OF BULKLEY & NECHAKO

# AGENDA

MEETING NO. 8

MAY 27, 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, May 27, 2021

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – May 27, 2021</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
8-16	Board Meeting Minutes – April 22, 2021	Approve
17-19	Special Board Meeting Minutes – May 13, 2021	Approve
20-23	Committee of the Whole Meeting Minutes - May 13, 2021	Receive
24-27	Natural Resources Committee Meeting Minutes - May 13, 2021	Receive
28-31	Rural/Agriculture Committee Meeting Minutes - May 13, 2021	Receive
32-34	Waste Management Committee Meeting Minutes - May 13, 2021	Receive
	<u>ELECTORAL AREA PLANNING (All Directors)</u>	
	<u>Bylaws for 1<sup>st</sup> and 2<sup>nd</sup> Reading</u>	
35-46	Maria Sandberg, Planning and Parks Coordinator Rezoning Application RZ A-04-21 1 <sup>st</sup> and 2 <sup>nd</sup> Reading Rezoning Bylaw No.1949, 2021 Electoral Area “A”	Recommendation
47-58	Deneve Vanderwolf, Planner OCP Amendment and Rezoning Application RZ B-01-21 1 <sup>st</sup> and 2 <sup>nd</sup> Reading OCP Amendment Bylaw No.1945, 2021 and Rezoning Bylaw 1946, 2021 Electoral Area “B”	Recommendation

<b><u>PAGE NO.</u></b>	<b><u>ELECTORAL AREA PLANNING (All Directors)</u></b>	<b><u>ACTION</u></b>
59-71	Deneve Vanderwolf, Planner OCP Amendment and Rezoning Application RZ C-01-21 1 <sup>st</sup> and 2 <sup>nd</sup> Reading OCP Amendment Bylaw No.1947, 2021 And Rezoning Bylaw 1948, 2021 Electoral Area "C"	Recommendation
	<b><u>Board Reports</u></b>	
72-82	Jason Llewellyn, Director of Planning OCP Amendment and Rezoning Application RZ A-01-21 Request to Put Application on Hold Electoral Area "A"	Recommendation
83	Deneve Vanderwolf, Planner Advisory Planning Commission Member Appointment	Recommendation
	<b><u>DEVELOPMENT SERVICES (All Directors)</u></b>	
	<b><u>ALR Applications</u></b>	
84-112	Jason Llewellyn, Director of Planning Non-Adhering Residential Use Application 1226 Electoral Area "A"	Recommendation
113-121	Jason Llewellyn, Director of Planning Non-Farm Use Application 1227 Electoral Area "A"	Recommendation
	<b><u>Crown Land Referral</u></b>	
122-129	Maria Sandberg, Planning and Parks Coordinator Cheslatta Land Transfer, District Lot 491 Electoral Area "E"	Recommendation
	<b><u>Miscellaneous Referral</u></b>	
130-136	Jason Llewellyn, Director of Planning Endako Weir Project Electoral Area "B"	Recommendation
	<b><u>BYLAW ENFORCEMENT (All Directors)</u></b>	<b><u>ACTION</u></b>
137-144	Darrell Hill, Bylaw Enforcement Officer RDBN Bylaw Ticketing System	Recommendation

<u>PAGE NO.</u>	<u>REGIONAL TRANSIT (All Directors)</u>	<u>ACTION</u>
145-160	Deneve Vanderwolf, Regional Transit Coordinator 2021/2022 Annual Operating Agreement	Recommendation
	<b><u>ENVIRONMENTAL SERVICES REPORT</u></b>	
161-162	Alex Eriksen, Director of Environmental Services - Purchase of a New Tractor Truck for Eastern Waste Hauling	Recommendation
	<b><u>ADMINISTRATION REPORTS</u></b>	
163	Wendy Wainwright, Executive Assistant - Committee Meeting Recommendations - May 13, 2021	Recommendation
164	John Illes, Chief Financial Officer – Board Room Technology Upgrade	Recommendation
165-183	Nellie Davis, Manager of Regional Economic Development – Lakes District Arts and Culture Fund Request – Lakes District Museum Society	Recommendation
184	Nellie Davis, Manager of Regional Economic Development – BC Provincial Nominee Program Entrepreneur Immigration – Regional Pilot Extension	Recommendation
185-186	Nellie Davis, Manager of Regional Economic Development – COVID-19 Relief Funds	Recommendation
187	John Illes, Chief Financial Officer – Landfill Closure Reserve	Recommendation
188	Jordanna Evans, Economic Development Assistant – NDIT Application Resolution Request - Lakes District Airport Society	Recommendation
189	Shari Janzen, Economic Development Assistant – NDIT Application Resolution Request – Fort St. James Snowmobile Club	Recommendation
190	Nellie Davis, Manager of Regional Economic Development – Federal Gas Tax – Area “A” (Smithers Rural) Smithers-Telkwa Transfer Station	Recommendation

<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
191	Nellie Davis, Manager of Regional Economic Development – Federal Gas Tax – Area “A” (Smithers Rural) Village of Telkwa – Woodland Park Rink	Recommendation
192	Nellie Davis, Manager of Regional Economic - Federal Gas Tax – Area “B” (Burns Lake Rural) Lakes District Airport Society – Automated Refuelling Station Project	Recommendation
193-195	John Illes, Chief Financial Officer – Climate Action Revenue Incentive Program (CARIP)	Recommendation
196	Cheryl Anderson, Manager of Administrative Services – 2021 UBCM Resolution Deadline	Receive

#### VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

##### RECEIPT OF VERBAL REPORTS

##### ADMINISTRATION CORRESPONDENCE

197-198	Union of B.C. Municipalities – Provincial Response to 2020 Resolution	Receive
199-200	Ministry of Forests, Lands, Natural Resource Operations and Rural Development - Community Resiliency Investment (CRI) Funding	Receive
201	Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Limited Response Time re: Fraser Basin Council	Receive
202-203	Ministry of Forests, Lands, Natural Resource Operations and Rural Development Nechako First Nations	Receive
204	Canadian Forest Products Ltd. - Logging Truck Driving Practices and Safety Concerns	Receive
205-208	<u>ACTION LISTS</u> - Action List - March 2021 - Action List - April 2021	Receive

#### SUPPLEMENTARY AGENDA

##### NEW BUSINESS

**IN-CAMERA MOTION**

In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Sections 90(1)(c) – labour relations or other employee relations, 90(1)(l) – discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*], 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 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. 6**  
**VIRTUAL****Thursday, April 22, 2021**

**PRESENT:** Chair Gerry Thiessen

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

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Director of Corporate Services  
Nellie Davis, Manager of Regional Economic Development  
Alex Eriksen, Director of Environmental Services  
John Illes, Chief Financial Officer  
Jason Llewellyn, Director of Planning  
Deborah Jones-Middleton, Director of Protective Services  
Wendy Wainwright, Executive Assistant

Other Chad, Cypress Land Services

**CALL TO ORDER**

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

**AGENDA &  
SUPPLEMENTARY AGENDA**Moved by Director McGuire  
Seconded by Director Storey2021-6-1"That the Board Meeting Agenda of April 22, 2021 be approved;  
and further, that the Supplementary Agenda be dealt with at this  
meeting."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY****MINUTES**Board Meeting Minutes  
March 25, 2021 &  
Special Board Meeting Minutes  
April 8, 2021Moved by Director Petersen  
Seconded by Director Atrill2021-6-2"That the Board Meeting Minutes of March 25, 2021 and Special  
Board Meeting Minutes of April 8, 2021 be adopted."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**



**MINUTES (CONT'D)**Committee Meeting Minutes

Moved by Director Parker  
Seconded by Director Lambert

2021-6-3

"That the Board receive the following Committee Meeting Minutes:

- Committee of the Whole Meeting Minutes  
-April 8, 2021
- Connectivity Committee Meeting Minutes  
-April 8, 2021
- Natural Resources Committee Meeting Minutes  
-April 8, 2021
- Regional Transit Committee Meeting Minutes  
-April 8, 2021
- Rural/Agriculture Committee Meeting Minutes  
- April 8, 2021
- Waste Management Committee Meeting minutes  
-April 8, 2021."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**ELECTORAL AREA PLANNING (All Directors)****Bylaw for 3<sup>rd</sup> Reading & Adoption**

Rezoning Application  
RZ E-02-20 3<sup>rd</sup> Reading and  
Adoption Rezoning Bylaw No.  
1942, 2021 Electoral Area "E"

Moved by Director Lambert  
Seconded by Director Funk

2021-6-4

1. "That the Board receive the Report of the Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 1942, 2021.

2. That Regional District of Bulkley-Nechako Rezoning Bylaw No. 1942, 2021 be given third reading and adoption this 22<sup>nd</sup> day of April, 2021."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**Bylaw for Adoption**

Rezoning Application  
RZ A-02-20 Adoption  
Rezoning Bylaw  
No. 1937, 2021  
- Electoral Area "A"

Moved by Director Fisher  
Seconded by Director Atrill

2021-6-5

"That Regional District of Bulkley-Nechako Rezoning Bylaw No. 1937, 2021 be adopted this 22<sup>nd</sup> day of April, 2021."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**DEVELOPMENT SERVICES (All Directors)****ALR Application**ALR Exclusion Application  
1230 - Electoral Area "F"Moved by Director Petersen  
Seconded by Director Lambert2021-6-6

1. "That the Board receive the Report of the Public Hearing for Agricultural Land Reserve Exclusion Application No. 1230.

2. That Agricultural Land Reserve Exclusion Application No. 1230 be forwarded to the Agricultural Land Commission for consideration."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**Municipal Referral**Village of Burns Lake  
Rezoning Referral Electoral  
Area "B"Moved by Director Riis-Christianson  
Seconded by Director Lambert2021-6-7

"That the Board request that the Village of Burns Lake consider limiting the industrial use area to the western half of the property and requiring a treed buffer along the eastern property boundary."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**Crown Land Referral**Crown Land Referral 7410175  
Electoral Area "F"Moved by Director Petersen  
Seconded by Director Greenaway2021-6-8

"That the Comment Sheet for Crown Land Application Referral No. 7410175 be provided to the Province."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**Miscellaneous Referral**Telecommunications Referral  
Telus BC 2368 Electoral  
Area "A"Moved by Director Fisher  
Seconded by Director Atrill2021-6-9

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Cypress Land Services commented that the location of the Smithers Airport has been taken into consideration regarding the location of the tower and all federal approvals have been obtained.

**BUILDING INSPECTION (All Directors)**First Quarter Building Permit SummaryMoved by Director Greenaway  
Seconded by Director McGuire2021-6-10

“That the Board receive the Building Inspector’s First Quarter Building Permit Summary Staff Report.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**ADMINISTRATION REPORTS**Committee Meeting Recommendations  
-April 22, 2021Moved by Director Riis-Christianson  
Seconded by Director Funk2021-6-11

“That the Board approve Recommendations 1 through 4 as written:

**Committee of the Whole Meeting – March 11, 2021****Recommendation 1:****Re: Provincial COVID-19 Funds**

“That of the \$314,000 in additional COVID Relief funds received, that \$251,200 be allocated to rural government special projects and that \$62,800 be allocated to general government special projects.”

**Connectivity Committee – April 8, 2021****Recommendation 2: Re: Wireless Connectivity Improvements in the Regional District of Bulkley-Nechako**

“That the Board write a letter to the Ministry of Citizens’ Services requesting expansion of wireless connectivity to the Southside of Francois Lake, Highway 118 and Highway 27 as connector routes to the Highway 16 (‘Highway of Tears’) route.”

**Waste Management Committee Meeting – April 8, 2021****Recommendation 3: Re: RDBN Letter of Support for Inclusion of ICI Cardboard in EPR**

“That the Board write a letter of support to the Smithers District Chamber of Commerce regarding its resolution to the BC Chamber of Commerce in regard to Industrial Commercial and Institutional (ICI) recycling; and further, that the letter be forwarded to Nathan Cullen, MLA - Stikine and John Rustad, MLA – Nechako Lakes.”

**Waste Management Committee Meeting – April 8, 2021 (Cont’d)****Recommendation 4: Re: RDBN Review and Recommendation Letter for a 10¢ Bottle Deposit Refund for all Cans**

“That the Board write a letter to the Minister of Environment and Climate Change Strategy requesting that a consistent deposit system for the return deposit for all cans is paid in its entirety; and further, that the system is implemented throughout the Province.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

Repeal Electoral Area "A"  
Emergency Response Bylaw  
No. 714, 1992

Moved by Director Fisher  
Seconded by Director McGuire

2021-6-12

"That Electoral Area "A" Emergency Response Contribution Local Service Establishment Repeal Bylaw No. 1944, 2021 be given first, second and third reading this 22nd day of April, 2021."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

COVID-19 Relief Funds

Moved by Director Newell  
Seconded by Director Lambert

2021-6-13

"That the Board approve the following Applications for Covid-19 Relief Funds:

**Electoral Area "A" (Smithers Rural)**

-Paul Lychak Community Hall – Hall Insurance - \$3,729.00  
-Glenwood Community Hall – Hall Insurance - \$3,495.00

**Electoral Area "E" (Francois/Ootsa Lake Rural)**

-Francois Lake Hall – Hall Insurance - \$1,339.00  
-Grassy Plains Community Hall Association  
– Hall Insurance - \$4,315.00

**Electoral Area "F" (Vanderhoof Rural)**

-Cluculz Lake Community Hall – Hydro Bills - \$4,291.14

**Electoral Area "G" (Houston Rural)**

-Granisle Public Library – Computer Equipment - \$2,500  
-Love by the Bowl Soup Kitchen  
– Sterilizing Equipment - \$2,500."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding staff reviewing applications and providing information regarding additional options.

Grant in Aid Request  
-Nechako Valley Historical  
Society

Moved by Director Petersen  
Seconded by Director Parker

2021-6-14

"That the Nechako Valley Historical Society be given \$30,000 in Grant in Aid monies from Electoral Area "F" (Vanderhoof Rural) for a records digitization project."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Grant in Aid Update:  
-January – March 2021

Moved by Director Greenway  
Seconded by Director Lambert

2021-6-15

"That the Board receive the Manager of Regional Economic Development's Grant in Aid Update: January – March 2021 memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**VERBAL REPORTS****Nechako Valley Secondary School – Survey**

Director Fisher mentioned that the Nechako Valley Secondary School is conducting a survey in regard to waste management.

**Coast Waste Management Association**

Director Fisher participated in a teleconference with the Coast Waste Management Association. Director Fisher commented that the Association hosts information sessions and this session was on Construction and Demolition (C&D) waste. He noted that they focused on dismantling rather than demolition. He spoke of joining the Association and will follow up with staff.

**Meeting with Rural Directors and Telecom Providers**

Director Riis-Christianson spoke of the recent meetings that took place between Rural Directors and telecom providers regarding connectivity in the region.

**RDBN Agriculture Coordinators**

Director Parker mentioned, as Rural/Agriculture Committee Chair he will be meeting with the Agriculture Coordinators in May.

He also spoke of the Agriculture Development Area (ADA) lands and the Nechako Valley Land Stewardship Committee. He was asked to participate in the Committee but has declined. If there is any interest from Directors they may contact Director Parker.

**Meetings with CityWest, Rio Tinto, Nechako First Nations**

Director Lambert mentioned he had separate meetings with CityWest, Rio Tinto and Nechako First Nations. Each meeting was good. Director Newell also noted that his meeting with CityWest went well.

**Fire Near Takysie Lake**

Director Lambert noted that a downed powerline April 21, 2021 near Takysie Lake started a fire. The Chinook Emergency Response Society responded and kept the fire to under an acre of land.

**Northern Health Spring Meeting -April 19, 2021**

Directors Petersen and Greenaway attended the Northern Health Spring Meeting on April 19, 2021. Northern Health presented its Capital and Operational Budget for 2021. Director Petersen will provide a report at a future Stuart-Nechako Regional Hospital District Meeting.

**Meeting – RDBN Hazard, Risk and Vulnerability Assessment (HRVA)**

Director Newell commented he met with Liliana Dragowska, HRVA Coordinator and Deborah Jones-Middleton, Director of Protective Services to discuss the Hazard Risk and Vulnerability Assessment (HRVA) Committee.

**Town of Smithers Budget & New CAO**

Director Atrill mentioned that the Town of Smithers is finalizing its budget and spoke of the challenges of a 10.8% tax rate increase for 2021.

Director Atrill announced that the Town of Smithers CAO Alan Harris is retiring, and Dianna Plouffe, Corporate Officer will be the new CAO.

**Bulkley Nechako Emergency & Public Alerts System**

Director Atrill mentioned that the Bulkley Nechako Emergency & Public Alerts System was used regarding a fire at the tree nursery east of Telkwa. She mentioned that the alert system worked really well. The Town of Smithers also had a chlorine incident with their water system on April 21<sup>st</sup> and the Alert System worked great with that event as well.

**VERBAL REPORTS (CONT'D)**

<u>Broadcast Burning – District of Houston</u>	Director Brienens spoke of the broadcast burning that will be taking place in the community of Houston. He mentioned that the public education from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development is important. He spoke of the potential opportunity for future applications utilizing broadcast burning in regard to wildfire mitigation.
<u>Village of Granisle Budget</u>	Director McGuire mentioned that the Village of Granisle is finalizing its budget with a 1.2% tax rate increase. Their Audit is also being completed and will be presented to council May 4, 2021.
<u>COVID-19 Vaccine Rollout</u>	<p>Director McGuire commented that the COVID-19 vaccine rollout in Granisle went well. She also noted that there is a pop up vaccine clinic in Burns Lake for residents of Burns Lake, Southside and Granisle.</p> <p>Director Storey noted that the vaccine rollout in Fraser Lake also went well.</p> <p>Chair Thiessen commented that the vaccine clinic in Vanderhoof begins April 30, 2021.</p>
<u>Village of Granisle – Bulkley Nechako Emergency &amp; Public Alert System</u>	Director McGuire reported that the Village of Granisle utilized the Bulkley Nechako Alert System for a water shutoff in the community and received good feedback from community members regarding the Alert System.
<u>Village of Fraser Lake Fire Truck</u>	Director Storey mentioned that the Village of Fraser Lake main fire truck has mechanical issues and the old truck was used for backup. A new fire truck is being ordered in 2021.
<u>District of Fort St. James Timber Supply Apportionment Video</u>	Director Motion announced that he has been working on a video regarding the Prince George Timber Supply Apportionment and the video is now complete and available on YouTube.
<u>Receipt of Verbal Reports</u>	Moved by Director Storey Seconded by Director Brienens
<u>2021-6-16</u>	<p>“That the verbal reports of the various Board of Directors be received.”</p> <p>(All/Directors/Majority) <span style="float: right;"><u>CARRIED UNANIMOUSLY</u></span></p>

**ADMINISTRATION CORRESPONDENCE**

Administration Correspondence Moved by Director Fisher  
Seconded by Director Lambert

2021-6-17

“That the Board receive the following Administration Correspondence:

- Minister of Forests, Lands, Natural Resource Operations and Rural Development – Response to RDBN Letter re: Lakes and Prince George Timber Supply Area Apportionment
- Coalition of Small Rural Community Mayors – Letter to Minister Osborne, Ministry of Municipal Affairs – Emergency Fire Equipment and Facilities Funding for Small Rural Communities
- City of Penticton – B.C. Government’s Use of Provincial Paramourncy to Undermine Local Government Bylaws.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**SUPPLEMENTARY AGENDA****ELECTORAL AREA PLANNING (All Directors)**

Public Hearing Reports Moved by Director Petersen  
Seconded by Director Storey

2021-6-18

“That the Board receive the following Public Hearing Reports  
-Rezoning Application RZ E-02-20  
-ALR Exclusion Application 1230.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**Staff Report**

UBCM Local Government Development Approvals Program Moved by Director Storey  
Seconded by Director McGuire

2021-6-19

1. “That the Board support a grant funding application for the applications portal project through the UBCM Local Government Development Approvals Program.

2. That the Board supports the project and commits to any associated ineligible costs and cost overruns.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Letter of Support for the RDFFG Development Approvals Program Application

Moved by Director Riis-Christianson  
Seconded by Director Lambert

2021-6-20

“That the Board direct staff to provide a letter of support for the Regional District of Fraser-Fort George’s application to the UBCM Local Government Development Approvals Program.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**NEW BUSIENSS**

Letter to Minister Osborne,  
Ministry of Municipal Affairs  
– Emergency Fire Equipment  
and Facilities Funding for Small  
Rural Communities

Moved by Director Storey  
Seconded by Director Lambert

2021-6-21

“That the Board direct staff to write a letter to the Honourable Josie Osborne, Minster of Municipal Affairs requesting Provincial support for Emergency Fire Equipment and Facilities Funding for Small Rural Communities.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Federation of Canadian  
Municipalities (FCM)  
Virtual Convention –  
May 31-June 4, 2021

Discussion took place regarding the registration costs for FCM's Virtual Convention and registering Chair Thiessen for the convention as well as a Rural Director to be hosted in the RDBN Boardroom.

Federation of Canadian  
Municipalities (FCM)  
Convention – May 31  
-June 4, 2021

Moved by Director Storey  
Seconded by Director Brienen

2021-6-22

“That the Chair and One (1) Rural Director be registered for the Federation of Canadian Municipalities (FCM) Virtual Convention May 31-June 4, 2021.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**IN-CAMERA MOTION**

Moved by Director Storey  
Seconded by Director McGuire

2021-6-23

“In accordance with Section 90 of the Community Charter, it is the opinion of the Board of Directors that matters pertaining to Sections 90(1)(c) – labour relations or other employee relations, 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 Greenaway

2021-6-24

“That the meeting be adjourned at 10:55 a.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Gerry Thiessen, Chair

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Wendy Wainwright, Executive Assistant



**REGIONAL DISTRICT OF BULKLEY-NECHAKO****SPECIAL BOARD MEETING NO. 7**  
**(VIRTUAL)****Thursday, May 13, 2021**

**PRESENT:** Chair Gerry Thiessen

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

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Director of Corporate Services  
Jason Berlin, Chief Building Inspector – arrived at 11:29 a.m.  
Alex Eriksen, Director of Environmental Services  
John Illes, Chief Financial Officer  
Jason Llewellyn, Director of Planning  
Sashka Macievich, Financial Controller  
Wendy Wainwright, Executive Assistant

Other Taylor Turkington, Manager, Assurance, Beswick Hildebrandt,  
Lund

**CALL TO ORDER**

Chair Thiessen called the meeting to order at 11:08 a.m.

**MOTION TO HOLD SPECIAL BOARD MEETING**Moved by Director Layton  
Seconded by Director Storey2021-7-1“In accordance with Section 220 of the *Local Government Act*, the Regional District of Bulkley-Nechako Board of Directors calls a Special Board Meeting.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY****AGENDA & SUPPLEMENTARY AGENDA**Moved by Director Storey  
Seconded by Director Layton2021-7-2

“That the Board Meeting Agenda of May 13, 2021 be approved; and further, that the Supplementary agenda be dealt with at this meeting.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**DELEGATION****BESWICK HILDEBRANDT LUND – Taylor Turkington, Manager, Assurance RE: 2020 Audit**

Chair Thiessen welcomed Taylor Turkington, Manager, Assurance, Beswick Hildebrandt Lund.

Mr. Turkington provided an overview of the following:

- Management's Responsibility of Financial Information
- Independent Auditor's Report
- Year Ending December 31, 2020
  - o Statement of Financial Position
  - o Statement of Operations
  - o Statement of Changes in Net Financial Assets
  - o Statement of Cash Flows
  - o Notes to the Financial Statements
  - o Schedule of Expenses by Object
  - o Schedule of Continuity of Reserve Funds
  - o Statement of Tangible Capital Assets.

Discussion took place regarding:

- Deferred Revenue - Grants
- Underfunded Liability for Landfill Closure Costs
- Vacation and Retirement accrual
- Grant in lieu of Taxes.

Chair Thiessen thanked Mr. Turkington for attending the meeting.

**SUPPLEMENTARY AGENDA****REPORT**

Financial Statements for the  
Year End 2020

Moved by Director Parker  
Seconded by Director McGuire

2021-7-3

"That the Financial Statements for 2020 be approved and that the Chair and Chief Financial Officer be authorized to sign the statements and management representation letter."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**REPORT**

Electoral Area Housing  
Reports Contract

Moved by Director Riis-Christianson  
Seconded by Director Parker

2021-7-4

"That the Board authorize staff to enter into a contract with M'akola Development Services for the completion of Electoral Area Housing Needs Reports for each electoral area."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following was discussed regarding the Electoral Area Housing Needs Reports for each electoral area:

- o Address *Local Government Act* requirements
- o Public consultation including the agriculture sector
- o Reviewing RDBN member municipality housing studies

**REPORT (CONT'D)**

- RDBN Zoning Bylaw text regarding 2<sup>nd</sup> dwelling in the Small Holdings (H1) Zone consultation process
  - Staff will discuss moving forward the consultation process with the Electoral Area Housing Reports contractor
  - Staff will bring forward information to the Board at a future meeting
- Efficiencies and working collaboratively with a regional perspective in the future
  - Member municipalities
  - Electoral areas
  - First Nations communities.

**ADJOURNMENT**

Moved by Director Funk  
Seconded by Director McGuire

2021-7-5

“That the meeting be adjourned at 11:53 a.m.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

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Gerry Thiessen, Chair

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Wendy Wainwright, Executive Assistant

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****COMMITTEE OF THE WHOLE MEETING**  
**(VIRTUAL)****Thursday, May 13, 2021**

**PRESENT:** Chair Gerry Thiessen

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

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Director of Corporate Services  
Jason Berlin, Chief Building Inspector – left at 12:45 p.m.  
Alex Eriksen, Director of Environmental Services – left at 12:05 p.m.  
John Illes, Chief Financial Officer  
Jason Llewellyn, Director of Planning – left at 12:45 p.m.  
Sashka Macievich, Financial Controller  
Wendy Wainwright, Executive Assistant

Other Gaëtane Carignan, Community Energy Manager, Community Energy Association – left at 12:45 p.m.

**CALL TO ORDER**

Chair Thiessen called the meeting to order at 11:53 a.m.

**AGENDA**Moved by Director Atrill  
Seconded by Director McGuire**C.W.2021-5-1**

“That the Agenda of the Committee of the Whole meeting of May 13, 2021 be approved.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY****MINUTES****Committee of the Whole**  
**Minutes – April 8, 2021**Moved by Director Lambert  
Seconded by Director McGuire**C.W.2021-5-2**

“That the Committee of the Whole meeting minutes of April 8, 2021 be adopted.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**DELEGATION****COMMUNITY ENERGY ASSOCIATION – Gaëtane Carignan, Community Energy Manager**  
**RE: BC Energy Step Code**

Chair Thiessen welcomed Gaëtane Carignan, Community Energy Manager, Community Energy Association.

Ms. Carignan provided a PowerPoint Presentation.

Community Energy Association (CEA)

- Indigenous Recognition
- Presentation Overview
- Building a Legacy Initiative
- Introduction to Step Code – Building A Legacy
- The Performance Pathway
- Preparing for Building Code Changes
- Current Utilities Incentives
- Implementation Support
- Resources and Training
- Case Study: Hideaways Development, Invermere.

Ms. Carignan spoke of Step Code Solutions for Northern BC meeting taking place May 19, 2021. The meeting is a collaboration of CEA and CHBA (Canadian Home Builder's Association) North with funding from BC Hydro.

Discussion took place regarding:

- Appreciation of CEA in recognizing that Northern BC has different considerations in regard to building in comparison to Southern BC
- Log homes
  - o BC Energy Step Code as entire envelope
  - o Alternatives to finding ways to meet the Step Code
- Challenges of airtight structures
  - o Intentional air tight structures
- Energy Advisor's in northern B.C.
  - o Lack of capacity
  - o Requirements to be a qualified Energy Advisor
  - o Some can be completed remotely
  - o Costs of hiring an Energy Advisory
    - Optimizing design and efficiencies
- Northern representation on the Community Energy Association
- Alternative options eg – biodigestor's
- Concerns of small rural northern B.C. communities
  - o Increased regulations impacts the ability for new builds and retrofits of older buildings
  - o Concerns with the lack of capacity to implement the BC Energy Step Code
  - o Lack of Energy Advisors
  - o Costs associated with becoming an Energy Advisor
  - o Costs to purchase required equipment
- Scales of economies in regard to housing
- Example in Kootenays – Energy Advisor started with 1-2 homes and also did retrofits as well as travelled to various small communities
  - o Private sector came forward
- Impacts to First Nations communities
- BC Energy Step Code implementation deadline of 2022

**DELEGATION (CONT'D)****COMMUNITY ENERGY ASSOCIATION – Gaëtane Carignan, Community Energy Manager**  
**RE: BC Energy Step Code (Cont'd)**

- A blanket policy for the Province doesn't address housing in northern BC
- North Central Local Government Association meeting with the Honourable David Eby, Attorney General and Minister Responsible for Housing in regard to concerns of small rural communities within NCLGA region
- Support from utilities companies
  - o Support from BC Hydro and Fortis
  - o PNG (Pacific Natural Gas) in discussion with CEA
- Citizen education
- Changes to the BC Building Code applies to the entire Province
  - o In areas with no Building Inspection – no enforcement.
- CEA providing messaging to the Province in regard to testing and advisors.

Chair Thiessen thanked Ms. Carignan for attending the meeting.

**REPORTS****Chinook Community  
Foundation NDIIT Matching  
Funds Application**

Moved by Director Riis-Christianson  
Seconded by Director Lambert

**C.W.2021-5-3**

“That the Committee of the Whole recommend that the Board support the Grant Application from the Chinook Community Society to Northern Development's Community Foundation Matching Grant program for \$30,000 with the communities to be identified with the grant application as Area “B” and Area “E”.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Discussion took place regarding the funding available to Rural Directors and having the Regional Business Liaison attend a future Rural/Agriculture Committee Meeting.

**Audit Planning and Update**

Moved by Director Brienens  
Seconded by Director Lambert

**C.W.2021-5-4**

“That the Committee of the Whole receive the Chief Financial Officer's memoranda:  
-Audit Planning and Update  
-Operational Reserve Update 2021.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Discussion took place regarding revenue from hazardous waste received at Clearview Landfill. Staff will provide further information.

**CORRESPONDENCE**

Correspondence

Moved by Director Petersen  
Seconded by Director Funk

C.W.2021-5-5

“That the Committee of the Whole receive the following  
Correspondence:  
- Ministry of Forests, Lands, Natural Resource Operations and  
Rural Development – Nechako First Nations and Health of the  
Nechako River  
- Union of BC Municipalities – Provincial Response to 2020  
Resolutions.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Brien  
Seconded by Director Lambert

C.W.2021-5-6

“That the meeting be adjourned at 12:53 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Gerry Thiessen, Chair

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Wendy Wainwright, Executive Assistant

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**NATURAL RESOURCES COMMITTEE MEETING**  
**(VIRTUAL)**

**Thursday, May 13, 2021**

**PRESENT:** Chair Shane Brien

Directors Gladys Atrill  
Mark Fisher  
Dolores Funk  
Tom Greenaway  
Clint Lambert  
Brad Layton  
Linda McGuire  
Bob Motion  
Chris Newell  
Mark Parker  
Jerry Petersen  
Michael Riis-Christianson  
Sarra Storey  
Gerry Thiessen

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Director of Corporate Services  
Alex Eriksen, Director of Environmental Services – arrived at 11:06 a.m.  
John Illes, Chief Financial Officer  
Sashka Macieovich, Financial Controller  
Wendy Wainwright, Executive Assistant

Others Samuel Dodd, Resource Manager, Regional Operations – Stuart  
Nechako District, Fort St. James, Ministry of Forests, Lands, Natural  
Resource Operations and Rural Development – left at 11:00 a.m.  
Beth Eagles, District Manager, Nadina Natural Resource District, Ministry  
of Forests, Lands, Natural Resource Operations and Rural Development  
– left at 11:00 a.m.  
Jevan Hanchard, District Manager, Skeena Stikine Natural Resource  
District, Ministry of Forests, Lands, Natural Resource Operations and  
Rural Development – left at 11:00 a.m.  
Neil Hughes, Forest Establishment Leader, Harvesting and Silviculture  
Practices, Ministry of Forests, Lands, Natural Resource Operations and  
Rural Development – left at 11:00 a.m.  
Jill Park, Resource Manager – Vanderhoof, Regional Operations – Stuart  
Nechako District, Ministry of Forests, Lands, Natural Resource  
Operations and Rural Development – left at 11:00 a.m.  
Garth O'Meara, Licensed Science Officer, Aboriginal Affairs, Burns Lake,  
Ministry of Forests, Lands, Natural Resource Operations and Rural  
Development – left at 11:00 a.m.  
John Huybers, District Manager, Resource Management – Prince  
George, Ministry of Forests, Lands, Natural Resource Operations and  
Rural Development – left at 11:00 a.m.  
Taylor Turkington, Beswick Hildebrandt Lund – arrived at 10:36 a.m.

**CALL TO ORDER** Chair Brien called the meeting to order at 10:07 a.m.



**AGENDA**

Moved by Director Funk  
Seconded by Director Storey

NRC.2021-2-1

“That the Natural Resources Committee Agenda for May 13, 2021 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES**

Natural Resources Committee Meeting Minutes

Moved by Director McGuire  
Seconded by Director Atrill

NRC.2021-2-2

“That the Natural Resources Committee Minutes for April 8, 2021 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**DELEGATION**

**MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT - Beth Eagles, District Manager, Nadina Natural Resource District Jevan Hanchard, District Manager, Skeena Stikine Natural Resource District, Neil Hughes, Forest Establishment Leader, Harvesting and Silviculture Practices, Samuel Dodd, Resource Manager, Regional Operations – Stuart Nechako District and John Huybers, District Manager, Resource Management – Prince George RE: Tree Planting**

Chair Brienens welcomed Beth Eagles, District Manager, Nadina Natural Resource District Jevan Hanchard, District Manager, Skeena Stikine Natural Resource District, Neil Hughes, Forest Establishment Leader, Harvesting and Silviculture Practices, Samuel Dodd, Resource Manager, Regional Operations – Stuart Nechako District and John Huybers, District Manager, Resource Management, Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

Mr. Dodd provided an update in regard to the 2021 Planting Program for the Burns Lake, Stuart Nechako, Smithers and Prince George Forest Districts.

- Stuart Nechako
  - o 32 million trees
  - o 10-15 camps
  - o 6-8 contractors
  - o May – early July
- Nadina
  - o 39 million trees
  - o 10-14 camps
  - o 10-14 contractors
  - o May to early July
- Stikine
  - o 5 million trees
  - o 5-7 camps
  - o 5-7 contractors
  - o May-June.
  - o

Mr. Hughes provided a PowerPoint Presentation.

**Spring 2021 Planting and COVID-19 Response**

- 2021 Spring Planting Forecast by Natural Resource District
- 2021 Planting Program – Prince George to Smithers

**DELEGATION (CONT'D)****MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT (CONT'D)**

- Provincial Requirements
  - o Provincial Health Order and Guidelines
- Highlights of the Order
- Attestations and Inspections.

The following was discussed:

- Silviculture camps
  - o Have long term relationships in communities
    - Concerns with COVID-19 Provincial Health Orders and Guideline impacts
      - Due to the restrictions silviculture camps and tree planters are not purchasing as many supplies in communities
    - Recognize the impacts to local businesses and economies
      - Two models for silviculture camps to utilize to purchase locally
    - In 2020 some silviculture camps ordered takeout when possible to participate in local economies
- Village of Granisle
  - o Communication with silviculture camp
  - o Accommodations at local resort
  - o Ensure safety protocols
- BCTS staff carry out inspections to monitor compliance
- Enforcement by Ministry of Health inspectors
- COVID-19 rapid testing for most companies
- Communications between FLNRORD and communities regarding silviculture activities
- In 2020 tree planters participated in a one day event to raise money for local food banks across the province
- Tree planters coming to work in communities sometimes decide to stay and live in the region
  - o Challenging to showcase communities currently
  - o Concerns that tree planters won't be leaving camps to visit communities due to COVID-19 orders and guidelines
- Benefits of tree planters to the region and communities
- Appreciation to FLNRORD working to be able to continue silviculture activity during the COVID-19 pandemic
- Tree planting over the next 10, 15 and 20 years
  - o Planting 270 million to 300 million trees
    - Depending on need
    - Wildfire areas will have regeneration
    - Wildfires, MPB (Mountain Pine Beetle) and Spruce Beetle may impact planting
  - o Provincial Government funded programs to address wildfires and MPB
  - o Federal Government recognizes the environmental benefit of tree planting
    - Pledged funding over the next 10 years
- Contacting local District Managers to advocate for piling of wildfire burnt wood
- Recovery planning
- Forests for Tomorrow and Forest Enhancement Fund.

Chair Brienen thanked Messrs. Hanchard, Hughes, Dodd and Huybers and Ms. Eagles for attending the meeting.

**NEW BUSINESS****Logging Truck Driving Safety Practices**

Director Lambert has been in discussion with West Fraser Sawmill – Fraser Lake in regard to the letter sent by the RDBN concerning logging truck driving safety practices. They are planning to meet with the truck drivers for their spring safety discussions. West Fraser indicated it takes the concerns very seriously. They have indicated support for the Regional District’s request to the Ministry of Transportation and Infrastructure regarding Highway 16 safety concerns and request for more passing lanes.

Director Atrill noted that she had discussions with West Fraser in Smithers as well. Director Thiessen has contacted the RCMP – Traffic Division. Chair Brienens will follow-up with Directors Lambert and Thiessen.

**ADJOURNMENT**

Moved by Director McGuire  
Seconded by Director Lambert

**NRC.2021-2-3**

“That the meeting be adjourned at 11:07 a.m.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

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Shane Brienens, Chair

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Wendy Wainwright, Executive Assistant

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**RURAL/AGRICULTURE COMMITTEE MEETING**  
**(VIRTUAL)**

**Thursday, May 13, 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, Director of Corporate Services  
Megan D'arcy, Agriculture Coordinator (West)  
Nellie Davis, Manager of Regional Economic Development  
Liliana Dragowska, HRVA Coordinator  
John Illes, Chief Financial Officer  
Deborah Jones-Middleton, Director of Protective Services  
Jason Llewellyn, Director of Planning  
Michelle Roberge, Agriculture Coordinator (East)  
Wendy Wainwright, Executive Assistant  
Shawna Williams, Economic Development/Agriculture Student – left at 9:19 a.m.

Others Gladys Atrill, Town of Smithers – arrived at 8:50 a.m.  
Shane Brienen, District of Houston – arrived at 9:23 a.m.  
Janine de la Salle, Urban Food Strategies  
Dolores Funk, Village of Burns Lake – arrived at 9:58 a.m.  
Linda McGuire, Village of Granisle  
Bob Motion, District of Fort St. James  
Darren Stott, Greenchain Consulting

**CALL TO ORDER**

Chair Parker called the meeting to order at 8:45 a.m.

**AGENDA**

Moved by Director Petersen  
Seconded by Director Newell

**RDC.2021-5-1**

“That the Rural/Agriculture Committee Agenda for May 13, 2021 be approved.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**MINUTES**

**Rural/Agriculture Committee**  
**Meeting Minutes**  
**-April 8, 2021**

Moved by Director Riis-Christianson  
Seconded by Director Petersen

**RDC.2021-5-2**

“That the minutes of the Rural/Agriculture Committee meeting of April 8, 2021 be adopted.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**DELEGATION****FOOD HUB FEASIBILITY STUDY – Janine de la Salle, Urban Food Strategies and Darren Stott, Greenchain Consulting**

Chair Parker welcomed Janine de la Salle, Urban Food Strategies and Darren Stott, Greenchain Consulting.

Ms. de la Salle and Mr. Stott provided a PowerPoint presentation.

**Food Economy Assessment and Food Hub Feasibility Study**

- Project Objectives
- Possible model for food economy and food hub network
- Possible model for an RDBN Food Hub Network
- Proposed operational elements
- Revenue streams for the Food Hub Network
- Food Hub recommendations
- 5-Year Financial Plan for Food Hub Network
- Proposed Go-Forward Plan
- Potential limiting factors
- Success factors
- Key findings & recommendations.

Staff will provide the Food Hub Feasibility Study final report for Directors to review. Feedback can be provided to the Manager of Regional Economic Development. The Report and feedback will be brought forward at a future Committee of the Whole for discussion.

The following was discussed:

- Examples of Food Hub Networks working elsewhere
- Fort St. James/Granisle feed into the main corridor
- Marketable products – finding niche markets
- Anchor tenants helps with the success of a Food Hub
- Haskap berry market.

Chair Parker thanked Ms. de la Salle, and Mr. Stott for attending the meeting.

**RURAL REPORTS****Agriculture Newsletter**

Moved by Director Fisher  
Seconded by Director Lambert

**RDC.2021-5-3**

“That the Rural/Agriculture Committee recommend that the Board approve a subscription-based Agriculture Newsletter.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**Hazard, Risk and Vulnerability Analysis May 2021 Project Status Update**

Moved by Director Lambert  
Seconded by Director Newell

**RDC.2021-5-4**

“That the Rural/Agriculture Committee receive the HRVA Coordinator’s Hazard, Risk and Vulnerability Analysis May 2021 Project Status Update memorandum.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**RURAL REPORTS (CONT'D)**

UBCM Federal Gas Tax Fund: 2021 Update Moved by Director Petersen  
Seconded by Director Greenaway

RDC.2021-5-5 "That the Rural/Agriculture Committee receive the Manager of Regional Economic Development's UBCM Federal Gas Tax Fund: 2021 Update memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Meeting Day and Half Day Rates**

The following was discussed:

- Rio Tinto Water Engagement Initiative meetings
- Nechako First Nations meetings
- Time commitment/flexibility attending meetings due to ability to utilize virtual platforms and not having to travel
- Some Directors are seeing an increase in the number of meetings to attend
- Review meeting time requirements
- Important to participate in the meetings as a representative of a community
- Meeting requirements
  - o Some meetings require a significant amount of research and preparation time prior to attending meetings
- Discretionary budget
  - o Operational reserves
  - o Board decision to carry funds forward year to year
- First Nations/RDBN relationship building meetings
  - o Budget allocation
  - o Global fund
- Staff will bring forward further information.

**Dental and Medical Benefits for Directors**

Discussion took place regarding:

- Rural Directors interest in dental and medical benefits
- Non-taxable benefit
- Potential to negotiate rates if everyone is interested
- Single rate and family rate
- UBCM extended medical and dental benefit provision to elected officials
- Flexibility regarding participation
- Remuneration/Benefits draw a cross section of people in running as an elected official
- UBCM Remuneration Report
- Potentially review closer to end of current term of office
- Staff to bring forward further information.

**RURAL REPORTS (CONT'D)****Provincial COVID-19 Relief Funds**

John Illes, Chief Financial Officer provided an overview of the Provincial COVID-19 Relief Funds memorandum.

The following was discussed:

- Allocating funding to Grant in Aid
- Upcoming projects in some electoral areas
- Grant in Aid totals and Covid-19 relief fund totals
  - o Staff will review allocation of funding to grant in aid and COVID-19 relief funds and will provide an update to Electoral Area Directors
- Community and Farmers' Markets are potential organizations that may require assistance
- Additional outreach and advertising
- Staff have reached out to organizations provided by Directors and those that have contacted the RDBN from the advertising
- Staff will continue to reach out to organizations
- Staff will provide an update to the Committee regarding the process to date.

**AGRICULTURE REPORTS****Agriculture Reports**

Moved by Director Lambert  
Seconded by Director Riis-Christianson

**RDC.2021-5-6**

"That the Rural/Agriculture Committee receive the Manager of Regional Economic Development's memoranda:  
-Agriculture Development Area Lands Information memorandum  
-Residential Flexibility in the Agricultural Land Reserve memorandum."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**CORRESPONDENCE****Peace River Regional District  
-Lack of Funding – Invasive  
Plant Management**

Moved by Director Petersen  
Seconded by Director Lambert

**RDC.2021-5-7**

"That the Rural/Agriculture Committee receive the correspondence from the Peace River Regional District – Lack of Funding – Invasive Plant Management."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Moved by Director Lambert  
Seconded by Director Newell

**RDC.2021-5-8**

"That the meeting be adjourned at 10:06 a.m."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

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Mark Parker, Chair

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Wendy Wainwright, Executive Assistant

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**WASTE MANAGEMENT COMMITTEE MEETING**  
**(VIRTUAL)**

**Thursday, May 13, 2021**

**PRESENT:** Chair Mark Fisher

Directors Gladys Atrill  
Shane Brien  
Chris Newell  
Jerry Petersen  
Michael Riis-Christianson  
Gerry Thiessen

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Director of Corporate Services  
Alex Eriksen, Director of Environmental Services  
John Illes, Chief Financial Officer  
Wendy Wainwright, Executive Assistant

Others Dolores Funk, Village of Burns Lake  
Clint Lambert, Electoral Area "E" (Francois/Ootsa Lake Rural)  
Brad Layton, Village of Telkwa  
Linda McGuire, Village of Granisle  
Bob Motion, District of Fort St. James  
Mark Parker, Electoral Area "D" (Fraser Lake Rural)

**CALL TO ORDER**

Chair Fisher called the meeting to order at 12:59 p.m.

**AGENDA**

Moved by Director Brien  
Seconded by Director Atrill

WMC.2021-3-1

"That the Waste Management Committee Agenda for May 13, 2021 be approved."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**MINUTES**

Waste Management  
Committee Meeting Minutes  
-April 8, 2020

Moved by Director Petersen  
Seconded by Director Brien

WMC.2021-3-2

"That the Minutes of the Waste Management Committee for April 8, 2021 be received."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ADVOCACY AND COMMUNITY ENGAGEMENT**

None



## **SOLID WASTE ADVISORY COMMITTEE UPDATE**

### **Discussion Item**

- Recruitment
  - Alex Eriksen, Director of Environmental Services provided an overview of the recruitment process that will take place
    - Staff will provide the names of the Solid Waste Advisory Committee past members to the Committee
    - Feedback from Directors in regard to potential members is welcome.

### **POLICY REVIEW**

None

### **DIVERSION & RECYCLING**

#### Re-use Shed Opening

Moved by Director Riis-Christianson  
Seconded by Director Atrill

#### WMC.2021-3-3

“That the Committee receive the Director of Environmental Services’ Re-use Shed Opening memorandum.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

#### Agricultural Plastic Recycling -Transfer Station Collection Bays

Moved by Director Riis-Christianson  
Seconded by Director Petersen

#### WMC.2021-3-4

“That the Committee receive the Director of Environmental Services’ Agricultural Plastic Recycling – Transfer Station Collection Bays memorandum.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

### **Discussion Items**

- Wood sorting bays
  - Will be implemented at all RDBN Transfer Stations by the end of summer 2021
  - Smithers-Telkwa Transfer Station now operational
    - Significant amount of material being received
    - Develop a barnwood bay
  - Clean wood
    - Canadian Wood Waste Association providing assistance in regard to markets
  - Brush Waste
    - Markets available to reduce landfilling or burning
  - Potentially lead to additional initiatives and opportunities
  - Respecting the rules of salvage
    - Will increase amount of salvage opportunities
- Metal Piles
  - Develop a plan for access for metal salvage
    - Review policy and review potential opportunities
- Other diversion – asphalt shingles, wax boxes
  - Staffing impacts have delayed asphalt shingle initiatives
  - Currently no markets for wax boxes
    - Staff will continue to investigate
    - Loop has shown interest
    - Chair Fisher and CAO Helgesen to have further discussions.

**OPERATIONS UPDATE**

Department Activity Update

Moved by Director Atrill  
Seconded by Director Riis-Christianson

WMC.2021-3-5

“That the Committee receive the Director of Environmental Services’ Department Activity Update memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**MISCELLANEOUS**

None

**NEXT MEETING – SUGGESTED TOPICS**

Contact Chair Fisher with suggested topics.

**NEW BUSINESS**

Ministry of Agriculture

CAO Helgesen mentioned that the Ministry of Agriculture has contacted the RDBN to follow-up regarding shavings and cardboard for agricultural uses.

**IN-CAMERA MOTION**

Moved by Director Brien  
Seconded by Director Riis-Christianson

WMC.2021-3-6

“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)(K) – negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Committee, could reasonably be expected to harm the interests of the Regional District if they were held in public (Recycling) must be closed to the public and therefore exercise their option of excluding the public for this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Brien  
Seconded by Director Petersen

WMC.2021-3-7

“That the meeting be adjourned at 12:52 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

---

Mark Fisher, Chair

---

Wendy Wainwright, Executive Assistant



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

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**TO:** Chair Thiessen and Board of Directors  
**FROM:** Maria Sandberg, Planning and Parks Coordinator  
**DATE:** May 27, 2021  
**SUBJECT:** Rezoning Application RZ A-04-21  
1<sup>st</sup> & 2<sup>nd</sup> Reading for Rezoning Bylaw No. 1949, 2021

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**RECOMMENDATION**

1. That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1949, 2021” be given first and second reading.
2. That the Public Hearing for “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1949, 2021” be waived.

**VOTING**

All / Directors / Majority

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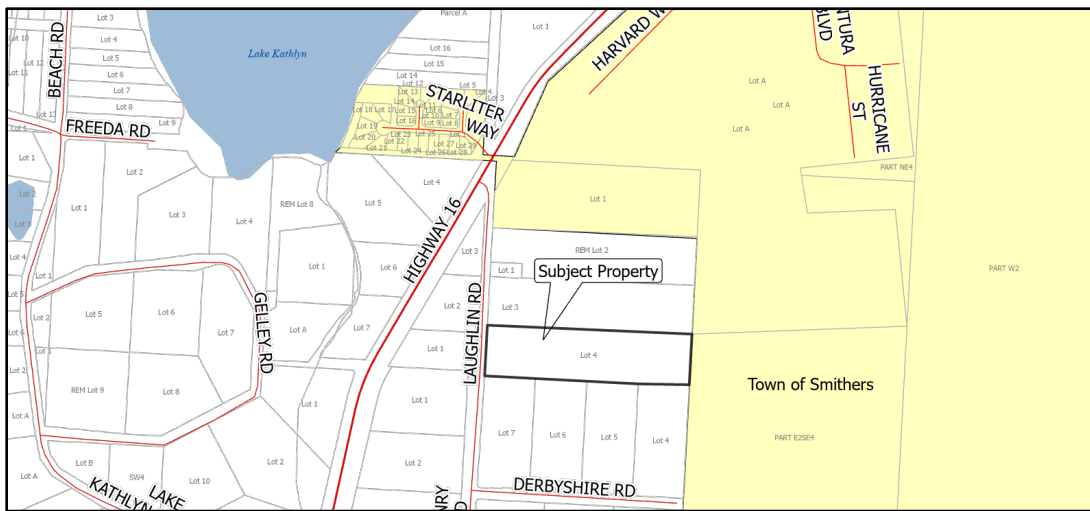
**EXECUTIVE SUMMARY**

The proposed rezoning of the subject property from the Small Holdings (H1) Zone to the Small Holdings – Additional Dwelling (H1A) Zone will rectify a Regional District mapping error that occurred when the land was rezoned from H1 to H1A by a previous property owner in 2000.

The 2000 rezoning from H1 to H1A was not correctly mapped in the RDBN’s GIS system resulting in the H1A Zone being replaced by the H1 Zone when the new zoning bylaw was adopted in 2020. This application, initiated by staff, will correct this error.

## APPLICATION SUMMARY

<b>Name of Owner:</b>	Flint & Kerry Knibbs
<b>Electoral Area:</b>	A
<b>Subject Property:</b>	Lot 4 Section 11 Township 1A Range 5 Coast District Plan 4130
<b>Property Size:</b>	±3.66 ha (9.04 acres)
<b>OCP Designation:</b>	Rural Residential in the “Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014”
<b>Zoning:</b>	Small Holdings (H1) in “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020”
<b>ALR Status:</b>	Not in the ALR
<b>Existing Land Use:</b>	Residential
<b>Location:</b>	The subject property is located at 4944 and 5000 Laughlin Road, adjacent to the Town of Smithers.



## Proposed Rezoning

The Regional District is proposing to rezone the property from Small Holdings (H1) to Small Holdings – Additional Dwelling (H1A), with the property owner’s consent.

## DISCUSSION

The subject property was rezoned from the Small Holdings (H1) zone to the Small Holdings – Additional Dwelling (H1A) zone in 2000 by a previous property owner. The zoning bylaw mapping was not changed to reflect the new zoning due to an administrative error. When the new zoning bylaw was adopted in April 2020, the property was rezoned back to the H1 zone.

The error was discovered when the current property owner contacted the Planning Department to start preparing for the construction of a second dwelling.

To avoid holding up the property owners unnecessarily and because the property has already gone through the rezoning process in 2000, Planning Department staff are proposing to fast-track the application by omitting the referral process and waiving the public hearing. The adoption report for the original rezoning (Bylaw 1165) is attached to this staff report.

### **Waiving of Public Hearing**

The *Local Government Act* allows for the waiving of public hearings in relation to zoning bylaw amendments that are consistent with the Official Community Plan. If the Board waives the requirement for a Public Hearing, notice of the waiver of the Public Hearing must still be provided to the public in the same way as a notice of a Public Hearing.

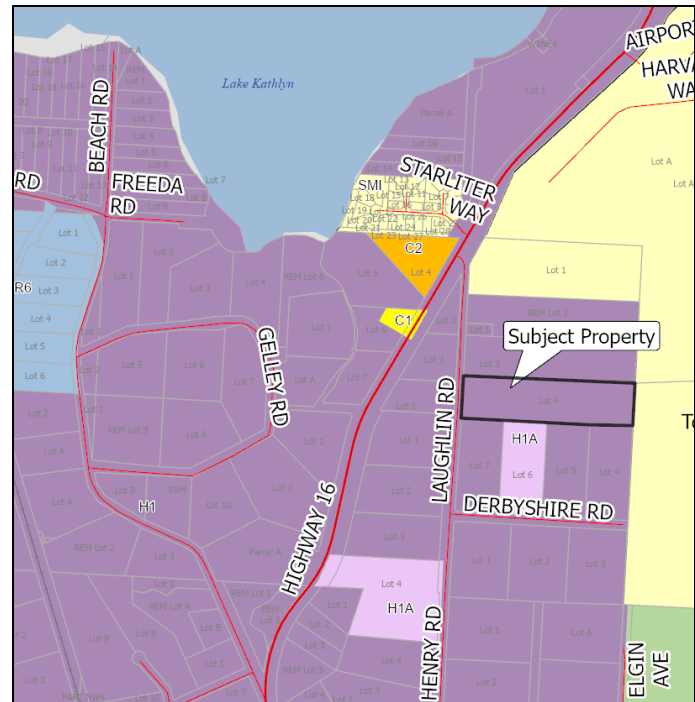
In staff's opinion the proposed zoning bylaw amendment is consistent with the OCP. The subject property is designated Rural Residential (RR) in the Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014 which is intended to provide opportunities for people to live in a rural setting while 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 m<sup>2</sup> (1,290 ft<sup>2</sup>). 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.



## ATTACHMENTS

Regional District of Bulkley-Nechako Rezoning Bylaw No. 1949, 2021

Staff report for Adoption of Bylaw 1165, 2000



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**BYLAW NO. 1949, 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 4 Section 11 Township 1A Range 5 Coast District Plan 4130' 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. 1949, 2021".

READ A FIRST TIME this \_\_\_ day of \_\_\_\_\_, 2021

READ A SECOND TIME this \_\_\_ day of \_\_\_\_\_, 2021

PUBLIC HEARING HELD this \_\_\_ day of \_\_\_\_\_, 2021

READ A THIRD TIME this \_\_\_ day of \_\_\_\_\_, 2021

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1949, 2021"

DATED AT BURNS LAKE this \_\_\_ day of \_\_\_\_\_, 2021

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

Approved pursuant to section 52(3)(a) of the *Transportation Act*  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
  
\_\_\_\_\_  
for Minister of Transportation & Infrastructure

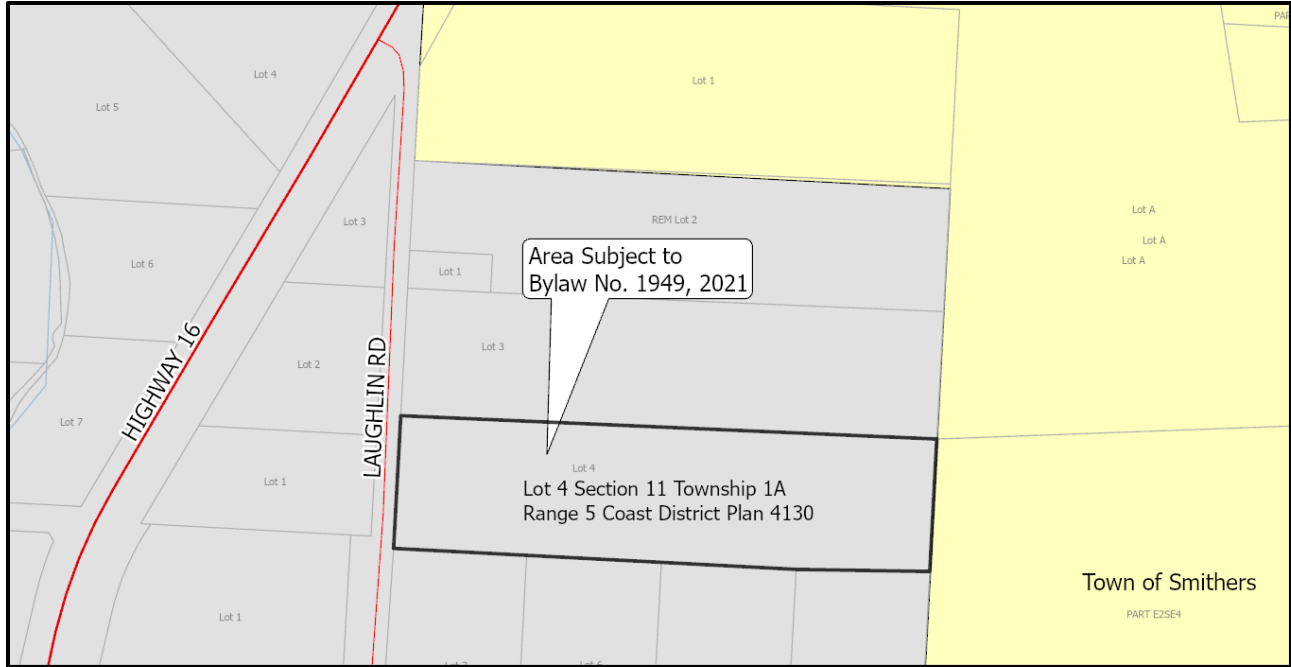
ADOPTED this \_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Chairperson

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

SCHEDULE "A" BYLAW NO. 1949, 2021

Lot 4 Section 11 Township 1A Range 5 Coast District Plan 4130, comprising of ±3.66 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. 1949, 2021

---

Corporate Administrator






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**Bylaw No. 1165 - To Rezone Land**

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<b>Name of Applicant:</b>	Wanda Watts
<b>Electoral Area:</b>	A
<b>Subject Property:</b>	Lot 4, Plan 4130, Section 11, Township 1A, Range 5, Coast District. The subject property is $\pm 3.65$ ha ( $\pm 9.04$ acres).
<b>Purchase Date:</b>	1987
<b>Location:</b>	The subject property is located northwest of Smithers and is accessed by Laughlin Road.
<b>Proposal:</b>	<p>To rezone the property from <b>Small Holdings (H1) to Small Holdings Additional Dwelling (H1A)</b>.</p> <p>There are currently two dwellings on the property, the main house and an older mobile home. The applicant would like to remove the mobile home and replace it with a small (under 1000 square feet) two bedroom cottage.</p>
<b>O.C.P Designation:</b>	Rural Residential (Ru-R) in the Smithers/Telkwa Rural Official Community Plan.
<b>Zoning:</b>	Small Holdings (H1)
<b>Existing Land Use:</b>	The subject property is currently utilized for residential purposes.
<b><u>Comments</u></b>	
<b>Advisory Planning Commission:</b>	The APC met to discuss this application on August 15, 2000. Two members were in favour of the proposal and two were opposed.
<b>Government Agencies:</b>	<p>The <b>Ministry of Transportation and Highways</b> recommends approval subject to access permits for each dwelling being in place (the trailer currently has no permit).</p> <p>The <b>Northwest Health Unit</b> recommended approval subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1. That the sewage system meet current requirements and setbacks.</li> </ol>

2. That the water system meet the requirements of the BC Safe Drinking Water Regulations.

**Planning Department:**

This bylaw is currently being presented for adoption consideration.

Prior to the adoption of Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 the subject property was zoned Rural II. The Rural II zone permitted a maximum of two dwelling units on each parcel over 5 acres. Upon the adoption of Zoning Bylaw No. 700, 1993 the second dwelling became a legal non-conforming use.

A public hearing to discuss this bylaw was held on August 15<sup>th</sup>, 2000. As the attached minutes indicate there were no concerns expressed.

We note that the provincial agencies have not expressed any objections to the proposal. The Planning Department feels that the comments of the North West Health Unit are particularly important with regard to applications to rezone from H1 to H1A. From our perspective the major concerns related to the approval of a small second dwelling on a parcel are:

1. Can the parcel support the additional sewage generated by a second dwelling; and
2. Will the addition of a second dwelling have a detrimental impact upon the residential character of the neighbourhood, according to neighbouring property-owners?

In this case, the North West Health Unit has not expressed any objections to the proposal. Considering that the applicant is simply proposing to replace an existing mobile home with a small frame built residence, there should not be any significant change in the quantity of sewage generated on the site. There were no concerns raised at the public hearing relating to the impact of an additional dwelling upon the character of the neighbourhood.

Since receiving third reading August 17<sup>th</sup> the bylaw has been approved by the Ministry of Transportation and Highways under Section 57 (2) of the Highway Act.

Considering that the various government agencies have not expressed any objections and there were no concerns raised at the public hearing, the Planning Department recommends that the bylaw be given final reconsideration and adoption.

**Recommendation:**

That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1165, 2000" be recommended to the Regional District Board for adoption.

Electoral Area Planning - Participants/Directors/Majority



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 1165**

A Bylaw to amend "Regional District of  
Bulkley-Nechako Zoning Bylaw No. 700, 1993"

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

That the "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" be amended as follows:

That a ±3.65 ha parcel of land described as Lot 4, Plan 4130, Section 11, Township 1A, Range 5, Coast District located northwest of the Town of Smithers on Laughlin Road and shown on Schedule "A" which is incorporated in and forms part of this bylaw, be rezoned from "Small Holdings (H1)" to "Small Holdings (Additional Dwelling) (H1A)".

This bylaw may be cited as the "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1165, 2000".

READ A FIRST TIME this 20<sup>th</sup> day of April, 2000

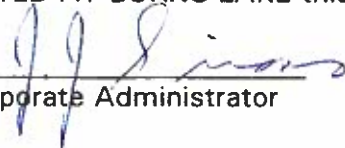
READ A SECOND TIME this 20<sup>th</sup> day of July, 2000

PUBLIC HEARING held this 15<sup>th</sup> day of August, 2000

READ A THIRD TIME this 17<sup>th</sup> day of August, 2000

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1165, 2000".

DATED AT BURNS LAKE this 22<sup>nd</sup> day of August, 2000

  
Corporate Administrator

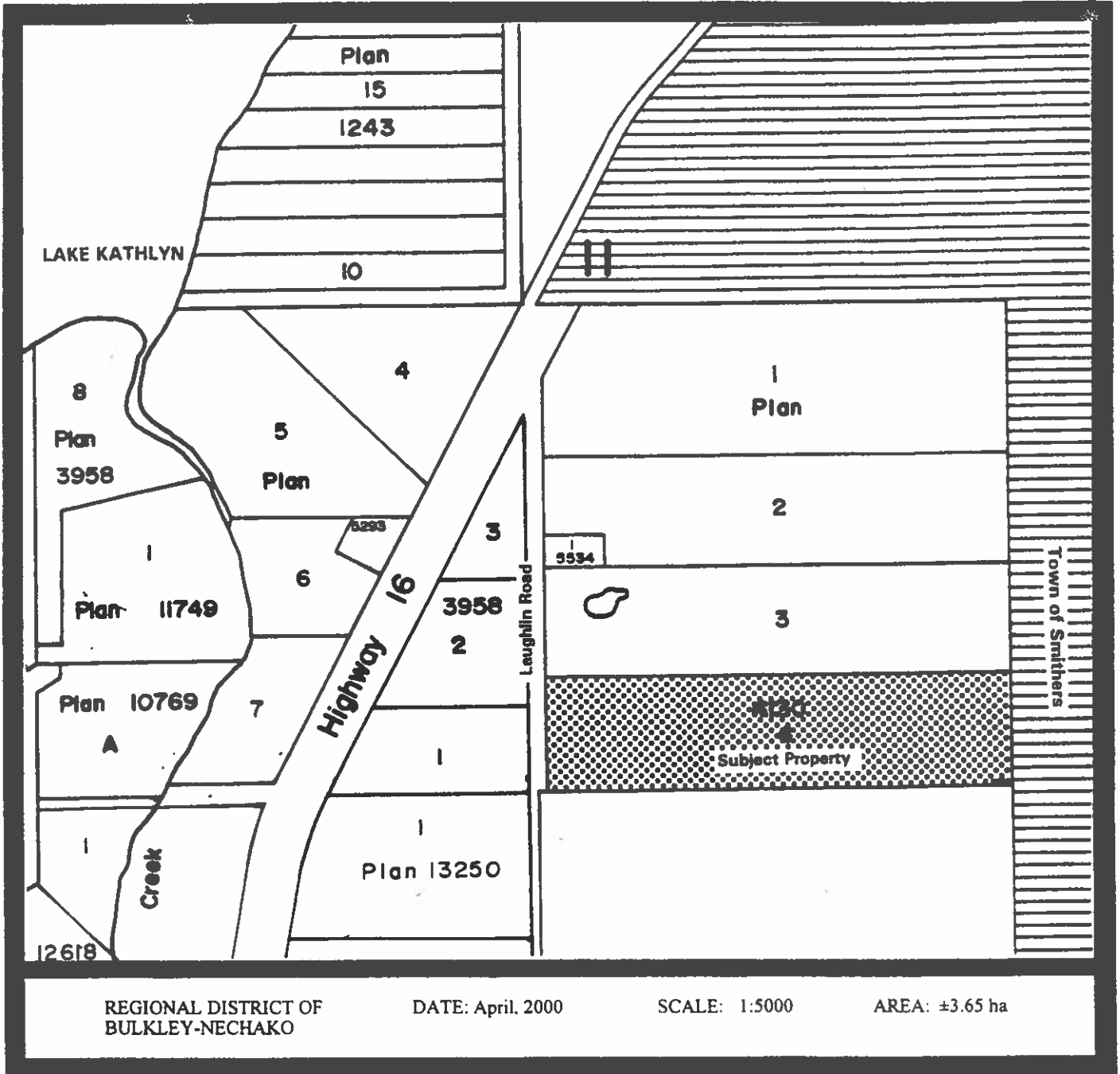
APPROVED UNDER SECTION 57(2) OF THE HIGHWAY ACT this 28<sup>th</sup>  
day of August, 2000

  
Ministry of Transportation and Highways

RECONSIDERED, FINALLY PASSED AND ADOPTED this      day of

\_\_\_\_\_  
Chairperson

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



**SCHEDULE A BYLAW NO. 1165**

That Lot 4, Plan 4130, Section 11, Township 1A, Range 5, Coast District, comprising ±3.65 ha.

Being rezoned from Small Holdings (H1) to Small Holdings (Additional Dwellings) (H1A)

I hereby certify that this is Schedule A of Bylaw No. 1165, 2000.

*[Signature]*  
 \_\_\_\_\_  
 Corporate Administrator

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
PUBLIC HEARING MINUTES  
August 15, 2000**

Minutes of the Public Hearing held at 6:30 p.m. on August 15, 2000 in the Town of Smithers Council Chambers, 3836 - 4<sup>th</sup> Avenue, Smithers, B.C. to discuss proposed Bylaw No. 1165.

Present: Harold Kerr, Chairperson  
Mark Andison, Director of Planning  
Wanda Watts

CALL TO ORDER

The meeting was called to order at 6:31 P.M.

BUSINESS


Chairperson Kerr introduced the Public Hearing and described the proposal.

Chairperson Kerr called for comments three times.

There were no comments.

ADJOURNMENT

Chairperson Kerr adjourned at 6:35 P.M.

  
\_\_\_\_\_  
Harold Kerr, Chairperson

  
\_\_\_\_\_  
Mark Andison, Recording Secretary



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

**TO:** Chair Thiessen and Board of Directors  
**FROM:** Deneve Vanderwolf, Planner  
**DATE:** May 27, 2021  
**SUBJECT:** OCP Amendment and Rezoning Application RZ B-01-21  
 1<sup>st</sup> and 2<sup>nd</sup> Reading for OCP Bylaw 1945, 2021 and Rezoning Bylaw 1946, 2021

**RECOMMENDATION**

1. That the Board consider and approve the consultation identified in the attached consultation checklist.
2. That “Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Amendment Bylaw No. 1945, 2021” be given first and second reading and subsequently be taken to Public Hearing.
3. That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1946, 2021” be given first and second reading and subsequently be taken to Public Hearing.
4. That the Public Hearing for “Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Amendment Bylaw No. 1945, 2021” and “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1946, 2021” be delegated to the Director or Alternate Director for Electoral Area B.

**VOTING**

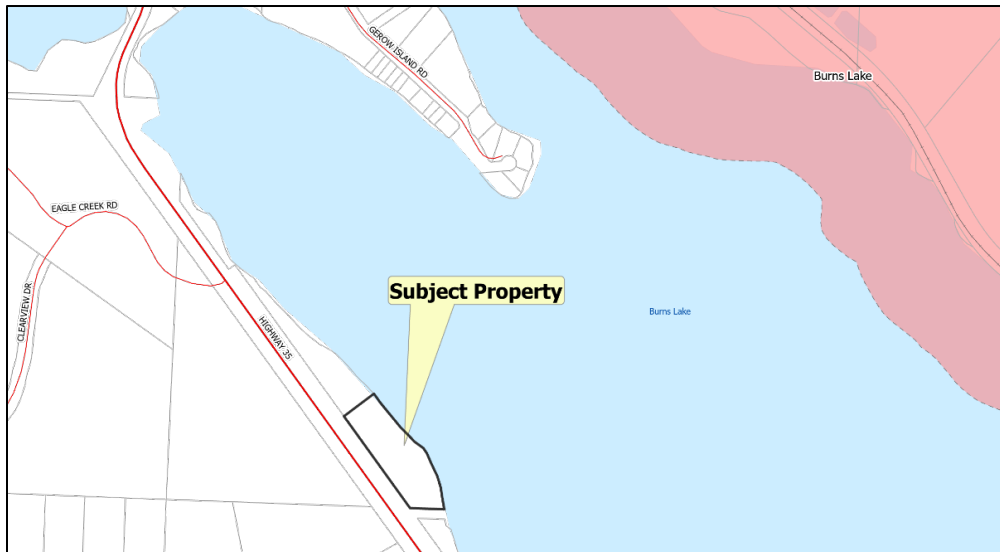
All / Directors / Majority

**EXECUTIVE SUMMARY**

The proposed OCP amendment and rezoning of the property to the Waterfront Residential II (R4) Zone will allow the subject property to be considered for subdivision into a maximum of 2 parcels by the Ministry of Transportation and Infrastructure. The proposed subdivision fits the character of the area and staff recommend that OCP Amendment Bylaw No. 1945 and Rezoning Bylaw No. 1946 be given 1<sup>st</sup> and 2<sup>nd</sup> Readings.

**APPLICATION SUMMARY**

<b>Name of Agent/Owner:</b>	Nick Hawes
<b>Electoral Area:</b>	B
<b>Subject Property:</b>	1810 Highway 35, Lot A District Lot 1890 Range 5 Coast District Plan 8730
<b>Property Size:</b>	2.5 ha (5 Acres)
<b>OCP Designation:</b>	Resource Designation (RE) in the Burns Lake Rural and Francois Lake Official Community Plan Bylaw No. 1785, 2017 (OCP)
<b>Zoning:</b>	Large Holdings (H2) in the Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 (Zoning Bylaw)
<b>ALR Status:</b>	Not in the ALR
<b>Existing Land Use:</b>	Residential and Lakes District Air Service
<b>Location:</b>	On Highway 35 approximately 1 km from the Village of Burns Lake

**Proposed OCP Amendment and Rezoning**

The applicant wants to subdivide the subject property into 2 parcels to separate the Lakes District Air business from the residential use on the property. The minimum parcel size supported on lands designated Resource, and allowed in the Large Holdings (H2) Zone is 8 ha. Therefore, the applicant proposes to amend the OCP to redesignate the property from Resource (Re) to Lakeshore (L), amend policy to support the proposed infill subdivision, and rezone the parcel from H2 to Waterfront Residential II (R4) to accommodate the proposed subdivision.



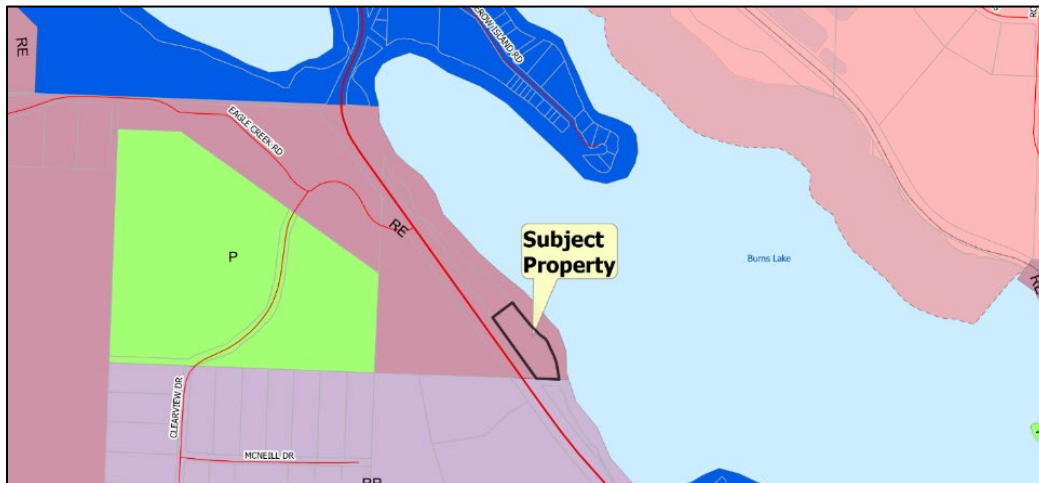
## OCP AND ZONING

The application is proposing to amend the OCP to designate the property as Lakeshore, and amend OCP policy to support the infill subdivision. It is proposed that Section 3.5.2(10) of the OCP be amended by adding the following:

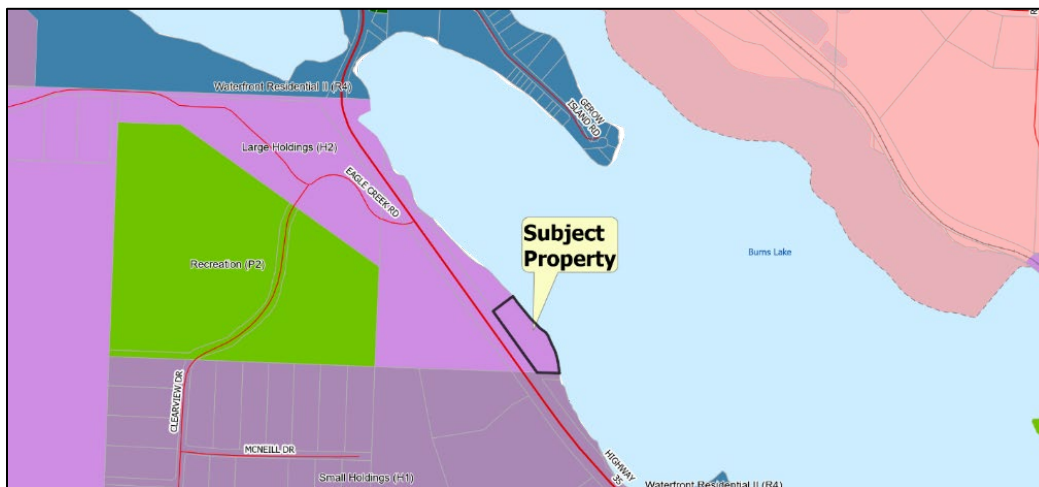
*“Applications to permit parcels smaller than 2 hectares (4.94 acres) to a minimum parcel size of 0.8 hectares (2 acres) may be considered where the reduced parcel size will result in an infill subdivision where only one additional parcel is created.”*

This will allow the rezoning of the parcel to the R4 Zone.

OCP Map



Zoning Map



## **CONSULTATION FOR OCP AMENDMENTS**

The Local Government Act requires that local governments consider consultation with persons, organizations and authorities it considers will be affected by an OCP amendment. Specifically, the local government must:

- (a) consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing, and
- (b) specifically the RDBN Board should consider if consultation is required with:
  - the board of any regional district that is adjacent to the area covered by the plan,
  - the council of any municipality that is adjacent to the area covered by the plan,
  - First Nations,
  - school district boards, greater boards and improvement district boards, and
  - the Provincial and federal governments and their agencies.

Also, the Local Government Act requires that local governments consult with the local School District regarding any amendment to an OCP. Staff recommend that the Board consider and approve the consultation options outlined in the consultation checklist attached as Appendix A.

A further Local Government Act requirement is that all OCP amendments be considered in conjunction with the financial plan, and any waste management plan that is applicable or Regional District. The proposed OCP amendment bylaw is consistent with the most recent capital expenditure program and waste management plan.

The Ministry of Transportation and Infrastructure indicated that they have no comment at this time.

The Northern Health Authority have not responded at the time of the writing of this report.

Electoral Area B Advisory Planning Commission have not reviewed the proposed development.

## **PLANNING DEPARTMENT COMMENT**

The Planning Department recommends that OCP Amendment Bylaw No. 1945 and Rezoning Bylaw No. 1946 be given 1st and 2nd Readings and proceed to a public hearing. Rezoning the property from H2 to R4 will not result in increased potential for waterfront development as the existing H2 zone allows two single family dwellings, and the proposed R4 zone allows 2 parcels with one single family dwelling per parcel. Also, the uses in the R4 Zone are more suited to smaller waterfront parcels.

It is noted that the float plane base use is under Federal jurisdiction and is not subject to zoning regulations.

Section 3.5.2(11) of the OCP states:

*Applications to permit new waterfront parcels shall not be supported if a lot is serviced by a septic field that is within 100 metres from any lake, unless that septic field is designed by an appropriately qualified engineer or geoscientist to confirm that the proposed septic field will have no detrimental impacts on the adjacent water body. In no case should the setback be less than 30 metres.*

Should the proposed bylaws be supported at 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings staff will recommend that adoption be withheld until a covenant is registered on title ensuring that this requirement is met at the time of subdivision.

## **ATTACHMENTS**

Consultation Checklist

Bylaw 1945, 2021 OCP Amendment

Bylaw 1946, 2021 Rezoning

**Appendix A**  
 Official Community Plan (OCP) Amendment  
 Consultation Checklist

Associated OCP amendment application number: RZ B-01-21

Associated OCP Amendment Bylaw number: 1945, 2021

**Special Conditions**

- Agricultural Land Reserve
- Zoning Bylaw Floodplain Overlay
- Environmentally sensitive area
- Potential contaminated site
- Within 800 metres of a Provincial Highway
- Crown land
- Other (specify) \_\_\_\_\_

**Consideration of affected persons, organizations, and authorities**

Prior to the Public Hearing for the OCP bylaw amendment, consideration has been given to consultation with the following:

Local Governments

- Cariboo Regional District
- Regional District of Fraser Fort George
- Regional District of Kitimat-Stikine
- Regional District of Peace Rive
- Village of Vanderhoof
- District of Fort St James
- Village of Fraser Lake
- Village of Burns Lake
- District of Houston
- Village of Telkwa
- Village of Granisle
- Town of Smithers
- Electoral Area B Advisory Planning Commission

Government Agencies

- Ministry of Transportation and Infrastructure
- Ministry of Agriculture
- Ministry of Environment
- Ministry of Community, Sport and Cultural Development
- Ministry of Forests, Mines and Lands
- Northern Health
- Department of Fisheries and Oceans
- Agricultural Land Commission

## First Nations

- |   |   |
|---|---|
| <input type="checkbox"/> Binche Whut'en               | <input type="checkbox"/> Nee Tahi Buhn Band         |
| <input type="checkbox"/> Burns Lake Band              | <input type="checkbox"/> Nuxalk Nation              |
| <input type="checkbox"/> Cheslatta Carrier Nation     | <input type="checkbox"/> Office of the Wet'suwet'en |
| <input type="checkbox"/> Doig River First Nation      | <input type="checkbox"/> Saik'uz First Nation       |
| <input type="checkbox"/> Halfway River First Nation   | <input type="checkbox"/> Skin Tyee Nation           |
| <input type="checkbox"/> Heiltsuk Nation              | <input type="checkbox"/> Stelat'en First Nation     |
| <input type="checkbox"/> Kitselas First Nation        | <input type="checkbox"/> Takla Lake First Nation    |
| <input type="checkbox"/> Lake Babine Nation           | <input type="checkbox"/> Tl'azt'en First Nation     |
| <input type="checkbox"/> Lheidli T'enneh First Nation | <input type="checkbox"/> Tsay Keh Dene Nation       |
| <input type="checkbox"/> Lhoosk'uz Dene Nation        | <input type="checkbox"/> Ulkatcho First Nation      |
| <input type="checkbox"/> Mcleod Lake Indian Band      | <input type="checkbox"/> West Moberly First Nation  |
| <input type="checkbox"/> Nadleh Whut'en               | <input type="checkbox"/> Wet'suwet'en First Nation  |
| <input type="checkbox"/> Nak'azdli Whut'en            | <input type="checkbox"/> Witset First Nation        |
| <input type="checkbox"/> Nazko First Nation           | <input type="checkbox"/> Yekooche First Nati        |

## School Districts

- School District No. 91
- School District No. 54
- Improvement Districts

## Public

- Immediate neighbours (within 200 metres of subject property)
- Surrounding neighbourhood
- Region wide
- Public Hearing
- Other (specify) - RDBN Website



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 1945**

A Bylaw to Amend “Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Bylaw No. 1785, 2017”

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

1. That “Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Bylaw No. 1785, 2017” be amended such that the designation of the following land is changed from “Resource” (RE) to “Lakeshore” (L).

‘Lot A District Lot 1890 Range 5 Coast District Plan 8730’ as shown on Schedule “A”, which is incorporated in and forms part of this bylaw.

2. That Section 3.5.2(10) of “Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Bylaw No. 1785, 2017” be amended by removing the existing wording and replacing it with the following:

“(10) Applications to permit parcels smaller than 2 hectares (4.94 acres) to a minimum parcel size of 0.8 hectares (2 acres) may be considered where:

- (a) the reduced parcel size will result in an infill subdivision where only one additional parcel is created; or
- (b) the reduced parcel size for certain parcels will result in a parcel layout that provides improved protection of an environmentally unique or sensitive area, and the average size of all parcels created is not smaller than 2 hectares (4.94 acres).

This bylaw may be cited as the “Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Amendment Bylaw No. 1945, 2021.”

READ A FIRST TIME this \_\_\_ day of \_\_\_\_\_, 2021

READ A SECOND TIME this \_\_\_ day of \_\_\_\_\_, 2021

PUBLIC HEARING HELD this \_\_\_ day of \_\_\_\_\_, 2021

READ A THIRD TIME this \_\_\_ day of \_\_\_\_\_, 2021

I hereby certify that the foregoing is a true and correct copy of "Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Amendment Bylaw No. 1945, 2021"

DATED AT BURNS LAKE this \_\_\_\_ day of \_\_\_\_\_, 2021

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

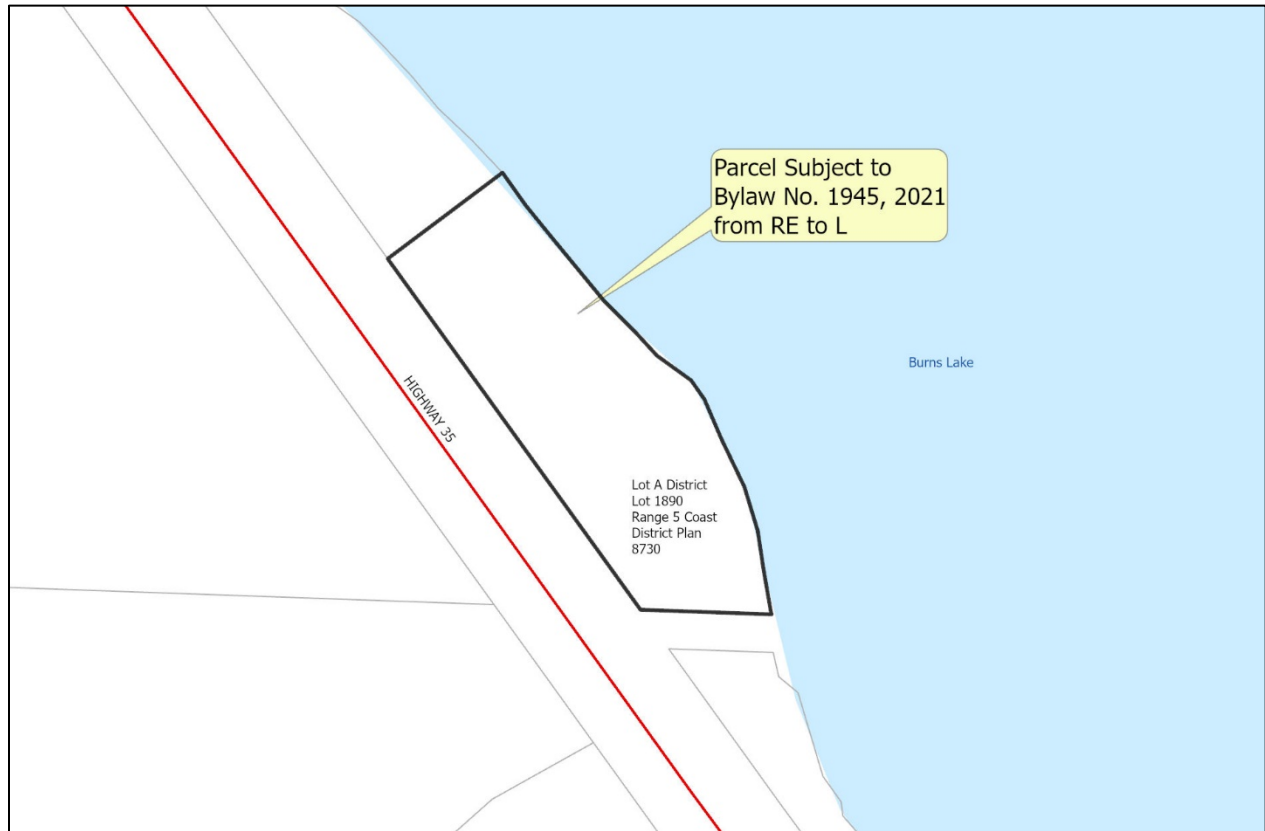
ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Chairperson

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

SCHEDULE "A" BYLAW NO. 1945

'Lot A District Lot 1890 Range 5 Coast District Plan 8730', comprising of ± 2.5 ha. Being redesignated from the "Resource" (RE) to "Lakeshore" (L) as shown.



I hereby certify that this is Schedule "A" of Bylaw No. 1945, 2021

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Corporate Administrator





**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**BYLAW NO. 1946**

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 “Large Holdings (H2)” Zone to the “Waterfront Residential II (R4)” Zone.

‘Lot A District Lot 1890 Range 5 Coast District Plan 8730’ 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. 1946, 2021.”

READ A FIRST TIME this \_\_\_ day of May, 2021

READ A SECOND TIME this \_\_\_ day of May, 2021

PUBLIC HEARING HELD this \_\_\_ day of \_\_\_\_\_, 2021

READ A THIRD TIME this \_\_\_ day of \_\_\_\_\_, 2021

I hereby certify that the foregoing is a true and correct copy of “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1946, 2021”

DATED AT BURNS LAKE this \_\_\_ day of \_\_\_\_\_, 2021

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

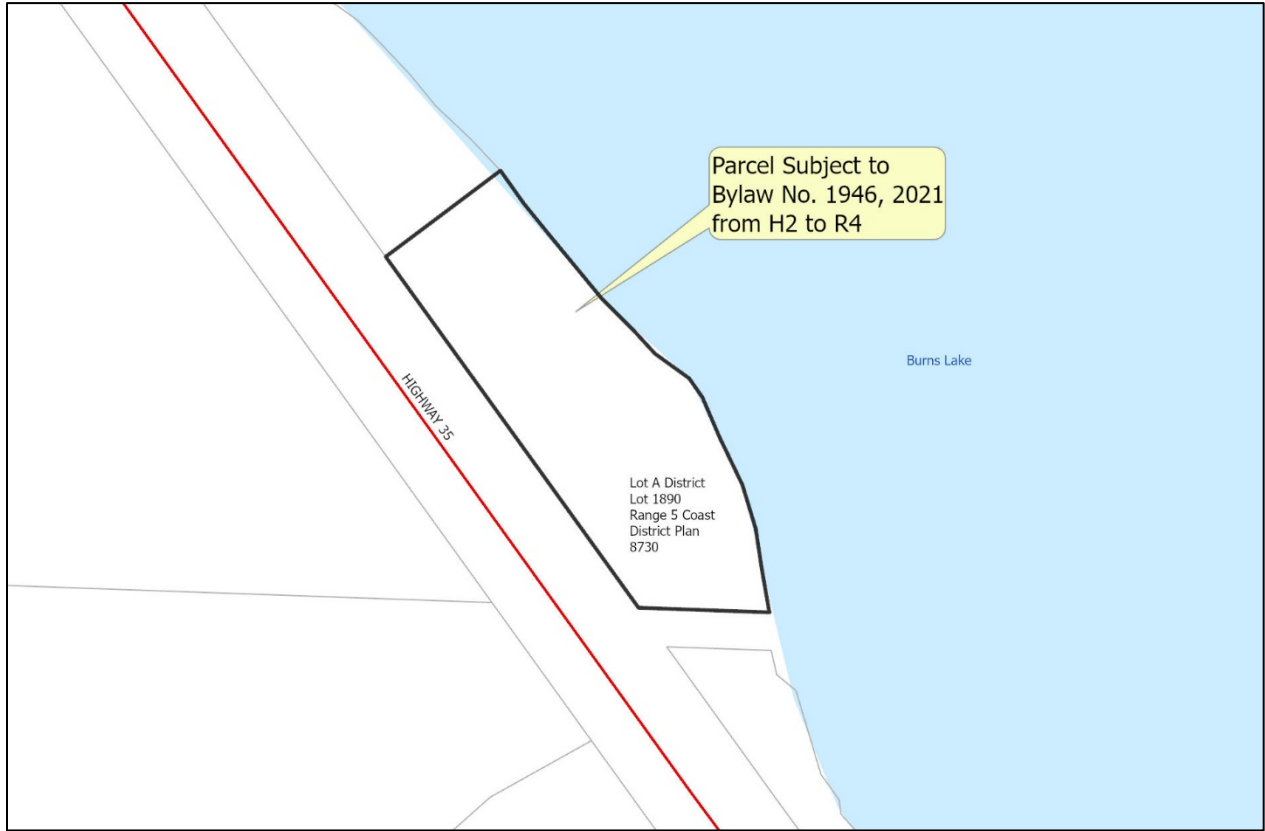
ADOPTED this \_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Chairperson

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

SCHEDULE "A" BYLAW NO. 1946

'Lot A District Lot 1890 Range 5 Coast District Plan 8730', comprising of ± 2.5 ha. Being rezoned from the "Large Holdings (H2)" Zone to the "Waterfront Residential II (R4)" Zone. as shown.



I hereby certify that this is Schedule "A" of Bylaw No. 1946, 2021.

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Corporate Administrator



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

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**TO:** Chair Thiessen and Board of Directors  
**FROM:** Deneve Vanderwolf, Planner  
**DATE:** May 27, 2021  
**SUBJECT:** OCP Amendment and Rezoning Application RZ C-01-21  
1<sup>st</sup> and 2<sup>nd</sup> Reading for OCP Bylaw 1947, 2021 and Rezoning Bylaw 1948, 2021

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**RECOMMENDATION**

1. That the Board consider and approve the consultation identified in the attached consultation checklist.
2. That “Fort St. James Rural Official Community Plan Amendment Bylaw No. 1947, 2021” be given first and second reading and subsequently be taken to Public Hearing.
3. That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1948, 2021” be given first and second reading and subsequently be taken to Public Hearing.
4. That the Public Hearing for “Fort St. James Rural Official Community Plan Amendment Bylaw No. 1947, 2021” and “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1948, 2021” be delegated to the Director or Alternate Director for Electoral Area C.

**VOTING**

All / Directors / Majority

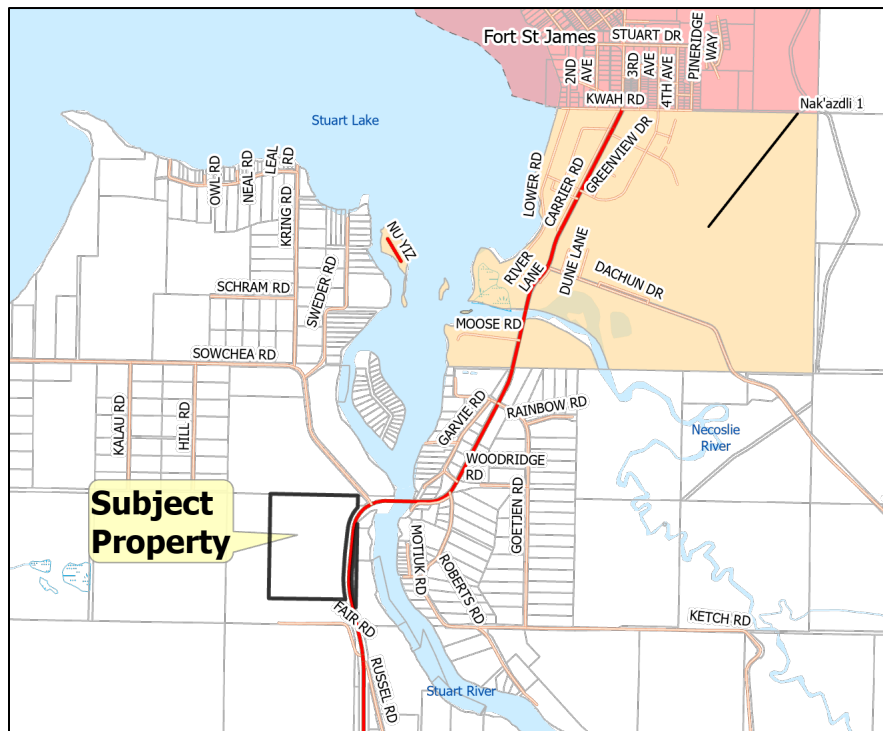
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**EXECUTIVE SUMMARY**

The proposed OCP amendment and rezoning of the property to the Large Holdings (H2) and Small Holding (H1) Zone will allow the subject property to be considered for subdivision into a maximum of 4 parcels by the Ministry of Transportation and Infrastructure. This subdivision fits the character of the area. Staff recommend that OCP Amendment Bylaw No. 1947 and Rezoning Bylaw No. 1948 be given 1st and 2nd Readings.

**APPLICATION SUMMARY**

<b>Name of Agent/Owner:</b>	Civil North Consulting Ltd
<b>Electoral Area:</b>	C
<b>Subject Property:</b>	District Lot 549 Range 5 Coat District Except Plans 6231 and 5879
<b>Property Size:</b>	±34.26 ha (84.66 acres)
<b>OCP Designation:</b>	Resource (RE) in the Fort St. James Rural Official Community Plan Bylaw No. 1578, 2010
<b>Zoning:</b>	Rural Resource (RR1) in the Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020
<b>ALR Status:</b>	Not in the ALR
<b>Existing Land Use:</b>	Vacant, Forested
<b>Location:</b>	Located on Highway 27 approximately 3 km south of the District of Fort St. James



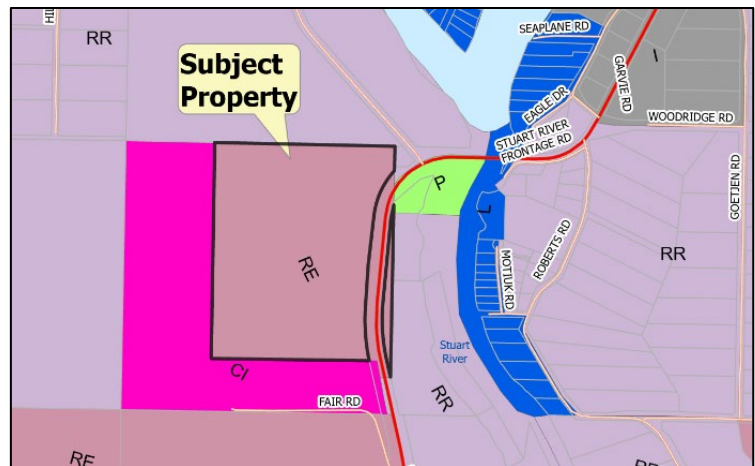
## Proposed Official Community Plan (OCP) and Rezoning Amendment

The applicant is proposing to amend the OCP from the Resource (RE) designation to the Rural Residential (RR) designation and rezone the subject property from Rural Resource (RR1) to Large Holdings (H2) and Small Holdings (H1). This will allow the property to be subdivided into 4 lots.

### DISCUSSION

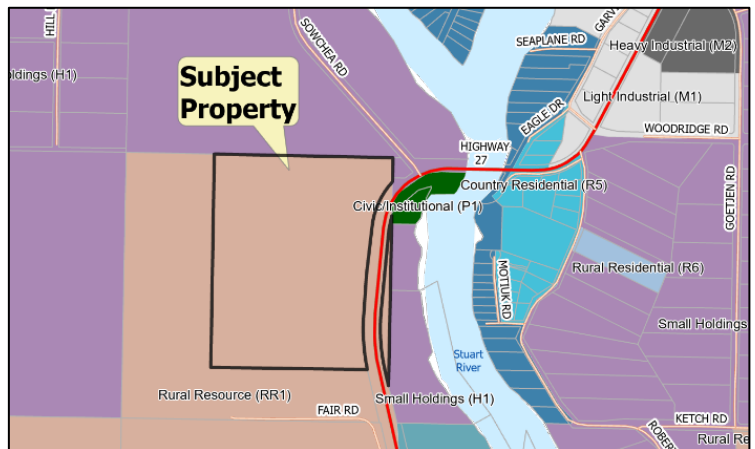
#### OCP

The subject property is designated Resource (RE) St. James Rural Official Community Plan Bylaw No. 1578, 2010. The RE designation is characterised by a lack of settlement and by extensive resource management potential. The minimum parcel size in the RE designation is 8 ha; therefore, a OCP amendment to the Rural Residential (RR) designation is required.



#### Zoning

The subject property is zoned Rural Resource (RR1). The minimum parcel size that can be created by subdivision is 28 ha; therefore, the applicant is required to rezone in order to subdivide. The applicant has indicated that they would like to rezone to the H2 zones and subdivide the parcel into three  $\pm 11$  ha lots. However, the application is being considered on the basis of 4 parcels which the H2 Zone would allow.



#### Access to Parcels East of Highway 27

It is noted that a small portion of the subject property is on the east side of the highway right of way. It is recommended that this sliver of land be zoned H1 to match the zoning of the 3

abutting parcels on the east side of the highway. This will accommodate the potential future consolidation of these lands.

The property owner has agreed to offer to register an access easement through his land to each of the landowners, at their cost. Should the proposed bylaws be supported at 1st, 2nd and 3rd readings staff will recommend that adoption be withheld until access has been secured through the portion of the subject property east of the highway to the RDBN's satisfaction.

The idea of making this sliver of land part of the highway right of way at the time of subdivision was raised with the applicant. He indicated a desire to include the land east of the highway in one of the proposed new parcels to maximize his options, including the placement of advertising signage on the land.

### **CONSULTATION FOR OCP AMENDMENTS**

The Local Government Act requires that local governments consider consultation with persons, organizations and authorities it considers will be affected by an OCP amendment. Specifically, the local government must:

- (a) consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing, and
- (b) specifically the RDBN Board should consider if consultation is required with:
  - the board of any regional district that is adjacent to the area covered by the plan,
  - the council of any municipality that is adjacent to the area covered by the plan,
  - First Nations,
  - school district boards, greater boards and improvement district boards, and
  - the Provincial and federal governments and their agencies.

Also, the Local Government Act requires that local governments consult with the local School District regarding any amendment to an OCP. Staff recommend that the Board consider and approve the consultation options outlined in the consultation checklist.

A further Local Government Act requirement is that all OCP amendments be considered in conjunction with the financial plan, and any waste management plan that is applicable or Regional District. The proposed OCP amendment bylaw is consistent with the most recent capital expenditure program and waste management plan.

Ministry of Transportation and Infrastructure comments are attached.

The Northern Health Authority have not responded at the time of the writing of this report.

**Electoral Area C Advisory Planning Commission** supports rezoning application RZ C-01-21 subject to the narrow strip of land on the East side of Highway 27 becoming road right of way, being provided to abutting property owners, or access assured by easement.

#### **PLANNING DEPARTMENT COMMENT**

The Planning Department recommends that OCP Amendment Bylaw No. 1947 and Rezoning Bylaw No. 1948 be given 1st and 2nd Readings and proceed to a public hearing. Rezoning the property from RR1 to H2 and H1, and the creation of up to 4 parcels, is not expected to have any notable negative impact on the area. Planning Department staff are confident that the MoTI subdivision approval process will adequately address any traffic safety and access issues that may exist.

Should the proposed bylaws be supported at 1st, 2nd and 3rd readings staff will recommend that adoption be withheld until access has been secured through the portion of the subject property east of the highway to the RDBN's satisfaction.

#### **ATTACHMENTS**

Consultation Checklist

Bylaw 1947, 2021

Bylaw 1948, 2021

Area C APC Minutes

MOTI Referral Response

Official Community Plan (OCP) Amendment  
Consultation Checklist

Associated OCP amendment application number: RZ C-01-20

Associated OCP Amendment Bylaw number: 1947, 2020

**Special Conditions**

- Agricultural Land Reserve
- Zoning Bylaw Floodplain Overlay
- Environmentally sensitive area
- Potential contaminated site
- Within 800 metres of a Provincial Highway
- Crown land
- Other (specify) \_\_\_\_\_

**Consideration of affected persons, organizations, and authorities**

Prior to the Public Hearing for the OCP bylaw amendment, consideration has been given to consultation with the following:

Local Governments

- Cariboo Regional District
- Regional District of Fraser Fort George
- Regional District of Kitimat-Stikine
- Regional District of Peace Rive
- Village of Vanderhoof
- District of Fort St James
- Village of Fraser Lake
- Village of Burns Lake
- District of Houston
- Village of Telkwa
- Village of Granisle
- Town of Smithers
- Electoral Area C Advisory Planning Commission

Government Agencies

- Ministry of Transportation and Infrastructure
- Ministry of Agriculture
- Ministry of Environment
- Ministry of Community, Sport and Cultural Development
- Ministry of Forests, Mines and Lands
- Northern Health
- Department of Fisheries and Oceans
- Agricultural Land Commission



## First Nations

- |   |   |
|---|---|
| <input type="checkbox"/> Binche Whut'en               | <input type="checkbox"/> Nee Tahi Buhn Band         |
| <input type="checkbox"/> Burns Lake Band              | <input type="checkbox"/> Nuxalk Nation              |
| <input type="checkbox"/> Cheslatta Carrier Nation     | <input type="checkbox"/> Office of the Wet'suwet'en |
| <input type="checkbox"/> Doig River First Nation      | <input type="checkbox"/> Saik'uz First Nation       |
| <input type="checkbox"/> Halfway River First Nation   | <input type="checkbox"/> Skin Tyee Nation           |
| <input type="checkbox"/> Heiltsuk Nation              | <input type="checkbox"/> Stelat'en First Nation     |
| <input type="checkbox"/> Kitselas First Nation        | <input type="checkbox"/> Takla Lake First Nation    |
| <input type="checkbox"/> Lake Babine Nation           | <input type="checkbox"/> Tl'azt'en First Nation     |
| <input type="checkbox"/> Lheidli T'enneh First Nation | <input type="checkbox"/> Tsay Keh Dene Nation       |
| <input type="checkbox"/> Lhoosk'uz Dene Nation        | <input type="checkbox"/> Ulkatcho First Nation      |
| <input type="checkbox"/> Mcleod Lake Indian Band      | <input type="checkbox"/> West Moberly First Nation  |
| <input type="checkbox"/> Nadleh Whut'en               | <input type="checkbox"/> Wet'suwet'en First Nation  |
| <input type="checkbox"/> Nak'azdli Whut'en            | <input type="checkbox"/> Witset First Nation        |
| <input type="checkbox"/> Nazko First Nation           | <input type="checkbox"/> Yekooche First Nati        |

## School Districts

- School District No. 91
- School District No. 54
- Improvement Districts

## Public

- Immediate neighbours (within 200 metres of subject property)
- Surrounding neighbourhood
- Region wide
- Public Hearing
- Other (specify) - RDBN Website



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**BYLAW NO. 1947**

A Bylaw to Amend “Fort St. James Rural Official  
Community Plan Bylaw No. 1578, 2010”

---

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

That “Fort St. James Rural Official Community Plan Bylaw No. 1578, 2010” be amended  
such that the following land is changed from “Resource (RE)” to “Rural Residential (RR)”

‘District Lot 549 Range 5 Coat District Except Plans 6231 and 5879’ as shown on  
Schedule “A”, which is incorporated in and forms part of this bylaw.

This bylaw may be cited as the “Fort St. James Rural Official Community Plan Bylaw  
Amendment Bylaw No. 1945, 2021.”

READ A FIRST TIME this \_\_\_ day of May, 2021

READ A SECOND TIME this \_\_\_ day of May, 2021

PUBLIC HEARING HELD this \_\_\_ day of \_\_\_\_\_, 2021

READ A THIRD TIME this \_\_\_ day of \_\_\_\_\_, 2021

I hereby certify that the foregoing is a true and correct copy of “Fort St. James Rural Official  
Community Plan Bylaw Amendment Bylaw No. 1947, 2021”

DATED AT BURNS LAKE this \_\_\_ day of \_\_\_\_\_, 2021

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

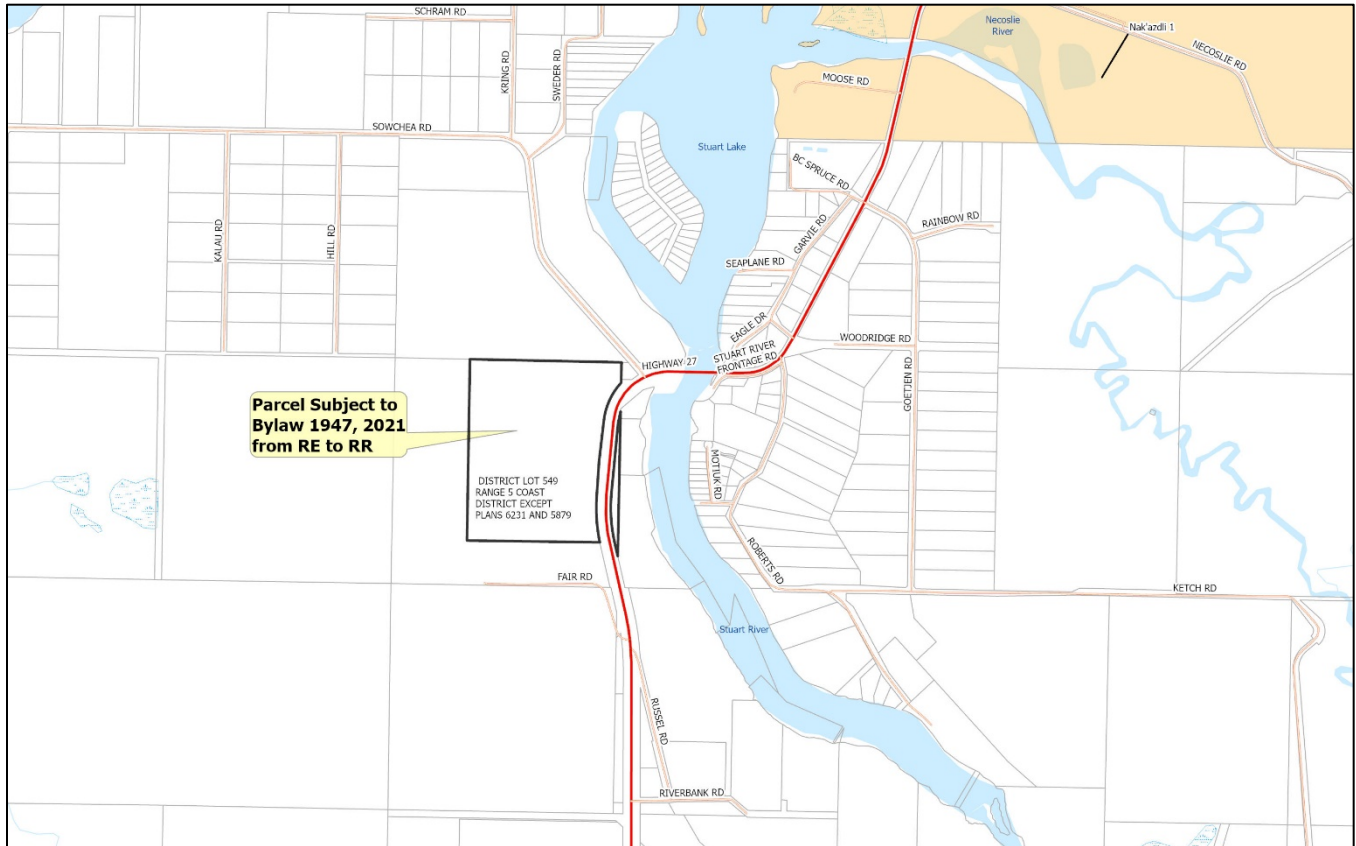
ADOPTED this \_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Chairperson

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

## SCHEDULE "A" BYLAW NO. 1947

'District Lot 549 Range 5 Coast District Except Plans 6231 and 5879', comprising of  $\pm$  34.26 ha. Being redesignated from the "Resource (RE)" to "Rural Residential (RR)" as shown.



I hereby certify that this is Schedule "A" of Bylaw No. 1947, 2021

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



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**BYLAW NO. 1948**

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

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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 "Rural Resource (RR1)" Zone to the "Large Holdings (H2)" and "Small Holdings (H1) Zone.

'District Lot 549 Range 5 Coat District Except Plans 6231 and 5879' 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. 1948, 2021."

READ A FIRST TIME this \_\_\_ day of May, 2021

READ A SECOND TIME this \_\_\_ day of May, 2021

PUBLIC HEARING HELD this \_\_\_ day of \_\_\_\_\_, 2021

READ A THIRD TIME this \_\_\_ day of \_\_\_\_\_, 2021

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1948, 2021"

DATED AT BURNS LAKE this \_\_\_ day of \_\_\_\_\_, 2021

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

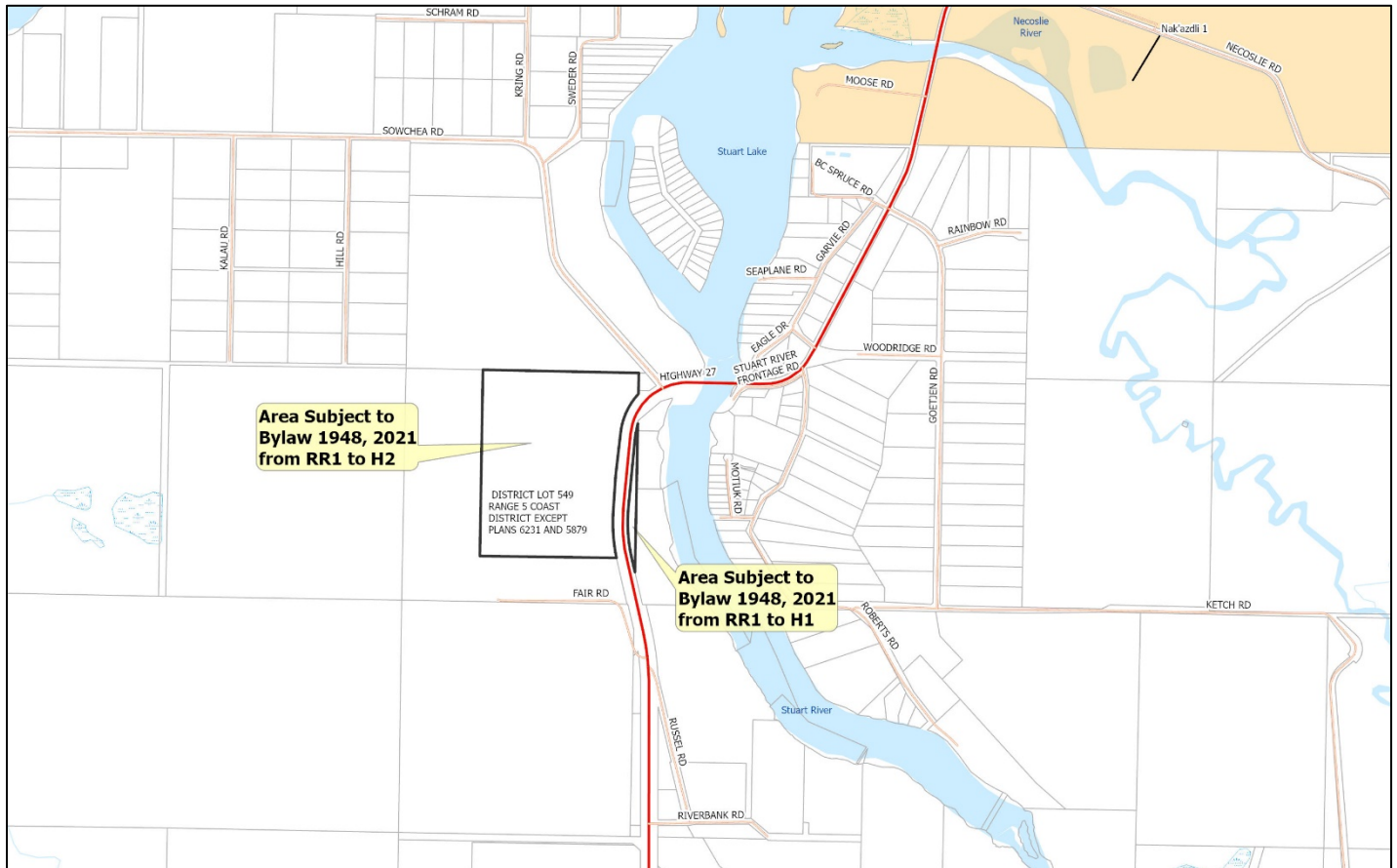
ADOPTED this \_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Chairperson

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

## SCHEDULE "A" BYLAW NO. 1948

'District Lot 549 Range 5 Coast District Except Plans 6231 and 5879', comprising of  $\pm$  34.26 ha. Being rezoned from the "Rural Resource (RR1)" Zone to the "Large Holdings (H2)" Zone. as shown.



I hereby certify that this is Schedule "A" of Bylaw No. 1948, 2021.

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Corporate Administrator

**Advisory Planning Commission  
Meeting Minutes**

<b>Electoral Area C</b>	<b>Meeting Date: April 27, 2021</b>	<b>Meeting Location: Zoom Meeting</b>
<b>Attendance</b>		
<u>APC Members</u> <input checked="" type="checkbox"/> Cam McCormick <input checked="" type="checkbox"/> Chester Hiebert <input checked="" type="checkbox"/> Charlotte Croquet <input type="checkbox"/> Andy McGowan <input checked="" type="checkbox"/> Terri Karey		<u>Electoral Area Director</u> <input checked="" type="checkbox"/> Director Tom Greenaway <input checked="" type="checkbox"/> Alternate Director Bob Hughes  <u>Other Attendees</u> <input checked="" type="checkbox"/> Jason Llewellyn <input checked="" type="checkbox"/> Deneve Vanderwolf <input checked="" type="checkbox"/> Dylan DeSoussa, Applicant <input checked="" type="checkbox"/> Harry Hook, Property Owner
Chairperson: Cam McCormick		Secretary: Chester Hiebert
Call to Order: 3:12 pm		
<p><b><u>RZ C-01-21</u></b></p> <p><b>Resolution</b></p> <p>The Area C Advisory Planning Commission supports rezoning application RZ C-01-21 subject to the narrow strip of land on the East side of Highway 27 becoming road right of way, being provided to abutting property owners, or access assured by easement.</p> <p><b><u>RZ RDBN-01-21</u></b></p> <p><b>Resolution</b></p> <p>The Area C Advisory Planning Commission supports the proposed change to the Small Holdings (H1) Zone to allow a second dwelling on parcels as small as 2 ha.</p> <p><b>Discussion</b></p> <p>There was discussion regarding the impact on community character, and on-site sewage disposal and water supply. There was also discussion regarding the opportunity to provide a mortgage helper, and housing for parents and young families.</p>		
Meeting Adjourned: 4:10 pm	Secretary Signature	

**Our File: 2021-02144**

**Date: May 5, 2021**

Response To: Deneve Vanderwolf

Item Referred: **Rezoning**

General Location: District Lot 549 Range 5 Coast District Except Plans 6231 and 5879

Application Reviewed By: Solangel Chavez

### **RESPONSE SUMMARY**

The Ministry of Transportation & Infrastructure (MoTI) has received the above noted referral from the Regional District of Bulkley-Nechako regarding the proposed rezoning. The application has been reviewed, and MoTI has the following comments for your consideration:

- No storm drainage shall be directed to MoTI drainage system. This includes but is not limited to collection and run-off of the internal road system.
- MoTI setback requirements to be followed as per Section 12 of the Provincial Undertakings Regulation.
- Should the Applicant be granted approval they must apply to MoTI for an Access Permit. The property owner shall submit the attached H0020 Provincial Public Highway Permit Application Form to [DA.FortGeorge@gov.bc.ca](mailto:DA.FortGeorge@gov.bc.ca) for Ministry review and approval.
- This parcel is in the process of subdividing with Mol. The proposed zoning boundaries are consistent with the current proposed subdivision layout; however, the proposed subdivision layout is not guaranteed as it is dependant on review and approval by the Provincial Approving Officer. The applicant may wish to confirm the subdivision layout prior to completing the rezoning as any change to the proposed subdivision layout may require adjustments to the zoning boundaries.

If you have any questions please feel free to contact myself at 778-693-3201, or by email at [Solangel.Chavez@gov.bc.ca](mailto:Solangel.Chavez@gov.bc.ca)

Sincerely,



Solangel Chavez  
Development Officer (TA)  
Fort George District



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

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**TO:** Chair Thiessen and Board of Directors  
**FROM:** Jason Llewellyn, Director of Planning  
**DATE:** May 27, 2021  
**SUBJECT:** OCP Amendment and Rezoning Application RZ A-01-21

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**RECOMMENDATION**

1. That the Board consider and approve the consultation identified in the attached consultation checklist.
2. That further consideration of OCP Amendment and Rezoning Application RZ A-01-21 be deferred until the RDBN has had an opportunity to evaluate the application information to be submitted by Telkwa Coal Ltd. as part of their Environmental Assessment Certificate application process for the Tenas Project.

**VOTING**

All / Directors / Majority

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**BACKGROUND**

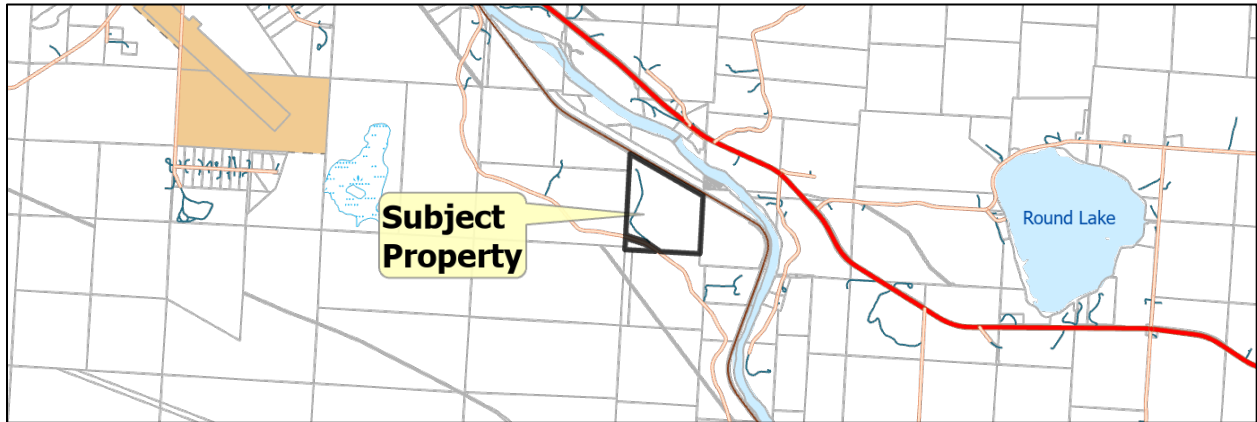
Telkwa Coal Ltd. has made application to amend the “Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014” (the OCP) and rezone the subject property to allow its use as a Transportation Terminal. The proposed use includes a 2.13 km. rail loop connected to CN Rail’s main track by a rail spur. This Transportation Terminal is in support of a proposed metallurgical coal mine (Tenas Project) located approximately 10 km southwest of the Village of Telkwa.

Information relating to the environmental and socio-economic impact of the proposed Transportation Terminal will be submitted to the Province as part of the Environmental Assessment Certificate application process for the Tenas Project. Staff recommend that further consideration of this application be deferred until this information has been submitted and reviewed as part of the Environmental Assessment Certificate application process. It is anticipated that this information will assist the Board in evaluating this application.



## APPLICATION SUMMARY

- Name of Applicant:** Dan Farmer (Telkwa Coal)
- Electoral Area:** A
- Subject Property:** Lot A (See DF 18988), District Lot 1143, Range 5, Coast District, Plan 1056, Except Plan 9828 – 14544 Lawson Road
- Property Size:** 60.7 hectares (150.76 ac.)
- OCP Designation:** **Agriculture (Ag)** in “Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014” (the OCP).
- Zoning:** **Agricultural (Ag1)** in “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020” (the Zoning Bylaw).
- ALR Status:** In the ALR
- Existing Land Use:** Agriculture
- Location:** The subject property is located at 14544 Lawson Road, approximately 5 km from the Village of Telkwa.



## Proposed Rezoning

The applicant is proposing to do the following:

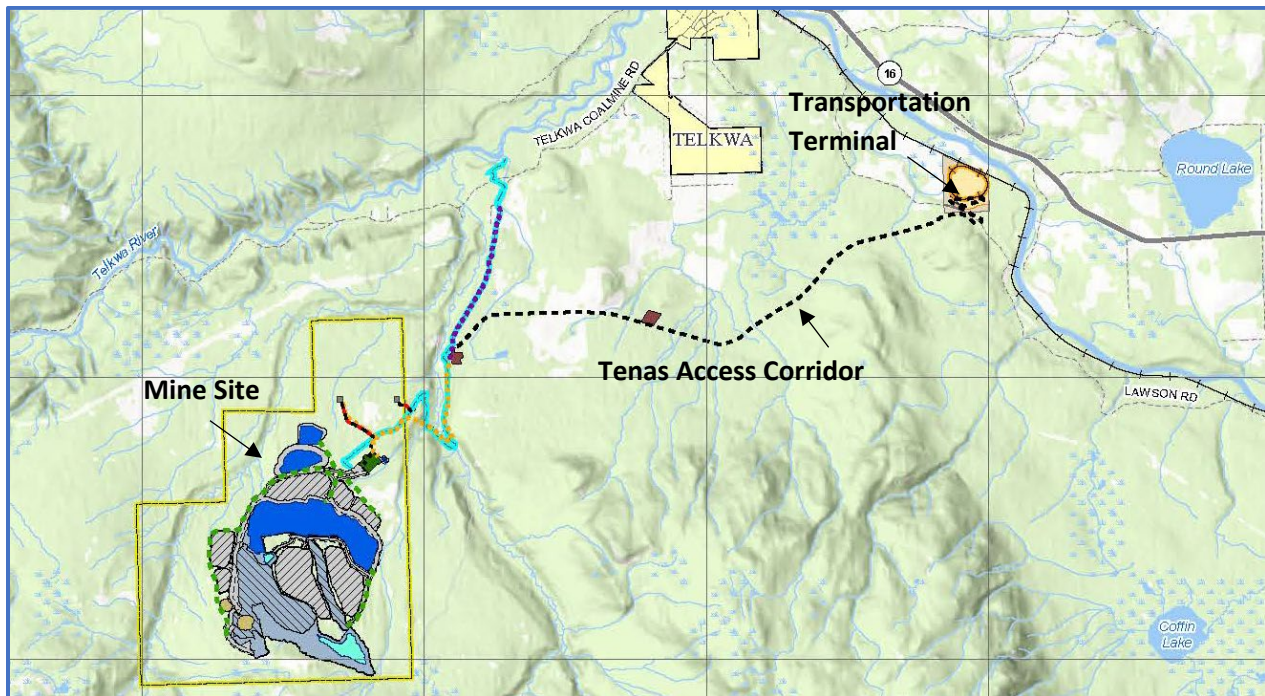
1. amend the OCP designation for the subject property from Agriculture to Industrial; and
2. amend the Zoning Bylaw by rezoning the subject property from the Agricultural (Ag1) Zone to the Light Industrial (M1) Zone.

The purpose of the OCP amendment and rezoning is to allow the subject property to be used as a Transportation Terminal. This facility includes a 2.13 km. rail loop connected to CN Rail’s main track by a 0.34 km. rail spur. This Transportation Terminal is in support of a proposed surface

metallurgical coal mine (Tenas Project) located approximately 10 km southwest of the Village of Telkwa.

The proposed mine is anticipated to produce between 775,000 to 825,000 tonnes of washed coal annually. The mine life is approximately 25 years, including construction, operation, and reclamation phases. The mine site is accessed by Telkwa Coalmine Road. An 11 km long haul road (referred to as the Tenas Access Corridor by the applicant) is proposed between the mine site and the proposed Transportation Terminal on Lawson Road. This project, including the Transportation Terminal is currently going through the Provincial Environmental Assessment Certificate review process.

### Proposed Tenas Project Plan



### THE PROPOSED TRANSPORTATION TERMINAL FACILITY AND OPERATIONS

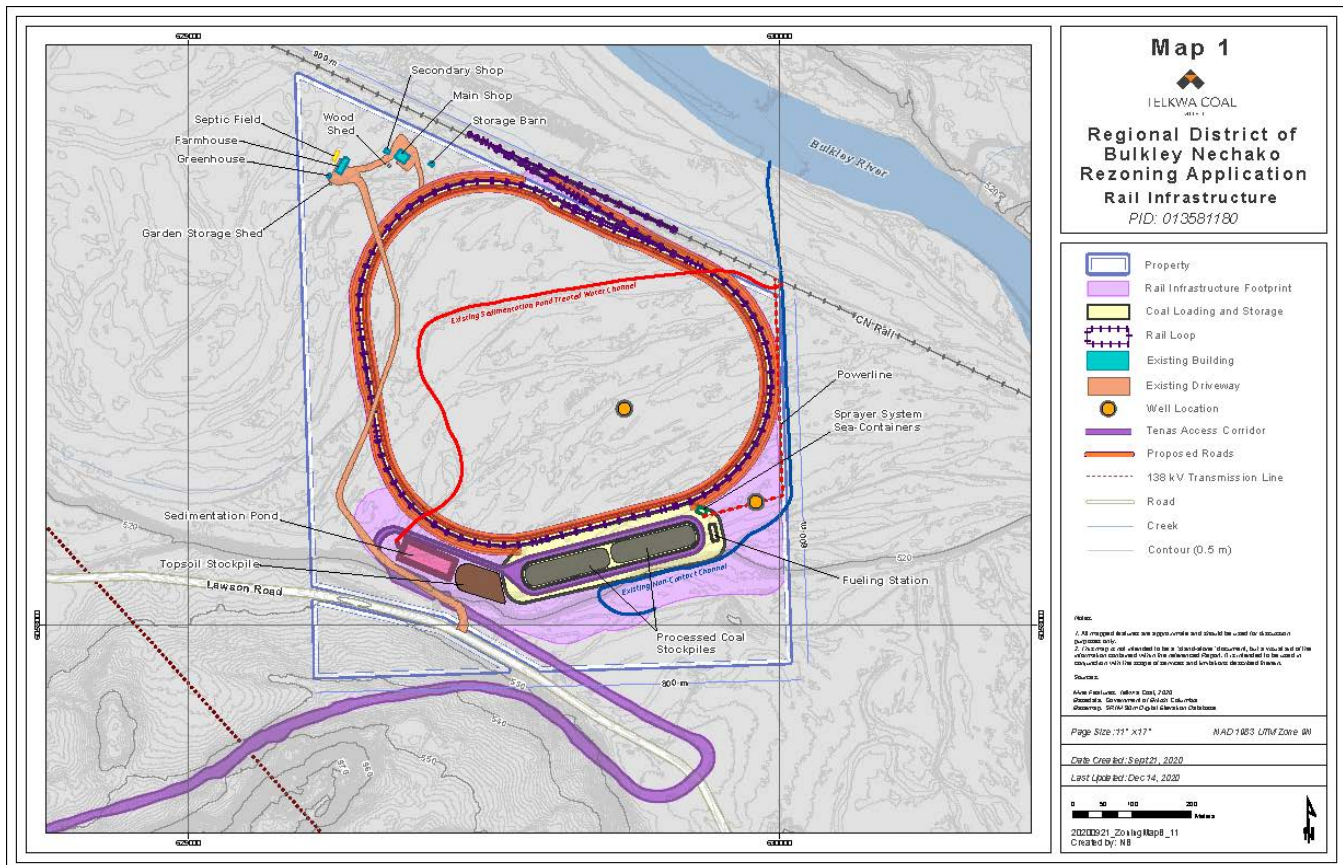
Coal trucks will transport processed coal from the mine site to the stockpile pad at the proposed facility. Front end loaders will be used to stack the processed coal into two 15,000 tonne stockpiles. Each truck will have an approximate payload of 60 tonnes.

Based on the anticipated mine production it is estimated that there will be between 12,900 and 13,750 truck trips between the mine site and loadout facility annually. This is approximately 1.6 trucks per hour delivering coal to the Transportation Terminal, and a total of 3 to 5 trucks an hour travelling both directions along the designated Tenas Access Corridor, loaded and empty.

### Transportation Terminal Site Development Plan

The two stockpiles will have a combined capacity of 30,000 tonnes, which is equivalent to roughly 2.5 trains. Based on an average rail car capacity of 105.5 tonnes per car and the production requirements, 63 to 68 trains per year are required. This is approximately 1.25 trains per week. Front end loaders will be used to load coal from the stockpiles into rail cars. The facility is anticipated to operate 365 days a year and 24 hours a day. Stockpile handling and train loading are planned for daytime operation. However, the facility may operate at night depending on operational requirements.

During the colder months, an anti-freeze solution will be applied to the empty rail cars prior to filling to prevent coal freezing and sticking to the rail car during unloading at the port. The anti-freeze agent will be delivered to the mine site by road tanker and will be stored in a 40,000 litre storage tank. The tank will be heated and insulated as the solution can become difficult to pump at below zero temperatures. The rail car dosing system will have dosing pumps and equipment supplied within a self-contained and heated 40 ft container.



## **Existing Development**

The subject property is a residential property used for farming. It contains a single-family dwelling, garage, large shop, water wells, septic field, and two small storage sheds and fields. The small portion of land not used by the Transportation Terminal may be leased to a farmer if there is interest. The dwelling may be converted for office use (building permit required) and the accessory buildings may be used for equipment and vehicle storage.

An existing groundwater well will supply the 24,000 m<sup>3</sup> of water that may be used by the Transportation Terminal operations annually. This includes water required for the dust management system. There is an existing septic system on site which the applicant has indicated is sufficient for the number of users.

## **Dust Management**

Each rail car is proposed to be sprayed with a dust binder agent diluted with water to seal the coal and reduce dust emissions from the top of the train cars as they travel from the facility to the port at Prince Rupert. The dust binding agent will be delivered to the property by road tanker and stored in a fibreglass reinforced plastic containers with a 1,000 litre storage capacity. The tank will be heated and insulated to prevent freezing during the winter months.

Dust binding agents will also be added to the clean coal conveyor belt at the mine site to reduce dust during the hauling, stockpiling and rail car loading process. All haul trucks will be equipped with an automatic tarp system covering the top of the truck to reduce fugitive coal dust emissions. A secondary system to limit dust can be installed at the rail load out facility to dispense water in summer and chemical agents in winter, if necessary.

Dust levels at the facility will be subject to the limits provided in the Environmental Management Permits, and adaptive management procedures and processes expected to be mandated as part of any Environmental Assessment Certificate approval process.

## **Water Management**

A sedimentation pond is proposed to be located as shown on the Transportation Terminal site development plan. The pond is designed to allow the settlement of suspended materials in the water. Water quality will be monitored at the discharge point. The settlement pond will be sized to convey the 200-year peak flows from the site. The pond is immediately downstream of the stockpile area and discharges into Bulkley River via an existing surface channel.

## **Vibration and Noise Management**

The applicant indicates that train noise will be reduced as a result of train speeds on the loop being less than 5 kilometers per hour. Also, vibration is not expected to be detectable above current baseline conditions. Train whistles are not required for trains entering or leaving the loop.

## **The Environmental Assessment Process**

As noted the property is undergoing the Provincial Environmental Assessment (EA) review process pursuant to the *Environmental Assessment Act*. Planning Department staff are participants on the working group advising the Province on the review process and reporting to the RDBN Board of Directors as appropriate.

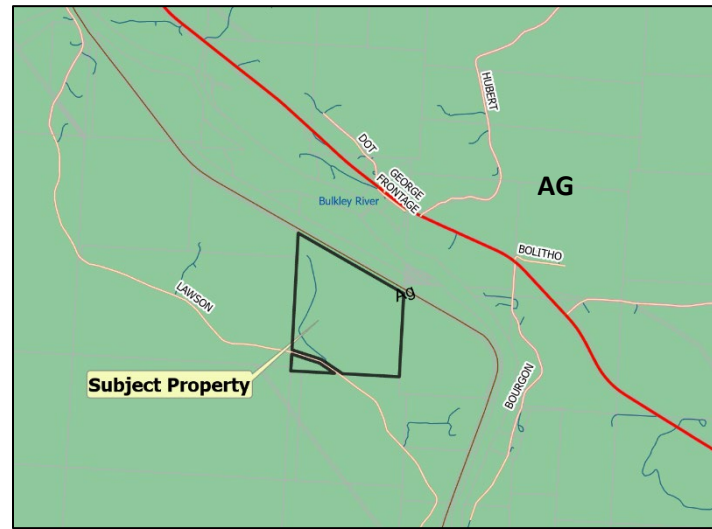
The EA review process is expected to include a thorough review of the environmental and socio-economic impacts associated with the project, including the Transportation Terminal that is the subject of this application. It is noted that vibration was not identified as a value to be fully evaluated during the EA process. However, the applicant has indicated that they will provide a “qualitative review of the vibration impacts.” The RDBN has asked for a description of this qualitative review.

It is anticipated that the EA review process will include the development of mitigation plans and strategies to address potential community and environmental impacts, and that these mitigations will be included in a Socio-Economic and Environment Management Planning (SEEMP) which will outline a process and procedures designed to monitor mitigation effectiveness and allow for adaptive management of impacts during the operation of the mine and the proposed Transportation Terminal.

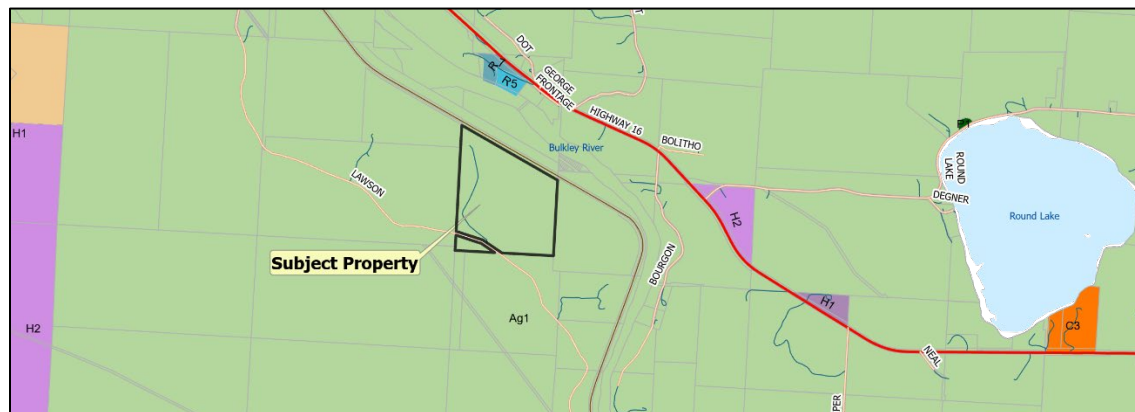
## **OFFICIAL COMMUNITY PLAN (OCP), ZONING, AND THE AGRICULTURAL LAND RESERVE (ALR)**

The current Agriculture (Ag) OCP designation and Agricultural (Ag1) Zoning reflect that the land is in the ALR and is intended to be used for agricultural purposes. The applicant has also made application to the Agricultural Land Commission (ALC) to allow the Transportation Terminal use to occur as a non-farm use in the ALR. These applications are being processed concurrently. It is noted that bylaws amending the OCP or Zoning Bylaw to allow the Transportation Terminal use should not be finalized without first obtaining non-farm use approval from the ALC.

## OCP Map



## Zoning Map



The OCP provides the following direction relating to this application

*A Industrial Designation and rezoning application to allow industrial uses may be only be considered under the following circumstances.*

- (a) *The proposed use is:*
  - (i) *necessary at or near the location of harvesting or extraction of an agricultural crop, mineral, or soil including gravel;*
  - (ii) *a large scale industrial operation that is not appropriately located in an incorporated area; or*
  - (iii) *is a small scale light industrial activity.*
- (b) *The proposed industrial use will not create an amount of traffic, noise or other impact that will adversely affect the rural character of the area.*

- (c) *The proposed industrial use will not have an unacceptable negative impact on the environment.*
- (d) *The proposed industrial use will not have an unacceptable negative impact on neighbouring land uses.*
- (e) *Traffic management issues will be considered and addressed appropriately.*
- (f) *And, a proposed industrial use, that could lead to environmental impact in the event of flooding, is not located in a floodplain.*

*The establishment of permanent greenbelt buffers, or other screening method along parcel boundaries to provide a physical separation between industrial uses of land and adjacent land uses shall be considered as part of any application review process.*

*Clean-up and restoration of areas negatively affected by past and existing industrial uses will be encouraged.*

*Rezoning applications for industrial uses that will have an unacceptable impact on the environment, adjacent land use, or the community as a whole, shall not be supported.*

The Light Industrial Zone allows a Transportation Terminal as a principal use. This use is defined as follows.

*Transportation Terminal means the use of land, Building or other Structure for a break-of-bulk or assembly point for commodities which enter or leave a Parcel by rail, common carrier trucking lines or freight forwarders, and may include one or more of the following incidental and subordinate uses:*

- *Warehousing & storage;*
- *repair of related vehicles and equipment;*
- *storage of shipping and cargo containers, trailers and rail cars.*

In staff's opinion the proposed facility for the storage and shipping of coal by rail fits within the Transportation Terminal definition.

## **CONSULTATION FOR OCP AMENDMENTS**

The Local Government Act requires that local governments consider consultation with persons, organizations and authorities it considers will be affected by an OCP amendment. Specifically, the local government must:

- (a) consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing, and

- (b) specifically the RDBN Board should consider if consultation is required with:
- the board of any regional district that is adjacent to the area covered by the plan,
  - the council of any municipality that is adjacent to the area covered by the plan,
  - First Nations,
  - school district boards, greater boards and improvement district boards, and
  - the Provincial and federal governments and their agencies.

Also, the Local Government Act requires that local governments consult with the local School District regarding any amendment to an OCP. Staff recommend that the Board consider and approve the consultation options outlined in the consultation checklist.

A further Local Government Act requirement is that all OCP amendments be considered in conjunction with the financial plan, and any waste management plan that is applicable or Regional District. The proposed OCP amendment bylaw is consistent with the most recent capital expenditure program and waste management plan.

This application was referred to the Electoral Area A Advisory Planning Commission, Northern Health Authority, Village of Telkwa, Town of Smithers, and the Ministry of Transportation and Infrastructure for comment (MoTI). At the time of the writing of this report Northern Health Authority, Village of Telkwa, Town of Smithers, and MoTI had not responded to the referral.

#### **Electoral Area A Advisory Planning Commission Comment**

“Before considering supporting the application the APC would like to see the results of the Environmental Assessment and have our questions answered. At this time the applicant continues to state that the EA will answer those questions. Specifically, the effects of the chemical agent on the environment and water (what agent will be used has not yet been determined); how and the frequency the water condition will be monitored and questions regarding ground water seepage. There was further discussion about water not being noted as a direct value of the operation and transportation terminal. While we understand that a client of CN of this size may improve communication for the community and CN, rail delays and blocking roads and driveways is expected to be negligible, specific answers about noise and traffic vibration were not provided.”

#### **ATTACHMENT**

Application Documents link



**Appendix A**  
 Official Community Plan (OCP) Amendment  
 Consultation Checklist

Associated OCP amendment application number: RZ A-01-21

Associated OCP Amendment Bylaw number: TBD

**Special Conditions**

- Agricultural Land Reserve
- Zoning Bylaw Floodplain Overlay
- Environmentally sensitive area
- Potential contaminated site
- Within 800 metres of a Provincial Highway
- Crown land
- Other (specify) \_\_\_\_\_

**Consideration of affected persons, organizations, and authorities**

Prior to the Public Hearing for the OCP bylaw amendment, consideration has been given to consultation with the following:

Local Governments

- Cariboo Regional District
- Regional District of Fraser Fort George
- Regional District of Kitimat-Stikine
- Regional District of Peace Rive
- Village of Vanderhoof
- District of Fort St James
- Village of Fraser Lake
- Village of Burns Lake
- District of Houston
- Village of Telkwa
- Village of Granisle
- Town of Smithers
- Electoral Area A Advisory Planning Commission

Government Agencies

- Ministry of Transportation and Infrastructure
- Ministry of Agriculture
- Ministry of Environment
- Ministry of Community, Sport and Cultural Development
- Ministry of Forests, Mines and Lands
- Northern Health
- Department of Fisheries and Oceans
- Agricultural Land Commission

## First Nations

- |   |  |
|---|--|
| <input type="checkbox"/> Binche Whut'en               | <input type="checkbox"/> Nee Tahi Buhn Band                    |
| <input type="checkbox"/> Burns Lake Band              | <input type="checkbox"/> Nuxalk Nation                         |
| <input type="checkbox"/> Cheslatta Carrier Nation     | <input checked="" type="checkbox"/> Office of the Wet'suwet'en |
| <input type="checkbox"/> Doig River First Nation      | <input type="checkbox"/> Saik'uz First Nation                  |
| <input type="checkbox"/> Halfway River First Nation   | <input type="checkbox"/> Skin Tyee Nation                      |
| <input type="checkbox"/> Heiltsuk Nation              | <input type="checkbox"/> Stelat'en First Nation                |
| <input type="checkbox"/> Kitselas First Nation        | <input type="checkbox"/> Takla Lake First Nation               |
| <input type="checkbox"/> Lake Babine Nation           | <input type="checkbox"/> TI'azt'en First Nation                |
| <input type="checkbox"/> Lheidli T'enneh First Nation | <input type="checkbox"/> Tsay Keh Dene Nation                  |
| <input type="checkbox"/> Lhoosk'uz Dene Nation        | <input type="checkbox"/> Ulkatcho First Nation                 |
| <input type="checkbox"/> Mcleod Lake Indian Band      | <input type="checkbox"/> West Moberly First Nation             |
| <input type="checkbox"/> Nadleh Whut'en               | <input type="checkbox"/> Wet'suwet'en First Nation             |
| <input type="checkbox"/> Nak'azdli Whut'en            | <input type="checkbox"/> Witset First Nation                   |
| <input type="checkbox"/> Nazko First Nation           | <input type="checkbox"/> Yekooche First Nati                   |

## School Districts

- School District No. 91
- School District No. 54
- Improvement Districts

## Public

- Immediate neighbours (within 200 metres of subject property)
- Surrounding neighbourhood
- Region wide
- Public Hearing
- Other (specify) - RDBN Website



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

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**TO:** Chair Thiessen and Board of Directors  
**FROM:** Deneve Vanderwolf, Planner  
**DATE:** May 27, 2021  
**SUBJECT:** Advisory Planning Commission Member Appointment

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**RECOMMENDATION**

1. That the Regional District Board remove Mary-Anne Larson from the APC for Electoral Area D.
2. That the Regional District Board appoint Carol Gibson, Elijah Newell and Mary Robinson; and remove Vera Boyce, Chris Newell, Jerry Botti, Jeff Schering, and Simone Groth from the APC for Electoral Area G.

**VOTING**

All/ Directors / Majority

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“Regional District of Bulkley Nechako Advisory Planning Commission Bylaw No. 1501, 2009” states that the Regional District Board, by resolution, shall appoint members to an Advisory Planning Commission on the recommendation of the Electoral Area Director for a term of four years. The Board may at its sole discretion, upon recommendation of the Electoral Area Director, terminate the appointment of any member or appoint new members at any time.

The Director for Electoral Area D recommends that the Regional District Board remove Mary-Anne Larson from the APC for Electoral Area D.

The Director for Electoral Area G recommends that the Regional District Board appoint Carol Gibson, Elijah Newell and Mary Robinson; and remove Vera Boyce, Chris Newell, Jerry Botti, Jeff Schering, and Simone Groth from the APC for Electoral Area G.



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

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**TO:** Chair Thiessen and Board of Directors  
**FROM:** Jason Llewellyn, Director of Planning  
**DATE:** May 27, 2021  
**SUBJECT:** Non-Adhering Residential Use Application 1226

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**RECOMMENDATION**

That Agricultural Land Reserve Non-Adhering Residential Use Application No. 1226 be recommended to the Agricultural Land Commission for approval.

**VOTING**

All / Directors / Majority

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**EXECUTIVE SUMMARY**

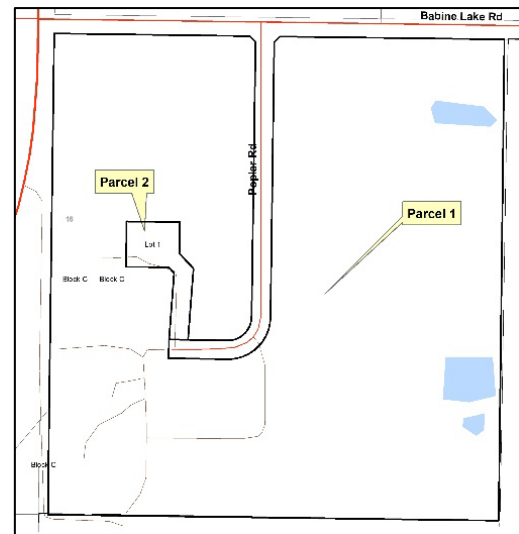
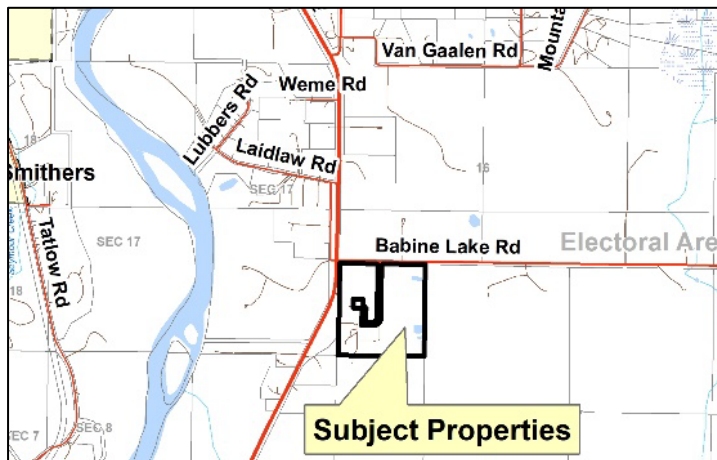
This application is requesting that the ALC authorize the 18 unauthorized dwellings on the subject properties. These 18 unauthorized dwellings include 2 dwellings built in the 1950's, 4 dwellings which were building conversions undertaken by previous property owners, 8 dwellings which were building conversions undertaken by the current property owner, and 4 dwellings which are new structures built by the current property owner. There is 1 authorized dwelling on each of the 2 parcels. The result is a total of 20 dwellings.

Staff, with some reluctance, recommends that the ALC authorize the dwellings. The practical impact on agriculture resulting from the authorization of these dwellings is not notable given the historical use and extensive development on the property.

This is not to be interpreted as an indication that the Planning Department will support a zoning amendment to legalize the dwellings. The rezoning process involves a more extensive range of considerations.

**APPLICATION SUMMARY**

<b>Name of Agent/Owner:</b>	Jeremy Penninga
<b>Electoral Area:</b>	A
<b>Subject Properties:</b>	<b>Parcel 1)</b> Block C Section 16 Township 4 Range 5 Coast District Plan 6397, Except Plans 8749 and PRP47360 <b>Parcel 2)</b> Lot 1 Section 16 Township 4 Range 5 Coast District Plan PRP47360
<b>Property Size:</b>	<b>Parcel 1:</b> 22 ha <b>Parcel 2:</b> 0.4 ha
<b>OCP Designation:</b>	<b>Agriculture (Ag)</b> Designation in “Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014
<b>Zoning:</b>	<b>Parcel 1:</b> Agriculture (Ag1) and Civic/Institutional (P1) in “Regional District of Bulkley-Nechako Zoning Bylaw 1800, 2020 <b>Parcel 2:</b> Civic/Institutional (P1) in “Regional District of Bulkley-Nechako Zoning Bylaw 1800, 2020
<b>Existing Land Use:</b>	Residential / Agriculture
<b>Location:</b>	The subject properties are located at the corner of Highway 16 and Babine Lake Road approximately 4 km from the Town of Smithers.



### **Development and Ownership History:**

The use and development history of the subject properties is outlined below.

- 1937 – 1965 Federal Experimental Farm
- 1970 – 1984 Smithers Community Services (Northern Training Centre Group Home)
- 1984 - 1999 Smithers Community Services (Residential Attendance Program Group Home)
- 1994 Smithers Community Services gains ownership from the Federal Government
- 2001 The property was subdivided into Parcels 1 and 2. Parcel 1 was used primarily for agricultural purposes and Smithers Community Services retained ownership. Parcel 2 was acquired by the Child Development Centre for their use.
- It appears that 2 buildings on Parcel 1 were converted into 2 unauthorized dwellings (3336 and 3363 Poplar Road) prior to 2004.
- 2004 Parcel 1 was purchased by the applicant from Smithers Community Services.
- It appears that 6 buildings on Parcel 1 were converted into 8 unauthorized dwellings (3340, 3336, 3363, 3435 and 3348 Poplar Road) after 2004.
- Also, four new unauthorized single-family dwellings were constructed.
- 2017 Parcel 2 was purchased by the applicant from the Child Development Centre.
- It appears that the Child Development Centre office building was converted into 3 unauthorized dwellings (3350 Poplar Road) after 2004.

### **Application Summary:**

This Non-Adhering Residential Use application is requesting that the ALC allow 18 dwellings on the subject properties which exist contrary to ALC regulations. There is 1 authorized dwelling on each parcel, resulting in a total of 20 dwellings.

Parcel 1 contains the following dwellings considered unauthorized by the ALC.

- 2 dwellings originally built in the 1950's.
- 2 dwellings (conversions) undertaken by the Child Development Centre.
- 8 dwellings (conversions) undertaken by the current property owner.
- 4 dwellings new structures built by the current property owner.

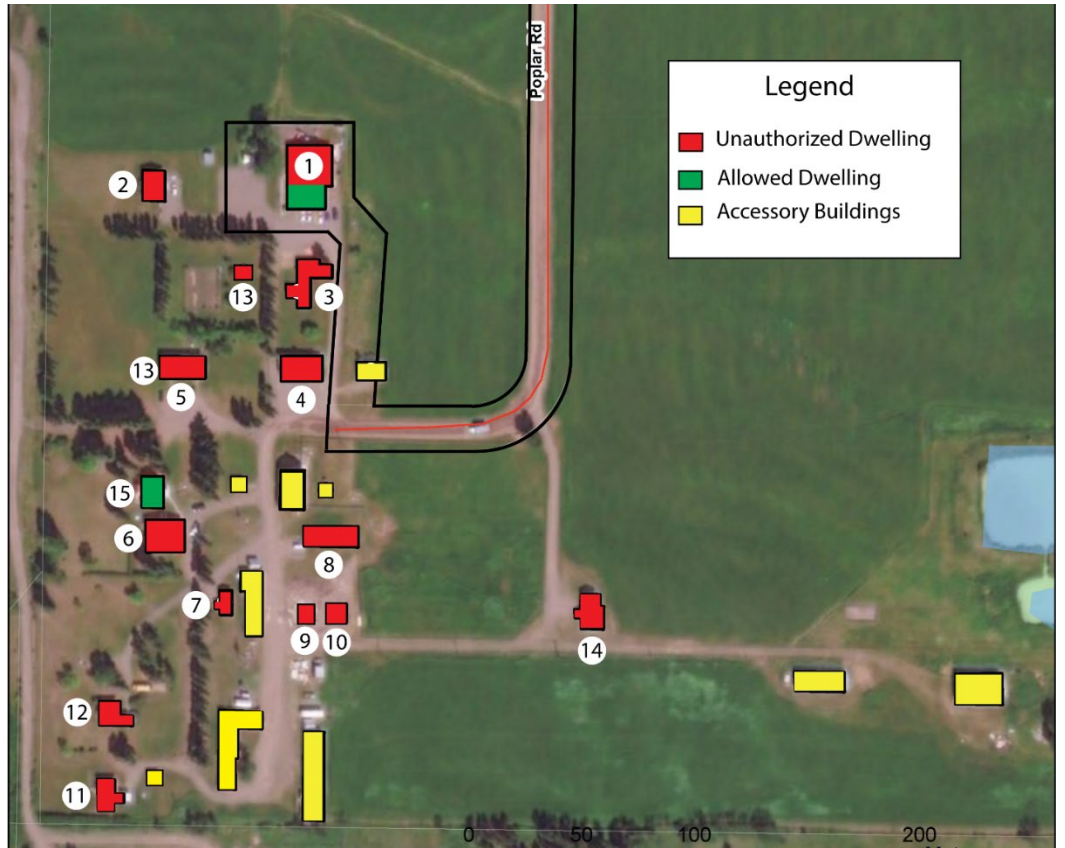
Parcel 2 contains the following dwellings considered unauthorized by the ALC.

- 2 dwellings (conversions) undertaken by the current property owner.

The development history for all 20 dwellings on Parcels 1 and 2 are outlined in the below table.

	Building	Original Construction	Dwelling Conversion	Bldg Permit	ALC Status	Zoning Status
1	3350 Poplar Rd. (Parcel 2)	group lodging / office space 1993	<b>3 dwellings / 2017</b>	no	2 dwellings unauthorized 1 allowed	2 dwellings non-conforming 1 conforming
2	3354 Poplar Rd.	<b>dwelling / 1954</b>	n/a	n/a	1 unauthorized	1 legal non- conforming
3	3340 Poplar Rd.	greenhouse / 1950s	<b>1 dwelling / post 2004</b>	no	1 unauthorized	1 non- conforming
4	3336 Poplar Rd.	school / 1954	<b>1 dwelling on 2<sup>nd</sup> floor / pre- 2004 2<sup>nd</sup> dwelling on main floor / post 2004</b>	No no	2 unauthorized	1 non- conforming
5	3363 Poplar Rd.	lab and office / 1950s	<b>1 dwelling / pre 2004 4 dwelling units / post 2004</b>	no no	4 unauthorized	1 non- conforming
6	3435 Poplar Rd	unknown	Kitchen and dining hall addition / 1978 <b>1 dwelling / post 2004</b>	Yes no	1 unauthorized	1 non- conforming
7	3348 Poplar Rd.	firehall / 1950's	<b>1 dwelling / post 2004</b>	no	1 unauthorized	1 non- conforming
8	3445 Poplar Rd.	<b>dwelling / 2012</b>	n/a	no	1 unauthorized	1 non- conforming
9	3460 Poplar Rd.	<b>dwelling / 2014</b>	n/a	no	1 unauthorized	1 non- conforming
10	3468 Poplar Rd	<b>dwelling / 2014</b>	n/a	no	1 unauthorized	1 non- conforming
11	3485 Poplar Rd.	<b>dwelling / 1954</b>	n/a	n/a	1 unauthorized	1 legal non- conforming
12	3475 Poplar Rd.	<b>dwelling / 1954</b>	n/a	n/a	1 unauthorized	1 legal non- conforming
13	3358 Poplar Rd.	<b>dwelling / 2012</b>	n/a	no	1 unauthorized	1 non- conforming
14	3500 Poplar Rd.	grainery / 1954	<b>dwelling / 2009</b>	no	1 unauthorized	1 non- conforming
15	3365 Poplar Rd	<b>dwelling / 1938</b>	n/a	n/a	1 allowed	1 conforming

The dwelling and accessory buildings on Parcels 1 and 2 are outlined in the adjacent plan.



The adjacent plan shows the original experimental farm built in the 1950s. The green buildings and blue buildings were built before the ALC was formed. The applicant built the orange buildings during the 2000s.





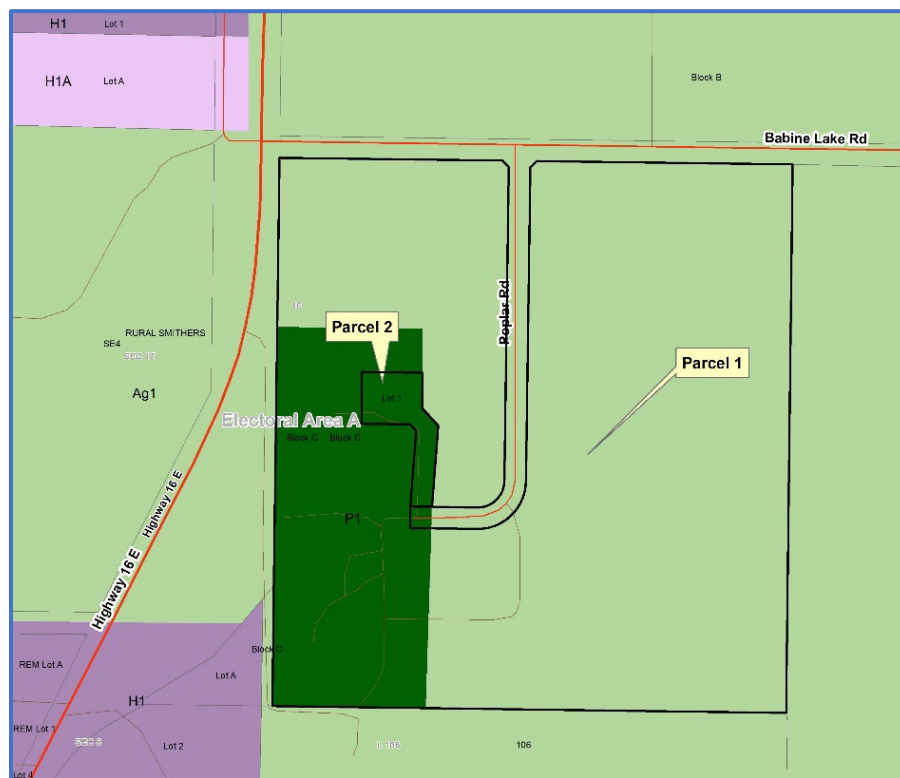
## DISCUSSION

### Official Community Plan and Zoning

Both subject properties are split zoned Agriculture (AG1) and Civic/Institutional (P1) as shown on the zoning map below. Only one dwelling is permitted on a parcel zoned P1. The Ag1 zone allows Single-Family Dwellings pursuant to ALC approval; however, multiple-family dwellings are not allowed. The dwellings built prior to zoning may be considered legal non-conforming with the zoning bylaw.

An application for a Zoning Bylaw amendment (rezoning), and building permits, are required to legalize all of the dwellings. To date these applications have not been made. Please note that a rezoning should not be finalized without first obtaining Non-Adhering Residential Use approval from the ALC; and a building permit can not be issued until the dwellings are allowed pursuant to zoning. However, all applications can be made and processed concurrently to a certain point.

### Zoning Map



This application is specific to the impact of the 18 unauthorized dwellings on the agricultural use of the subject properties and surrounding area. The larger picture land use issues will be considered as part of a rezoning application, if it is made.

## REFERRAL COMMENTS

The **Electoral Area A Advisory Planning Commission** provided the following comments

“The APC does not condone the development of unauthorized housing in the ALR. However, removal of this rental housing stock from this unique property is not in the best interest of the community. The APC recommends that the ALC authorize the dwellings.”

### **RDBN Agriculture Coordinator (West)**

“I have reviewed the ALR 1226 Referral and accompanying documents. I have some concern that if the additional residences are approved for Parcel 2, this may encourage the existing or future property owner to further develop the land as a residential property. I also agree, however, that the current structures being used as residences have an overall benefit to the communities of both Smithers and Telkwa (provided that they are structurally sound). It would make sense to me to do a boundary adjustment on Parcel 2 that essentially reduces the area to comfortably encompass the current building developments (i.e., residences plus necessary road structures and some green space). There are a few small fields outside the building development footprint that could be used for more intensive agriculture production, particularly as they may be characterized by Prairiedale soils as mentioned in the MAFF ALR Referral Response. Ideally these fields would be added to Parcel 1, not separated out into a different land parcel.”

The **Ministry of Agriculture** comments are attached.

The **Town of Smithers** indicated that their interests are unaffected.

The **Ministry of Transportation and Infrastructure** and **Northern Health** comments were not received at the time of writing this report.

## PLANNING DEPARTMENT COMMENTS

The Planning Department is recommending that this application be approved by the ALC with reluctance. The practical impact on agriculture resulting from the authorization of these dwellings is not notable given the historical use and extensive development on the property. This is not to be interpreted as an indication that the Planning Department will support a zoning amendment to legalize the dwellings. The rezoning process involves a more extensive range of considerations, which have not yet been fully explored.

The applicant has raised the potential for a subdivision of the property to include the developed area into a single parcel. As noted by the Agricultural Coordinator this idea has some merit and can be discussed further at the rezoning stage should this ALC application be approved.

**ATTACHMENTS**

1. Appendix A – Agricultural Capability
2. Appendix B – Surrounding ALR Applications
3. Application Documents
4. Ministry of Agriculture Comments

**APPENDIX A****Agricultural Capability based on Canada Land Inventory Mapping****Parcel 1**

90 % of the Subject Property is:

Class 3 limited by Cumulative and minor adverse conditions

8 % of the Subject Property is:

70 % Class 5 limited by Soil moisture deficiency and Stoniness

30 % Class 4 limited by Soil moisture deficiency

2 % of the Subject Property is:

80 % Class 3 limited by Cumulative and minor adverse conditions

20 % Class 4 Topography and Stoniness

**Parcel 2**

100% of the Subject Property is:

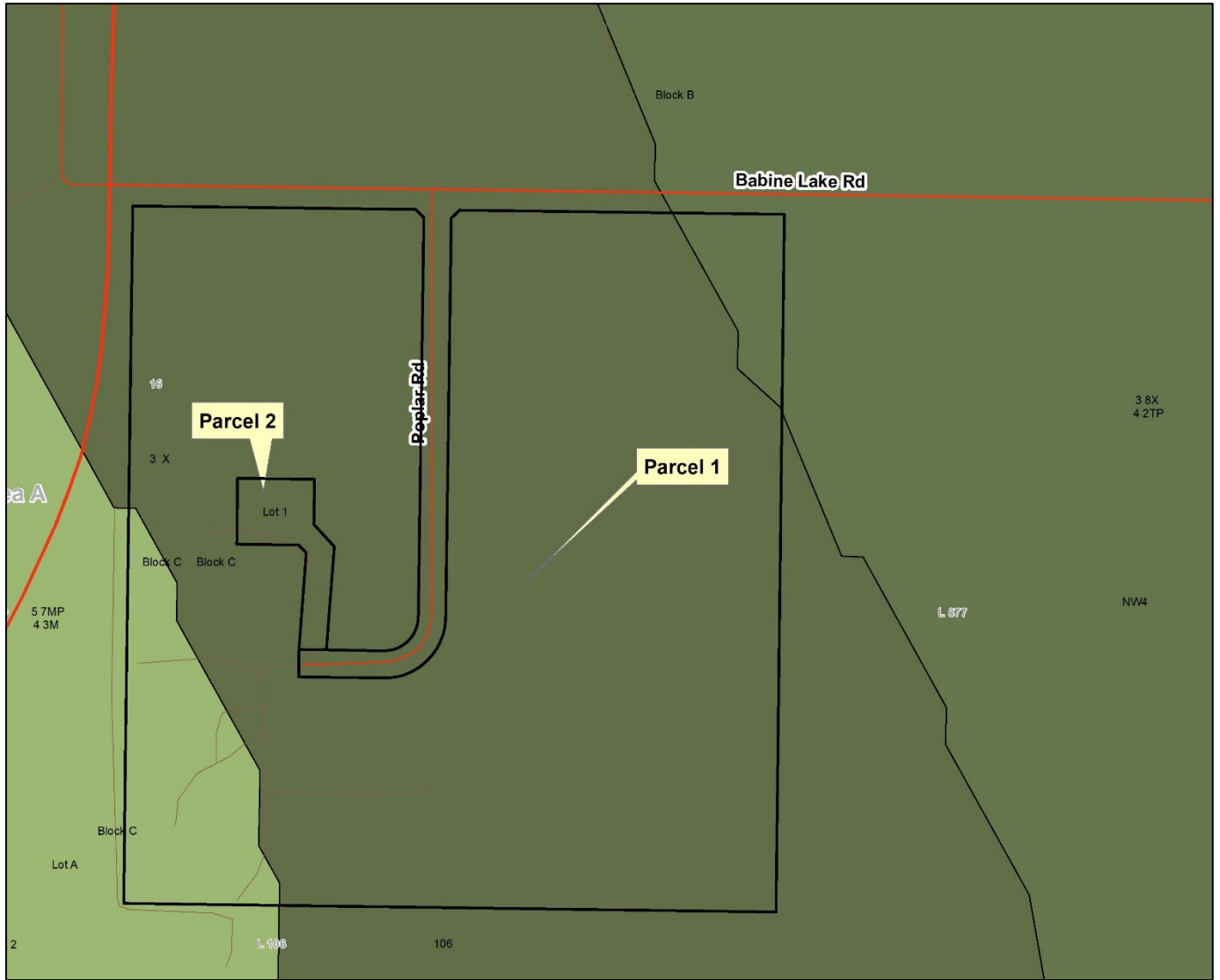
Class 3 limited by Cumulative and minor adverse conditions

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.

Agricultural Capability Map



## APPENDIX B

## Surrounding Applications

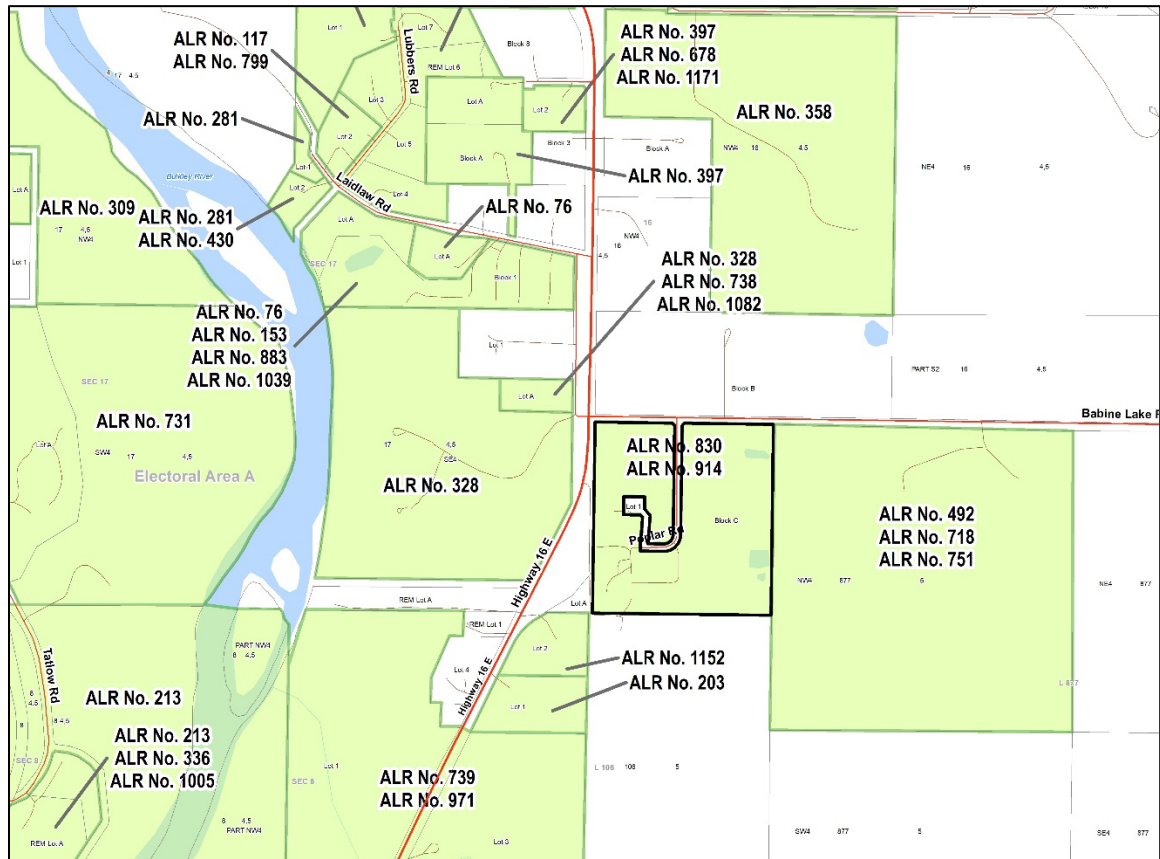
ALR Application	Legal Description	Summary	Recommendation Staff Board ALC
76	Block 1, Plan 5806, Northeast 1/4, Section 17, Township 4, Range 5, C.D.	Application to subdivide an 11.0 acre parcel out of Block 1, Plan 5806 of NE 1/4 Section 17, Township 4, Range 5, Coast District (38.5±acres)	Approval
			Denial
			Denial
117	Fr. NE 1/4, Section 17, Township 4, Range 5, Coast District.	Proposed subdivision of the 19.18 ha property into 8 lots	Denial
			Approval for 7 lots
			Refused application as submitted but would allow subdivision into 7 lots.
153	Block 1, Plan 5806, Section 17, Township 4, Range 5, Coast District	Application to subdivide one lot of five acres from the 37.62 acres of the aforementioned property	Approval
			Approval
			Approval
203	Lot 3, Plan 4027, Section 8, Township 4, Range 5 Coast District	Application to operate a repair shop in the buildings existing on the property	Denial
			Denial
			Approval
213	Fractional NW ¼, Section 8, Township 4, Range 5 Coast District, lying north and west of the Bulkley River	Application to subdivide a ±8 ha parcel from the subject property	Approval
			Approval
			Approval
281	Block 1, Plan 1671, NW 1/4, Section 17, Township 4, Range 5, Coast District	Application to subdivide off 1.4 acres from Block 1, Plan 1671, NW 1/4, Section 17, Township 4, Range 5, Coast District and consolidate approximately 0.5 acres of this lot with Block 6 and approximately 0.9 acres with Block 5	Approval
			Approval
			Approval
309	Fractional NW 1/4 Section 17, Township 4 lying west of Bulkley River Except Block 1, 51 85/100 Acres as shown on RP 1671	Application to subdivide a ±5 acre parcel from the aforementioned property.	Approval
			Approval
			Approval
328	SE ¼, Section 17, Township 4, Range 5 Coast District except Plans 1299, 6996 and 7016	Application to subdivide a ±2 ha parcel of the subject property to be used for a veterinary clinic	Approval with conditions
			Approval
			Approval
336	Fractional NW ¼, Section 8, Township 4, Range 5 Coast District, lying north and west of the Bulkley River	Application to use a ±8 ha parcel of the subject property as a sawmill site	Denial
			Approval
			Approval
358	NE 1/4, Section 16, Township 4, Range 5, Coast District	Application to subdivide the 47 ha parcel of land described as the Remainder of the NE 1/4, Section 16, Township 4, Range 5, Coast District into 22 lots of 2 ha	Denial
			Denial
			Denial
397	(1) Block A, Plan 6581, NE 1/4 Section 17, Township 4, Range 5, Coast District. (2) Block 4, Plan 5806, Section 18, Township 18, Range 5, Coast District.	Request to provide access to Lots 1&2 by creating a road along the north boundary of lot 2. Application for subdivision of property.	Approval
			Approval
			Approval

430	Block 1 & 2 of Plan 9513, NW 1/4 Section 17, Township 4, Range 5, Coast District	Application to establish a 19 pad mobile home park	Denial
			Denial
			Approval
492	NW ¼, District Lot 877, Range 5, Coast District	Application to construct a second permanent dwelling on the 64.8 ha subject property	Denial, recommended the use of a temporary mobile home instead
			Denial
			Denail
678	Lot 2, Plan 11401, Section 17, Township 4, Range 5, Coast District	Application to build a church on land described	Approval
			Approval
			Approval
718	NW ¼, District Lot 877, Range 5, Coast District	Application to subdivide the ±64.75 ha property into two parcels of ±32.38 ha	Denial
			Denial
			Denial
731	SW 142 acres of Section 17, Township 4, Range 5, Coast District	Application to subdivide the 57.5 hectare property into one parcel of 12.7 hectares and one parcel of 44.8 hectares (June 1989)	Approval subject to no residential development on the 12.7 ha parcel
			Approval subject to no residential development on the 12.7 ha parcel
			Approved subject to consolidation with an adjoining parcel
738	Lot A, Plan 10073, Section 17, Township 4, Range 5, Coast District	Application to construct a second dwelling on the subject property	Approval
			Approval
			Approval
739	NE ¼, Section 8, Township 4, Range 5 Coast District, NE 1/4 OF SEC 5 TP 4 R5C EXC PLS 8393 & PRP14394	Application to subdivide a ±2.1 ha parcel	Approval
			Approval
			Approval
751	NW ¼, District Lot 877, Range 5, Coast District	Application to enlarge the temporary dwelling on the subject property	Denial
			Denial
			Denial
799	Lot 2, Section 17, Township 4, Range 5 Coast District, Plan 8754	Application to subdivide the 2.2ha lot into one lot of 0.8 ha and one lot of 1.4 ha	Denial
			Denial
			Denial
830	A portion of Block C, Plan 6397, Section 16, Township 4, Range 5, Coast District except Plan 8749	Application to continue operating a Residential Attendance Program for Young Offenders on the property	Approval
			Approval with conditions
			Approval with conditions
883	Remainder Block 1, Plan 5806, Section 17, Township 4, Range 5, Coast District, except plan 8753. The subject property is ±13 ha (32.15 acres).	The owner has applied to expand the existing manufactured home park and to utilize a portion of the undeveloped area for a R.V. Park and a small, convenience store.	Approval
			Approval
			Approval

914	Block C, Plan 6397, Section 16, Township 04, Range 5, Coast District Part S ½, except plan 8749. The subject property is ±24.36 ha (±60.18 acres).	The owner is proposing to subdivide a 0.8 acre lot, containing one institutional building, from the remainder. The building was constructed in 1994 and formerly used for a residential attendance program for young offenders. The present owners have entered into an agreement to sell the proposed lot and building to the Bulkley Valley Child Development Centre (see attached information supplied by the applicant).	Approval
			Approval
			Approval
971	Part NE ¼, Section 8, Township 4, Range 5 Coast District, except Plans 1264, 3293, 3546, 3855, 4027, 6040 and 12521. The subject property is ±55 ha (±136 acres)	The owners of the property wish to construct an additional dwelling on their property. There are currently two dwellings in existence on the property; one is the owner's residence and the other is rented out. The owners wish to have an additional dwelling near their residence for their daughter, who will assist with the farm and other personal needs	Denial
			Denial
			Denial
1005	Lot A, Plan PRP43710, Section 8, Township 4, Range 5 Coast District. The subject property is ±7.78 ha (±19.22 acres) in size	The purpose of this application is to subdivide the subject property into two parcels, creating one parcel of ±2.02 ha (±5.0 acres) and one of ±5.76 ha (±14.2 acres). The owner of the property wishes to create the two lots in order to accommodate two smaller scale sawmilling operations rather than one large sawmill.	Approval
			Approval
			Approval
1039	Block 1 Section 17 Township 4 Range 5 Coast District Plan 5806 Except Plans 8753 And Epp1193	The purpose of this application is to allow a 2.95 ha lot to be subdivided from the parent property, which contains the Mountainview Mobile Home Park. The proposed 2.95 ha lot is on an undeveloped portion of the property separate from the existing mobile home park. The remainder of the property would contain the mobile home park, which consists of 93 pads plus a shop and a well house. The applicant wishes to sell the proposed lot as it is currently zoned, which is R7 – Manufactured Home Park, leaving it to the purchaser to rezone the property if desired.	Approval
			Approval
			Approval with conditions
1082	Lot A, Plan 10073, Section 17, Township 4, Range 5 Coast District	The purpose of this application is to allow a second residence on the subject property. Currently there is a house, an accessory building and two sheds on the property.	Approval
			Approval
			Approval
1152	Lot 2, Section 8, Township 4, Range 5 Coast District Plan 4027	To allow a non-farm use on the property. The applicant plans to build a 3000 square foot shop on the property to rent out to a carpenter.	Approval
			Approval
			Denial
1171	Lot 2, Section 17, Township 4, Range 5 Coast District Plan 11401	Approval to continue using 0.5 ha of the property for a non-farm use (sheet metal fabrication and assembly business)	Approval
			Approval
			Approval



Surrounding Applications Map



To Agricultural Land Commission Re. File 157588 and 157615 (Nov. 2020)



This is my response to your letter dated October 20, 2020.

First, although the title shows my parents (Hendrik and Ann) listed as owners, they in fact have sold their shares to me in 2015.

Second, you begin your letter by admitting that you have never viewed my property or made any effort to contact me regarding your concerns. This I find disappointing. I understand you received your information from the Bulkley Nechako Regional District planners who asked to see my property after I asked them how I could make it comply with their new Official Community Plan. They (three of the staff) spent a few hours here and took lots of pictures and made lots of notes. I assume they have been your eyes and ears so far and I wanted to send you the following so you can get a better sense of what the property entails.

I will respond to each of the 13 structures on your list on page 2 of your October 20,2020 letter.

1. 3350 Poplar Road (2 unauthorized residences)

Snowball Enterprises Ltd. (which I own) purchased this property on December 11, 2017. This building was built in 1993 after the original residential bunkhouse building burned down in 1992. This building was built as a multi-residential building for the Residential Attendance Program (RAP) to house 15-25 people. After my sister's husband was killed in a car accident, I purchased the building and made the main area a house for her and her 4 children. It is 2400 sq. ft. The building is over 5000 sq. ft. and it had three separate areas so I rented out the other two sections (a single teacher in a one-bedroom upstairs unit and an older couple ((with their 93-year-old mother)) in the south suite). Today there is a total of 8 people living in this building. I didn't add any square feet or change the footprint. I just wanted to incorporate this building back into the farm. The ALC approved it to be subdivided out of the farm (which I believe you will agree, in hindsight, was not a good decision). See the map below for how the legal boundaries are currently. This does not conform to the map attached to your approval, dated October 14, 1999. I believe that the surveyor had to move the boundary around the building to extend to the road and that the road was legalized at this time to allow the subdivision.





2. 3354 Poplar Road. This three-bedroom house was built in 1954 and used as a residence ever since. Sure, the house was used as part of the RAP program, as a residence, and every owner since has continued to use this house for residential living. When the provincial government cut the funding for the RAP program, and it was canceled, the use carried on as a rented residential home.



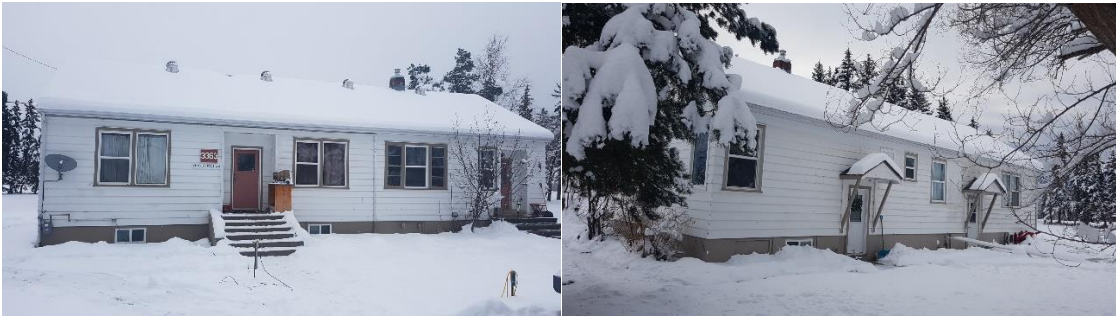
3. 3340 Poplar. This building was built as a potting shed with attached greenhouse for getting the plants started before they could be transplanted. The building had water, power, telephone and a wood stove and when one of my tenants asked to make it her home I agreed. She has a very green thumb and has utilized the greenhouse again and grows many fruits and vegetables. She has lived here for 8 years and believes it is important to live on the land (not in an apartment). I hired professionals for the electrical, plumbing, dry walling and flooring. I haven't changed the footprint in any way.



4. 3336 Poplar Road. When I purchased this property in 2004 I assumed the tenant who lived upstairs (the suite was fully developed and I didn't do any work to it) and he ran his tannery business on the main floor. The floors are totally self-contained with no access from inside. After he moved away, I cleaned out the tannery and made a level entry two-bedroom unit for the elderly gentleman who was living in 3354 Poplar Road as he couldn't handle the stairs anymore and he wanted to stay here on the farm. I didn't add any sq. ft.; I just did cosmetic changes and cleaned out the smell from the unit.



5. 3363 Poplar road. This building was the research lab and office building. My research suggests it was built in 1939 and was doubled in size in 1954. When I moved here it was a rental house and the manager lived here. After he moved away, and because it was so large and had 4 separate entrances (2 in the front and 2 in the rear) and multiple bathrooms, I made it into four small suites that I rent to single people only. It is 1800 sq. ft. with a full basement that is used for storage, laundry and only one suite has access to one bedroom in the basement.



6. 3435 Poplar Road. The kitchen was built in 1978 so I assume you gave permission for it to be built. I currently live in the "kitchen". I have maintained the place almost like it was when it was built... it still houses the stainless steel kitchen and walk-in cooler. Like all the buildings I have been working hard to maintain the character and history of the farm.



7. 3348 Poplar. This “Fire hall” was built over a 50,000-gallon water cistern and had a bathroom, large 8-cylinder motor/pump and office desk. I removed the old motor and installed a dry hydrant so this is my emergency water reservoir for fire-fighting. I added a small kitchen, shower, some carpeting and new windows. Now the cabin rents to a single older nurse who loves to garden (she has a piece of the big shared garden here) and she loves to live on a farm in the country. I have not added any sq. ft. and have maintained the character of the building.



8. 3445 Poplar. The past owner removed the old roof from the “cow barn” (silage storage) and with the lovely rock walls (handpicked from the fields) I felt the best way use this space would be to build a hobbit house. I trucked in 37 dump truck loads of quality agricultural soil to cover the hobbit house and in so doing, increased the total surface of arable land here at the farm. An elderly lady has been living here for years. She came off a farm just down the road because when it sold she had to move and she wasn’t able to settle in an apartment as she always had horses and lived in the county so I welcomed her here. The unit was professionally built and is just under 800 sq. ft. with

one bedroom. The goats and everyone who sees it, love it.



3460 Poplar. This small one-bedroom house was built according to the building codes and on the underutilized land beside the hobbit house. It was built in 2014.

3468 Poplar. This small one-bedroom house was built according to the building codes and on the underutilized land beside the hobbit house. It was built in 2014.



I built these cabins in the developed area of the farm. See the old photo below that shows some old buildings in substantially the same location as the new houses: (notice also the old silage barn to the right with the big old metal roof that is now the “Hobbit House”.)



3485 Poplar. This three-bedroom full basement house was built in 1954 and used as a rental residential farm house ever since. I have done cosmetic renovations over the years but haven't done any other major changes.



3475 Poplar. This two-bedroom, full basement house was built in 1954 or 1955 and used as a rental residential farm house ever since. I have done cosmetic renovations over the years but haven't done any other major changes.





3358 Poplar. You didn't have this one in your letter but I assume you want to know about it. This is the "garden suite", a "Tiny House" that I bought from a friend and have put beside the fenced garden that we all share. I took it off the trailer and hooked it up to power, sewer and water and put a small deck on it.



3500 Poplar. The granary was converted into a residential dwelling in 2009. The building footprint has not changed and the character and historic weigh scale (located in the garage) have been maintained. A small cover over the front door was added for safety (the snow can slide unexpectedly from the roof above).



The farm fields have been worked extensively ever since I purchased the property. I had to pay farmers to work the land in the beginning because they were in such a poor state. The Vandenberg Dairy farm has had a lease on the fields for the past 10 years and they fertilize and harvest both grain and hay crops. I have taken the north end of the property and worked it extensively over the years so that now all the land is utilized to the greatest extent possible. I could only do this with my personal finances as the “farm” in no way generates enough money to cover these costs. I have never made over \$3000/year with the farm land. There just doesn’t seem to be a big enough demand for fields like these in Smithers. I have been looking at other ideas and as soon as I can find one I am planning to switch to a more profitable crop.



In reflection and summary I would like to draw your attention to the following:

1. Before I purchased the property, I did ask the Regional District if a private person could purchase and use land that was owned by the crown and zoned for public use. I was told that the use of land carries on and that they had no concerns with the sale.
2. I apologize for not getting the permits to convert some of the buildings to residential use and for building the small houses, hobbit house and moving a tiny-house beside the

garden. Personally, I was not doing well and found distraction in working hard; therefore, I have made poor decisions. I have been in counselling and am doing better lately but I have more recovery and healing to undergo. I want to be open and am willing to work at making things right.

3. This property has an engineered community sewer and water system designed for 74 residents. Both have been professionally updated and maintained and I am confident that these systems are more than adequate with the current 35 tenants that live here now. My tenants consist of the following: two families of 5 each, a single mom with two children, an older couple taking care their 93-year-old mother, a single mother with her two-year-old son, a retired couple, 13 single ladies and 3 single men.
4. I feel the property conforms well to the current use and that the land is in better condition now than it has ever been (or at least since the 1950's when it was an agricultural experimental farm). You refer to ALC Application 1628 often and I feel you will agree that the development on the property is in substantially the defined area that you requested and that the agricultural capacity of the lands is vastly improved from 1994 when the decision was granted. In fact, both the agricultural land as well as the 10-acre institutionalized land is in far better condition. This complies with your request "the Commission encourages the further agricultural development of the property as funds permit".
5. Regarding 3350 Poplar and your decision (application #21-B-93-28397 by Resolution #092-94) the Commission *"conditionally allowed your application to legalize the use of the property as a Residential Attendance Program for Young Offenders and to rebuild the residence. There is to be no expansion beyond the areas already debilitated and the Commission wishes to advise that it would not look favorably upon any future subdivision request. In addition, the Commission encourages the further agricultural development of the property as a funds permit."* Then in May, 1999 (application #B-32559) when asked for permission to subdivide a 0.3 ha. lot, containing the RAP building at 3350 Poplar, to facilitate the sale to a new owner, the Commission denied the request. The reason given in Resolution #312/99 was *"that it would introduce a permanent intrusion into the subject property which is comprised of good agricultural land."* However, five months later, after receiving a letter dated June 28, 1999 from Shirley Mueller of the Smithers Community Services Association, and as a result of the commission's on-site inspection of 25<sup>th</sup> June 1999 with the Director for the area, Harold Kerr, and Director of Planning, Mark Andison (who were both in support of the application), permission was granted. In the minutes of the September 27, 1999 meeting of the ALC (Resolution #622/99; Application #B-32559-1) it is mentioned a few times that *"the commission requests that the applicant try and sell the remaining agricultural area not included in the proposed subdivision to an adjoin farmer so it can be utilized for agricultural purposes and possibly consolidated with an adjacent field."*

Based on the above, and to find a long-term solution, I propose the following: Move the property lines for Lot 1, Plan PRP47360 to include the developed area as defined by the current zoning map (see below as defined as "A" and on the RD zoning map in dark green). This would increase the property size from .3 Ha to approx.3.9 Ha. The remainder of the property, "B" (approx. 18.5 Ha) would remain agricultural and have one house on it (3500 Poplar Road (the old Granary)). An easement would be established and registered on each title for use and maintenance to the septic lagoon as it currently sits on the east end of the AG-1 parcel. (See aerial photo with markings below).







This arrangement would be beneficial because it would clarify and define the areas and protect the intentions of the zoning and it wouldn't create any new titles or parcels. Once this is approved, I am willing to work with the local government on any of their concerns, such as ensuring the buildings are safe and conforming.

Thank you for your attention and work on this file.

Jeremy Penninga  
 Resident, owner, property manager  
 November 30, 2020

Date: March 11, 2021

File: ALR 1226

Deneve Vanderwolf, Planner 1/ Regional Transit Coordinator  
Planning Department  
Regional District of Bulkley-Nechako

VIA EMAIL: [Deneve.Vanderwolf@rdbn.bc.ca](mailto:Deneve.Vanderwolf@rdbn.bc.ca)

**Re: ALC Non-Adhering Residential Use application referral – The Old Experimental Farm**

Dear Deneve Vanderwolf,

Thank you for providing the B.C. Ministry of Agriculture, Food and Fisheries with the opportunity to comment on the provided Agricultural Land Commission (ALC) non-adhering residential use application referral for two parcels located near the corner of Highway 16 and Babine Lake Road and within the Agricultural Land Reserve (ALR). Ministry staff have reviewed the referral and provide the following comments:

- Ministry staff note that the subject parcels lie within an area of agriculture capability class 3 with a minor portion within a class 4 capability. These are a combination of (70%) Prairedale/(30%) Barrett soils and 100% Barrett soils. The combination of Class 3 capability and Prairedale soils are suitable for grain production with appropriate management. The Prairedale soil association has a unique micro-environment, amongst the most productive in the central interior, and a very desirable dry farming soil.
- Ministry staff note that the existing multiple structures on this site appear to be consolidated in a somewhat defined footprint. The presence of such a large number of residences however would also appear to make the two parcels overall less usable for farming, given that these additional dwellings may increase demands on infrastructure, roads, and traffic, increase the potential for farm practice complaints, and clearly contribute to the loss of productive farmland in the ALR.
- Further, Ministry staff note that the existing structures appear to be located within the area containing the desirable Prairedale soils.
- The Ministry is currently undertaking a study to consider revising the ALC regulations to potentially increase residential flexibility which may result in greater options for those living in the ALR. The September 4, 2020 B.C. Government News Release [Information Bulletin](#) provides additional information for consideration.

.../2

If you have any questions or concerns about our comments, please do not hesitate to contact Ministry staff.

Sincerely,

Gregory Bartle  
Land Use Planner  
B.C. Ministry of Agriculture, Food and  
Fisheries  
Phone: (778) 974-3836  
Email: [Gregory.Bartle@gov.bc.ca](mailto:Gregory.Bartle@gov.bc.ca)

Karen Tabe  
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Email copy: ALC Land Use Planner (North), [ALC.North@gov.bc.ca](mailto:ALC.North@gov.bc.ca)





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

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**TO:** Chair Thiessen and Board of Directors  
**FROM:** Jason Llewellyn, Director of Planning  
**DATE:** May 27, 2021  
**SUBJECT:** Non-Farm Use Application 1227

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**RECOMMENDATION**

That Agricultural Land Reserve Non-Farm Use Application No. 1227 be recommended to the Agricultural Land Commission for approval with the further recommendation that the Agricultural Land Commission ensure appropriate reclamation once the proposed mine has closed.

**VOTING**

All / Directors / Majority

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**EXECUTIVE SUMMARY**

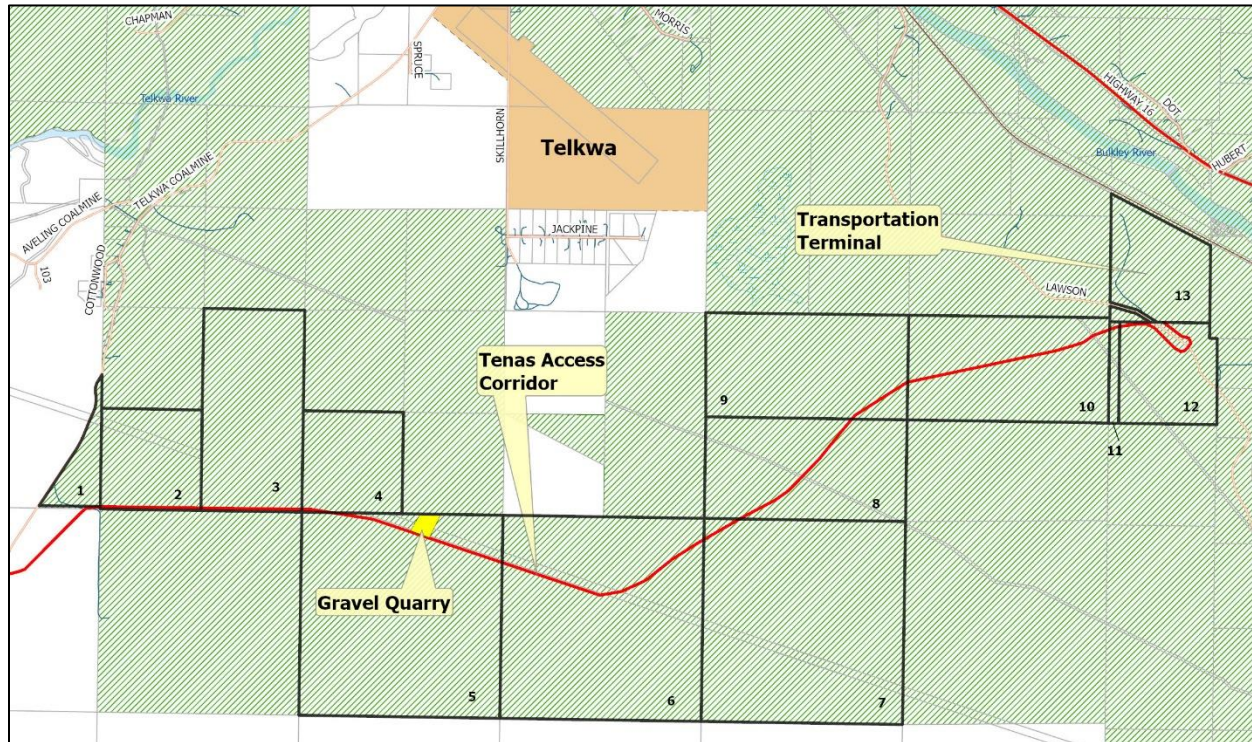
This application is requesting Agricultural Land Commission approval for the following activities in the ALR:

- A Transportation Terminal
- soil (gravel) removal
- access corridor;
- and associated soil deposit.

These activities are in support of a proposed surface metallurgical coal mine (Tenas Project) located approximately 10 km southwest of the Village of Telkwa. Staff recommend that the application be recommended to the ALC for approval, subject to the ALC ensuring appropriate reclamation once the proposed mine has closed.

## APPLICATION SUMMARY

<b>Name of Agent/Owner:</b>	Dan Farmer
<b>Electoral Area:</b>	A
<b>Subject Properties:</b>	See Subject Property Table
<b>Property Size:</b>	See Subject Property Table
<b>OCP Designation:</b>	See Subject Property Table
<b>Zoning:</b>	See Subject Property Table
<b>Existing Land Use:</b>	See Subject Property Table
<b>Location:</b>	The application area is located southwest of the Village of Telkwa. The subject properties are numbered on the map below for identification on the subject property table.
<b>Application Content:</b>	<b>Transportation Terminal Non-Farm Use; Soil (gravel) Removal; Tenas Access Corridor; and associated Soil Deposit.</b> These uses are in support of a proposed surface metallurgical coal mine (Tenas Project) located approximately 10 km southwest of the Village of Telkwa.



115  
Subject Property Table

Subject Properties	Current Use	Legal Description	Ownership	Size	OCP	Zoning	ALR	PID
1 (3)*	Hay Crop/ Pasture	Block A District Lot 223 Range 5 Coast District	Private	20.5 ha	Resource	Large Holdings (H2)	Yes	028406869
2 (1)	Hay Crop/ Pasture	District Lot 222 Range 5 Coast District Except Blocks A and B	Private	65 ha	Agriculture	Large Holdings (H2)	Yes	010652043
3 (2)	Pasture	District Lot 222 Range 5 Coast District Except Blocks A and B	Private	130 ha	Agriculture	Large Holdings (H2)	Yes	010652787
4 (4)	Pasture	The Southwest 1/4 Of District Lot 402 Range 5 Coast District	Private	65 ha	Agriculture	Large Holdings (H2)	Yes	013496751
5	Forest	District Lot 400 Range 5 Coast District Except Plan 7026	Crown Land	258.75 ha	Agriculture	Large Holdings (H2)	Yes	013503421
6	Forest	District Lot 399 Range 5 Coast District Except Plan 7026	Crown Land	258.75 ha	Agriculture	Large Holdings (H2)	Yes	013503413
7	Forest	District Lot 398 Range 5 Coast District Except Plans 7026 and 9161	Crown Land	258.75 ha	Agriculture	Agricultural (AG1)	Yes	014992621
8	Forest	District Lot 404 Range 5 Coast District	Crown Land	126.61 ha	Agriculture	Agricultural (AG1)	Yes	015919820
9	Forest	N1/2, District Lot 404, Range 5 Coast District	Crown Land	126.61 ha	Agriculture	Agricultural (AG1)	Yes	No PID
10	Forest	N1/2, District Lot 405, Range 5 Coast District	Crown Land	126.61 ha	Agriculture	Agricultural (AG1)	Yes	No PID
11	Forest	District Lot 4262, Range 5 Coast District	None?	6.5 ha	Agriculture	Agricultural (AG1)	Yes	No PID
12	Forest	The Northeast 1/4 Of Section 7 Township 6 Range 5 Coast District Except District Lot 1144	Crown Land	62.22 ha	Agriculture	Agricultural (AG1)	Yes	015842819
13 (5)	Pasture	Lot A (See Df18988) District Lot 1143 Range 5 Coast District Plan 1056 Except Plan 9828	Private	61 ha	Agriculture	Agricultural (AG1)	Yes	013581180

\*numbers in parentheses indicated number applicant uses to identify in application

## TRANSPORTATION TERMINAL

The applicant is requesting Agricultural Land Commission (ALC) approval to allow the subject property to be used as a Transportation Terminal where coal will be stockpiled and loaded onto rail cars. The Transportation Terminal site plan on the following page shows the location of the proposed coal stockpiles and 2.13 km rail loop connected to CN Rail's main track by a 0.34 km rail spur. The dwelling and accessory buildings are proposed for office and various storage uses associated with the facility.

## SOIL REMOVAL

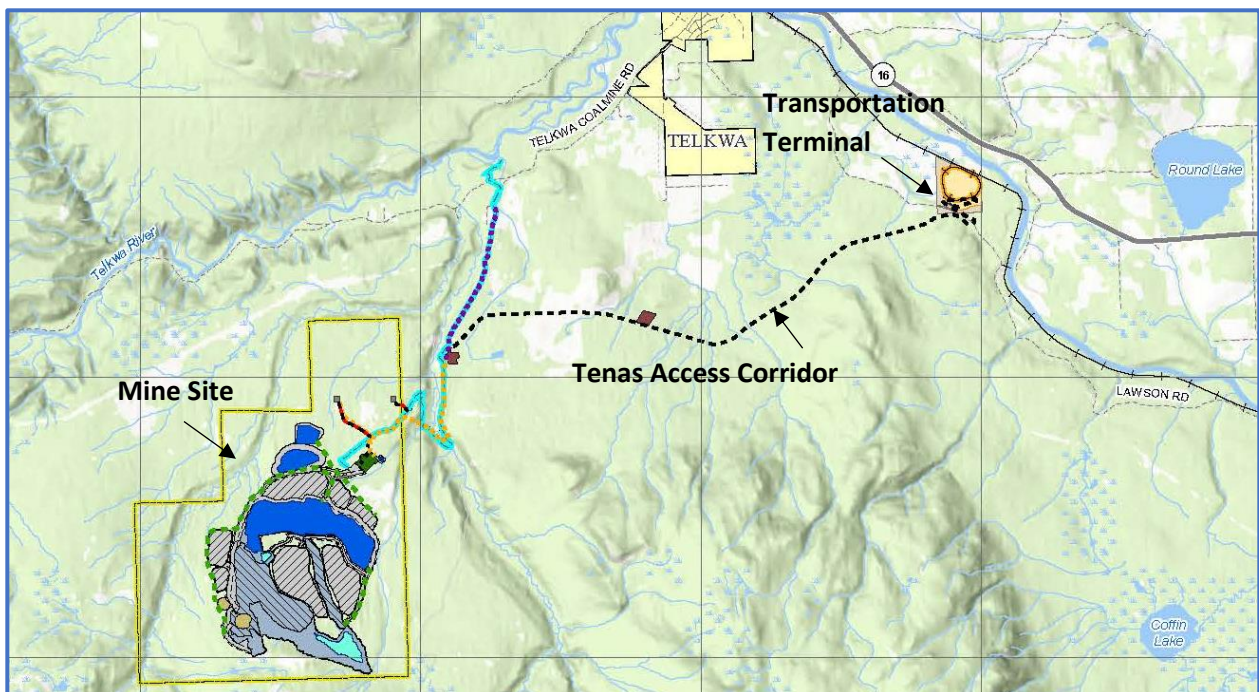
Gravel is proposed to be removed from a proposed gravel pit or quarry located along the bypass road within Crown Land. The gravel quarry is proposed to be decommissioned, backfilled, and reclaimed back to forested land.

## TENAS ACCESS CORRIDOR

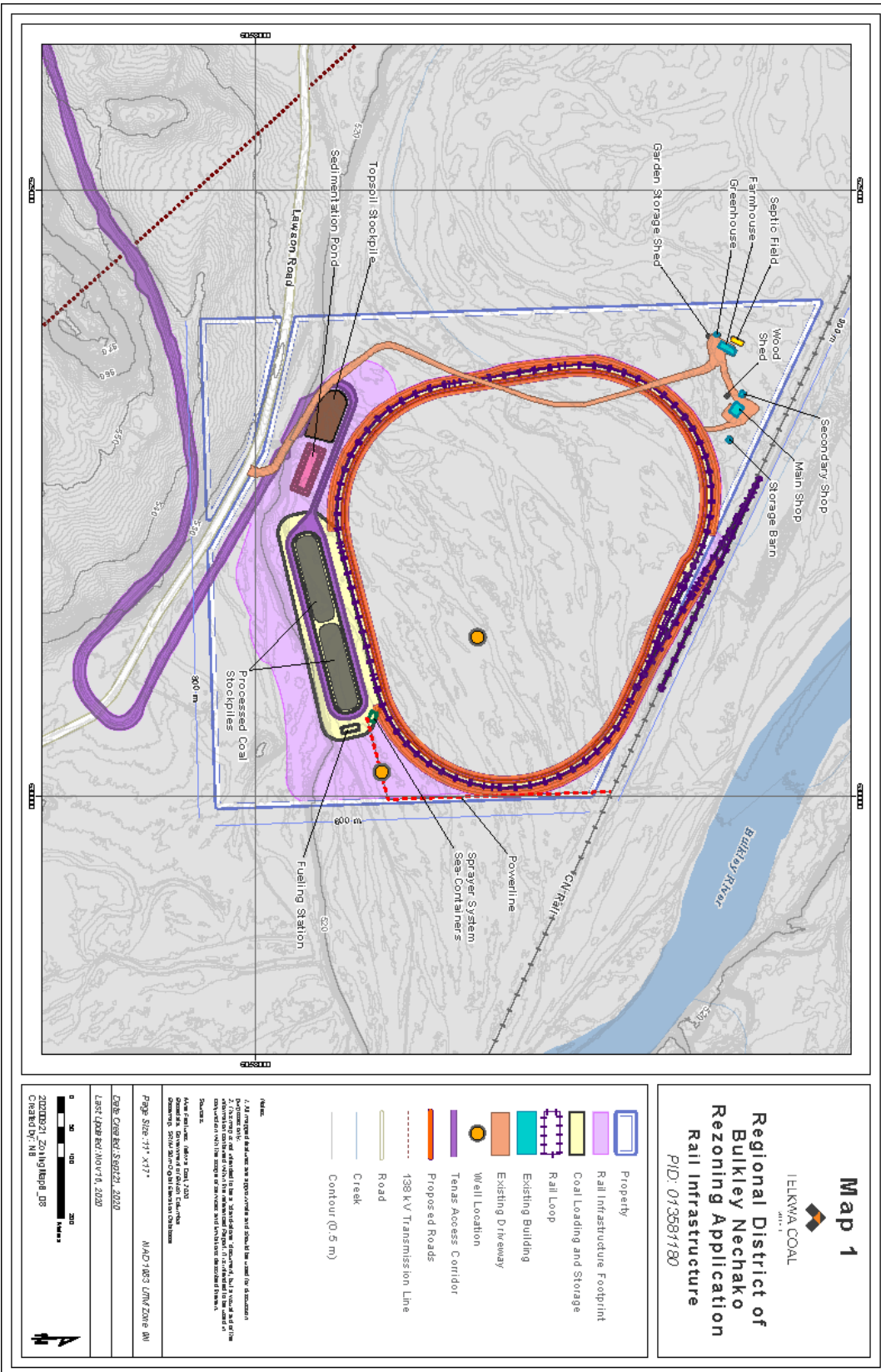
The application includes a request for ALC approval for an 11 km "bypass road" (referred to as the Tenas Access Corridor by the applicant) proposed between the mine site and the proposed Transportation Terminal on Larson Road. The Tenas Access Corridor travels through both Crown Land and private property.

## SOIL DEPOSIT

The application includes a request for ALC approval for the deposit of approximately 7000 m<sup>3</sup> of gravel fill and 11000 m<sup>3</sup> of clean rock associated with the construction of the road within the Access Corridor and rail infrastructure. The applicant anticipates a total fill placement area of approximately 10 ha. and a maximum depth of fill material of 1.2 m.



Transportation Terminal Site Plan



**Map 1**

ILKWA COAL

**Regional District of Bulkley Nechako**  
**Rezoning Application**  
**Rail Infrastructure**  
 PID: 013581180

**Legend**

- Property
- Rail Infrastructure Footprint
- Coal Loading and Storage
- Rail Loop
- Existing Building
- Existing Driveway
- Well Location
- Texas Access Corridor
- Proposed Roads
- 138 kV Transmission Line
- Road
- Creek
- Contour (0.5 m)

**Notes:**

1. All proposed features are approximate and should be used for discussion purposes only. A detailed engineering plan will be provided to the Regional District of Bulkley Nechako for review and approval. The plan will include the location of all proposed features and the location of all existing features. The plan will also include the location of all proposed features and the location of all existing features.

**Scale:**

Map Scale: 1:5000

Page Size: 11" x 17"

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**Scale Bar:**

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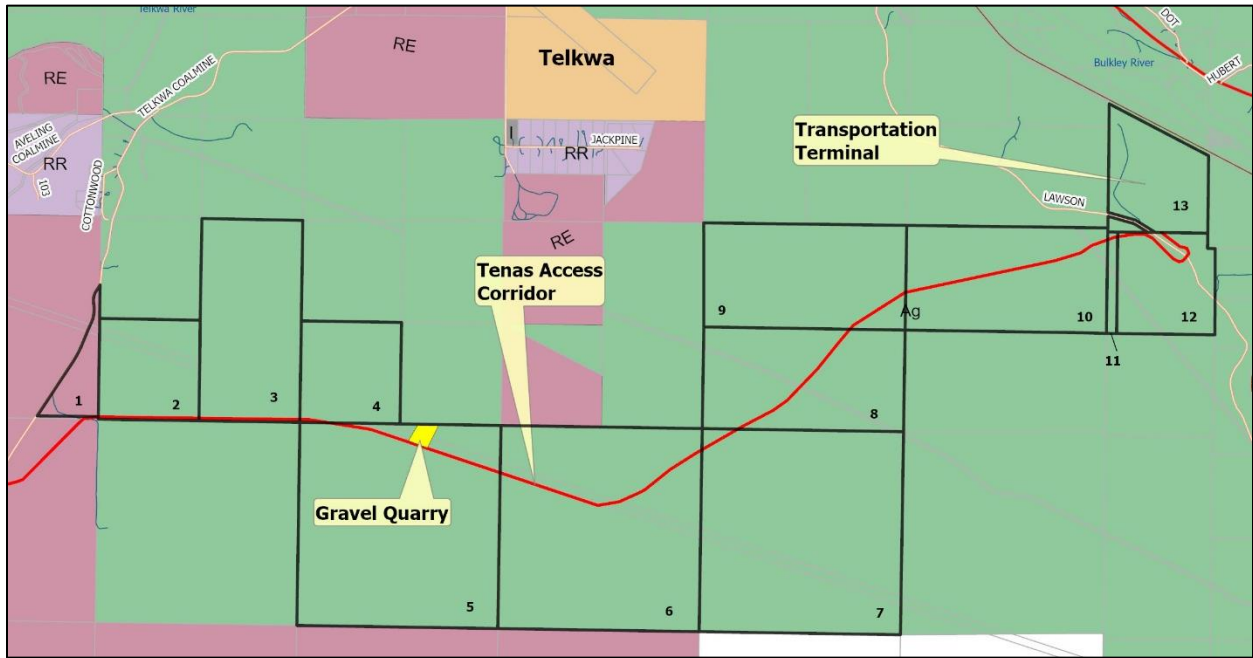
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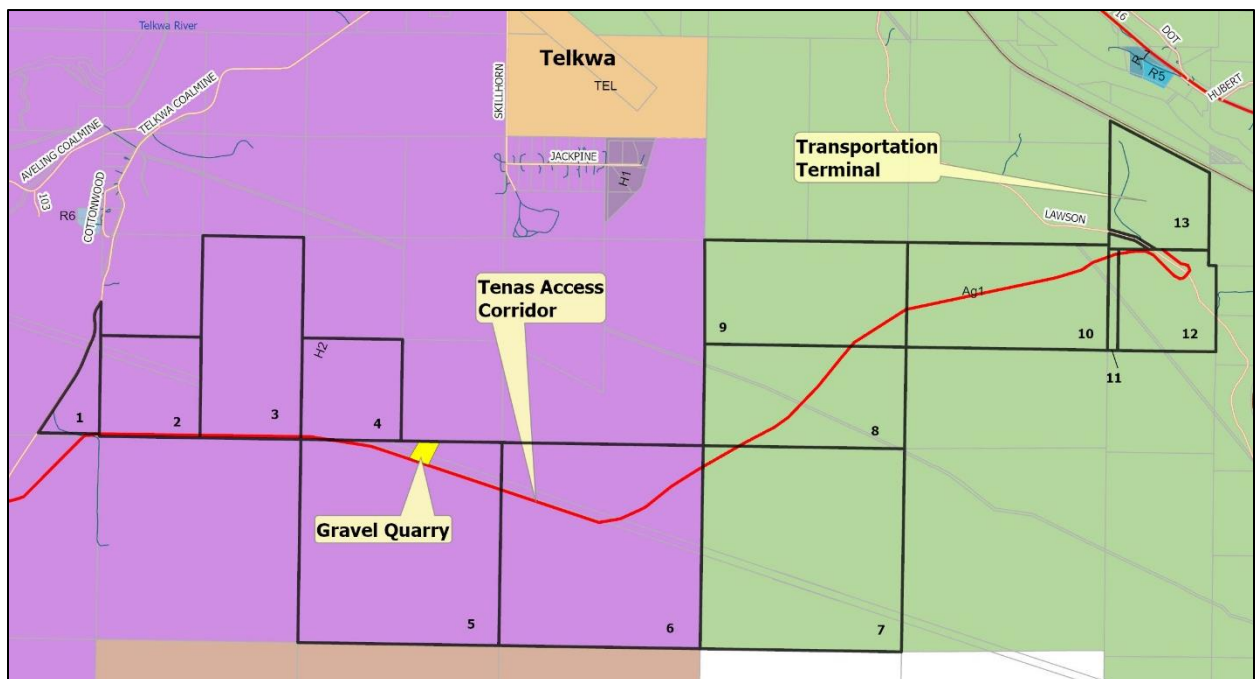
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**OFFICIAL COMMUNITY PLAN AND ZONING**

The Transportation Terminal, Gravel Pit and Tenas Access Corridor are proposed on land designated Agriculture in the Smithers Telkwa Rural OCP (with the exception that Subject Property 1 is designated Resource).



The property proposed for Transportation Terminal use (Parcel 13) is zoned Agriculture (AG1). The applicant has applied to amend the OCP and rezone the property to allow the Transportation Terminal.



## AGRICULTURAL IMPACTS

The application includes a support document titled “Non-Farm Use Application to the Agricultural Land Commission” prepared by EDI Environmental Dynamics Inc. This document (attached) includes an assessment of the subject properties and the agricultural impacts associated with the application. It also provides recommendations for soil conservation and reclamation.

The applicant is proposing to strip topsoil from areas to be disturbed by the proposed access road and rail infrastructure. The topsoil is proposed to be stockpiled along the ditch line of the bypass road. It is estimated that approximately 17000 m<sup>3</sup> of topsoil will be stockpiled and redistributed at the end of the life of the project.

## REFERRAL COMMENTS

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

The **Area A Advisory Planning Commission** recommends supports ALR Application 1227.

The **RDBN Agriculture Coordinator** (West) provided the following comments.

“I have reviewed the above-referenced referral report and the response from the Ministry of Agriculture, Food & Fisheries (MAFF).

The ALR Referral document and accompanying report by EDI Environmental Dynamics Inc. seem to indicate that the land being impacted by the access corridor, rail infrastructure and coal stockpiles has low to moderate agricultural value, and that the reclamation process would maintain and perhaps add to that value. I agree with the comments made by MAFF that the existing and potential agricultural capability of these land parcels cannot be adequately assessed using the Land Capability Classification for Agriculture system. My comments below are made in the context that the agricultural value of the land in question should be based on its capability classification, proximity to water, topography and proximity to existing infrastructure (e.g., roads and power).

Regarding the impact of construction and subsequent operation of rail infrastructure, coal stockpiles and access corridor on:

1. Adjacent, existing agriculture -- I have some questions about the impact of coal residue (in the form of dust and larger particulate matter) to the adjacent cropland, livestock water sources, and overall livestock health. This potential issue was not discussed adequately in either the body of the ALR referral, or by the EDI Environmental Dynamics Inc. report. The MAFF made a reference to covered trailers being used to transport coal along public transportation corridors, and I would echo their question regarding the use of covered trailers for the access corridor. My other questions include:
  - a. What data have been collected with respect to the distances of particulate travel, and impacts of significant accumulation on soil characteristics such as pH and soil nutrient profiles? Soil health is integral to agriculture, so this information is not just relevant in the EA context.

- b. Is there a plan to either maintain or install vegetative buffers that would potentially help to mitigate some of the risk?
  - c. Is there a plan to routinely test for pollution that could potentially impact off-stream watering systems that source unconfined groundwater?
2. Agricultural use of the land parcels directly involved in the project – the ALR referral documents measure the impact based on the actual footprint of the industrial activity, but it seems reasonable to suppose that there will be a significant reduction in potential for agricultural developments on the entire area represented by these land parcels while the mine is in operation.

As far as reclaiming the site, that is outside my area of expertise and 25 years is a long time from now. I would be interested to see some case studies that detail how these types of industrial activities have been reclaimed and subsequently used for both intensive and extensive agriculture operations. My questions would be around soil contamination from the coal, soil compaction issues, and noxious weeds. I didn't see a reclamation report, so perhaps these issues have been fully addressed by the proponent elsewhere. My only comment about the management of noxious weeds in areas impacted by both industrial and agricultural activities is that once the plants are established, it can be a very long-term project to prevent their spread. Weed management was presented in a pretty simplistic fashion in the ALR referral, without much thought given to the level of commitment that could very easily be involved.

Overall, I agree with many of the comments made by the MAFF staff, and as is evidenced by my comments above, have some of the same questions.”

#### **PLANNING DEPARTMENT COMMENTS**

The proposed industrial use and the access corridor will have an impact on agriculture on the parcels involved, and on the surrounding area until such time as the uses stop and the lands are reclaimed. Staff recommend that ALC approval be conditional on the ALC ensuring appropriate reclamation once the proposed mine has closed. The reclamation plan approved by the ALC should include consideration of weed control, soil compaction, removal of infrastructure, and the need for financial security to ensure reclamation is completed.

The Planning Department is assuming that the long-term environmental impacts (such as soil contamination) will be appropriately addressed by the Environmental Impact Assessment process being conducted by the Province.

#### **ATTACHMENTS**

Appendix A: Surrounding ALR Applications

[Non-farm Use Application to the Agricultural Land Commission \(link\)](#)

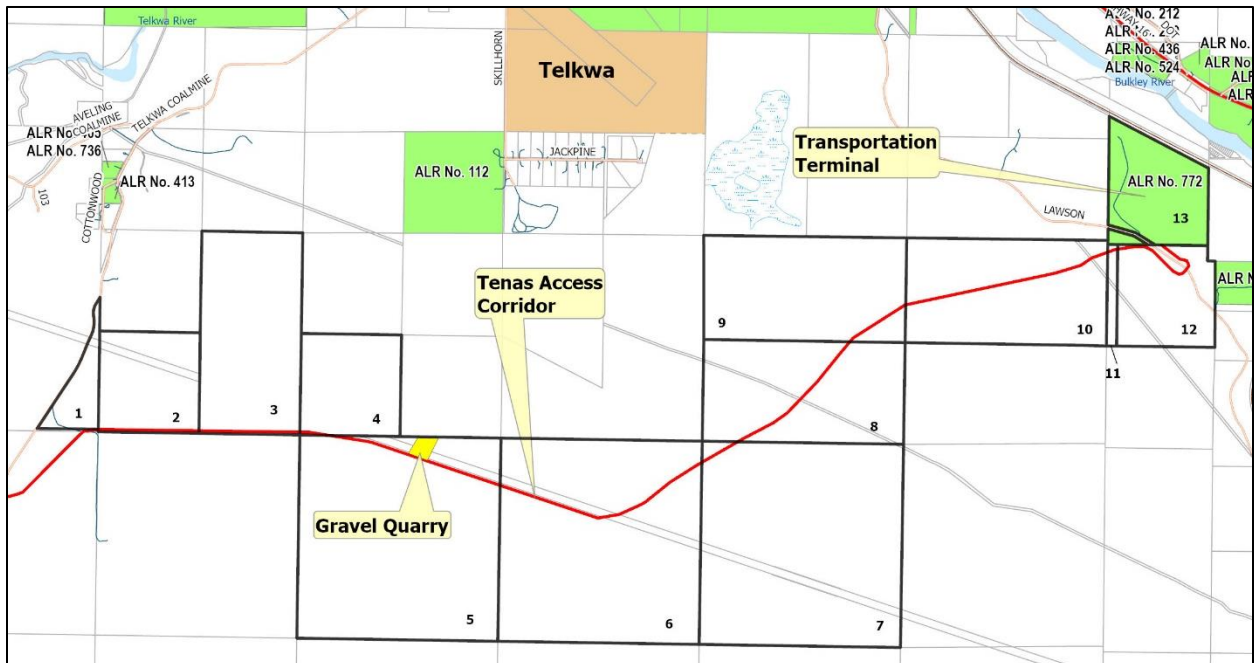


APPENDIX A:

Surrounding Applications

ALR Application	Legal Description	Summary	Recommendation
112	SE 1/4, District Lot 409, Range 5 Coast District.	Application to utilize part of the property described above for a gravel pit.	Approval
			Approval
			Approved
276	N 1/2 of District Lot 1145 lying west of the Bulkley River, except part included in Plan 1166, Coast Range 5.	Application to subdivide property in half.	Denial
			Denial
			Denied
405	Block E of District Lot 225, Range 5, Coast District	Application to construct a second dwelling on the subject property	Approval
			Approval
			Application Withdrawn
413	Block C of District Lot 225, Range 5, Coast District	Application to subdivide the ±2.14 ha property into two parcels of ±0.47 ha and ±1.67 where the property is divided by Telkwa Coalmine Rd	Denial
			Approval
			Approved
736	Block E of District Lot 225, Range 5, Coast District	Application to subdivide the ±1.91 ha property into two lots, one to contain each of the existing mobile homes	Denial
			Denial
			Denied
772	Lot A, Plan 1056, District Lot 1143, Range 5, Land District 14, Coast Range 5, except Plan 9828.	Application to exclude 64.62 ha from the ALR for the purpose of subdividing the whole parcel.	Denial
			Denial
			Denied

Surrounding Applications Map





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

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**TO:** Chair Thiessen and Board of Directors  
**FROM:** Maria Sandberg, Planner  
**DATE:** May 27, 2021  
**SUBJECT:** Parcel addition to proposed Cheslatta Land Transfer

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**RECOMMENDATION**

That the Regional District of Bulkley-Nechako Board direct staff to inform the Ministry of Indigenous Relations and Reconciliation that the Board has no objection to the proposed land disposition of the East ½ of District Lot 491, Range 4, Coast District.

**VOTING**

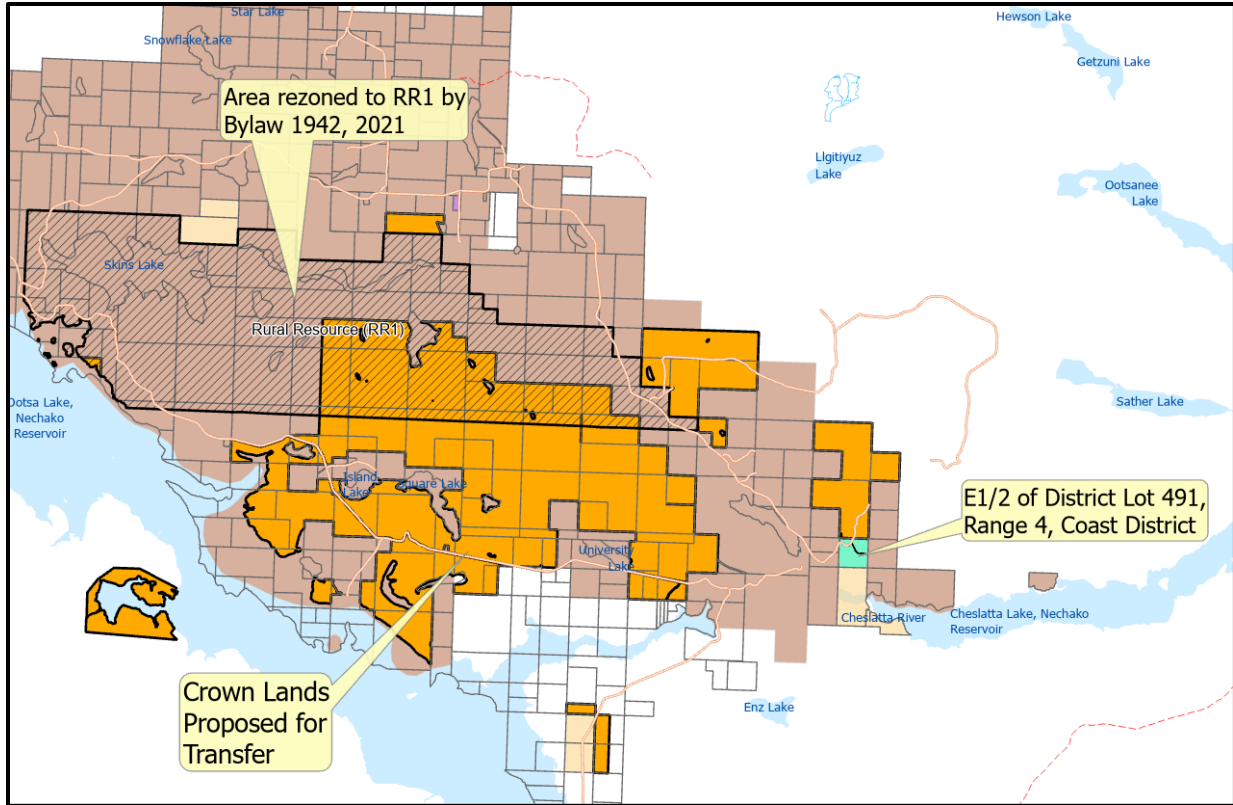
All Directors / Majority

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**DISCUSSION**

The Ministry of Indigenous Relations and Reconciliation wishes to add an additional parcel of Crown land (E1/2 of District Lot 491, Range 4, Coast District) to the list for proposed disposition to the Cheslatta Carrier Nation in Electoral Area E. The additional parcel is 64.9 ha in size and has been zoned Rural Resource (RR1) since 1993. The Planning Department has no concerns.

The original referral was considered by the Board in early 2020 and the Board responded that they had no objection to the proposed land dispositions provided that the lands being transferred into fee simple ownership are zoned to the Board's satisfaction prior to the land transfer. Bylaw 1949, 2021, which applied (RR1) zoning to 70 previously un-zoned parcels in the proposed land disposition area was adopted in April 2021.



**ATTACHMENTS**

Letter from Karen MacDowell, Negotiator, Ministry of Indigenous Relations and Reconciliation

May 7, 2021

Ref. 52197  
File: 280-30/Cheslatta

**VIA EMAIL**

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

Dear Jason Llewellyn:

I am writing to share further information about settlement and reconciliation between the Province of British Columbia (the Province) and the Cheslatta Carrier Nation (Cheslatta) as a further parcel is proposed for transfer in fee simple to Cheslatta.

As you know, proposed land transfers and tenures (dispositions) under the 2019 Settlement Agreement between Cheslatta and the Province address impacts to Cheslatta from the creation and operation of the Nechako Reservoir. More information can be found at <https://engage.gov.bc.ca/govtogetherbc/consultation/cheslatta/>, including information sheets and maps from 2018 and 2019, and answers to frequently asked questions.

Engagement with stakeholders, ongoing since May of 2018, was completed for Phase 1 of the Cheslatta Land Package on September 21, 2020. As we prepared for surveys this summer, it came to our attention that the East ½ of District Lot 491 was mistakenly identified as already owned by Cheslatta, when in fact it is still Crown land. We are now considering the transfer in fee simple of this additional parcel to Cheslatta.

As shown on the attached map, this 64.9 hectare parcel, located north of Cheslatta River, is adjacent to parcels that have already been reviewed by the Regional District. Very few encumbrances have been identified on this parcel, and approaches to mitigate impacts to interests that were developed for the adjacent parcels also apply to this parcel, including: maintaining the Clark Road corridor as Crown land for the purposes of excluding the road and BC Hydro and Telus infrastructure from transfer, and encouraging the Trapline and Guide Outfitter Certificate holders to negotiate continued access with Cheslatta Carrier Nation.

.../2

Additionally, an easement has been offered to the landowner to the east to ensure that access via their unauthorized driveway and the BC Hydro and Telus distribution infrastructure servicing the parcel are protected.

In general, the Province has attempted to minimize potential impacts of the dispositions through the following approaches: existing barge landing sites and primary roads will remain Crown land under the jurisdiction of the Province to maintain continued access to Crown land for hunting, fishing, gathering, and recreation; and Cheslatta is willing to work with interest holders to explore opportunities for continued access to their private lands after any dispositions.

According to your February 13, 2020 letter, The Regional District of Bulkley-Nechako Board of Directors has no objection to the land dispositions previously proposed provided that the lands being transferred into fee simple ownership are zoned to the Board's satisfaction prior to land transfer. We would like to thank you for so quickly rezoning the proposed lands that the Board determined require zoning. I understand that this parcel is already zoned RR1. Can you please confirm that this parcel has already been zoned to the Board's satisfaction?

We again invite you to engage with us so we may better understand how you may be impacted by these potential land transfers, and to address any questions or concerns regarding any of the information contained in this letter. The Province will carefully review any information provided and ensure it is taken into account before a final decision is made about any area contemplated for transfer or tenure to Cheslatta.

Our objective is to conclude this engagement process with you by August 15, 2021, to enable decisions to be made in the next year on transfers and tenures of these lands. For each decision listed in Appendix 2, the Ministry of Indigenous Relations and Reconciliation will provide decision makers with the information that is gathered. Should you wish to provide input, it is important for you to submit an initial written response to the Province by June 30, 2021.

Should you require additional information or wish to schedule a meeting please contact Colleen Gellein, Senior Resource Coordination Officer, by email at [Colleen.Gellein@gov.bc.ca](mailto:Colleen.Gellein@gov.bc.ca) or by telephone at (250) 876-6830, or me by email at [Karen.MacDowell@gov.bc.ca](mailto:Karen.MacDowell@gov.bc.ca) or by telephone at (250) 713-3008.

Yours truly,



Karen MacDowell  
Negotiator, North Area

Appendix 1: More about types of disposition

Appendix 2: List of Decisions that may be required for proposed dispositions

Enclosures (1): Map of East ½ of DL 491

***Appendix 1: More about types of disposition:*****Transfer in fee simple:**

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

**Conditional withdrawal:**

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

**Licence of Occupation:**

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

**Appendix 2: List of Decisions that may be required for proposed dispositions**





<b>Authorization</b>	<b>Legislation</b>	<b>Decision Maker</b>	<b>Agency Responsible</b>	<b>Comments</b>
Transfers in Fee Simple (Crown Grants)	Ministerial Order under Section 9 of <i>Ministry of Lands, Parks and Housing Act</i>	Assistant Deputy Minister	FLNR	Ministerial Order is a legal instrument made under the authority of a statute. Orders may be made by the Minister responsible for a particular statute.  Surface rights only, including timber, but not minerals, petroleum, or natural gas.
Licences of Occupation	Ministerial Order under Section 9 of <i>Ministry of Lands, Parks and Housing Act</i>	Assistant Deputy Minister	FLNR	Conveys non-exclusive use for a particular purpose for a relatively short term, in this case 60 years. Can apply for replacement prior to expiry. It is not registerable on title.
Section 17 Conditional Withdrawal for Tetachuck Lake	Section 17 of <i>Land Act</i>	Director of Authorizations, Skeena Region	FLNR	Designates a portion of Crown land for, or except for, a particular use or for the conservation of natural or heritage resources.
Notations of Interest	Not legislated	Director of Authorizations, Skeena Region	FLNR	A recording on the Province's maps of an interest in Crown land by a provincial ministry or agency. It is not a reserve, withdrawal or designation, and does not preclude the acceptance of land applications or disposition of Crown land. It ensures that a ministry can provide input into proposed projects.
Section 16 Withdrawal or Section 17 Conditional Withdrawal	Section 16 or Section 17 of <i>Land Act</i>	Director of Authorizations, Skeena Region	FLNR	For interim protection of parcels until Crown Grant is complete.
Removal from Provincial Forest	Ministerial Order under <i>Forest Practices Code of British Columbia Act</i>	Assistant Deputy Minister	FLNR	Required for all fee simple parcels that are in the Ootsa and Nechako Provincial Forest.
Cancellation or Amendments to Orders-in-Council			Ministry responsible	A legal instrument made under the authority of a statute. Orders may be made by the Lieutenant Governor in Council.
Deactivation of Forest Roads Cancellation of Road Permits	<i>Forest and Range Practices Act</i> ; <i>Forest Act</i>	District Manager, Nadina Natural Resource District	FLNR	All legislative and regulatory requirements pertaining to the cancellation of 3rd party interests prior to transfer are identified and contemplated in the project timeframe.

<b>Authorization</b>	<b>Legislation</b>	<b>Decision Maker</b>	<b>Agency Responsible</b>	<b>Comments</b>
Cancellation or Amendments to Grazing Licences	<i>Forest and Range Practices Act; Range Act</i>		FLNR	
Amendments/ Cancellations of OGMAs. (GAR orders, changes to SRMP, gravel or filled foreshore areas)	Ministerial Orders		FLNR	
Amendment/Cancellation of Existing Special Use Permits, and Existing Log Handling Licences of Occupation	<i>Forest Practices Code Act</i>	District Manager Nadina Natural Resource District	FLNR	
Cancellation of Lease	<i>Land Act</i>	Director of Authorizations, Skeena Region	FLNR	
Statutory Right(s) of Way to Rio Tinto; Release Indemnity/ s 219 covenant	<i>Land Act</i>	Director of Authorizations, Skeena Region	FLNR	Registerable Instruments to allow existing rights granted to Rio Tinto under their water licence/permit authorizing the use of Crown land below 2820' of elevation on the reservoir.
Decisions Relating to Surveying	<i>Land Title Act</i>	Surveyor General	Land Title and Survey Authority (LTSA)	Registerable Instruments to allow existing rights to continue.
BC Hydro Blanket Statutory Right-of-Way			BC Hydro	
Any Decisions to Dispose of Contaminated Sites			FLNR/ ENV	No sites are registered.
Cancellation of Blanket Notation of Interest that was Placed over Entire Land Package under Lands file 6409066		Director of Authorizations, Skeena Region	FLNR	Cancel as dispositions are approved.

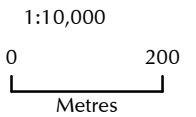


129

# Cheslatta First Nation Land Transfer Stakeholder Engagement

-  Parcel subject to transfer
-  Easement Area
-  Survey Parcel (White)
-  Unpaved Road

## DRAFT



Produced by: GeoBC  
 Created by: Decision Support Section, mmm  
 Coordinate System: NAD 1983 BC Environment Albers  
 Date: April 8, 2021  
 Produced for:  
 Ministry of Indigenous Relations and Reconciliation



## REGIONAL DISTRICT OF BULKLEY-NECHAKO

### STAFF REPORT

**TO:** Chair Thiessen and Board of Directors  
**FROM:** Jason Llewellyn, Director of Planning  
**DATE:** May 27, 2021  
**SUBJECT:** Endako Weir Project

#### RECOMMENDATION

That the Board send the attached letter to the Upper Fraser Fisheries Conservation Alliance in response to their letter regarding the Endako Weir Project.

#### VOTING

All / Directors / Majority

#### PROJECT OVERVIEW

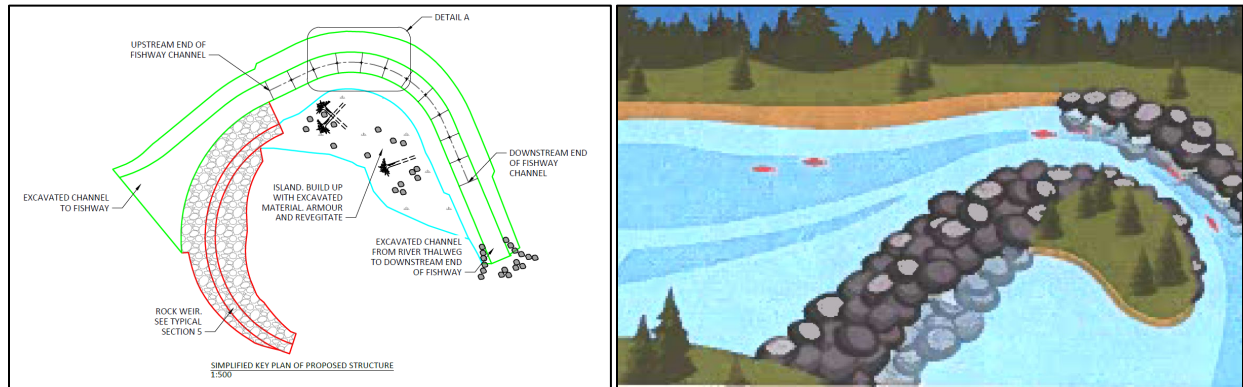
The Planning Department received the attached letter and background information from the Upper Fraser Fisheries Conservation Alliance (UFFCA) on May 11, 2021 requesting support for the Endako Weir Project and an overview assessment of potential unintended impacts of the Endako Weir. Staff subsequently met with UFFCA representatives on May 14, 2021 to discuss the project.

The UFFCA is proposing the construction of a passive rock weir on the Endako River at the outlet of Burns Lake. The intent of the weir is to slow the release of water from Burns Lake and Decker Lake during the summer resulting in increased flows in the Endako River in the fall



when chinook salmon and kokanee are spawning in the river.

The UFFCA are expected to have submitted the required permit application to the Province in mid-May for approval to construct this summer. Their hope is to take advantage of Covid 19 related funding that must be spent in 2021.



### Burns Lake / Decker Lake Water Level Changes

The reports submitted by UFFCA's consulting engineers indicate the following Burns Lake water level changes and Endako River discharge impacts from the proposed weir.

1. Burns Lake extreme high-water level will be unchanged. The average annual high-water level will increase by 8 cm.
2. Extreme low-water level will be higher. Minimum lake level will increase by 20 cm. The average annual low water level will increase by 26 cm.
3. Summer / fall water release into the Endako River will increase by 200%.
4. Average lake level will increase by 32 cm (698.54 m to 698.86 m).

### High Water / Flooding Impacts

In the event of a worst-case scenario dam failure there would be a 0.65 m rise in water depth 218 m downstream on the Endako River with a negligible impact to downstream habitat, cultural values, and infrastructure. There is an unlikely possibility of loss-of-life.

As noted, there is no anticipated impact on extreme high-water levels.

### Weir and Lake level Monitoring

Lake levels will be monitored at a hydrometric station at each end of Burns Lake to evaluate if the weir is operating as designed. The Endako River discharge will be monitored at the outlet

of Burns Lake approximately 50 m downstream of the proposed weir location and at the Shovel Creek confluence.

### **UFFCA PUBLIC ENGAGEMENT**

UFFCA have developed a public engagement plan (attached) which includes the distribution of information to the public and a link to a survey that may be completed on the UFFCA website ([www.upperfraser.ca/endako-weir.html](http://www.upperfraser.ca/endako-weir.html)). In addition, a buoy and sign are proposed to be placed at Radley Beach Park indicating changes to water levels. UFFCA plan to conduct a minimum of 4 webinars to assist the public in understanding the project. The 4 webinars will be broken into 2 topics:

- Weir design and engineering
- Chinook conservation on the Endako

The UFFCA are scheduled to appear as a delegation at the May 25<sup>th</sup> Village of Burns Lake Council meeting.

### **FIRST NATIONS INITIATIVES**

According to the UFFCA website their membership includes the following First Nations:

Burns Lake First Nation	Carrier-Chilcotin Tribal Council
Carrier-Sekani Tribal Council	Esdilangh (Alexandria First Nation)
Esketemc First Nation	Lheidli T'enneh First Nation
Lhoosk'uz (Kluskus First Nation)	Lhtako (Red Bluff First Nation)
Nak'azdli First Nation	Ndazkho (Nazko First Nation)
Northern Shuswap Tribal Council	Saik'uz First Nation
Stellat'en First Nation	Stwecem'c Xgat'tem (Canoe Creek First Nation)
T'exelc (Williams Lake First Nation)	Takla Lake First Nation
TI'azt'en Nation	TI'etinqox (Anaham First Nation)
TI'esqox (Toosey First Nation)	Tsi Del Del (Alexis Creek First Nation)
Tsilhqot'in National Government	Tsq'escen (Canim Lake First Nation)
Ulkatchot'en (Ulkatcho First Nation)	Wet'suwet'en First Nation
Xats'ull Cmetem'	(Soda Creek First Nation)
Xeni Gwet'in (Nemiah First Nation)	Yunesit'in (Stone Indian First Nation)

It appears that the Endako Weir Project is complimentary to the efforts of the Nechako First Nations to restore a more natural flow to the Nechako River and its affected tributaries. It is noted that the Saik'uz and Stellat'en First Nations are part of the UFFCA. The Nadleh Whut'en First Nation is not listed as a UFFCA member.

**PLANNING DEPARTMENT COMMENT**

Given the Information provided it is not clear if there will be notable negative impacts on rural residents or use of the lake. There is no mention in the information provided by the UFFCA's engineers regarding the impact of increased average lake elevations on bank erosion and on-site sewage disposal systems. This evaluation should be part of the Provincial Government project review and should be informed by the public engagement process undertaken by the UFFCA.

**ATTACHMENT(S)**

1. Endako Weir Project Cover Letter
2. [Detailed Design Report \(link\)](#)
3. [Preliminary Dam Consequence Classification \(link\)](#)
4. [Effectiveness Monitoring Plan \(link\)](#)
5. [Environmental Management Plan \(link\)](#)
6. [Draft UFFCA Proposed Endako Weir Engagement Plan \(link\)](#)

May 28, 2021

Lisa Krebs, RPP, MCIP  
UFFCA Representative for the Endako Weir  
Email: lkrebs@krebsconsulting.ca

RE: Endako Weir Project

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Dear Lisa,

Thank you for the information regarding the Endako Weir Project and for the opportunity for the RDBN to provide comment regarding the efforts of the Upper Fraser Fisheries Conservation Alliance (UFFCA) to stabilize the flow of the Endako River to the benefit of chinook salmon and kokanee migration and spawning.

The RDBN Board appreciates the engagement efforts being undertaken to gain public, First Nations, and local government input on this project. The RDBN Board encourages the UFFCA and the Province to carefully evaluate the potential flooding and bank erosion impacts associated with higher water levels in Burns Lake and Decker Lake, and to consider the public input received.

As you may be aware the RDBN is currently engaged with the Nechako First Nations in an initiative to restore more natural flows to the Nechako River and its affected tributaries. The RDBN encourages the UFFCA to ensure that these projects are undertaken in a coordinated and complimentary manner.

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Gerry Thiessen,  
RDBN Board Chair

CC Beth Eagles, District Manager, MFLNRO, Nadina Resource District



**UFFCA**  
upper fraser fisheries conservation alliance

**Mr. Jason Llewellyn, RPP, MCIP,**  
**Director of Planning**  
Regional District of the Bulkley Nechako  
Email: [jason.llewellyn@rdbn.bc.ca](mailto:jason.llewellyn@rdbn.bc.ca)

**RE: Endako Weir Project**

Dear Jason,

Thank you again for the opportunity to discuss the Endako Weir project. As I mentioned in our conversation, the Endako Weir project is spearheaded by the Upper Fraser Fisheries Conservation Alliance (UFFCA), an Indigenous Fisheries organization that promotes conservation, protection and the sustainable harvest of fish populations, as well as the health of the ecosystems upon which they depend.<sup>1</sup> The UFFCA has 28 member First Nations and 2 Tribal Councils, many of these Nations you interface with through your work at the Regional District of the Bulkley Nechako.

As we discussed the Endako Weir is an example of an environmental restoration project focussed on climate change adaptation and resiliency. Climate change, as well as reduced forest cover, has led to seasonal reductions in water levels and an increase in water temperature in many streams and rivers in BC. This makes for challenging conditions for migrating salmon, and poor conditions for eggs that are incubating in these waterways. The effect in the Endako is lower August and September flows during periods that are key for Chinook as well as Kokanee migration and spawning. The Endako Weir will stabilize the flow of the Endako River during spawning season and the incubation period to improve survival for the next generation of salmon, and will benefit the habitat of all fish that call the Endako home.

The UFFCA is working with BC on permitting, and hope to submit the final permit application in the next 10 days. While this project has been years in the making, it has only become a real possibility due to Covid stimulus funding that was released earlier this year from the Healthy Watershed Initiative for expenditure in 2021. While timelines are tight, the opportunity is too important to miss. As such, we will be undertaking an intensive engagement approach with citizens of Burns Lake, targeting lakeshore owners. This engagement strategy includes physical brochures, links to project information and a survey on the UFFCA website, in addition we will conduct no less than 4 webinars to answer

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<sup>1</sup> For more information on the UFFCA see: <https://upperfraser.ca/>

questions and hear concerns. Finally, we are meeting with the leadership of many of the local First Nations to formalize their support.

I am writing you today to request support from the Regional District of the Bulkley Nechako in two ways; 1) political support for this important environmental restoration project, and 2) an overview assessment of potential unintended impacts of the Endako Weir by your planning department. To support these requests I have attached relevant documents (listed below and sent as attachments) and would like to offer an opportunity for your planning department to meet with UFFCA fisheries biologists as Subject Matter Experts and / or the technical team for design or construction questions.

In closing I would like to thank you again for the opportunity to discuss this important project, and I look forward to your response.

Thanks again,



Lisa Krebs, RPP, MCIP  
UFFCA Representative for the Endako Weir  
Email: [lkrebs@krebsconsulting.ca](mailto:lkrebs@krebsconsulting.ca)  
Tel: 250-614-3168

Attachments:

NHC	Preliminary Dam Consequence Assessment
NHC	Endako River Weir Detailed Design Report
TEC	Endako River Weir Project Environmental Management Plan
EDI	Endako Weir Effectiveness Monitoring Plan

CC: Gord Sterritt, ED UFFCA





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

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**TO:** Chair Thiessen and Board of Directors  
**FROM:** Darrell Hill, Bylaw Enforcement Officer  
**DATE:** May 27, 2021  
**SUBJECT:** RDBN Bylaw Ticketing System

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**RECOMMENDATION**

That the RDBN Board direct staff to work with member municipalities to explore interest in establishing a Bylaw Dispute Adjudication (BDA) system, and report back to the RDBN Board with an implementation strategy and budget implications.

**VOTING**

All / Directors / Majority

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**EXECUTIVE SUMMARY**

The Planning Department is anticipating developing a bylaw that regulates the use and activities that may occur on RDBN parks and trails. The regulations in this bylaw relate to behaviours and activities that are best enforced through a ticketing system. However, the RDBN does not have a bylaw authorizing the issuance of tickets. A bylaw authorizing the issuance of tickets for certain infractions, and the associated ticketing system, must be developed.

There are two types of ticketing systems available to local governments in BC. One is the Municipal Ticket Information (MTI) system through the *Community Charter*. The other is the Bylaw Dispute Adjudication (BDA) system through the *Local Government Bylaw Notice Enforcement Act*. This report presents an overview of these ticketing systems and discusses the opportunity for RDBN cooperation with member municipalities on a BDA system.

## THE MTI SYSTEM

Under the MTI system, tickets must be personally served, and disputed tickets can only be resolved within Provincial Court. In the case of the RDBN, this means bylaw staff apply for a hearing date in Provincial Court; liaise with the disputant, direct the collection of evidence, serve legal documents, and argue the case in Provincial Court before a Judge or Justice of the Peace. Unfortunately, local government bylaw matters are not a priority for the Provincial Court system and are regularly delayed for more serious matters resulting in added costs and inconvenience to witnesses and staff. Bylaw complainants are often reluctant to give evidence in court for reasons such as lost time from work or fear of retribution. Although ticketing for bylaw infractions is a tool that is proven to enhance compliance with local government regulations, the requirement for personal service of tickets, the high cost of court prosecutions and the difficulty in collecting fines owing are detriments to the use of the MTI system.

The cost of prosecuting a disputed MTI ticket in Provincial Court can reach several thousand dollars and is only done in those instances where it serves the public interest. There is no recourse for recovery of those legal costs in Provincial Court. The high cost of dealing with disputed tickets in court is a deterrent to using MTIs.

Municipalities in the RDBN all issue tickets under the MTI system.

## THE BDA SYSTEM

The *Local Government Bylaw Notice Enforcement Act* (the Act) authorizes the BDA System which is a streamlined non-judicial system for local governments to deal with bylaw ticket disputes. The Act was developed to create a simple, fair, and cost-effective system for dealing with minor bylaw infractions that involves a streamlined process outside of the Provincial Courts system.

The Act, and the authority it provides to establish an adjudication system applies to both municipalities and regional districts. Currently, more than 100 jurisdictions in BC are using the BDA system including the Regional District of Fraser Fort George and the Peace River Regional District (See Appendix A).

The BDA system improves local government bylaw contravention enforcement by providing a more accessible venue for determining simple bylaw contraventions. It also reduces the demand on the court system, is less expensive to administer than the court process, and is a better balance between the amount of the penalty imposed (at a maximum set by regulation, currently \$500) and the cost of pursuing the bylaw contravention in court. However, the BDA system would not replace the ability of the RDBN to pursue more serious matters through injunctive relief or higher fines from the courts where deemed appropriate by the Board.

The BDA system involves the following components:

- Tickets can be left on a vehicle or mailed, and do not have to be served in-person. This step is a considerable savings of time and effort and reduces delays in the enforcement of bylaw contraventions.
- Once issued a person has 14 days to pay the fine amount or notify the local government that they wish to dispute the allegation. If no action is taken the fine is due and owing.
- A local government may appoint a staff person as a “screening officer”. A screening officer has the authority to cancel a ticket at their discretion and explains the ticket dispute adjudication process. The screening officer may cancel a ticket based on a compliance agreement.
- When a ticket is disputed an adjudication hearing is held in person, in writing or by telephone.

The adjudicators are selected by and work for the Ministry of Attorney General, but their time is paid by the local government. At the adjudication hearing, the adjudicator hears from both the disputant and the local government to decide whether they are satisfied that the contravention occurred as alleged. When considering the matter, the adjudicator can review documents submitted by either party or hear from the parties or witnesses over the telephone. The function of the adjudicator is strictly to confirm or cancel the bylaw notice. The adjudicator has no discretion to reduce or waive the fine amount or jurisdiction to deal with challenges to the bylaw or other legal issues.

The standard of proof for the prosecution of MTI system tickets in Provincial Court follows the criminal scale of “beyond a reasonable doubt”, whereas the standard of proof under the BDA system is based on a balance of probabilities (civil scale). The attached flow chart details the bylaw offence notice process (Appendix B).

### **PAYMENT/COLLECTION OF FINES OWING**

Both the MTI and BDA ticketing systems allow for the Regional District to establish an early payment discount option within the bylaw. If the ticket is upheld after being disputed in court (MTI) or through adjudication (BDA) the full amount is due to the Regional District.

Unfortunately, the options to collect unpaid tickets is limited. The 2 most common options to collect unpaid fines is through referral to a collections agency or by filing a summons form through the Provincial Court.

- Collection agencies will typically charge ~30% of the amount being collected as their fee and are not always successful in collecting the amount owing.

- A Payment Hearing through the Provincial Court system is an alternative process that takes longer, requires more staff time, and does not always achieve full payment. Two appearances in Court and 2 Court filings would be required if voluntary payment were not achieved. The fine could be reduced by a judge based on ability to pay.

## **MUNICIPAL COOPERATION**

Local governments are responsible for the costs of setting up and administering the BDA system within their jurisdiction. The Act allows local governments to jointly administer a BDA system over multiple jurisdictions allowing for combined adjudication hearings, resulting in reduced administration costs and more frequent hearing dates. Local governments must predetermine adjudication dates at the beginning of each year. The cost of the adjudicator is set by regulation (\$400.00 for a full day, \$200.00 for a half day). A \$25 surcharge may be applied to all tickets upheld by the adjudicator to help offset the associated costs.

## Appendix A – Local Governments with a Bylaw Dispute Adjudication System

Date Enacted	Local Government
3-May-04	City of North Vancouver
3-May-04	District of North Vancouver
3-May-04	District of West Vancouver
1-Sep-05	City of Chilliwack
1-Sep-05	City of Coquitlam
1-Sep-05	City of Richmond
1-Sep-05	City of Surrey
1-Sep-05	District of Hope
1-Sep-05	District of Kent
1-Feb-06	Bowen Island Municipality
1-Feb-06	City of Duncan
1-Feb-06	Fraser Valley Regional District
1-Feb-06	The Municipality of the Village of Lions Bay
1-Jan-07	District of Pitt Meadows
1-Jan-07	District of Squamish
12-Feb-07	Village of Harrison Hot Springs
1-Apr-07	City of Abbotsford
1-Jul-08	Township of Langley
1-Oct-08	City of Burnaby
1-Oct-08	City of Port Coquitlam
1-Mar-09	Metro Vancouver Regional District
1-Apr-09	Cariboo Regional District
1-Apr-09	Corporation of the City of New Westminster
1-May-09	City of Cranbrook
1-Aug-09	City of Parksville
1-Oct-09	District of Tofino
1-Jan-10	City of Kelowna
1-Jan-10	City of Penticton
1-Jan-10	District of Peachland
1-Jan-10	District of Summerland
1-Jan-10	District of West Kelowna
1-Jan-10	Regional District of Okanagan-Similkameen
1-Feb-10	Denman Island Local Trust Committee

1-Feb-10	District of Lake Country
1-Feb-10	Galiano Island Local Trust Committee
1-Feb-10	Gambier Island Local Trust Committee
1-Feb-10	North Pender Island Local Trust Committee
1-Feb-10	Salt Spring Island Local Trust Committee
1-Feb-10	Saturna Island Local Trust Committee
1-Feb-10	Town of Oliver
1-May-10	City of Vernon
1-May-10	Town of Gibsons
1-Oct-10	Corporation of the City of Nelson
30-Nov-10	Sun Peaks Mountain Resort Municipality
30-Nov-10	Sunshine Coast Regional District
30-Nov-10	Town of Creston
1-Feb-11	City of Vancouver
1-May-11	District of Maple Ridge
1-May-11	Gabriola Island Local Trust Committee
1-May-11	Hornby Island Local Trust Committee
1-May-11	Lasqueti Island Local Trust Committee
1-May-11	Mayne Island Local Trust Committee
1-May-11	South Pender Island Local Trust Committee
1-May-11	Thetis Island Local Trust Committee
16-May-11	Northern Rockies Regional Municipality
1-Aug-11	Peace River Regional District
15-Sep-11	City of Delta
21-Jun-12	District of Barriere
21-Jun-12	Village of Valemout
26-Sep-12	City of Nanaimo
26-Sep-12	District of Sechelt
26-Nov-12	Town of Golden
4-Feb-13	Regional District of Central Okanagan
30-Sep-13	City of Williams Lake
30-Sep-13	District of Coldstream
30-Sep-13	Regional District of Central Kootenay
30-Sep-13	Thompson-Nicola Regional District
25-Nov-13	The Corporation of the Village of Fruitvale
26-May-14	Corporation of the Township of Esquimalt

14-Jul-14	City of Port Alberni
22-Dec-14	District of Wells
31-Jul-15	City of Dawson Creek
31-Jul-15	Squamish-Lillooet Regional District
22-Dec-15	Corporation of the City of Enderby
22-Dec-15	Corporation of the City of Victoria
28-Oct-16	Ballenas-Winchelsea Local Committee
28-Oct-16	City of Prince George
28-Oct-16	Regional District of Kootenay Boundary
1-Mar-17	Village of Anmore
6-Dec-17	City of Fort St. John
6-Dec-17	District of Mission
6-Dec-17	Municipality of North Cowichan
6-Dec-17	Resort Municipality of Whistler
2-May-18	Village of Belcarra
26-Sep-18	Corporation of the City of Fernie
26-Sep-18	Corporation of the District of Saanich
24-Oct-18	Regional District of Nanaimo
28-Nov-18	Village of Pemberton
10-Jul-19	Cultus Lake Park Board
11-Sep-19	Village of Canal Flats
11-Sep-19	Village of Port Clements
6-Nov-19	District of Lantzville
12-Feb-20	Alberni-Clayoquot Regional District
11-Mar-20	Village of Nakusp
8-Apr-20	Regional District of Fraser-Fort George
3-Jun-20	City of Rossland
17-Feb-21	City of Langford
17-Feb-21	District of Lillooet
17-Feb-21	Regional District of North Okanagan
17-Feb-21	Town of Comox
17-Feb-21	Village of Ashcroft
17-Feb-21	Village of Clinton
17-Feb-21	Village of Gold River

Appendix B - Bylaw Dispute Adjudication Flow Chart







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

**TO:** Chair Thiessen and Board of Directors  
**FROM:** Deneve Vanderwolf Planner / Regional Transit Coordinator  
**DATE:** May 27, 2021  
**SUBJECT:** 2021 / 2022 Annual Operating Agreement with BC Transit

**RECOMMENDATION**

That the Regional District of Bulkley-Nechako Board of Directors receive the 2021-2022 Annual Operating Agreement and that the Regional District of Bulkley-Nechako Board of Directors approve entering into the Agreement with BC Transit.

**VOTING**

All / Directors / Majority

Attached is the 2021-2022 Annual Operating Agreement (AOA) that formalizes the partnership with BC Transit to operate the Bulkley-Nechako Regional Transit Service. The table below shows the historical Local Government share of the costs indicated in Schedule "C" of the Annual Operating Agreements. In 2020 the operating costs for the Bulkley-Nechako Regional Transit Service were provided by the 8 municipalities in the RDBN, the City of Prince George, 3 First Nation partners, and grant in aid contributions from RDBN Electoral Areas A, B, D, G, and RDFFG Electoral Area C.

	2018/2019	2019/2020	2020/2021 (Amended amount)	2021/2022
AOA Schedule "C"	\$105,005	\$100,410	\$92,259	\$109,981

Actual BC Transit contract costs were 2018-\$134,861, 2019-\$117,161, and 2020-\$100,914

**ATTACHMENTS**

Cover Letter from BC Transit  
 2021-22 Annual Operating Agreement

April 27, 2021

**BY EMAIL**

Deneve Vanderwolf  
Regional Transit Coordinator  
Regional District of Bulkley-Nechako  
37 3rd Avenue  
Burns Lake, BC V0J 1E0

Dear Deneve Vanderwolf,

**Re: 2021/22 Annual Operating Agreement**

As we provide you with your 2021/22 Annual Operating Agreement (AOA), we want to take the opportunity to update you on changes reflected in your agreement and highlight key pieces of information for your consideration.

One year ago, we were all adapting to the early stage of a pandemic that was rapidly unfolding around the world. BC Transit took steps to respond quickly and to continue providing essential transportation service to those who relied on it. While the impact continues to be felt today, we remain committed to providing transit services you can rely on to support the ongoing social and economic recovery in communities around the province.

In late 2020, the 'Safe Restart' program was announced by the provincial and federal governments which provided \$86 million in funding to cover costs of BC Transit communities in 2020/21. Local government partners were initially allocated a share of \$80 million in Safe Restart funding to address fare losses and added COVID-related expenses. An additional \$6 million in contingency funding was subsequently allocated to communities that experienced negative financial impacts that were greater than originally forecasted. If your system was eligible for a share of the contingency, you would have received written notification including the amount by the end of March.

For the coming 2021/22 year, BC Transit is reverting to billing based on actual expenditures instead of budget and the Province has directed BC Transit to use any remaining shared operating reserve in 2021/22. Therefore, the forecasted fiscal year end shared operating reserve has been incorporated into your 2021/22 budget. Your budget will also reflect amounts applied from your Local Transit Fund towards the reduction of the municipal share of expenses.

Language contained in the Annual Operating Agreement is periodically updated to reflect any material changes to our funding model or other special circumstances, such as those that were introduced in 2020 for the establishment of the Local Transit Fund and the Safe Restart funding

contribution. You will note changes in your 2021/22 agreement that include a definition for BC Transit's Management Services (BCTMS) under Eligible Operating Expenses (section 8 d.), as well as slight changes to clarify language regarding the use of reserve funds toward vehicle lease fees. The provision to allow a "Lease Fee Holiday" for a six-month period, which was included in your 2020/21 amended AOA, has been removed from this year's agreement. In addition, language has been modified to reflect billing based on actual expenses, instead of budget.

Under the terms of the Safe Restart Funding contribution agreement and through receipt of funds, BC Transit and its local government partners are expected to maintain targeted essential transit service levels through to the end of the 2023/24 fiscal year. We expect that these targeted service levels will meet the expected growth in demand in the months to come.

Finally, a reminder that the information in the budget includes commercially confidential information from our operating company and is subject to protection afforded by the *Freedom of Information & Protection of Privacy Act*. Any reports to Council or Regional Boards, or any discussions which may be made within the public realm must be limited to four line items showing Revenues, Total Operating Costs, Total Costs and Total Local Government's Share of Costs.

As required by the Provincial Operating Agreement, all AOA's must be signed and returned to BC Transit no later than June 30, 2021.

If you have any questions regarding your agreement or the associated budget, please contact me at [lindsay\\_taylor@bctransit.com](mailto:lindsay_taylor@bctransit.com) at your earliest convenience so I can provide you with any additional information that you require.

Sincerely,



Lindsay Taylor  
Manager, Government Relations

CF/kr

Enclosed: 2021-22 Annual Operating Agreement

**Bulkley-Nechako**

**ANNUAL OPERATING AGREEMENT**

**between**

**Regional District of Bulkley-Nechako**

**and**

**British Columbia Transit**

**Effective**

**April 1, 2021**

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:

## Contents

SECTION 1: DEFINITIONS.....	4
SECTION 2: INCORPORATION OF SCHEDULES.....	4
SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT.....	4
SECTION 4: TERM AND RENEWAL .....	4
SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT .....	5
SECTION 6: SETTLEMENT OF DISPUTES .....	5
SECTION 7: MISCELLANEOUS PROVISIONS .....	5
SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES.....	5
SECTION 9: SAFE RESTART CONTRIBUTION.....	7
SECTION 10: GOVERNING LAW .....	7
SECTION 11: COUNTERPARTS.....	8
SECTION 12: NOTICES AND COMMUNICATIONS .....	8
SCHEDULE "A": TARIFF AND FARES .....	10
APPENDIX 1: TARIFF NOTES.....	10
APPENDIX 2: TARIFF AND FARES.....	11
SCHEDULE "B": SERVICE SPECIFICATIONS.....	12
SCHEDULE "C": BUDGET .....	13

## 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;
- c) "Incurred" means an event or transaction has taken place for which an obligation to pay exists, even if an invoice has not been received, such that the underlying evidence indicates there is little or no discretion to avoid the obligation. The value of the obligation is to be calculated in accordance with recognized Canadian accounting standards.

## 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, 2021, 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, 2022 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 Incurred 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 for providing Conventional Transit Service excluding interest and amortization;



- i. the amount of any operating lease costs of BC Transit for Conventional Transit Services;
  - ii. the amount of the municipal administration charge not exceeding 2 percent of the direct operating costs payable under an Annual Operating Agreement;
  - iii. 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 for 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 after deducting from that amount the amount realized from the sale of those coupons;
  - i. the amount of any operating lease costs of the Authority for Custom Transit Service;
  - ii. the amount of the municipal administration charge not exceeding 2 percent of the direct operating costs payable under an Annual Operating Agreement; and,
  - iii. 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.
- d) Annual operating costs of the Authority are operations, maintenance and administration costs that are for the shared benefit of all transit systems operated by the Authority. These costs are allocated to each transit system on a pro rata basis based on the nature of the costs.

### **Lease Fees**

The Authority will invoice the Municipality and collect on monthly Municipal invoices for Lease Fees on tangible capital 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;
- a. Debt financing and risk related charges or costs payable on assets;
- b. Payment into a reserve fund for preventative maintenance and major repair of assets owned or leased by the authority;
- c. 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 Lease Fees as outlined above.

### **Reserve Funds**

The Authority will establish the following for each transit system to record the contributions that have been received but not yet earned as follows:

- a. **Operating Reserve:** Contributions by the Municipality prior to March 31, 2021, 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 will only be credited towards shareable Eligible Operating Expenses for the transit system for which it was collected.
  - i. The Operating Reserve excludes amounts collected from the Municipality on Lease Fees and will not be used toward Lease Fees.
  - ii. The Authority will provide a quarterly statement of account of the Operating 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.
    - 1. be applied to reduce Municipal invoices at the discretion of the Municipality as agreed to under the Annual Operating Agreement or amendments as required.
  - i. The Local Transit Fund may be used towards Lease Fees.
  - ii. The Authority will provide a quarterly statement of account of the Local Transit Fund balance including contributions, amounts utilized and interest earned.

## SECTION 9: SAFE RESTART CONTRIBUTION

Under the Safe Restart program, the federal and provincial governments provided a joint one-time contribution to transit systems in BC (the "Safe Restart Contribution") in 2020/21.

The Authority applied the Safe Restart Contribution as follows:

- a. As a one-time allocation towards the Municipality's share of 2020/21 Eligible Operating Expenses;
- a. After applying the allocation of Safe Restart Contribution, any excess contributions received from the Municipality were deferred to the Local Transit Fund;
- b. The Authority will apply the remaining Local Transit Fund balance to reduce 2021/22 and 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 \_\_\_\_\_, 2021.

**Regional District of Bulkley-Nechako**

\_\_\_\_\_

\_\_\_\_\_

**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:

<b>Exception Day</b>	<b>Service Level</b>
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

<b>BULKLEY-NECHAKO</b>	
	<b>OFFICIAL AOA 2021/22</b>
TOTAL REVENUE	\$17,678
TOTAL OPERATING COSTS	\$415,476
TOTAL COSTS (including Local Government Share of Lease Fees)	\$416,337
<b>NET LOCAL GOVERNMENT SHARE OF COSTS</b>	<b>\$109,981</b>





**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
MEMORANDUM**

To: Chair Thiessen and the Board of Directors  
 From: Alex Eriksen, Director of Environmental Services  
 Date: May 27, 2021  
 Subject: Purchase of a New Tractor Truck for Eastern Waste Hauling

**RECOMMENDATION**

(All/Directors/Majority)

1. That the Board approve the purchase of a 2022 Peterbilt 367 SBFA Tandem Axle Tractor Truck for \$209,000 plus applicable taxes.

**BACKGROUND**

The RDBN Waste Haul Fleet presently consists of four (4) Tractor tandem units.

<b>2021 RDBN Waste Haul Fleet</b>					
<b>Fleet Number</b>	<b>Department</b>	<b>Truck</b>	<b>Km</b>	<b>Hours</b>	<b>Replace</b>
Truck # 1	West Haul	2019 Western Star	200116	4519	2023
Truck # 2	West/ Wood Haul	2019 Western Star	194241	4649	2023
Truck # 3	East Haul	2011 Kenworth	515022	14128	2021
Truck # 5	West Roll-off	2016 Kenworth	40500	1697	2030

The 2011 Kenworth T800 currently being utilized for Waste Hauling operations in the Eastern portion of the RDBN is nearing the end of its lifetime. The replacement of the truck is specified in the 5-year financial plan for 2021 and approved by the Board in the 2021 Capital Budget. This vehicle will not be traded-in upon replacement but will instead remain in the fleet as a spare Tractor Truck as part of the department's service continuity plan.

The 2021 budget for this vehicle is \$230,000.

**EVALUATION**

Staff received and evaluated quotes from 6 Northern BC dealers. The Trucks were evaluated on their: Specifications & Features, Price, Local Serviceability Options, Staff Ranking and Web Ranking (Average of 5 website rankings).

Quotes Ranged from \$181,000 to \$209,000. The overall ranking of the vehicles is shown in the following table.

2021 Tandem Truck Quote Ranking			
Dealer	Truck	Rank	
Peterbilt	2022 Peterbilt	1	
Inland Kenworth	2022 T880	2	
Premium Trucks	2022 Freightliner	3	SOLD
Industrial Transformers	2020 International	3	
First Truck	2021 WS 5700	4	
Babine Trucks	2022 Mack	5	

### RECOMMENDATION

Staff recommends the purchase of the 2022 Peterbilt 367 SBFA for \$208,489 excluding applicable taxes.

Although the Peterbilt is the most expensive option presented, it is still under the approved budget, met all the specified requirements and was the unanimous pick of the RDBN Class 1 Drivers.

Respectfully submitted,




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Alex Eriksen  
Director of Environmental Services

Attachments: none



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**MEMORANDUM**

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

**FROM: Wendy Wainwright, Executive Assistant**

**DATE: May 27, 2021**

**SUBJECT: Committee Meeting Recommendations  
– May 13, 2021**

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

Recommendations 1 and 2 as written.

The following are the recommendations from the May 13, 2021 Committee Meetings for the Regional Board's consideration and approval.

**Committee of the Whole Meeting – May 13, 2021**

**Recommendation 1:**

**Re: Chinook Community Foundation NDIT Matching Funds Application**

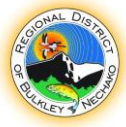
“That the Board support the Grant Application from the Chinook Community Society to Northern Development's Community Foundation Matching Grant program for \$30,000 with the communities to be identified with the grant application as Area “B” and Area “E”.”

**Rural/Agriculture Committee – May 13, 2021**

**Recommendation 2:**

**Re: Agriculture Newsletter**

“That the Board approve a subscription-based Agriculture Newsletter.”



## Regional District of Bulkley-Nechako

**To:** Chair Thiessen and Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** May 27, 2021  
**Re:** Board Room Technology Upgrade

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### **Recommendation** (All/Directors/Majority):

That the Board authorize staff to enter into a contract with PJS Systems Inc for the Board Room Technology Upgrade project.

### **Background:**

The board authorized funds for the technological upgrade to the Board Room in the 2021 Annual Financial Plan. The primary source of funding for this project will be the Provincial Covid grant. Regional District staff have also pursued a grant application to cover the costs of this project and if successful, the grant will cover the majority of the upgrade costs and the Provincial Covid grant will be used for other purposes.

A total of four proposals were received and evaluated by staff. It is staff's recommendation that the contract be awarded to PJS Systems Inc. The total cost of the proposal is \$109,215 (excluding GST). The Board budgeted \$114,950 for this project.

The four proposals received were reviewed by three staff members. Fees ranged from \$114,950 to \$150,710.

Staff were impressed with the current relevant experience of PJS Systems for design, installation, and servicing of Board Room audio visual systems. PJS Systems was also the lowest cost provider for this project.

The ranking for the request for proposals (RFP) is as follows:

- |    |                     |           |
|----|---------------------|-----------|
| 1. | PJS Systems Inc.    | 92 points |
| 2. | Ricoh Canada Inc    | 82 points |
| 3. | Inland Audio Visual | 80 points |
| 4. | Genesis Integration | 73 points |

The proposals are available from staff on request by Board members.



## Regional District of Bulkley-Nechako Memorandum

**To:** Chair Thiessen and Board of Directors  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** May 27, 2021  
**Subject:** Lakes District Arts and Culture Fund Request –  
Lakes District Museum Society

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### **RECOMMENDATION**

(all/directors/majority)

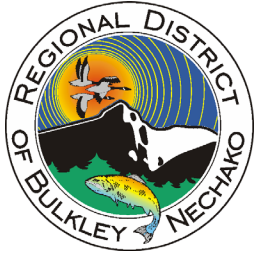
That the Lakes District Museum Society be given \$5,000 in Lakes District Arts and Culture Fund monies for a Burns Lake Centennial Book Publishing Project.

### **BACKGROUND**

Please see the attached application for further detail.

The Lakes District Arts and Culture Fund currently has a balance of \$28,000.00

Directors Dolores Funk, Clint Lambert and Alternate Director Doug Bysouth have indicated support for the application.



**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
Lakes District Arts and Culture Fund Application**



**APPLICATION SUBMITTED BY:**

**Applicant Name:** Lakes District Museum Society

**Mailing Address:** PO Box 266

Burns Lake, BC V0J 1E0

**E-mail Address:** ldmuseumsociety@gmail.com

**Contact(s):** Michael Riis-Christianson (250) 692-7450

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## APPLICANT PROFILE

1. Please describe the Arts and Culture services/benefits that your organization provides to the community. Are these services/benefits available to the community from another organization or agency?

The Lakes District Museum Society operates the Lakes District Museum. This facility, located in a heritage building at 520 Highway 16 West in Burns Lake, also houses the district's only public art gallery and universally accessible archives.

The society's purposes are:

- (a) To gather and preserve information, records, and objects of education, historical, and cultural value associated with the area, and without limiting the generality of the foregoing;
- (b) To establish and maintain a museum for the purpose of preserving, recording, and exhibiting for public enjoyment such materials; and
- (c) To undertake other such activities which from time to time may be deemed appropriate.

2. Describe the geographic area that receives services or benefits from your organization.

The Village of Burns Lake and electoral areas B & E of the Regional District of Bulkley-Nechako, although our reach is far greater.

3. Is your organization voluntary and non-profit?  YES  NO

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

The Lakes District Museum Society has one full-time seasonal employee, its curator, who works from April 1 to September 30 each year. The society also employs young people between the ages of 15 and 30 when grant funding permits it. In 2021, our combined payroll is expected to be \$51,000.

Please comment on the number of members/volunteers in your organization and how long your organization has been in operation.

The Lakes District Museum Society was established August 1, 1978 and has operated continuously since then. We have a six-member board of directors, and in 2020, we had 87 members, making us one of the largest arts and culture organizations in the region. We are just starting our 2021 membership drive.

## PROJECT/PROPOSAL PROFILE

1. Assistance is being requested for:

- \_\_\_\_\_ Capital Project and/or Equipment
- \_\_\_\_\_ Special Event
- \_\_\_\_\_ Annual Operations
- X  Other Purpose (Special heritage centennial project – a non-fiction book)

2. Please describe the proposal for which you are requesting assistance. If you are applying for an exemption from fees and/or charges or other consideration, please provide details or your request here. Attach additional information if required.

For the past four years, our society (through its Facebook page) has digitally published short non-fiction stories and photographs about the history of the Lakes District. These articles, all meticulously researched by our staff, have been immensely popular; some have received more than 10,000 views in a matter of days. During the month of April 2021 alone, our posts reached more than 7,000 people in countries as far away as Scotland.

Our work has sparked renewed interest in this area's history and culture. More people than ever before are coming to the museum, and many more are contacting us digitally for information about family members and friends. We made electronic copies of all our documentary heritage resources in 2019 and 2020, and this has made our archives more accessible to staff and visitors alike. Donations of cash and artifacts to our museum have grown exponentially in recent years, and we anticipate this trend will continue in the future.

Over the past 48 months, Facebook users and others in the community have repeatedly asked us to compile our short stories and publish them in book form. With Burns Lake slated to celebrate its 100<sup>th</sup> anniversary of incorporation in 2023, we feel the time is right to proceed with this project. We anticipate that many former residents will return to the area for a visit in 2023, sparking increased demand for our services and the book.

3. Describe how this proposal will benefit the community.

Although we live in a digital world, not everyone has access to the internet, and Facebook (which hosts the Lakes District Museum Society's online presence) is only one social media platform among many. Consequently, not everyone has access to our online resources, including seniors, rural residents, and people of limited financial means.

*History Matters: Stories and Photographs from the Archives of the Lakes District Museum* (the book's working title) will give everyone access to this area's colorful history in a cost-effective format. (The 90,000-word book will retail for about \$20.) It will be a celebration of our history and culture as told through diverse voices, including those of the region's indigenous peoples. For this reason, it will promote understanding and reconciliation in the region, and a greater appreciation for what our communities have achieved in the past century. The Lakes District Museum Society hopes this publication will foster community pride and encourage peoples of diverse backgrounds and cultures to take a more active role in preserving our history. Perhaps, it might even convince them to work together on other projects.

Two thousand four hundred years ago, the Chinese philosopher known as Confucius said, "If you wish to define the future, study the past." The publication of this book will not only help us understand who we are as a people, but where we are going as communities. It will also provide seed money for future museum society projects, which may include updating *Burns Lake & District: A History* (the local history book published in 1973 and long out of date) and expansion of our online presence.



### Funding and Financial Information

1. Attach supporting financial information, i.e., budget/financial report. Ensure the following information is clearly itemized:
  - Total cost of project/proposal;
  - Grants/funding from other sources;
  - Funding contributed by applicant through funding raising activities or other sources of revenue;
  - Total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

**Attachments:**

- Project Budget
- Confirmation of Burns Lake Community Forest Ltd.'s contribution
- FriesenPress Publishing's Paths
- Email from Debbie Anderson of FriesenPress
- LD Museum Society Five Year Financial Plan (2021-2025)
- LD Museum Society Constitution
- 2020 Annual Report (Society Act)
- 2020 Statement of Directors

Have you applied for a grant/funding from other source(s)?

YES  NO

**If yes**, complete the following chart. **If not**, please comment.

Name of Grant or Funding Agency	\$ Amount Applied for	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
Burns Lake Community Forest Ltd.	\$5,000	Y		

2. Have you received assistance (grant in aid/waiving of fees, etc.), from the Regional District of Bulkley-Nechako in previous years?

YES  NO **If yes**, complete the following chart.

Year:	\$ Amount	Purpose for which assistance was used
2020	\$1,105.85	Professional gallery picture hanging system for the Lakes District Museum's new gallery
Perennial	\$51,037	Annual operating grant

3. Does your organization:

- a) Offer direct financial assistance to individuals or families?  YES  NO
- b) Duplicate services that fall within the mandate of either a senior government or a local service agency?  YES  NO
- c) Provide an opportunity for individuals to make direct contributions?  YES  NO

**OR**, is your organization:

- d) Part of a provincial or national fundraising campaign?  YES  NO

**Don't forget to attach the required financial report.**

**CENTENNIAL BOOK PROJECT - LAKES DISTRICT MUSEUM SOCIETY**

Working Title: *History Matters: Stories and Photographs from the Archives of the Lakes District Museum*

**REVENUE**

Burns Lake Community Forest Ltd. (Grant)	5000
Arts & Culture Fund (Grant)	5000
Lakes District Museum (from Operations) <sup>1</sup>	2400
Lakes District Museum (Transfer from Reserves) <sup>2</sup>	2499
In-Kind Donation (Volunteer Time) <sup>3</sup>	1000
	<hr/>
	<b>15899</b>

**EXPENSE**

Payroll (Museum Staff & Volunteers) <sup>4</sup>	3000
Friesen Press Signature publishing services <sup>5</sup>	9999
Printing (Hardcover copies [200 @ \$12/each]) <sup>6</sup>	2400
Promotion (Local)	500
	<hr/>
	<b>15899</b>

<sup>1</sup>Some of the work necessary to prepare for publication and guide the process can be accommodated within the museum society's existing budgetary constraints without impacting other operations.

<sup>2</sup>Transfers from LD Museum Society special project reserves.

<sup>3</sup>Volunteers will be used to assist museum staff with proofreading, story and photo selection, etc. The more eyes on this project as it progresses, the better. Use of volunteers will also reduce publishing costs.

<sup>4</sup>Museum staff and volunteers will be needed to select the stories and photographs to be published, review the stories for errors, conduct additional research, proofread, edit, etc.

<sup>5</sup>Friesen Press offers various packages. This package is not the most comprehensive or expensive, but likely the one that best fits the Lakes District Museum Society's needs. It also helps ensure a quality product.

<sup>6</sup>Friesen Press is an on-demand publishing house. Books are printed only as they are required and ordered, which eliminates upfront inventory costs. The downside of on-demand publishing is the per unit cost, which tends to be significantly higher. As we approach publication, we can have customers order their copies in advance, which will give us a better idea of how many copies we need initially, and thus reduce the per copy cost.



153 Francois Lake Drive, Box 788  
Burns Lake, B.C. V0J 1E0  
(250) 692-7724  
info@blcomfor.com

April 30, 2021

Lakes District Museum Society  
520 Hwy 16 West P.O. Box 226  
Burns Lake, B.C. V0J 1E0

**Attention: Cameron Hart**

***Re: Funding Request – Centennial Project (Book Publishing)***

Burns Lake Community Forest Ltd. Donation Committee has reviewed your request concerning funding required for the Lakes District Museum's Centennial Project - Book Publishing.

On behalf of the Board, I am pleased to inform you that the Donation Committee has approved your request in the amount of \$5,000.00 .

By accepting this donation, please be aware you will be granting permission for Comfor Management Services Ltd. or Burns Lake Community Forest Ltd. to place an announcement of this donation in the Lakes District News or any other public correspondence of our choosing.

Please note we would like to set up a presentation photo op as soon as the current restrictions allow.

Please be advised a cheque will be mailed out to the Society in the next few days. If you would prefer to pick it up, please advise me.

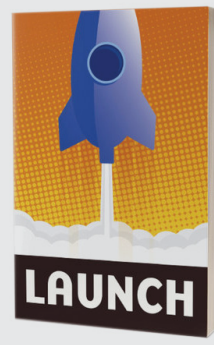
Thank you.

***C. Piper***

Executive Assistant/Accounting  
Burns Lake Community Forest Ltd.  
Comfor Management Services Ltd.

*In partnership  
with the  
Ts'il Kaz Koh Frist Nation  
and  
Wet'suwet'en First Nation*





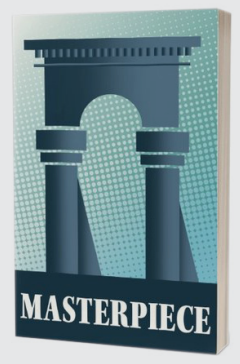
**LAUNCH**  
\$2199



**CLASSIC**  
\$4999



**SIGNATURE**  
\$9999



**MASTERPIECE**  
\$14,999

**MANUSCRIPT PREPARATION**

**THE BASICS**

	2 Team Members	2 Team Members	4 Team Members	4 Team Members
Personal Support Team	2 Team Members	2 Team Members	4 Team Members	4 Team Members
Royalties	Up to 97%	Up to 97%	Up to 97%	Up to 97%
100% Copyright Ownership	✓	✓	✓	✓
Non-Exclusive Contracts	✓	✓	✓	✓
3 ISBNs & Barcode	✓	✓	✓	✓
Registration with the U.S. Copyright Office	+ \$189	✓	✓	✓
Listing with Library & Archives Canada	✓	✓	✓	✓
Hardcover Edition	✓	✓	✓	✓
Softcover Edition	✓	✓	✓	✓
eBook Edition	✓	✓	✓	✓
Promotional Copies	✓ 1 Softcover Copy	✓ Up to 1 Hardcover & 10 Softcover Copies	✓ Up to 10 Hardcover & 30 Softcover Copies	✓ Up to 20 Hardcover & 50 Softcover Copies

**EDITING**

Editor's Manuscript Evaluation	✓ up to 60,000 words	✓ up to 90,000 words	✓ up to 90,000 words	✓ up to 120,000 words
Back Cover Copy: About the Book & About the Author	+ from \$179	✓ Standard	✓ Standard	✓ Enhanced
Copy Editing	+ from \$250	✓ up to 90,000 words	✓ Choose 1 of Content or Copy editing (up to 90,000 words)	✓ up to 120,000 words
Developmental Editing	+ from \$250	+ from \$250	+ from \$250	✓ up to 120,000 words
Content Editing	+ from \$250	+ from \$250	✓ Choose 1 of Content or Copy editing (up to 90,000 words)	+ from \$250
Final Proofread	+ from \$250	+ from \$250	✓ up to 90,000 words	✓ up to 120,000 words
Phone Consultation with Your Editor			✓ 1 Hour	✓ 2 Hours

**DESIGN & PRODUCTION**

**BOOK DESIGN**

Custom Book Cover	✓	✓ Premium Cover Design	✓ Premium Cover Design	✓ Elite Cover Design
Custom Interior Layout	✓	✓	✓	✓
Black & White or Full Color interior	✓	✓	✓	✓
Stock Images for Cover Design	✓ 1 image	✓ 2 images	✓ 2 images	✓ Up to 3 images
Expedited Services	+ from \$99	✓ Express	✓ Priority	✓ Priority
Early Cover Design Access		+ \$49	+ \$49	✓
Advanced Reader Copies (PDFs)	+ \$49	+ \$49	✓	✓

**BOOK FORMATTING**

Revision Rounds (on overall book design)	✓ 1 Round	✓ 2 Rounds	✓ 2 Rounds	✓ 3 Rounds
Layout Complexities	+ from \$79	✓ 2 Hours	✓ 4 Hours	✓ 6 Hours
Electronic Book Proof	✓	✓	✓	✓
Physical Book Proof*	+ \$99	+ \$99	+ \$99	✓

**PUBLICATION PROMOTION AND DISTRIBUTION**

**PRINT DISTRIBUTION**

Available for purchase through over 50,000 booksellers	✓	✓	✓	✓
FriesenPress Online Bookstore	✓	✓	✓	✓
Worldwide Distribution (2 Years)	✓	✓	✓	✓
Book Return Insurance	+ from \$699	+ from \$699	✓ 1 Year	✓ 2 Years

**EBOOK DISTRIBUTION\*\***

Lifetime Distribution	✓	✓	✓	✓
FriesenPress Online Bookstore	✓	✓	✓	✓
Kindle (with 'Look Inside!' Submission)	✓	✓	✓	✓
Google Play Books (with 'See Inside' Submission)	✓	✓	✓	✓
Apple Books	✓	✓	✓	✓
Barnes & Noble Nook	+ \$249	✓	✓	✓
Rakuten/Indigo Kobo	+ \$249	✓	✓	✓
Digital Rights Management (optional)	✓	✓	✓	✓

**PROMOTIONAL SUPPORT**

Personalized Book Promotion Plan	+ \$499	✓	✓	✓
Book Marketing Basics Webinar Access	✓	✓	✓	✓
Marketing 101 Toolkit	✓	✓	✓	✓
Author Website	+ \$699	✓ Author Website (Lite)	✓ Author Website (Plus) & Bookstore Tracking Widget	✓ Author Website (Plus) & Bookstore Tracking Widget
Coming Soon Landing Page	+ \$199	+ \$79	+ \$79	✓
Social Media Training & Coaching	+ from \$299	✓ Social Media Starter	✓ Social Media Plus	✓ Social Media Expert
FriesenPress Book Catalogue Placement	+ from \$179	✓ 1/8 pg Placement	✓ 1/2 pg Placement	✓ 1/2 pg Placement
1-on-1 Coaching	+ \$99	+ \$99	✓ 1 Hour	✓ 2 Hours
Bookstore Sell Sheet	+ \$99	+ \$99	✓	✓
Amazon Exposure / Amazon Author Page	+ \$69	+ \$69	✓	✓
Early Marketing Plan	-	-	✓	✓
Clarion Book Review (by ForeWord)	+ \$649	+ \$649	✓ Choose 1 of ForeWord Clarion Review or Kirkus Indie Review	✓
Kirkus Indie Book Review	+ \$499	+ \$499	✓ Choose 1 of ForeWord Clarion Review or Kirkus Indie Review	✓
Book Teaser Trailer	+ \$699	+ \$699	+ \$699	✓
Author Branding Package	+ \$299	+ \$299	+ \$299	✓



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**Following-up re: your book - from Debbie at FriesenPress**

4 messages

**Debbie Anderson** <danderson@friesenpress.com>

Wed, Apr 7, 2021 at 9:45 AM

To: History Matters Stories and Photographs from the Lakes District Museum &lt;ldmuseumsociety@gmail.com&gt;

Hello Michael,

Thank you for taking the time to speak with me today. We look forward to earning your trust as you embark on your publishing journey.

As promised, here are some useful links for you to reference:

- [Compare our Publishing Paths \(costs and services\)](#)
- [View our authors' latest and top-performing books on our Bookstore](#)
- [Hear what published authors have to say about FriesenPress](#)
- [Read our latest publishing guides and blog posts](#)
- [Learn how royalties work](#)

A quick summary of what we do:

FriesenPress is the only [100% employee-owned](#) publishing services provider in the world. We've helped thousands of authors self-publish their books professionally since our founding in 2009.

With every title we produce, the text is reviewed in full by a qualified and confidentiality-bound editor. We then create a custom book cover and interior layout and, when all is ready for printing, we put your book into a distribution network that reaches over 50,000 online retailers worldwide with the capacity to service brick-and-mortar bookstores as well. Being 100% employee-owned means the team working on your book has a vested interest in your success.

To top it all off, our parent company is Canada's largest independent book manufacturer, Friesens. Everything we know about expert design and book printing comes by way of Friesens and their experience printing books for the likes of Penguin Random House, Simon & Schuster, Scholastic, and countless others.

Once you've taken a look through the above links, please let me know. I'll be happy to reconnect for questions and to help plan the next steps.

Best,

**Debbie Anderson**

PUBLISHING CONSULTANT

danderson@friesenpress.com

1-888-378-6793 ext: 108

**How we're addressing COVID-19**

Health and safety is our top priority. We have made arrangements for all staff to work remotely from home to continue to provide uninterrupted service, expertise and advice to our authors and prospective customers during the unfolding COVID-19 situation. [Click here for more information.](#)

Connect with us at:



**FriesenPress Mailing Address** | Suite 300 - 990 Fort St, Victoria, BC, Canada, V8V 3K2

[friesenpress.com](http://friesenpress.com)

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**Lakes District Museum Society** <ldmuseumsociety@gmail.com>  
To: Debbie Anderson <danderson@friesenpress.com>

Wed, Apr 7, 2021 at 9:51 AM

Thanks, Debbie. This is great.

Of course, as soon as I hung up, I remembered some of the questions I wanted to ask. Here are a few:

1. For 5x8 or 6x9, 300 pages, colour cover, B/W photos inside, what would the per copy cost for 250 copies?
2. How fast is print on demand?
3. Curious about hard cover vs. soft cover. Why would a person go hardcover? Is it for library use, etc.? Costs?

Michael Riis-Christianson  
Curator  
Lakes District Museum Society

[Quoted text hidden]

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PO Box 266  
Burns Lake, BC V0J 1E0  
Tel: (250) 692-7450

**Debbie Anderson** <danderson@friesenpress.com>  
To: Lakes District Museum Society <ldmuseumsociety@gmail.com>

Wed, Apr 7, 2021 at 9:57 AM

Hi Michael,

No problem at all, answers below:

1. For 5x8 or 6x9, 300 pages, colour cover, B/W photos inside, what would the per copy cost for 250 copies?

Based on today's rates, approximately \$11.40 per copy. Keep in mind that would be on 50lb paper, so like a novel, rather than the heavier stock for colour - 70lb.

2. How fast is print on demand?

For one-at-a-time orders through Amazon, for example, they are printed within 48 hrs and shipped within days. For an order of 250 or so, usually allow for about 3-4 weeks from when the order is placed until they are delivered. This can change depending on volume and where the printing is done.

3. Curious about hard cover vs. soft cover. Why would a person go hardcover? Is it for library use, etc.? Costs?

We'll always prepare it for hard cover and then it'll be there on Amazon, etc, so people have the choice. It would be approximately \$27 for a hardcover copy in colour and \$21 in black and white, so quite a bit more. Sometimes, people want a few for a keepsake, or it is just a preference for a customer.

Let me know if I can help with other questions.

Best,

[Quoted text hidden]

--

**Debbie Anderson**

PUBLISHING CONSULTANT

danderson@friesenpress.com

1-888-378-6793 ext: 108

[Quoted text hidden]

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**Lakes District Museum Society** <ldmuseumsociety@gmail.com>  
To: Debbie Anderson <danderson@friesenpress.com>

Wed, Apr 7, 2021 at 10:11 AM

Thanks, Debbie. This is all good info.

Michael

[Quoted text hidden]



## LAKES DISTRICT MUSEUM SOCIETY

### 2021 Five Year Financial Plan

DESCRIPTION	2021	2022	2023	2024	2025
<b>INCOME</b>					
Admissions	600	624	649	675	702
Art on Consignment	0	0	0	0	0
Book Sales	140	146	151	157	164
Postcards	21	22	23	24	25
Souvenirs	5	5	5	6	6
Donations	0	0	0	0	0
Fundraising	250	260	270	281	292
Gifts - Charities	0	0	0	0	0
Gifts - Oth Special	0	0	0	0	0
Gifts - Not Tax Receipted	0	0	0	0	0
Gifts - Tax Receipted	0	0	0	0	0
Grants	0	4000	5000	5200	5408
Amounts from Federal Gov	8512	18889	19645	20431	21248
Municipal/Regional Govt	51037	53078	55202	58700	61048
Amounts Prov Govt	0	0	0	0	0
Interest Income	130	135	141	146	152
<b>Transfer from Reserves</b>	<b>15420</b>	<b>2000</b>	<b>1240</b>	0	0
Memberships	200	208	216	225	234
Miscellaneous	300	312	324	337	351
Photocopying	10	10	11	11	12
Photographs	75	78	81	84	88
Sale of Assets	0	0	0	0	0
Cost of Goods Sold	45	47	49	51	53
<b>TOTAL INCOME</b>	<b>76745</b>	<b>79815</b>	<b>83007</b>	<b>86328</b>	<b>89781</b>
	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>EXPENSE</b>					
Advertising & Promotion	550	572	595	619	643
Cash Awards & Grants	0	0	0	0	0
Bank Service Charges	100	104	108	112	117
Computer Hardware	100	104	108	112	117
Software	250	260	270	281	292
Conferences & Workshops	500	520	541	562	585
Cleaning & Janitorial	200	208	216	225	234
Cost of Assets on Disposal	0	0	0	0	0
Events	200	208	216	225	234
Gifts	50	52	54	56	58
Insurance	450	468	487	506	526
Interest Expense	0	0	0	0	0
Legal	50	52	54	56	58

Licenses & Permits	0	0	0	0	0
Memberships & Dues	350	364	379	394	409
Miscellaneous Expense	125	130	135	141	146
Office Supplies	250	260	270	281	292
Payroll	54250	56420	58677	61024	63465
CPP Expense	2625	2730	2839	2953	3071
El Expense	1225	1274	1325	1378	1433
Payroll Expenses - Penalties	0	0	0	0	0
Photocopying & Printing	100	104	108	112	117
Postage & Freight	50	52	54	56	58
Prepaid Expenses	0	0	0	0	0
Professional Fees	1600	1664	1731	1800	1872
Promotional Expense	0	0	0	0	0
Rent Expense	3120	3244.8	3375	3510	3650
Repairs & Maintenance	1500	1560	1622	1687	1755
Restoration Expense	1000	1040	1082	1125	1170
Safety	750	780	811	844	877
Special Projects	2500	2600	2704	2812	2925
Telephone & Internet	1800	1872	1947	2025	2106
Tools & Equipment	100	104	108	112	117
Unrecoverable GST	300	312	324	337	351
Electricity	0	0	0	0	0
Heating	2400	2496	2596	2700	2808
WCB	250	260	270	281	292
<b>TOTAL EXPENSE</b>	<b>76745</b>	<b>79815</b>	<b>83007</b>	<b>86328</b>	<b>89781</b>
<b>Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



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Province of British Columbia  
Registrar of Companies

CAROL PREST

## CONSTITUTION

BC Society • Societies Act

NAME OF SOCIETY: **LAKES DISTRICT MUSEUM SOCIETY**

Incorporation Number: S0014083

Business Number: 10759 0549 BC0001

Filed Date and Time: April 16, 2018 01:36 PM Pacific Time

The name of the Society is LAKES DISTRICT MUSEUM SOCIETY

The purposes of the Society are:

- a) To gather and preserve information, records and objects of educational, historical and cultural value associated with the area, and without limiting the generality of the foregoing;
- b) To establish and maintain a museum for the purpose of preserving, recording and exhibiting for public enjoyment such materials; and
- c) To undertake other such activities, which from time to time may be deemed appropriate.





## 2020 BC SOCIETY ANNUAL REPORT

BC Society • Societies Act

**NAME OF SOCIETY:** LAKES DISTRICT MUSEUM SOCIETY  
**Incorporation Number:** S0014083  
**Business Number:** 10759 0549 BC0001  
**Filed Date and Time:** September 22, 2020 09:12 AM Pacific Time  
**Annual General Meeting (AGM) Date:** September 21, 2020

### REGISTERED OFFICE ADDRESS INFORMATION

<b>Delivery Address:</b> 520 YELLOWHEAD HIGHWAY 16 PO BOX 266 BURNS LAKE BC V0J 1E0	<b>Mailing Address:</b> 520 YELLOWHEAD HIGHWAY 16 PO BOX 266 BURNS LAKE BC V0J 1E0
--	---

### DIRECTOR INFORMATION AS OF September 21, 2020

**Last Name, First Name Middle Name:**  
 ANDERSON, VALERIE

**Delivery Address:**  
 11911 PALLING ROAD EAST  
 BURNS LAKE BC V0J 1E1

**Last Name, First Name Middle Name:**  
 GRAHAM, LYLE

**Delivery Address:**  
 525 5TH AV  
 BURNS LAKE BC V0J 1E0

**Last Name, First Name Middle Name:**  
 HART, CAMERON

**Delivery Address:**  
 1928 GEROW ISLAND RD  
 BURNS LAKE BC V0J 1E2

**Last Name, First Name Middle Name:**  
 MACIEVICH, SANDRA MARY

**Delivery Address:**  
 181 7TH AVE  
 PO BOX 563  
 BURNS LAKE BC V0J 1E0

**Last Name, First Name Middle Name:**

MARR, SHARON

**Delivery Address:**387 THIRD AVENUE  
PO BOX 1423  
BURNS LAKE BC V0J 1E0**Last Name, First Name Middle Name:**

SKILLEN, RUSSELL

**Delivery Address:**14737 HIGHWAY 35  
PO BOX 506  
FRANCOIS LAKE BC V0J 1R0**CERTIFICATION**

I, Michael Riis-Christianson, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.





## STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

**CERTIFIED COPY**  
Of a document filed with the  
Province of British Columbia  
Registrar of Companies

CAROL PREST

NAME OF SOCIETY: **LAKES DISTRICT MUSEUM SOCIETY**

Incorporation Number: S0014083

Business Number: 10759 0549 BC0001

Filed Date and Time: October 19, 2020 10:46 AM Pacific Time

## REGISTERED OFFICE ADDRESS INFORMATION

**Delivery Address:**

520 YELLOWHEAD HIGHWAY 16  
PO BOX 266  
BURNS LAKE BC V0J 1E0

**Mailing Address:**

520 YELLOWHEAD HIGHWAY 16  
PO BOX 266  
BURNS LAKE BC V0J 1E0

## DIRECTOR INFORMATION

**Last Name, First Name Middle Name:**

ADAMS, JOAN

**Delivery Address:**

4525 E. HWY 16  
PO BOX 344  
BURNS LAKE BC V0J 1E0

**Last Name, First Name Middle Name:**

ANDERSON, VALERIE

**Delivery Address:**

11911 PALLING ROAD EAST  
BURNS LAKE BC V0J 1E1

**Last Name, First Name Middle Name:**

GRAHAM, LYLE

**Delivery Address:**

525 5TH AV  
BURNS LAKE BC V0J 1E0

**Last Name, First Name Middle Name:**

HART, CAMERON

**Delivery Address:**

1928 GEROW ISLAND RD  
BURNS LAKE BC V0J 1E2

**STATEMENT OF DIRECTORS AND REGISTERED OFFICE****BC Society • Societies Act****Last Name, First Name Middle Name:**

MACIEVICH, SANDRA MARY

**Delivery Address:**181 7TH AVE  
PO BOX 563  
BURNS LAKE BC V0J 1E0**Last Name, First Name Middle Name:**

MARR, SHARON

**Delivery Address:**387 THIRD AVENUE  
PO BOX 1423  
BURNS LAKE BC V0J 1E0**Last Name, First Name Middle Name:**

SKILLEN, RUSSELL

**Delivery Address:**14737 HIGHWAY 35  
PO BOX 506  
FRANCOIS LAKE BC V0J 1R0



## Regional District of Bulkley-Nechako Committee of the Whole Memorandum

To: Chair Thiessen and Board  
 From: Nellie Davis, Manager of Regional Economic Development  
 Date: May 27, 2021  
 Regarding: **BC Provincial Nominee Program Entrepreneur Immigration -  
 Regional Pilot Extension**

---

### **Recommendation:**

That the Board approve continued participation in the extension of the BC Provincial Nominee Program - Entrepreneur Immigration Regional Pilot.

### **Background:**

RDBN Electoral Areas enrolled in the BC PNP EI-Regional Pilot in 2019. The RDBN has referred one applicant to the Provincial program. That applicant was successful and has started a Crop Production business in Electoral Area "D".

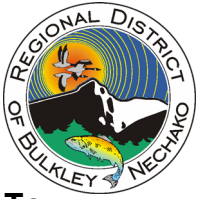
The two-year Pilot has been extended until March 2024. The following table outlines updates to the original Pilot Program.

March 2019 – March 2021	April 2021 – March 2024
3 priority sectors (3-digit NAICS)	Flexibility in identifying industries or businesses to target for the Pilot
No minimum invitation score	Introduce minimum score of 105 points to be invited
Initial Orientation & Training	Additional Training + Community Guide
Concierge service	Enhanced tools to manage intake
	Quarterly sharing of program statistics
	Concierge service continues

Inquiries for the program arrive at a manageable level. Slightly increased activity may be expected as travel restrictions in place as a result of COVID-19 begin to ease.

The success of this provincial program for the RDBN is undetermined at this time, so it is staff's recommendation for the Board to consider approving continuation of the program. Formal Board approval is required to continue in the program.





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board of Directors  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** May 27, 2021  
**Subject:** COVID-19 Relief Funds

### RECOMMENDATION

(all/directors/majority)

That the Board approve the following Applications for COVID-19 Relief Funds.

### Background:

The following applications have been received from community groups for COVID-19 Relief Funding. The requests support operational expenses that are a challenge to bear due to decreased revenue as a result of the ongoing pandemic. Additional requests are anticipated and will appear on upcoming RDBN Board Agendas.

Community Group	Project	Amount
<b>Area 'A' (Smithers Rural)</b>		
Smithers Multicultural Society	Virtual Festival	\$1,250.00
Round Lake Community Hall	Hall Insurance	\$3,014.00
Friends of the Smithers Library	Operational (Books for Community Programs)	\$2,500.00
BV Search and Rescue	Equipment Replacement	\$2,500.00
<b>Area 'B' (Burns Lake Rural)</b>		
Burns Lake Legion	Operating Expenses	\$3,045.09
<b>Area 'C' (Fort St; James Rural)</b>		
Fort St. James Curling Club	Hydro	\$6,326.16
Stuart Lake Seniors Association	Kitchen Improvements for Sanitization	\$3,500.00
<b>Area 'D' (Fraser Lake Rural)</b>		
Fraser Lake Public Library	Meeting Expenses	\$150.00
Fort Fraser Community Hall	Hall Insurance	\$2,920.00
<b>Area 'E' (Francois/Ootsa Rural)</b>		
<b>Area 'F' (Vanderhoof Rural)</b>		
Vanderhoof Children's Theater	Insurance and Rental	\$3,000.00
<b>Area 'G' (Houston Rural)</b>		

**COVID-19 Relief Funds Allocated (up to May 27, 2021 – includes requests on this memo)**

<b>Electoral Area</b>	<b>Starting Balance</b>	<b>Funding Allocated</b>	<b>Funds Remaining</b>
A – Smithers Rural	\$42,732.00	\$16,488.00	\$26,244.00
B – Burns Lake Rural	\$15,756.00	\$3,045.09	\$12,710.91
C – Fort St. James Rural	\$11,504.00	\$9,826.16	\$1,677.84
D – Fraser Lake Rural	\$11,967.00	\$3,070.00	\$8,897.00
E – Francois/Ootsa Rural	\$12,951.00	\$5,654.00	\$7,297.00
F – Vanderhoof Rural	\$29,796.00	\$10,395.14	\$19,400.86
G – Houston Rural	\$7,341.00	\$5,000.00	\$2,341.00

Some groups have made more than one request – for example Hydro costs and Insurance costs. In these cases, the larger request has been put forward first, and the second remains in the queue for subsequent Board memos to ensure as many groups as possible have access to funding. Calls and emails from community groups continue to arrive, and staff have begun outreach to additional groups like Farmers' Markets to encourage applications.

At this time, some Rural Directors are close to fully allocating the initial COVID-19 Relief Funding. It is possible, should the Board desire, to allocate some or all of the \$383,207.00 from the Regional allocation to Rural Directors, either by population, fixed amount, or a combination of both.

There has been an extensive outreach campaign, with about 50% of contacted groups submitting an application (by May 17, 2021). Additional outreach continues. If Directors have inquiries about a particular group, staff are available by phone or email to provide those updates.



## Regional District of Bulkley-Nechako

**To:** Chair Thiessen and Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** May 27, 2021  
**Re:** Landfill Closure Reserve

---

### **Recommendation** (All/Directors/Majority):

That \$350,000 be transferred from the Operational Reserves for Environmental Services to the Land Fill Closure Reserve for Environmental Services.

### **Background:**

There is currently \$575,600 in Operational Reserves for Environmental Services and \$219,559 in the landfill closure and post closure reserve. There is \$174,694 in additional funds in the landfill development reserve bringing the total landfill related reserves to \$394,253.

The landfill closure liability is currently calculated at \$3,270,612. A contribution of \$350,000 will bring the land fill closure and post closure reserve to \$569,559 (or 17.4% of the estimated cost of closure).

The budget for 2022 will propose an annual contribution to this reserve for the Board's discussion. It is hoped that the landfill liability can be completely funded from reserves within ten years.



## Regional District of Bulkley-Nechako Memorandum

To: Chair Thiessen and Board of Directors  
 From: Jordanna Evans, Economic Development Assistant  
 Date: May 27, 2021  
 Regarding: **NDIT Application Resolution Request – Lakes District Airport Society**

---

### **Recommendation:**

That the Board supports the Lakes District Airport Society's application to Northern Development Initiative Trust's Economic Infrastructure Program for the Baker Airport Automated Refueling Station Project.

### **Background:**

Lakes District Airport Society (LDAS) is submitting an application to NDIT's Economic Infrastructure program for the Baker Airport Automated Refueling Station Project. An RDBN Board resolution is required in order for NDIT to approve the application.

LDAS is seeking funding assistance to address the aging refueling station equipment at Baker Airport. Over 30 years old, the current refueling station equipment is inefficient, outdated, and unsustainable. The current system is a key-lock system that must be unlocked by an attendant, requiring staff to be on call and available 24/7.

Baker Airport's current refueling station includes three fuel tanks (two Jet A Fuel tanks and one Aviation Gasoline tank). Two of the tanks are housed under shelter and one is outside. This project includes installing a larger steel shelter (40x50) to house all three existing fuel tanks and replace the current refueling system (pumps and meters) to an automated system.

This project will mitigate the risk of loss or interruption of aviation refueling services offered by Baker Airport.

<b>Funding Organization</b>	<b>Amount</b>	<b>Status</b>
Lakes District Airport Society	\$50,000	Approved
Burns Lake Community Forest	\$30,000	Approved
Nechako Kitamaat Development Fund	\$30,000	Approved
RDBN Gas Tax	\$27,117	Pending
Northern Development Initiative Trust	\$137,116	Pending
<b>Total</b>	<b>\$274,233</b>	

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



## Regional District of Bulkley-Nechako Memorandum

To: Chair Thiessen and Board of Directors  
 From: Shari Janzen, Economic Development Assistant  
 Date: May 27, 2021  
 Regarding: **NDIT Application Resolution Request – Fort St. James Snowmobile Club**

---

### **Recommendation:**

That the Board supports the application to Northern Development Initiative Trust from the Fort St. James Snowmobile Club for the Fort St. James Snowmobile Clubhouse Phase II Project.

### **Background:**

The Fort St. James Snowmobile Club (FSJSC) is submitting an application to NDIT's Recreation Infrastructure Program for its Fort St. James Snowmobile Clubhouse Phase II Project.

During Phase I of the Clubhouse the FSJSC paid for a 40' X 30' 1,200 sq. ft. prefabricated building that was built to lockup. To date the group has contributed over 1,000 hours of in-kind labour and \$141,145.96 of their own funds.

The FSJSC is prepared to continue with the second and final phase of its clubhouse project. This \$104,190 project will include: Solar power, furnace and hot water system, plumbing, sewer system, kitchen, bathrooms, insulation, interior finishing (drywall, flooring, paint, etc.)

The Clubhouse will give community members and community visitors the opportunity to come together in a safe manner and enjoy a shared love for recreation activities. The clubhouse will add value to the existing trail system and enhance the local recreation opportunities.

<b>Funding Organization</b>	<b>Amount</b>	<b>Status</b>
NDIT	\$69,756	Pending
Integrus Credit Union	\$20,000	Pending
FSJSC	\$14,434	Confirmed
<b>Total</b>	<b>\$104,190</b>	

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



## Regional District of Bulkley-Nechako Memorandum

To: Chair Thiessen and Board of Directors  
From: Nellie Davis, Manager of Regional Economic Development  
Date: May 27, 2021  
Regarding: **Federal Gas Tax – Area “A” (Smithers Rural)  
Smithers-Telkwa Transfer Station**

---

### **Recommendation:**

- 1) That the RDBN Board of Directors authorize contributing up to \$27,000 of Electoral Area ‘A’ (Smithers Rural) Federal Gas Tax allocation monies to a Solid Waste Infrastructure Project at the Smithers-Telkwa Transfer Station, and further,  
**(All/Directors/Majority)**
- 2) That the RDBN Board of Directors authorize the withdrawal of up to \$27,000 from the Federal Gas Tax Reserve Fund.  
**(Participants/Weighted/Majority)**

### **Background:**

This project will create 60 ft deep wood sorting bays and a salvage area, including an access road. This Gas Tax contribution will help fund additional lock blocks and traffic barriers for revised construction of the bays, which have increased the original budget.

The bays create the opportunity for the diversion of clean wood and brush, which could result in a reduction of landfilled wood waste of up to 50%.

Total uncommitted Gas Tax Funds remaining in Electoral Area ‘A’ allocation is \$601,040.71.

Director Mark Fisher is supportive of this project and of accessing Federal Gas Tax Funds in the amount of up to \$27,000 from Area ‘A’ for this Solid Waste Infrastructure project.

A Board resolution is required to contribute Federal Gas Tax Funds to this project.



## Regional District of Bulkley-Nechako Memorandum

To: Chair Thiessen and Board of Directors  
From: Nellie Davis, Manager of Regional Economic Development  
Date: May 27, 2021  
Regarding: **Federal Gas Tax – Area “A” (Smithers Rural)**  
**Village of Telkwa – Woodland Park Rink**

---

### **Recommendation:**

1) That the RDBN Board of Directors authorize contributing up to an additional \$7,140.00 of Electoral Area ‘A’ (Smithers Rural) Federal Gas Tax allocation monies to a Recreation Infrastructure Project at the Woodland Park Rink, and further,

**(All/Directors/Majority)**

2) That the RDBN Board of Directors authorize the withdrawal of up to \$7,140.00 from the Federal Gas Tax Reserve Fund.

**(Participants/Weighted/Majority)**

### **Background:**

In November 2020 the Board approved a Gas Tax Contribution of \$13,252 to the Village of Telkwa for upgrades to the Woodland Park Rink which has become dilapidated in recent years.

As the onset of winter delayed construction, staff recently obtained an updated quote for the project. Due to increased costs for materials since the original quote, the project budget has increased significantly. Increased funding is required to complete the project as originally proposed. The revised budget is below:

	Approved Budget	Updated Budget
RDBN Federal Gas Tax	\$ 13,252	\$ 20,392
Village of Telkwa Contribution	\$ 2,000	\$ 3,077
Total	\$ 15,252	\$ 23,469

Total uncommitted Gas Tax Funds remaining in Electoral Area ‘A’ allocation is \$601,040.71.

Director Mark Fisher is supportive of this project and of accessing additional Federal Gas Tax Funds in the amount of up to \$7,140.00 from Area ‘A’ for this Recreation Infrastructure project.

A Board resolution is required to contribute additional Federal Gas Tax Funds to this project.



## Regional District of Bulkley-Nechako Memorandum

To: Chair Thiessen and Board of Directors  
From: Nellie Davis, Manager of Regional Economic Development  
Date: May 27, 2021  
Regarding: **Federal Gas Tax – Area “B” (Burns Lake Rural)**  
**Lakes District Airport Society – Automated Refuelling Station Project**

---

### **Recommendation:**

- 1) That the RDBN Board of Directors authorize contributing up to \$27,117 of Electoral Area ‘B’ (Burns Lake Rural) Federal Gas Tax allocation monies to a Regional Airport Infrastructure Project at the Baker Airport, and further,  
**(All/Directors/Majority)**
- 2) That the RDBN Board of Directors authorize the withdrawal of up to \$27,117 from the Federal Gas Tax Reserve Fund.  
**(Participants/Weighted/Majority)**

### **Background:**

LDAS is seeking funding assistance to address the aging refueling station equipment at Baker Airport. Over 30 years old, the current refueling station equipment is inefficient, outdated, and unsustainable. The current system is a key-lock system that must be unlocked by an attendant, requiring staff to be on call and available 24/7. This project includes installing a larger steel shelter (40x50) to house all three existing fuel tanks and replace the current refueling system (pumps and meters) with an automated system. This project will mitigate the risk of loss or interruption of aviation refueling services offered by Baker Airport. The full project budget is included for additional information.

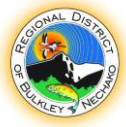
<b>Funding Organization</b>	<b>Amount</b>	<b>Status</b>
Lakes District Airport Society	\$50,000	Approved
Burns Lake Community Forest	\$30,000	Approved
Nechako Kitamaat Development Fund	\$30,000	Approved
RDBN Gas Tax	\$27,117	Pending
Northern Development Initiative Trust	\$137,116	Pending
<b>Total</b>	<b>\$274,233</b>	

Total uncommitted Gas Tax Funds remaining in Electoral Area ‘B’ allocation is \$231,614.65.

Director Michael Riis-Christianson is supportive of this project and of accessing Federal Gas Tax Funds in the amount of up to \$27,117.00 from Area ‘B’ for this Regional Airport Infrastructure project.

A Board resolution is required to contribute Federal Gas Tax Funds to this project.





## Regional District of Bulkley-Nechako

**To:** Chair Thiessen and Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** May 27, 2021  
**Re:** Climate Action Revenue Incentive Program (CARIP)

---

### Recommendation (All/Directors/Majority):

Receipt

### Background:

The Regional District signed onto the Climate Action Charter to work towards a carbon neutral future.

Each year the Regional District claims a rebate of the carbon tax charged on its fossil fuel purchases throughout the year. Tracking and claiming this rebate takes approximately three weeks of staff time per year. The rebate is then credited as miscellaneous income to those services that have paid the carbon tax. In 2019 the carbon tax received back from the province was \$31,988.

In addition, the Regional District taxes \$13,250 each year (with a total funds in reserve now available of \$119,250) in Environmental Services and \$6,250 each year (with a total now available of \$50,000) in the Bulkley Valley Pool Service to set aside funds for CARIP purposes. The use of these funds is very restrictive but in general can be utilized for specific greenhouse gas reducing projects such as (pure) electric vehicles or the creation of alternate energy systems. These funds can also be utilized to purchase carbon offset credits. At this time it is uncertain of any restrictions that will be placed on existing CARIP reserves held by local governments since the Province is cancelling the program.

Unless the Board otherwise directs, the budget for 2022 will no longer include funds to increase the CARIP reserves. This change, and not receiving the carbon tax rebate, will result in a net increase in taxation of \$12,488 in 2022.

Staff will look for other methods to reduce the Regional District's greenhouse emissions including the purchasing of hybrid or all electric vehicle, the retrofit of buildings to utilize less energy and heating fuel, and the use of solar energy (where practicable).

Attachment: **May 11, 2021 Letter from Minister Josie Osborne**



May 11, 2021

Ref: 266895

Dear Mayors and Chairs:

I am writing in follow up to a recent update from Okenge Yuma Morisho, Deputy Minister of Municipal Affairs, to Chief Administrative Officers regarding the Climate Action Revenue Incentive Program (CARIP). As you may be aware, 2021 will mark the wind down and final year of grant payments under this program. Budget 2021 also commits new funding to help local governments reduce greenhouse gas emissions through planning for compact, energy-efficient communities. The purpose of this letter is to thank British Columbia's local governments for your continued leadership and to describe how our government continues to work with local governments to achieve our collective climate goals.

Since the 2008 inception of the Climate Action Charter (CAC), almost every local government in B.C. has signed the CAC, committing to take action and develop strategies to achieve the following three goals:

- Work toward becoming carbon neutral in their local government corporate operations
- Measure and report on their community greenhouse gas (GHG) emissions profile
- Create complete, compact, energy-efficient rural and urban communities

As of 2018, the last year of full reporting prior to the pandemic, 187 local governments had signed on to the CAC and were publicly reporting on their progress toward meeting their climate action goals, 147 were measuring and reporting GHG emissions, and 50 local governments had achieved carbon neutrality in their operations. Communities across B.C. both large and small have consistently demonstrated leadership in taking action on climate change, in areas as broad as local food production, renewable energy generation and planning for public transit and active transportation. Thank you for your continued ambition and efforts to reduce greenhouse gas emissions in your corporate operations, and more broadly to inspire and work within your communities to tackle climate change.

Under CleanBC, the Province of British Columbia has put a priority on reducing pollution, boosting energy-efficient solutions and building a low-carbon economy. Local governments will continue to be a key partner in our collective efforts to address the challenges of a changing climate, playing a specific and important role in B.C.'s climate goals.

.../2

Mayors and Chairs

Page 2

Just as local governments' actions on climate solutions have evolved in the past decade, our government is responding to support you with tools and funding programs such as:

- Updating the BC Action Climate Toolkit and the Green Communities Committee Carbon Neutral Framework.
- Investing \$110 million in combined provincial and federal funding to help local governments and Indigenous communities develop energy efficiency and clean energy projects through the Investing in Canada Infrastructure Program CleanBC Communities Fund.
- Working with the federal government to assess the climate impacts of all major infrastructure being funded under the Investing in Canada Infrastructure Program to reduce GHG emissions and increase resilience to climate change, which benefits communities and creates jobs.
- Boosting active transportation infrastructure with \$18 million through the Ministry of Transportation and Infrastructure.
- Making sure commuters can get out of their cars with historic investments in public transit, such as the Broadway Subway Line, and free transit for kids 12 and under starting this September.

Building on record investments in CleanBC, the province will continue to strengthen our work with local governments and support the CAC.

As noted, Budget 2021 commits \$11 million in new funding to help local governments plan for compact, energy-efficient communities, directly supporting the CAC's commitment to create complete, compact, energy-efficient rural and urban communities. I look forward to working with all local governments through Union of BC Municipalities and the Green Communities Committee on how to support greener and more livable communities.

Our government remains committed to working with local governments to reach our climate goals and make life better for people across British Columbia.

Sincerely,



Josie Osborne  
Minister

pc: Chief Administrative Officers



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**MEMORANDUM**

**TO: Chair Thiessen and Board of Directors**  
**FROM: Cheryl Anderson, Director of Corporate Services**  
**DATE: May 27, 2021**  
**SUBJECT: 2021 UBCM Resolution Deadline**

---

**RECOMMENDATION: (all/directors/majority)**

Receive.

**BACKGROUND**

The deadline to submit resolutions for consideration at this year's UBCM Convention is June 30<sup>th</sup>. If the Board wishes to submit any resolutions, the topic and background information should be submitted to staff by June 10<sup>th</sup> for staff to draft the resolution and distribute to the Board for comments prior to the deadline.

April 15, 2021

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

RECEIVED

APR 20 2021

REGIONAL DISTRICT OF  
BULKLEY-NECHAKO

Dear Chair Thiessen:

**Re: Provincial Response to 2020 Resolutions**

UBCM has received the Province's response to your Board resolution(s) from 2020. Please find the enclosed resolution(s) and their provincial response(s).

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

Please feel free to contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process.

Tel: 604.270.8226 ext. 100 Email: [jjustason@ubcm.ca](mailto:jjustason@ubcm.ca)

Yours truly,



Brian Frenkel  
UBCM President

*Enclosure*

Whereas access to fast, affordable broadband internet and cell phone service is essential in today's digital world;

And whereas broadband internet and cell phone service in many rural and remote communities across British Columbia is either non-existent or too slow and unreliable to access many services necessary for economic and social well-being;

And whereas during an emergency where social interaction is limited or traditional communications infrastructure is compromised, it is imperative that citizens have reliable broadband internet and cell phone service to access health care, education, online meeting platforms, emergency information, and other programs relating to health and wellness;

And whereas while fees charged for broadband internet and cell phone service in rural and remote communities are among the highest in Canada and the world, the quality of service has in many instances declined in recent months:

Therefore be it resolved that UBCM urge the Province of BC to establish an infrastructure framework to ensure that equal access to internet and cell phone service is available to all British Columbians.

**Convention Decision:                      Endorsed**

### Provincial Response

#### ***Ministry of Citizens' Services***

*The ministry acknowledges that equitable access to fast, affordable broadband and cell phone services is critical in today's digital world. Access to the internet is crucial to spur innovation and empower British Columbians not just in major urban cities but also in villages and towns, including Indigenous communities across the province.*

*Working together, both the federal and provincial governments have recently announced measures to spark connectivity in rural and remote communities. The Universal Broadband Fund is part of Canada's High-speed Access for All: Canada's Connectivity Strategy.*

[https://www.ic.gc.ca/eic/site/139.nsf/eng/h\\_00002.html](https://www.ic.gc.ca/eic/site/139.nsf/eng/h_00002.html)

*a collaborative infrastructure framework coordinated with the provinces and territories. In terms of affordability, recipients benefitting from program funding must provide broadband services at a price that is no higher than the broadband services provided by service providers in major urban areas.*

*The COVID-19 pandemic has created an unprecedented situation and highlighted the critical need for connectivity for all British Columbians to help connect them to work, school, government resources and stay in touch with family and friends. As part of StrongerBC, B.C.'s Economic Recovery Plan, the B.C. government has provided \$90-million to the Connecting British Columbia program for connectivity expansion throughout the province. The funding is in addition to the \$50-million expansion of the Connecting British Columbia program announced in 2019. The provincial government also monitors and participates as an intervenor in various proceedings issued by the national regulator, the Canadian Radio-television and Telecommunications Commission (CRTC).*

*Telecommunications is federally regulated by the CRTC and the Commission is committed to working with service providers to provide people with access to affordable, high-quality telecommunications services. For example, the CRTC issued a Call for comments regarding potential barriers to the deployment of broadband-capable networks in underserved areas in Canada inviting interested parties to identify regulatory steps to help reduce the costs associated with extending broadband and cellular networks. Local government and regional districts are encouraged to monitor this proceeding and to write to the CRTC to express their views.*



Reference:262314

May 19, 2021

Gerry Thiessen  
Chair, Regional District of Bulkley Nechako  
37, 3<sup>rd</sup> Avenue  
Burns Lake, British Columbia  
VOJ 1E0

Dear Gerry Thiessen,

Thank you for your letter of March 11, 2021 regarding Community Resiliency Investment (CRI) funding. Your letter has been referred to me for response.

The goals of the FireSmart Economic Recovery Program include supporting diverse types of immediate job creation, targeted at building local wildfire resiliency, and assisting communities in recovering from the economic impacts of the COVID-19 pandemic. Jobs that are new or increased hours for existing positions in private or public sectors are the key feature for these activities.

In September 2020 an additional \$19.5 million in funding was announced for the CRI program through B.C.'s Economic Recovery Plan. This increased funding will create over 500 new jobs across rural B.C.

The Job Creation for FireSmart Project and Fuel Management Demonstration eligible activities includes both FireSmart projects for residential areas, farms and ranches, community assets and critical infrastructure, in addition to fuel management demonstration projects.

Private sector contracts are certainly supported in the Stream 3 program and have been efficient in managing the fuel mitigation types of activities in the FCFS stream.

Eligible costs are direct costs that are approved by the Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out the eligible activities. These eligible costs include all costs associated with consultants and contractors who deliver fuel mitigation or Firesmart landscaping types of projects on behalf of the applicant.

The Job Creation for Sustained Wildfire Resiliency eligible activity focuses on providing funding opportunities to applicants if they choose to focus their applications towards building

internal capacity. The list of eligible job positions and types is provided in addition to or can be completed by the direct costs above.

Again, thank you for writing and sharing your concerns.

Sincerely,

Chris Hodder  
Manager Wildfire Prevention

BC Wildfire Service





Reference: 261769

April 26, 2021

**VIA EMAIL:** [wendy.wainwright@rdbn.bc.ca](mailto:wendy.wainwright@rdbn.bc.ca)

Gerry Thiessen, Chair  
Regional District of Bulkley-Nechako  
PO Box 820  
Burns Lake, British Columbia  
VOJ 1E0

Dear Gerry Thiessen:

Thank you for letter of February 25, 2021, regarding limited response time to engage on flood-related projects managed by the Fraser Basin Council (FBC).

Although the Ministry of Forests, Lands, Natural Resource Operations and Rural Development is a key partner in these projects, the engagement timelines on these particular investigations were established by either the FBC or its consultants.

We understand the FBC responded March 15, 2021 to the Regional District of Bulkley-Nechako on this matter, expressing regrets and committing to improved consideration of engagement timelines in future endeavours. We also echo the gratitude the FBC expressed to regional district staff, who responded to the January 2021 survey despite the short time allotment.

As you may be aware, the ministry has committed to develop a BC Flood Strategy. Recommendations from the FBC-led flood investigation reports are being considered as inputs to the strategy development process. Plans for engagement on the flood strategy with British Columbians are being developed. We will ensure your feedback regarding a minimum of six weeks to provide comment is taken into account during that process. We look forward to working together on the development of the BC Flood Strategy.

Again, thank you for writing and sharing your concerns.

Sincerely,

Katrine Conroy  
Minister



Reference: 262235

May 3, 2021

**VIA EMAIL:** [gerry.thiessen@rdbn.bc.ca](mailto:gerry.thiessen@rdbn.bc.ca)

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

Dear Gerry Thiessen,

Thank you for your letter of March 10, 2021, to Premier John Horgan, regarding concerns with the health of the Nechako River and your request for the province to work with the Nechako First Nations on restoration efforts. I have been asked to respond to both your letter and the recent resolution passed by the Regional District of Bulkley-Nechako in support of ecosystem restoration.

I am pleased with your references about the importance of reconciliation with First Nations and the desire to work collaboratively on issues such as stewardship. The province has been actively working with the Carrier Sekani First Nations – including the Saik’uz First Nation, Stellat’en First Nation and Nadleh Whut’en First Nation (collectively known as the Nechako First Nations) – through the regional Environmental Stewardship Initiative.

This initiative has provided the opportunity for the Nations and the province to work together on stewardship, including assessment of values identified as important by the nations. Outcomes from this work are informing the province’s approach to modernized Resource Management Planning, which includes a pilot that spatially covers the Carrier Sekani First Nations’ traditional territory and the eastern half of the Regional District of Bulkley-Nechako boundaries. I understand that early engagement from my staff on modernized Resource Management Planning has already begun in the region.

As you may be aware, the province is currently part of litigation put forward by the Nechako First Nations, which also involves the federal government and Rio Tinto Alcan Ltd. Given the ongoing proceedings, I am unable to comment on specifics relating to the scope of the litigation. However, concurrent to the litigation, the province is supporting the Water Engagement Initiative (WEI) which is a water use planning process with focus on the Nechako River. As described in your letter, balancing economics and environmental values are important considerations for the province, and one of the intended outcomes from the WEI process.

The process design includes structured decision-making that considers values identified by the Water Engagement Initiative, development of performance metrics, modelling flow scenarios, and assessing consequences, risks and trade-offs to inform final recommendations. It is my understanding the Technical Working Group of the WEI is currently finalizing performance metrics and will be completing scenario development and risk assessments over the coming six months.

The Ministry of Forests, Lands, Natural Resource Operations and Rural Development will continue to provide a supporting role to the WEI as a continuation of our past commitment to the process as long as Rio Tinto Alcan Ltd. continues to meet the four criteria we previously set for our participation. In brief, these criteria include engagement with First Nations, potential for water licence changes resulting from the process, independent facilitation and providing technical resources to support.

Reconciliation and Water Use Planning are complex. There is significant regional interest in the management of the Nechako watershed, as demonstrated by the ongoing participation in the WEI process as well as the interest from the Nechako First Nations and the Regional District of Bulkley-Nechako.

The province will continue support to the WEI, its leadership role in Resource Management Planning and broader monitoring and assessment of a variety of values including sturgeon and flooding. Further, the Province will review and assess feasibility, including a fulsome understanding of scope of authority, risks, uncertainties, and implications of all recommendations brought forward.

Please email our regional Director, Strategic Initiatives, Lori Borth [Lori.Borth@gov.bc.ca](mailto:Lori.Borth@gov.bc.ca) or Director, Resource Management, James Jacklin [James.Jacklin@gov.bc.ca](mailto:James.Jacklin@gov.bc.ca) if you would like to set up a meeting to discuss further. Again, thank you for writing and sharing your concerns.

Sincerely,



Geoff Recknell  
Acting Assistant Deputy Minister

pc: Honourable John Horgan, Premier of British Columbia  
Honourable Katrine Conroy, Minister of Forests, Lands, Natural Resource Operations and Rural Development  
Honourable George Heyman, Minister of Environment and Climate Change Strategy  
Honourable Murray Rankin, Minister of Indigenous Relations and Reconciliation  
Honourable Bruce Ralston, Minister of Energy, Mines and Low Carbon Innovation  
Chief Priscilla Mueller, Saik'uz First Nation  
Chief Larry Nooski, Nadleh Whut'en First Nation  
Chief Robert Michell, Stelat'en First Nation  
Lori Borth, Director, Strategic Initiatives  
James Jacklin, Director, Resource Management

**Canadian Forest Products Ltd.****Plateau**

April 29, 2021

Regional District of Bulkley Nechako  
37, 3<sup>rd</sup> Ave, PO Box 820  
Burns Lake, BC  
VOJ 1E0

RECEIVED

MAY 03 2021  
REGIONAL DISTRICT OF  
BULKLEY-NECHAKO

To: Regional District Board,

Thank you for the letter with regards to logging truck driving practices and safety concerns. Safety is taken seriously and remains Canfor's number one priority in all aspects and areas we operate.

We have a number of policies, procedures and expectations with respect to safety. One example that you may not have been aware of is a Road Safety Monitoring Program that ensures the safe transportation of logs. The road monitor travels all roads (including through communities) we haul logs on and weekly collects specific truck and contractor information related to 1) Speed, 2) Compliance with the driving, radio calling and lowbed procedures, 3) Compliance to Woodlands Transportation Safety Procedures, 4) Incident Reporting, 5) Violence in the Workplace. The information collected by the road monitor is passed on to Canfor supervisors and Contractor principals. Road safety infractions are discussed between Canfor and the contractor and actions are put in place to correct as per the Discipline Process laid out in the Transportation Safety Procedures.

Your specific concerns around logging truck safety will be communicated at our annual Pework meetings in May, with every contractor we utilize, and we will reiterate the importance of safety on our roads and highways. We enforce contractor training focusing on awareness for safety, road speed, hazards, near miss, and near miss reporting.

Sincerely,

A handwritten signature in black ink, appearing to read "Ian Stephens".

Ian Stephens  
Woodlands Manager

A handwritten signature in blue ink, appearing to read "Ingo Hinz".

Ingo Hinz  
Harvest Superintendent

**Regional District of Bulkley-Nechako**

**Action List - March 2021 Board Meetings**

<b>MOTION #</b>	<b>AGENDA ITEM</b>	<b>ACTION REQUIRED</b>	<b>RESPONSIBILITY</b>	<b>STATUS</b>	<b>DATE COMPLETED</b>
2021-3-4 Special Board Meeting March 11, 2021	Stream 3 Community Resiliency Investment Grant Funding Letter of Recommendations	Advocate for RDBN residents by sending a letter as amended to the Minister of Forests, Lands, Natural Resource Operations and Rural Development, detailing concerns with restrictions on the Stream 3 CRI Grant, specifically the inability to use private contractors to complete fuel mitigation activities.	DebJM	Letter sent	Received a letter of response from Ministry confirming we could use private contractors if the grant is approved.
2021-3-5 Special Board Meeting March 11, 2021	Stream 3 Community Resiliency Investment Grant Funding Opportunity	Submit an application to the Stream 3 Community Resiliency Investment (CRI) Grant for additional training opportunities and mitigation for Neighbourhood Champion labour costs for up to the maximum grant application amount of \$500,000; And the Board understands that if the grant is approved, the RDBN will receive and manage the grant funding, and commits to any associated ineligible costs and cost overruns.	DebJM	Application submitted no response	
2021-3-6 Special Board Meeting March 11, 2021	2021 Virtual COFI (BC Council of Forest Industries Convention	Register any Rural Directors wishing to attend the 2021 Virtual COFI (BC Council of Forest Industries) Convention on April 8 2021.	Geraldine	Completed	
2021-3-7 Special Board Meeting March 11, 2021	Vanderhoof Rural Fire Protection Agreement - January 1, 2019 to December 31, 2023	The Board Vice-Chair and the Chief Administrative Officer to sign the Vanderhoof Rural Fire Protection Agreement for a 5-year term.	DebJM	Completed	
Committee of the Whole Meeting March 11, 2021	Delegation Thank You Letters	Write a thank you letter to Hans Erasmus, RPF – Licensed Authorizations Officer – Skeena Region, Garth O'Meara, RPF – Licensed Resource Specialist & Fire Rehab Lead – Nadina Natural Resource District, Patrick Ferguson, RPF – Wildfire Risk Reduction Officer – Skeena Stikine District and Wes Bender, Wildfire Technician, Ministry of Forests, Lands, Natural Resource Operations and Rural Development regarding Wildfire Mitigation.	Geraldine	Completed	

**Regional District of Bulkley-Nechako**

**Action List - March 2021 Board Meetings**

<b>MOTION #</b>	<b>AGENDA ITEM</b>	<b>ACTION REQUIRED</b>	<b>RESPONSIBILITY</b>	<b>STATUS</b>	<b>DATE COMPLETED</b>
C.W.2021-3-3 Committee of the Whole Meeting March 11, 2021	RDBN Response Letter to the Honourable Katrine Conroy, Minister of Forests, Lands, Natural Resource Operations and Rural Development – Consultation – Lakes and Prince George Timber Supply Area (TSA) Apportionment	Staff to send the March 11, 2021 letter to the Honourable Katrine Conroy, Minister of Forests, Lands, Natural Resource Operations and Rural Development in response to the Consultation for the Lakes and Prince George Timber Supply Area (TSA) Apportionment.	Cheryl	Completed	
Board Meeting March 25, 2021	Delegation Thank You Letters	Write a thank you letter to RCMP Staff Sergeant Darren Woroshelo, North District Advisory NCO, Fraser Fort George for providing an update regarding RCMP service boundaries, staffing levels and crime statistics; and include all Rural Directors contact information to receive RCMP updates.	Wendy	Completed	
2021-4-13 Board Meeting March 25, 2021	North Central Local Government Association (NCLGA) AGM and Convention May 5-6, 2021	Register the Chair and any Rural Directors wanting to attend the Virtual North Central Local Government Association (NCLGA) AGM and Convention from May 5-6, 2021.	Geraldine	Completed	
2021-4-18 Board Meeting March 25, 2021	Cluculz Lake Fire Hall Proposal	1. Staff to negotiate and enter into a construction contract with Viking Construction Ltd. as the successful proponent for the Cluculz Lake Fire Hall Design/Build project. 2. Further that the Board, as the Authority Having Jurisdiction (AHJ), exempt the Post Disaster requirement and allow construction to be completed as a 'Part 9' building as outlined in the B.C Building Code. 3. Further that the Board waive the building permit fee for the construction of the Cluculz Lake Fire Hall.	Deb JM/Jason L	Completed	
2021-4-19 Board Meeting March 25, 2021	Agriculture Plastic Recycling - Cleanfarms Pilot Program	1. "That the Board approve a maximum of \$96,501 in funding for the three-year agricultural plastics recycling pilot project with a collection target of 30%. 2. That the Board approve the establishment of up to seven (7) agricultural plastics collection points at RDBN Transfer Stations to a maximum cost of \$35,000 for constructing sorting bays.	Alex/John	1. Funding allocated in Budget 2. In Progress	

**Regional District of Bulkley-Nechako**

**Action List - April 2021 Board Meetings**

<b>MOTION #</b>	<b>AGENDA ITEM</b>	<b>ACTION REQUIRED</b>	<b>RESPONSIBILITY</b>	<b>STATUS</b>	<b>DATE COMPLETED</b>
C.W.2021-4-3 Committee of the Whole Meeting April 8, 2021	Provincial COVID-19 Funds	That of the \$314,000 in additional COVID Relief funds received, that \$251,200 be allocated to rural government special projects and that \$62,800 be allocated to general government special projects.	John	Completed	
BBC.2021-2-3 Connectivity Committee Meeting April 8, 2021	Wireless Connectivity Improvements in the Regional District of Bulkley-Nechako	Write a letter to the Ministry of Citizens' Services requesting expansion of wireless connectivity/cell service to the Southside of Francois Lake, Highway 118 and Highway 27 as connector routes to the Highway 16 ('Highway of Tears') route.	Nellie	In Progress	
Natural Resources Committee April 8, 2021	Delegation Thank You Letters	Write a thank you letter to Kiel Giddens, Public Affairs Manager, Sian Weaver, Manager of Socio-economics, Coastal GasLink regarding the Socio-economic Effects Management Plan (SEEMP).	Geraldine	Completed	
Regional Transit Committee Meeting April 8, 2021	Delegation Thank You Letters	Write a thank you letter to Lindsay Taylor, Manager, Government Relations, BC Transit regarding 2021 Bulkley Nechako Transit Service Review.	Geraldine	Completed	
WMC.2021-2-3 Waste Management Committee April 8, 2021	RDBN Letter of Support for Inclusion of ICI Cardboard in EPR	Write a letter of support to the Smithers District Chamber of Commerce regarding its resolution to the BC Chamber of Commerce in regard to Industrial Commercial and Institutional (ICI) recycling; and further, that the letter be forwarded to Nathan Cullen, MLA - Stikine and John Rustad, MLA - Nechako Lakes.	Alex	Incomplete	
WMC.2021-2-4 Waste Management Committee April 8, 2021	RDBN Review and Recommendation Letter for a 10¢ Bottle Deposit Refund for all Cans	Write a letter to the Minister of Environment and Climate Change Strategy requesting that a consistent deposit system for the return deposit for all cans is paid in its entirety; and further, that the system is implemented throughout the Province.	Alex	Incomplete	
2021-6-13 Board Meeting April 22, 2021	COVID-19 Relief Funds	Write a letter to notify the following approved Applicants for the COVID-19 Relief Funds: <b>Electoral Area "A" (Smithers Rural)</b> -Paul Lychak Community Hall – Hall Insurance - \$3,729.00 -Glenwood Community Hall – Hall Insurance - \$3,495.00 <b>Electoral Area "E" (Francois/Ootsa Lake Rural)</b> -Francois Lake Hall – Hall Insurance - \$1,339.00 -Grassy Plains Community Hall Association – Hall Insurance - \$4,315.00 <b>Electoral Area "F" (Vanderhoof Rural)</b> -Cluculz Lake Community Hall – Hydro Bills - \$4,291.14 <b>Electoral Area "G" (Houston Rural)</b> -Granisle Public Library – Computer Equipment - \$2,500 -Love by the Bowl Soup Kitchen – Sterilizing Equipment - \$2,500.	Nellie	Completed	

**Regional District of Bulkley-Nechako**

**Action List - April 2021 Board Meetings**

<b>MOTION #</b>	<b>AGENDA ITEM</b>	<b>ACTION REQUIRED</b>	<b>RESPONSIBILITY</b>	<b>STATUS</b>	<b>DATE COMPLETED</b>
2021-6-14 Board Meeting April 22, 2021	Grant in Aid Request - Nechako Valley Historical Society	Write a letter and provide \$30,000 in Grant in Aid monies from Electoral Area "F" (Vanderhoof Rural) to the Nechako Valley Historical Society for a records digitization project.	Nellie/John	Completed	
2021-6-19 Board Meeting April 22, 2021	UBCM Local Government Development Approvals Program	1. Submit a grant funding application, with Board support for the applications portal project through the UBCM Local Government Development Approvals Program. 2. That the Board supports the project and commits to any associated ineligible costs and cost overruns.	Jason L	Completed	May 6, 2021
2021-6-20 Board Meeting April 22, 2021	Letter of Support for the RDFFG Development Approvals Program Application	Staff to provide a letter of support for the Regional District of Fraser-Fort George's application to the UBCM Local Government Development Approvals Program.	Jason L	Completed	May 6, 2021
2021-6-21 Board Meeting April 22, 2021	Letter to Minister Osborne, Ministry of Municipal Affairs - Emergency Fire Equipment and Facilities Funding for Small Rural Communities	Staff to write a letter to the Honourable Josie Osborne, Minister of Municipal Affairs requesting Provincial support for Emergency Fire Equipment and Facilities Funding for Small Rural Communities.	Deborah JM	In Progress	
2021-6-22 Board Meeting April 22, 2021	Federation of Canadian Municipalities (FCM) Convention - May 31- June 4, 2021 - Virtual	Register the Chair and One (1) Rural Director for the Federation of Canadian Municipalities (FCM) Virtual Convention May 31-June 4, 2021.	Cheryl	Completed	